

About Partners in Project Green

Partners in Project Green is a membership-based program of Toronto and Region Conservation Authority (TRCA) committed to developing the largest eco-business zone in the world. Created in partnership by Toronto Pearson and TRCA, Partners in Project Green is a vast community comprising businesses, government bodies, institutions and utilities, all working together to strengthen the Toronto region's economy and environmental sustainability by fostering business-to-businesses collaboration, supporting the installation of green technologies, and participating in meaningful environmental projects that drive results. Partners in Project Green has supported community members to divert more than 18,500 tonnes of waste material away from landfill by facilitating over 400 circular economy exchanges.

Material Exchange Program

Partners in Project Green operates Material Exchange, a program which facilitates the exchange of material between businesses and non-profit organizations to divert waste from landfill, support local communities, and move towards a circular economy.

Material Exchange is a free program open only to Partners in Project Green members and channel partners. Only industrial, commercial and institutional organizations with operations within the Greater Toronto Area (Regions of Peel, York, Durham and Toronto) are eligible to participate.

Material Exchange provides support for solid waste material only. Liquid waste and hazardous material are excluded.

Partners in Project Green's Role

Partners in Project Green's role is that of an impartial facilitator. Program participants can be confident that all work will be performed in their best interest, with no interests or biases towards any solutions identified, received, and implemented.

Partners in Project Green's role is limited to that identified in these terms and conditions. Partners in Project Green does not represent any participant, and each participant will be required to negotiate exchanges and terms on their own behalf. Partners in Project Green is not responsible for any costs incurred in the exchange of material between participants, nor is Partners in Project Green responsible for the quality or suitability of material being exchanged.

How the Program Works

Partners in Project Green connects Donors who have a waste material with various non-profit organizations and/or recyclers that can divert the material from landfill by way of the following:

- 1) Non-profit organizations who are capable of diverting material through reuse register for Material Exchange through the Partners in Project Green's website (www.partnersinprojectgreen.com/exchange). Non-profit organizations provide a list of materials they can accept.
- 2) Partners in Project Green maintains a network of non-profit organizations so when material is made available by Donors, matches can be identified. Non-profit organizations agree to have their name and logo used for promotional purposes related exclusively to Material Exchange.
- 3) Donors submit an online form to Partners in Project Green with information about the material they would like to divert. By completing the online form, Donors give permission to have the information shared with non-profit organizations and recyclers that can accept the material.
- 4) Partners in Project Green will provide introductions connecting Donor and Recipient based on the following conditions:
 - A. When one to three matches are identified, Partners in Project Green will automatically connect the Donor to non-profit organizations.
 - B. When four or more matches are identified, potential matches will be submitted to the Donor so they can select three to be connected to.
 - C. If no matches are identified, Partners in Project Green will identify other non-profit organizations able to accept the material. If an identified non-profit organization chooses to register for Material Exchange, Partners in Project Green will continue with step 4A.
 - D. If Partners in Project Green is unable to identify a non-profit organization able to accept the material, the material is considered to be not reusable within our network. Partners in Project Green will then identify up to three recyclers who can divert the material and will automatically connect the Donor to the recyclers.
- 5) The Donor will select a non-profit organization or recycler to work with, and negotiate any terms of agreement on their own behalf. Partners in Project Green is not involved in any negotiation of the terms of agreement between Donor and Recipient. Partners in Project Green is still available and is involved to facilitate communication between participants as necessary.
- 6) Material will be transferred from the Donor to the non-profit organization or recycler. When an exchange occurs, participants will report to Partners in Project Green the amount of material diverted through the exchange, where the material was sent, and photos. This information can be sent to catherine.leighton@trca.ca. The photos should be high resolution and include: people, the exchanged material and company logos.
- 7) Partners in Project Green will ask Donors for permission to use photos to profile the success stories as news stories, case studies, and/or social media posts through our various communication channels.
- 8) Partners in Project Green provides a Certificate of Diversion to both participants to recognize their efforts to divert material from landfill.

Code of Conduct for Material Exchange

All participants are expected to abide by the following codes of conduct. Failing to follow the code of conduct may result in removal from the Material Exchange program.

Non-profit Organizations and Recyclers

Maintain confidentiality of information provided by the Donor.

Not to solicit the Donors outside the scope of the material that was originally identified, unless directly asked by the Donor.

If Donors are unresponsive after three attempts, all future communication by Recipients must be directed to Partners in Project Green only.

Will include Partners in Project Green on all communications.

Will respond to inquiries from Donors and Partners in Project Green in a reasonable timeframe.

Will work with Donors to establish terms of agreement for the exchange of material.

Shall use the material only for the purposes of their organization, and not for personal use by employees of their organization.

Will report all successful exchanges to Partners in Project Green. Where possible, this includes providing photos, and volume and weight of material exchanged.

Will not promote the exchange externally without prior consent from Partners in Project Green and the Donor.

Will notify Partners in Project Green if future exchanges occur with the donor.

Will notify Partners in Project Green if their primary contact changes.

Will allow Partners in Project Green to use their name and logo for promotional purposes solely related to the Material Exchange Program.

Donors

If non-profit organizations or recyclers are unresponsive after three attempts, all future communication by Donors must be directed to Partners in Project Green only.

Will include Partners in Project Green on all communications.

Will respond to inquiries from Recipients and Partners in Project Green in a reasonable timeframe.

Will work with non-profit organizations or recyclers to establish terms of agreement for the exchange of material.

Shall use best efforts to ensure the material are fit for re-use and recycling by non-profit organizations or recyclers.

Will report all successful exchanges to Partners in Project Green. Where possible, this includes providing photos, and volume and weight of material exchanged.

Will notify Partners in Project Green if future exchanges occur with the non-profit organizations or recyclers.

Will notify Partners in Project Green if the Donor's primary contact changes.

Release

By participating in the Material Exchange program, participants agree that they will release and forever discharge TRCA, its officers, directors, agents, and employees of and from any and all actions, causes of action, claims and demand of any nature arising from the Material Exchange program.