



**PUBLIC AGENDA  
STANDING POLICY COMMITTEE  
ON ENVIRONMENT, UTILITIES  
AND CORPORATE SERVICES**

**Monday, May 11, 2015, 2:00 p.m.**

**Council Chamber, City Hall**

**Committee Members:**

**Councillor Z. Jeffries, Chair, Councillor E. Olauson, Vice-Chair, Councillor A. Iwanchuk, Councillor M. Loewen, Councillor P. Lorje, His Worship Mayor D. Atchison (Ex-Officio)**

**Pages**

- 1. CALL TO ORDER**
- 2. CONFIRMATION OF AGENDA**
- 3. DECLARATION OF PECUNIARY INTEREST**
- 4. ADOPTION OF MINUTES**

**Recommendation**

That the minutes of Regular Meeting of the Standing Policy Committee on Environment, Utilities and Corporate Services held on April 14, 2015 be adopted.

- 5. UNFINISHED BUSINESS**
- 6. COMMUNICATIONS (requiring the direction of the Committee)**

**6.1 Delegated Authority Matters**

**Recommendation**

That the requests for extension to The Noise Bylaw as outlined in 6.1.1 to 6.1.7 be approved subject to any administrative conditions.

- |              |   |              |
|--------------|---|--------------|
| <b>6.1.1</b> | <b>Noise Bylaw Extension, Mogathon, June 14, 2015, 7:00 a.m. to 3:00 p.m., Diefenbaker Park, Michelle Prytula, Mogathon Race Director [File No. CK. 185-9]</b>            | <b>6 - 8</b> |
| <b>6.1.2</b> | <b>Noise Bylaw Extension, Potash Corp Annual Corporate Summer BBQ, July 10, 2015, until 11:00 p.m., Delta Bessborough Gardens, Christina Blenkin [File No. CK. 185-9]</b> | <b>9 - 9</b> |

6.1.3	Noise Bylaw Extension, Saskatoon Farmer's Market, Saturdays, May 2 to September 26, 2015, 8:00 a.m. to 2:00 p.m., Mary Eley, Operations Manager [File No. CK. 185-9]	10 - 10
6.1.4	Noise Bylaw Extension, Bikes on Broadway Circuit Race, May 18, 2015, 8:30 a.m. to 1:00 p.m., Broadway District, Janice Matus, Bikes on Broadway Race Organizer [File No. CK. 185-9]	11 - 11
6.1.5	Noise Bylaw Extension, Art in the Park, June 7, 2015, 11:00 a.m. to 5:00 p.m., Ashworth Holmes Park, Raeanne Van Beek, Art in the Park Committee [File No. CK. 185-9]	12 - 12
6.1.6	Noise Bylaw Extension, Easter Seals Drop Zone Event, (Rain Date: August 26, 2015), 7:30 a.m. to 5:30 p.m., Carlton Tower 325 5th Ave. N., Gerri Sametts, Saskatchewan Abilities Council/Easter Seals Saskatchewan [File No. CK. 185-9]	13 - 13
6.1.7	Noise Bylaw Extension, PotashCorp Mayor's Marathon Day, June 21, 2015, 7:30 a.m. to 1:00 p.m., Victoria Park, Edda Lentner [File No. CK. 185-9]	14 - 14

## 6.2 Matters Requiring Direction

6.2.1	2014 Annual Report - Cultural Diversity and Race Relations Committee (File No. CK. 430-29)	15 - 21
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The Cultural Diversity and Race Relations Committee has approved submission of the 2014 Annual Report.

Ms. Cornelia Laliberte, Chair will be available to answer questions.

### Recommendation

That the report of the Cultural Diversity and Race Relations Committee be forwarded to City Council for information.

## 6.3 Requests to Speak (new matters)

# 7. REPORTS FROM ADMINISTRATION

## 7.1 Delegated Authority Matters

## 7.2 Matters Requiring Direction

7.2.1	Public Space Recycling Terms of Reference (File No. CK. 7830-5 x 4205-1 and WT. 1550-1)	22 - 37
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### Recommendation

That a report be submitted to City Council recommending:

1. That a new Public Space Recycling Program be established to replace the current MetroBin program; and
2. That the Administration proceed with a Request For Proposals (RFP) to implement the first component of the Program, a Pedestrian Recycling Program.

**7.2.2 Vision for Recovery Park (File No. CK. 7830-1 and CP. 4120) 38 - 43**

A Power Point presentation will be provided.

**Recommendation**

That the Standing Policy Committee on Environment, Utilities, and Corporate Services recommend to City Council:

1. That a consultant be hired to develop a business case and options for delivery models for Recovery Park; and
2. That Capital Projects #2187 – US Composting Facility, #2050 – C& D Waste Management Centre, and #1482 – SW Recycling Depots each contribute \$50,000 to fund the business case development for a total cost of \$150,000.

**7.2.3 Implications of Landfill Bans (File No. CK. 7830-5 x 7830-4-2 and WT. 7832-1) 44 - 58**

**Recommendation**

That the Standing Policy Committee on Environment, Utilities and Corporate Services recommend to City Council:

1. That a program for implementing a landfill ban on paper and cardboard be developed and referred to the 2016 Business Plan and Budget deliberations; and
2. That the potential to explore landfill bans for other materials be included in a Waste Diversion Plan to be prepared in 2016.

**7.2.4 Household Hazardous Waste Days Program - 2015 Extension (File No. CK. 7830-2 and CP. 7550-2-2) 59 - 61**

**Recommendation**

That a report be submitted to City Council recommending:

1. That the Professional Services Agreement with Envirotec Services Incorporated for the Household Hazardous Waste Days Program be extended to include the remainder of

- events in 2015; and
2. That additional funding of \$115,000 be approved to meet the demand of the remaining events scheduled in 2015.

**7.2.5 Redundant Internet Service - Request for Proposal Award (File No. CK. 233-1) 62 - 64**

**Recommendation**

That a report be submitted to City Council recommending:

1. That a contract with SaskTel for the provision of 36 months of 200 Mbps (megabits per second) Internet service with BGP (Border Gateway Protocol) for an estimated fee of \$125,604, plus applicable taxes be approved; and
2. That Purchasing Services be authorized to issue the necessary Purchase Order.

**7.2.6 Capital Project #2224 - WWT - Liquid Waste Haulers Station Award of Engineering Services (File No. CK. 7800-1 and WWT 7990-94) 65 - 69**

**Recommendation**

That the Standing Policy Committee on Environment, Utilities and Corporate Services recommend to City Council:

1. That the proposal submitted by Stantec Consulting Ltd. for engineering services for the design and construction of the Wastewater Treatment Plant Liquid Waste Haulers Station, at a total upset fee of \$558,657 (including GST and PST), be accepted; and
2. That the City Solicitor be requested to prepare the appropriate agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

**7.2.7 2015 Materials Testing Services - Award of Engineering Services - Concrete and Soil (File No. CK. 4110-1 and TU. 1000-1) 70 - 72**

**Recommendation**

That the Standing Policy Committee on Environment, Utilities and Corporate Services recommend to City Council:

1. That 2015 concrete testing in the East and West areas be awarded to AMEC Environment & Infrastructure, at a total estimated cost of \$61,000, plus GST;
2. That 2015 soil testing in the West area and concrete testing in the North area be awarded to Allnorth Consultants Limited at a total estimated cost of \$148,000, plus GST;
3. That 2015 soil testing in the East area be awarded to LVM Inc., at a total estimated cost of \$172,000, plus GST;
4. That 2015 soil testing in the North area be awarded to Golder Associates Ltd., at a total estimated cost of \$9,000, plus GST; and
5. That the City Solicitor be requested to prepare the appropriate agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

**7.2.8 Community Solar Power Co-operative (File No. CK. 2000-5 and CP. 2000-10-9)**

73 - 76

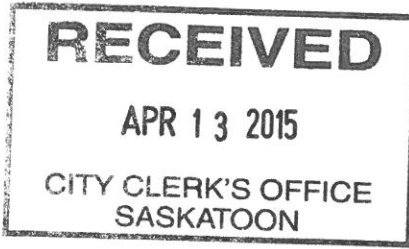
**Recommendation**

That the Standing Policy Committee on Environment, Utilities and Corporate Services recommend to City Council:

That Administration be directed to develop a Memorandum of Agreement with the SES Solar Co-operative Ltd. (a Saskatchewan Environmental Society (SES) initiative) for the purpose of partnering on the capital costs for construction of a solar power facility located at the Landfill Gas Power Generation Facility.

8. MOTIONS (NOTICE PREVIOUSLY GIVEN)
9. GIVING NOTICE
10. URGENT BUSINESS
11. IN CAMERA SESSION (OPTIONAL)
12. ADJOURNMENT

City Council  
3rd Ave. North  
Saskatoon, Saskatchewan  
S7K 0J5



April 11, 2015

Contact: Michelle Prytula  
Race Director, Saskatoon Mogathon  
20 Wayne Hicks Lane,  
Saskatoon, SK S7L 6S2  
Ph: 230-0003

Dear City Council;

Please accept this letter in request for a **noise bylaw extension on Saturday, June 14, 2015 starting at 7:00 a.m.** to allow us to hold our event, the Saskatoon Mogathon, a walking and running family event designed to benefitting two Saskatoon charities: the Children's Wish Foundation, and the Saskatoon SPCA. It is our goal to make the Mogathon a first class nation-wide running event that raises funds for the centre, as well as showcases the best of our beautiful city.

The past five annual Mogathon events were great successes. This year, once again in consultation with the City of Saskatoon, we have planned a fantastic running route primarily along the riverbank with the start and finish at Diefenbaker Park.

Over the previous five years, our event has attracted people from all over the province and beyond, as well as high calibre runners and the young and old. We have garnered the support of many Saskatoon businesses.

To attract all age groups, the Saskatoon Mogathon consists of a 30K run and relay, a 21.1K run, a 10K and 5K walk and run, a family 2K, and for those who want to participate without breaking a sweat, a No-K Beer run. In our efforts to make this a first class event, we have garnered the support of one of our local bands to play as participants cross the finish line.

We are requesting a noise level bylaw extension for our announcers to start at 7:00 a.m., and the band to start at 10:00 a.m. Activities will shut down by 3:00 p.m. We will make the necessary communication to the local community associations (attached) prior to the event, as well as any residences near River Landing and along the race route.

Our volunteer committee has been working hard to bring the #1 calibre running event to runners and walkers from all over. **We ask that you support our work by providing us with a noise bylaw extension on June 14, 2015 starting at 7:00 a.m.**

We look forward to your response,

Michelle Prytula  
Mogathon Race Director



**IN YOUR NEIGHBORHOOD!**  
**Saskatoon Mogathon: June 14, 2015**

The Saskatoon Mogathon, starting at Diefenbaker park and using the east and west sides of the riverbank as well as the northern part of the city, will be held on Sunday, June 14, 2015. You have received this letter because you live near, across, or along the route for the Saskatoon Mogathon. Lucky you!!

The Saskatoon Mogathon is a running and walking event consisting of a 30K race and relay, half marathon, 10K and 5K runs, and a 2K family walk/run. Along the course, there will be hydro-stations, cheering and music, road marshals, and misting stations. Event start times are staggered, starting at 8:00 a.m., with a route closure time of 1:00 p.m., although some sections of the routes will be opened for traffic as soon as runners pass. Please see the course map on the reverse for more details, or visit us as [www.mogathon.com](http://www.mogathon.com).

Through paying attention to every detail, the Saskatoon Mogathon is designed to engage maximum participation and awareness for fitness and fun for families while meeting the needs of our community. All proceeds from the Mogathon go toward local charities, including the St. Paul's Hospital Urology Centre of Health, The Children's Wish Foundation, and the Saskatoon SPCA.

**Get involved and become a LAWN PARTICIPANT!**

That's right...we said Lawn Participant! The best races that we've ever run in are those where the community comes out to cheer on the participants! We love that so much that we salute you and want to support you as a Lawn Participant so that you can get involved right on your own lawn! Grab some noisemakers (horns, old new year's eve decorations, bells, whistles, and rambunctious children will do) and make some noise to cheer on those runners on the course! You have NO IDEA what difference a little cheering can make!!!

Want more cheering gear? Just contact us at [www.mogathon.com](http://www.mogathon.com) by June 10, 2015 and tell us that you want to be an even noisier Lawn Participant! We will put together a Lawn Participant Cheering Package for you to

pick up on June 12, 2015, so that you can cheer on Mogathon runners and walkers in style! Then, if you're up to it, come on down to River Landing at 10:30 a.m. to hear the band, participate in the No-K Beer Run (our beer garden), and join in the post race BBQ! Together, we can make a difference!

**Come on and join the Moga-lution!**

[www.mogathon.com](http://www.mogathon.com)

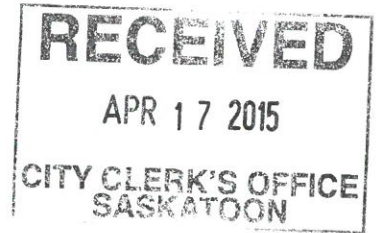
Contact Information:

Daniel Scherr: (306) 716-6314

Michelle Prytula: (306) 230-0003

Saskatoon Mogathon  
20 Wayne Hicks Lane,  
Saskatoon, SK S7L 6S2





April 13, 2015

City of Saskatoon  
222 – 3<sup>rd</sup> Avenue North  
Saskatoon SK S7K 0J5

**Re: Noise Bylaw Extension Request**

To Whom It May Concern:

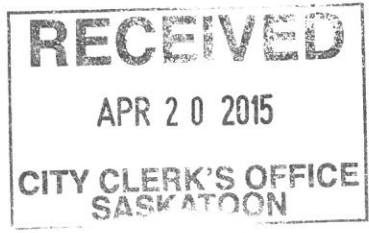
We are requesting an extension to the Noise Bylaw for Friday, July 10, 2015 until 11:00 PM. We will be holding our annual corporate summer BBQ at the Delta Bessborough Gardens in which we will have a DJ playing amplified sound for our guests. We look forward to receiving your response to this request.

Regards,



Christina Blenkin  
Senior Human Resources Specialist

185-9



**ideasinc**<sup>®</sup>  
120 Sonnenschein Way  
Saskatoon, SK S7M 0W2

April 20, 2015

City of Saskatoon  
City Clerk's Office  
419-202 4<sup>th</sup> Ave. N  
Saskatoon, SK

RE: REQUEST FOR NOISE BYLAW EXTENSION

Dear City Council,

Please consider granting Saskatoon Ideas Inc. and the Saskatoon Farmer's Market an extension to the City's noise bylaw in regards to our respective outdoor markets. These markets, the Saskatoon Farmer's Market and Ideas Inc. #streetstallsaturdays run Saturday's from 8am to 2pm from May 2<sup>nd</sup> until Sept. 26, 2015.

Sincerely,

Mary Eley

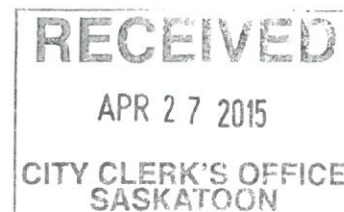
Operations Manager

P: (306) 653-2007

E: info@ideasyxe.com

W: www.ideasyxe.com

**From:** Web NoReply  
**Sent:** Saturday, April 25, 2015 2:25 PM  
**To:** City Council  
**Subject:** Form submission from: Write a Letter to Council



Submitted on Saturday, April 25, 2015 - 14:24  
 Submitted by anonymous user: 142.165.249.53  
 Submitted values are:

Date: Saturday, April 25, 2015  
 To: His Worship the Mayor and Members of City Council  
 First Name: Janice  
 Last Name: Matus  
 Address: Box 726  
 City: Martensvilles  
 Province: Saskatchewan  
 Postal Code: S0K 2T0  
 Email: [fjmatus@sasktel.net](mailto:fjmatus@sasktel.net)

Comments:

April 25, 2015

Dear His Worship the Mayor and Members of City Council:

RE: Bikes on Broadway Circuit Race City of Saskatoon Noise Bylaw No. 8244 Extension Request  
 Cycledelia Racing Club of Saskatoon is hosting Bikes on Broadway, a provincial cycling event sanctioned by the Saskatchewan Cycling Association, in the Broadway District and is requesting an extension of the Noise Bylaw No. 8244 for Monday, May 18, 2015 (a statutory holiday) from **8:30 AM** to **1:00 PM**.

Bikes on Broadway is a one of the oldest, most established bicycle stage races in Western Canada (celebrating 25 years in 2015) and attracts many participants from Alberta and Manitoba, in addition to local participants from Saskatchewan. This is the 3rd stage, a Criterium (circuit race), of a 3 day road cycling event. We would like to have a PA system announcing riders as they race around the circuit, to thank our sponsors and play music between the races (7 races in total). This event attracts approximately 150 riders, many from out of province, 40 volunteers and over 100 spectators who give back to the community. There is also local TV and newspaper coverage of the event. The Bikes on Broadway Committee has been working with the Broadway Business Improvement District to foster a relationship with the community and gain their support. The City of Saskatoon has approved the road closures for our event, with a meeting scheduled for April 29, 2015 for all vested parties, including Broadway Business Improvement District representatives. We will endeavor to reduce the inconvenience to businesses and residents as much as possible by maintaining sound levels as recommended.

Thank you for your consideration of our request.

Contact Janice Matus, Bikes on Broadway Race Organizer at [fjmatus@sasktel.net](mailto:fjmatus@sasktel.net) or 306-222-4725 if there are any questions or concerns.

The results of this submission may be viewed at:  
<https://www.saskatoon.ca/node/398/submission/16938>

April 27, 2015

His Worship the Mayor  
And Members of City Council  
222 Third Avenue North  
Saskatoon, SK S7K 0J5

Dear Mayor Atchison and Members of Council:

Re: Noise Guidelines for Park Special Events

The Caswell Community Association will be hosting our 14th annual arts festival, Art in the Park, noon-5 pm on June 7, 2015 in Ashworth Holmes Park. As this event occurs on a Sunday we are requesting permission to perform sound checks at 11:00 a.m. and begin performances at 12 p.m., outside of the Noise Bylaw hours.

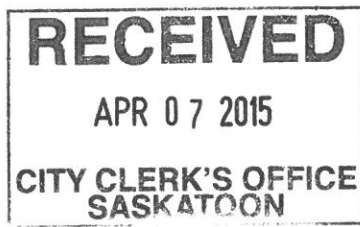
Thank you for your consideration.

Sincerely,

Raeanne Van Beek

Art in the Park Committee

185-9



January 29, 2015

Re: Request for extension of Noise Bylaw hours  
Easter Seals Drop Zone Event – August 25, 2015, Carlton Tower 325 5th Avenue North, Saskatoon (rain date: August 26th)

Dear Mayor Atchison & Members of City Council:

The 10th annual Easter Seals™ Drop Zone event will be held at Carlton Tower on August 25, 2015 (rain date August 26). We anticipate approximately 80 participating Superheroes to assist us in reaching our fundraising goal of more than \$100,000 for Easter Seals™ programs operated by the Saskatchewan Abilities Council, by rappelling down the side of the building. As in past years, insurance is purchased for this event.

The Saskatchewan Abilities Council respectfully requests an extension of the Noise Bylaw between the hours of 7:30 am to 5:30 pm on Tuesday, August 25, 2015, for amplified music with DJ services for the Easter Seals™ 2015 Drop Zone (rain date Wednesday, August 26th).

The Easter Seals™ Drop Zone will begin at 7:30 am Tuesday, August 25th and continue until approximately 5:30 pm that same day (rain date Wednesday, August 26th). Participants will rappel down the side of the Carlton Tower located at 5th Ave and 25th Street. The day will be an outdoor event with music and commentary provided by a DJ from Night Owl Audio as each Superhero performs their rappel down the 22-storey Carlton Tower located at the corner of 5th Avenue and 25th Street. The DJ sets up on the corner of 5th and 25th.

A request for a road closure has been sent to Transportation and Utilities Department, attention Kara Lackie, to close off 5th Avenue North (between 24th and 25th Street East) for the Easter Seals™ Drop Zone at Carlton Tower, 325 – 5th Avenue North, on Tuesday, August 25, 2014 (rain date August 26th). We would need the area closed off to the public from 5:00 a.m. until 7:00 p.m.

A food truck and practice rappelling structure park in the parking spaces in front of the building. This MAY be a distraction to the 2-way traffic on the street.

One last note: is it o.k. to place signage and chairs on the grass in front of the building? Spectators gather on the grass to watch the participants - we are careful to keep the sidewalk clear.

As in past years, safety of the event is overseen by trained professionals (Remote Access Technology). This event is completely safe and is run in 15 cities across Canada.

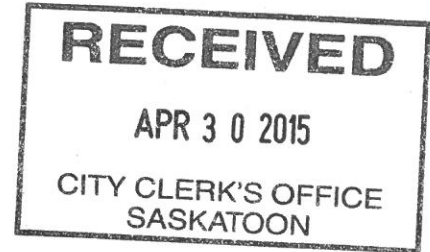
Thank you for your consideration.

Sincerely,

Gerri Sametts  
Special Events Assistant  
Saskatchewan Abilities Council/Easter Seals™ Saskatchewan  
1410 Kilburn Avenue  
Saskatoon, SK S7M 0J8  
Tel: 306-664-7237  
Email: gsametts@abilitiescouncil.sk.ca

185-9

**From:** Web NoReply  
**Sent:** April 30, 2015 12:25 PM  
**To:** City Council  
**Subject:** Form submission from: Write a Letter to Council



Submitted on Thursday, April 30, 2015 - 12:25  
Submitted by anonymous user: 70.64.85.86  
Submitted values are:

Date: Thursday, April 30, 2015  
To: His Worship the Mayor and Members of City Council  
First Name: Edda  
Last Name: Lentner  
Address: 601 8th Street E  
City: Saskatoon  
Province: Saskatchewan  
Postal Code: S7H0R1  
Email: [Elentner@runningroom.com](mailto:Elentner@runningroom.com)

Comments:  
Running Room Inc.  
Edda Lentner  
601 8th Street E  
Saskatoon, SK S7H 0R1

The City Clerk's Office  
c/o City Hall  
222 3rd Avenue North  
Saskatoon SK S7K 0J5

RE: Noise Bylaw Extension Requests

April 30, 2015

Dear Sir or Madam,

We are holding a special event on June 21st, 2015 at Victoria Park from 7:30am – 1pm, called PotashCorp Mayor's Marathon Day. We would like to have an extension for noise bylaw hours and will contact the Community association, all business owners and residents within a 2 block radius to ensure they know about the event and have my phone number.

I will be the contact on-site and my cell phone number is: 306-241-0254.

Regards,

Edda Lentner



May 5, 2015

Secretary, SPC on Environment,  
Utilities and Corporate Services**Re: 2014 Annual Report – Cultural Diversity and Race Relations Committee  
(File No. CK. 430-29)**

On behalf of the Committee, it is an honor to present the 2014 Annual Report. I would like to express our appreciation to City Council and Administration for their continued support of the Cultural Diversity and Race Relations Committee. Our mandate is to provide advice to City Council on matters related to our policy. As our city continues to diversify the Committee's role is important. Thanks to people who have served before us, the Committee and the City of Saskatoon are leaders in the country in the area of Cultural Diversity and Race Relations.

In 2014 the Cultural Diversity and Race Relations Committee celebrated its 25<sup>th</sup> Anniversary. We hosted an education and awareness session and a gala dinner. We would like to thank all past committee members for their contributions to fulfilling the Committee's mandate. We also recognize that there is still a lot of work to be done and we look forward to the next 25 years.

The Cultural Diversity and Race Relations Committee is involved in numerous community based events and celebrations which honor the diversity of our community. We would like to thank the organizations we have worked with on this endeavor and look forward to continued work in 2015.

The Cultural Diversity and Race Relations Committee will continue to support zero tolerance for racism and discrimination and will continue to work with community organizations and embrace the ethno cultural traditions.

**Mandate**

The mandate of the Cultural Diversity and Race Relations Committee is to monitor and provide advice to City Council on issues relating to the Cultural Diversity and Race Relations Policy. The Committee also has a mandate to provide education and increase awareness of issues in the community relating to the policy, in consultation with the Administration.

### **Committee Membership**

Membership on the Cultural Diversity and Race Relations Committee for the year 2014 was as follows:

Ms. Cornelia Laliberte (Greater Saskatoon Catholic School Board Representative);  
Mr. Michael San Miguel (General Public Representative);  
Ms. Sharon Clarke (Saskatoon Health Region Representative);  
Ms. Jennifer Hingley (Saskatoon Public School Board Representative);  
Dr. Azharul Islam (General Public Representative);  
Ms. Nayyar Javed (General Public Representative);  
Mr. Toffic Salah (General Public Representative);  
Mr. Sam Sambasivam (Saskatchewan Intercultural Association Representative);  
Mr. David Santosi (Ministry of Social Services Representative);  
Ms. Karen Schofield (Public—First Nations Community Representative);  
Mr. Chris Sicotte (Public—Métis Community Representative);  
Mr. Keith Tsang (General Public Representative);  
Ms. Tori-Lynn Wanotch (General Public Representative);  
Ms. Kari Wuttunee (General Public Representative);  
Police Chief Weighill (Saskatoon Police Service Representative—Alternate Representative—Inspector Mitch Yuzdepski); and  
Councillor Troy Davies (City Council Representative).

### **Focus for 2014**

In 2014, the Committee continued its focus on the educational and awareness aspect of its mandate through the provision of co-sponsorships to groups in the community for initiatives promoting intercultural harmony and addressing cultural diversity and race relations issues. Through these events, the Committee hoped to increase the awareness about the Committee and to highlight the positive initiatives in the community.

### **Education and Awareness Initiatives**

The Committee participated in the following education and awareness initiatives:

#### **Cultural Diversity and Race Relations Month**

City Council proclaimed March as Cultural Diversity and Race Relations Month in Saskatoon. Opening ceremonies were held in the Council Chambers on March 3, 2014.

The Living in Harmony Awards Ceremony was held on March 21, 2014 at Centennial Collegiate. As in the past, awards were presented for the Living in Harmony Art and Literary Contests. Recognition Awards were also presented to individuals and



organizations to recognize their efforts in promoting intercultural harmony in the community. The Committee assisted with the adjudication of these awards.

There were a number of other events held in the community during the month of March to increase the awareness of issues relating to cultural diversity and race relations. Information about these events was included on the Cultural Diversity and Race Relations webpage.

### Co-Sponsorship Initiatives

As part of its education and awareness mandate, the Committee continued to support community groups in their efforts to provide education and increase awareness of cultural diversity and race relations issues. The Committee's intent is to try to expand its reach through these opportunities and to assist others in hosting cultural diversity and race relations events throughout the year.

In considering co-sponsorship requests, the Committee reviewed the following:

- How the request fits in with the Committee's mandate;
- Whether the event takes place in Saskatoon, which is a requirement;
- Participation levels requested by Committee members on the planning committees for the events (to provide an opportunity for the Committee to provide input wherever possible and to create awareness about the Committee and its role);
- The target audience and event outreach (number of people attending, whether it is anticipated there will be attendance by diverse communities in Saskatoon and what is being done to promote the event beyond the organization hosting the event);
- Themes and focuses; and
- Time of year of the event to help raise awareness throughout the year.

The Committee provided co-sponsorship for the following events:

### Cultural Conversations

The Committee provided co-sponsorship in the amount of \$1,000 to the Saskatoon Health Region Representative Workforce for the Cultural Conversations education program which ran January – March 2014 at Saskatoon City Hospital, St. Paul's Hospital, and Royal University Hospital. This program was designed to increase cross-cultural understanding and strengthen relationships between Saskatoon Health Region employees, patients, and families and move towards a culturally safe environment.

### Pleasant Hill Community Association Pow Wow

The Committee provided co-sponsorship in the amount of \$1,000 for the 12<sup>th</sup> Annual Pow Wow held in the Pleasant Hill community on June 13, 2014. The goal of the event

was to bring communities together and provide an opportunity to celebrate and learn about Aboriginal culture.

#### National Aboriginal Day

The Committee provided co-sponsorship in the amount of \$1,000 to the Saskatoon Indian and Métis Friendship Centre for National Aboriginal Day held in Friendship Park on June 21, 2014. The goal of the event was to educate the community about the rich culture and traditions of the First Nation and Métis.

#### Multiculturalism Day – 50<sup>th</sup> Anniversary BBQ

The Committee provided co-sponsorship in the amount of \$1,000 to the Saskatchewan Intercultural Association for Multiculturalism Day held in Meewasin Park on June 29, 2014. This event was a celebration of multiculturalism through promoting diversity and positive ethno cultural relations in Saskatchewan. This year also marked the 50<sup>th</sup> Anniversary of the organization, and the community was invited to celebrate racial diversity through showcasing different cultural performances.

#### Joanna Miller Peace Award

The Committee provided co-sponsorship in the amount of \$640 to the United Nations Association of Canada, Saskatoon Branch, for the Joanna Miller Peace Award. This award was established in 2013 in memory of the late Joanna Miller to celebrate her many years of peace activism in the Saskatoon community. The 2014 award was presented to Dr. John and Betsy Bury of Saskatoon on September 19, 2014, at City Hall. The Burys began campaigning for peace more than 60 years ago and have been long-time public health activists.

#### University of Saskatchewan Aboriginal Students' Centre Handbook - CD&RR Committee Ad

As an opportunity to increase the awareness of the existence of the Committee and its role, the Committee placed an ad in the University of Saskatchewan Aboriginal Students' Handbook at a cost of \$100.00. The ad included the purpose of the Committee and a link to the City's website regarding additional Cultural Diversity and Race Relations information.

#### Updates from the Cultural Diversity and Race Relations Coordinator

Through regular updates from the Cultural Diversity and Race Relations Coordinator, the Committee was made aware of initiatives happening at the administrative level regarding the Cultural Diversity and Race Relations Program. This is an important component of Committee meetings to increase awareness of what the administrative priorities are and making the connection with the Committee's focuses.

The Coordinator continues to play a key role in organizing events for Cultural Diversity and Race Relations Month and in engaging youth at the host school in helping to organize the Living in Harmony Ceremony. This was an important element in connecting to the Committee's focus on youth at the elementary and high school levels and creating an awareness of cultural diversity and race relations at an early age.

The Committee received updates on a number of other initiatives that the Coordinator was involved with as follows:

- The 7<sup>th</sup> Annual Youth Leadership Summit – this event was planned by Unified Minds in partnership with the Open Door Society and took place on March 11, 2014. The goal of the youth summit was to promote leadership, but also to develop opportunities to build relationships between Aboriginal and newcomer youth.
- Anti-racism toolkit – developed for distribution to schools.
- Conversation Circles – organized to gather recommendations on how the City of Saskatoon and other community partners could address race relations, racism and guide future activities of the Cultural Diversity and Race Relations Office.
- Unity walk to celebrate the life and work of Nelson Mandela – this event was planned and hosted in partnership with the Office of the Treaty Commissioner and was held on Friday, July 18, 2014.
- Saskatoon Urban Aboriginal Community Gathering – this event was organized by the City of Saskatoon in partnership with the Saskatoon Tribal Council and the Central Urban Métis Federation Inc., and was held on June 12, 2014. The goal was to give members of the Aboriginal community an opportunity to connect with City staff, to provide participants with information about City of Saskatoon Aboriginal programs and services, and to give Aboriginal residents an opportunity for input on City policy, programs and service delivery.
- Cultural Diversity and Race Relations logo – work on the design of a new logo began in the fall, 2014.

The Committee was pleased to receive the 2013 Annual Report of the Cultural Diversity and Race Relations Coordinator at its May, 2014 meeting. The annual report, which was submitted to City Council, addresses priorities and initiatives for the year, along with the progress in terms of the community outcomes of the Cultural Diversity and Race Relations Policy.

### **Updates from Immigration, Diversity and Inclusion Consultant**

The Committee continued to receive regular updates from the Immigration, Diversity and Inclusion Consultant on immigration initiatives. A few of the many initiatives undertaken by the Immigration Diversity and Inclusion Consultant are highlighted below:

- Capacity for Newcomer Settlement and Integration in Saskatoon: Taking Stock for Taking Action – reviewed the report with Committee members and provided an overview of the initiatives that have taken place since 2012 when the focus

groups first began for this report, and assisted with the event to formally share this report back with the community.

- Contact Conference – part of the coordinating committee for the 10<sup>th</sup> Annual career development conference held on April 8 and 9, 2014, put on by Saskatoon Industry Education Council.
- Prairie Prism Event 2014 – attended meetings regarding the event which was held on September 29, 2014.
- Growing Forward: Newcomer Engagement – worked with project coordinators to ensure the newcomer community is given an opportunity to contribute in all phases of the community outreach plan.
- Development of English as an Additional Language (EAL) workshop around the “Safe at Home” booklet produced by the City of Saskatoon. The objective of the workshop was to ensure City of Saskatoon materials are accessible to all.
- Coordinated and participated in a workshop/panel for the Community-University Institute for Social Research (CUISR) two-day conference on quality of life.
- Saskatoon Refugee Coalition – attended meetings and assisted with coordinating World Refugee Day: Walk for Refugees on June 20, 2014.
- Welcome to Saskatoon Bus Tours – coordinated tours to welcome both newcomer Aboriginal and International students to the City of Saskatoon.
- Nagasaki/Hiroshima Peace Day Commemoration August 11, 2014 – worked with the Saskatoon Peace Coalition in partnership with the Saskatoon Japanese Association to coordinate the annual commemoration of the atomic bombing of Hiroshima and Nagasaki, Japan.

The Committee appreciates and supports the work of the Immigration, Diversity and Inclusion Consultant in continued efforts to address issues faced by immigrants and working with other levels of government and community agencies and organizations in addressing barriers and in creating an inclusive and welcoming community. The Committee was pleased to review the annual update regarding immigration initiatives, as presented to City Council in May, 2014.

### **25<sup>th</sup> Anniversary of the Cultural Diversity and Race Relations Committee**

The 25<sup>th</sup> Anniversary Gala took place in conjunction with a one-day Forum on Saturday, October 25, 2014.

The Forum consisted of a presentation on anti-racism as well as a presentation by panel members from the Social Justice and Anti-Racist/Anti-Oppressive Forum of Education (SAFE), a Special Subject Council of the Saskatchewan Teachers' Federation. There was an opportunity for small group discussion/sharing and information gathering following the presentations.

The Gala was a very successful event with remarks from dignitaries, live entertainment, and an international dinner served to past and present members of the Committee, dignitaries, and guests.

### **Focus for 2015**

The Committee will continue to focus on youth initiatives and to support learning and awareness opportunities between Aboriginal and immigrant communities. The Committee will also look at ways to involve families and increase awareness and understanding of cultural diversity and race relations issues in our community.

The Cultural Diversity and Race Relations Committee will continue to participate in events during Cultural Diversity and Race Relations Month and to co-sponsor events throughout the year to assist the Committee in achieving its education and awareness mandate.

The Committee, through the organizations represented on the Committee, and through its connections with other groups in the community, hopes to continue to build on the awareness of the four community outcomes.

- The workforce will be representative of the population of Saskatoon;
- There will be zero tolerance for racism and discrimination in Saskatoon;
- Community decision-making bodies will be representative of the whole community of Saskatoon; and
- There will be awareness and understanding in the community regarding the issues, and acceptance of the various cultures that make up Saskatoon.

The Committee will continue to look for more opportunities to share information about the successes of community partners in meeting the above outcomes and in celebrating their efforts in creating an inclusive community, where ethno cultural diversity is welcomed and valued, and where everyone can live with dignity and to their full potential, without facing racism or discrimination, as set out in the Cultural Diversity and Race Relations Policy. The Committee looks forward to further opportunities to advise City Council on ways to continue to create an inclusive and welcoming community.

Yours truly,



*for*

**Cornelia Laliberte, 2014 Chair**  
Cultural Diversity and Race Relations Committee

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## Public Space Recycling Terms of Reference

### Recommendation

That a report be submitted to City Council recommending:

1. That a new Public Space Recycling Program be established to replace the current MetroBin program; and
2. That the Administration proceed with a Request For Proposals (RFP) to implement the first component of the Program, a Pedestrian Recycling Program.

### Topic and Purpose

The purpose of this report is to establish a new Public Space Recycling program and describe the terms of reference for the placement of new recycling containers in key public commercial corridors.

### Report Highlights

1. The long-term vision for Public Space Recycling is to have a recycling service in all public spaces where garbage receptacles are located.
2. Recycling is currently available with many transit benches throughout the city of Saskatoon, through the MetroBin program in Business Improvement Districts (BIDs), and through bottle baskets added to existing waste receptacles along 3<sup>rd</sup> Avenue South, 20<sup>th</sup> Street West, and Central Avenue.
3. An RFP to replace the MetroBin program and launch the first component of a new Public Space Recycling program, a Pedestrian Recycling Program, has been prepared and the terms of reference have been identified.
4. Two recycling pilot projects may be implemented within City parks this summer. Following the completion of these pilots, expansion of recycling in parks will be explored and a report outlining a possible approach and a plan for phased implementation will be provided.

### Strategic Goal

The recommendations in this report support the priority to promote and facilitate city-wide recycling under the Strategic Goal of Environmental Leadership.

### Background

At its meeting on January 12, 2015, the Standing Policy Committee on Environment, Utilities and Corporate Services requested,

“That the Administration bring forward a draft of the Request for Proposals (RFP) for a new Public Space Recycling Program to the Committee for review.”

### Report

#### Vision and Goals for a new Public Space Recycling Program

Public space recycling is currently provided in the BIDs through the MetroBin program, at a number of transit stops where benches are installed, and through bottle baskets added to waste receptacles in select areas of downtown and Central Avenue (shown in Attachment 1). The expansion of the program will include enhancement of the existing programs and expansion into other areas of the city such as parks. The long-term vision for the program is to provide recycling service in all public spaces where garbage service is provided. Priority areas for future expansion will align with corridors identified in the City's *Growth Plan to Half a Million* (priority areas are identified in Attachment 2).

Public space recycling provides the opportunity to capture the recyclable materials we dispose of on-the-go and create awareness that waste is also generated away from home. The goals of the City's new Public Space Recycling program are to:

- reinforce recycling behaviours practised at home;
- raise the profile of recycling in the community;
- reduce litter in public spaces, such as: parks, streets, and recreation facilities;
- divert waste from the landfill;
- provide a higher level of waste service and maintenance to residents.

The components of the Public Space Recycling Program include:

- Pedestrian Recycling (to be contracted)
- Transit Recycling (already contracted)
- Downtown Bottle Baskets (City delivered)
- Recycling in Parks (to be determined)

#### Pedestrian Recycling

In 2005, the City started a pedestrian-oriented public space recycling initiative by installing 47 full-service receptacles called MetroBins, primarily located in three BIDs – Riversdale, Downtown, and Broadway (see Attachment 3).

The terms of reference for an improved Pedestrian Recycling Program have been developed to replace the MetroBin program (see Attachment 4). The RFP will invite interested Proponents to prepare and submit competitive Proposals for the supply, installation, maintenance and the overall provision of a public space recycling service. The primary scope of the proposed RFP will continue to focus on areas with high pedestrian traffic.

#### Transit Recycling

The majority of Transit bus benches are being installed with a “three stream” recycling and waste bin that collects waste, paper, and beverage containers (see Attachment 5). These bins are serviced by Creative Outdoor Advertising, the current service provider for the Transit bus bench program.



**Downtown Bottle Basket Pilot**

The City's Urban Design team has recently added waste containers that have an attached or built-in bottle basket on 3 streetscape projects. Bottle baskets are an informal, "self-serviced" recycling method that are attached to existing garbage containers (see Attachment 6). Early results of this pilot program show very good community support for ensuring beverage containers do not end up in the landfill.

**Parks**

Due to Bylaw No. 7767, there are limits to having recycling containers with advertising in parks. The proposed RFP for a Pedestrian Recycling program will invite proponents to provide an alternate proposal for a program that includes non-advertising containers in identified Special-Use Parks.

In other Parks, through Local Area Plans and corporate sponsorship, several Community Associations are working with Sarcen to develop a bottle basket pilot program in community parks. Varsity View Community Association is also looking at installing a recycling bin in President Murray Park as part of a pilot project with Parks Division (Attachment 7). While there is no current plan to consider bylaw changes, a variety of other recycling options will be looked at as the Pedestrian Recycling program is developed and the results of the pilot projects are reviewed.

**Options to the Recommendation**

City Council may choose to abandon recycling within BIDs and areas with high pedestrian traffic. City Council may also choose to bring the public space recycling program into civic operations.

**Public and/or Stakeholder Involvement**

Stakeholders, including the BIDs, Urban Design, Transit, and Parks have agreed to sit on an advisory committee and have been engaged in developing the priorities for a proposed new Public Space Recycling program, including considering programs from other cities (Attachment 8).

**Communication Plan**

If the opportunity exists, Public Space Recycling messaging and design will be similar to the curbside and multi-unit recycling programs. General awareness for the program will be communicated through the news media, social media, and where applicable, other recycling communications materials.

**Financial Implications**

Both the Pedestrian and Transit recycling programs generate revenue for the City through advertising. This will be a continued expectation of a new contract for the Pedestrian Recycling program in the BIDs. Through 2012, an average of \$6,800 per year was received; and in 2013 and 2014, the City received \$9,012 and \$8,400. The lower revenue in 2014 was due to two bins being removed from the program.



## Public Space Recycling Terms of Reference

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The current cost for providing garbage collection in the BIDs and other major commercial areas by the City, as a civic service, is approximately \$79,500 annually. Recycling collection services, if provided by the City rather than under a full-service contract, could reasonably be expected to have a similar cost. In addition, the capital costs required to design, procure, and install bins is estimated to be approximately \$2,000 per location.

### **Environmental Implications**

In 2014, 13 tonnes of material that would have been disposed of at the landfill was recycled. This equates to GHG savings of 50 tonnes of CO<sub>2</sub>e. With expansion of the program, the Public Space Recycling program could reasonably divert 20 tonnes of material from the landfill. The public education of reinforced recycling and enhanced profile of recycling in the community have further, intangible benefits.

### **Policy Implications**

Until such time as the recycling pilot project is complete for City parks, and the results reviewed, there is no plan to recommend amendments to Bylaw No. 7767.

### **Safety/Crime Prevention Through Environmental Design (CPTED)**

Crime prevention through environmental design (CPTED) will be considered in the contract award as well as the design and placement of the bins.

### **Other Considerations/Implications**

There are no privacy considerations.

### **Due Date for Follow-up and/or Project Completion**

If approved, an RFP will be issued and a contract awarded. Program results will be reported each year in the Integrated Waste Management Annual Report, the 2015 results being reported in May of 2016.

### **Public Notice**

Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

### **Attachments**

1. Public Space Recycling – Existing Public Space Recycling Service Map
2. Priority areas for expansion of Public Space Recycling Program
3. Pedestrian Recycling
4. Terms of Reference for Pedestrian Recycling Program
5. Transit Recycling
6. Bottle Basket Downtown Pilot
7. Public Space Recycling in Parks
8. Examples of Public Space Recycling in other Municipalities

**Report Approval**

Written by: Daniel Mireault, Environmental Coordinator

Reviewed by: Amber Jones, Education and Environmental Performance  
Brenda Wallace, Director of Environmental and Corporate Initiatives

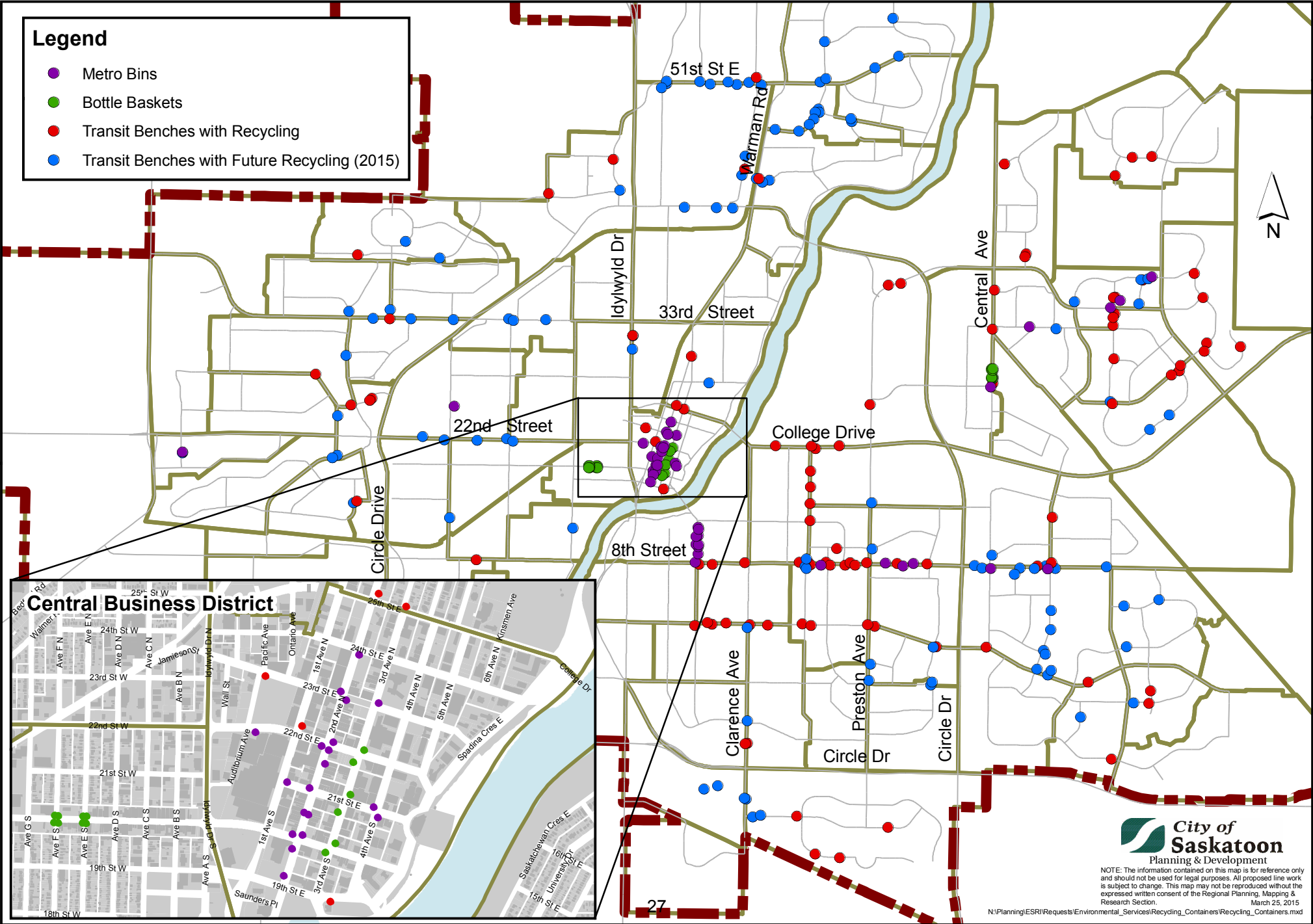
Approved by: Catherine Gryba, General Manager, Corporate Performance Department

Administrative Report – Public Space Recycling Terms of Reference.docx

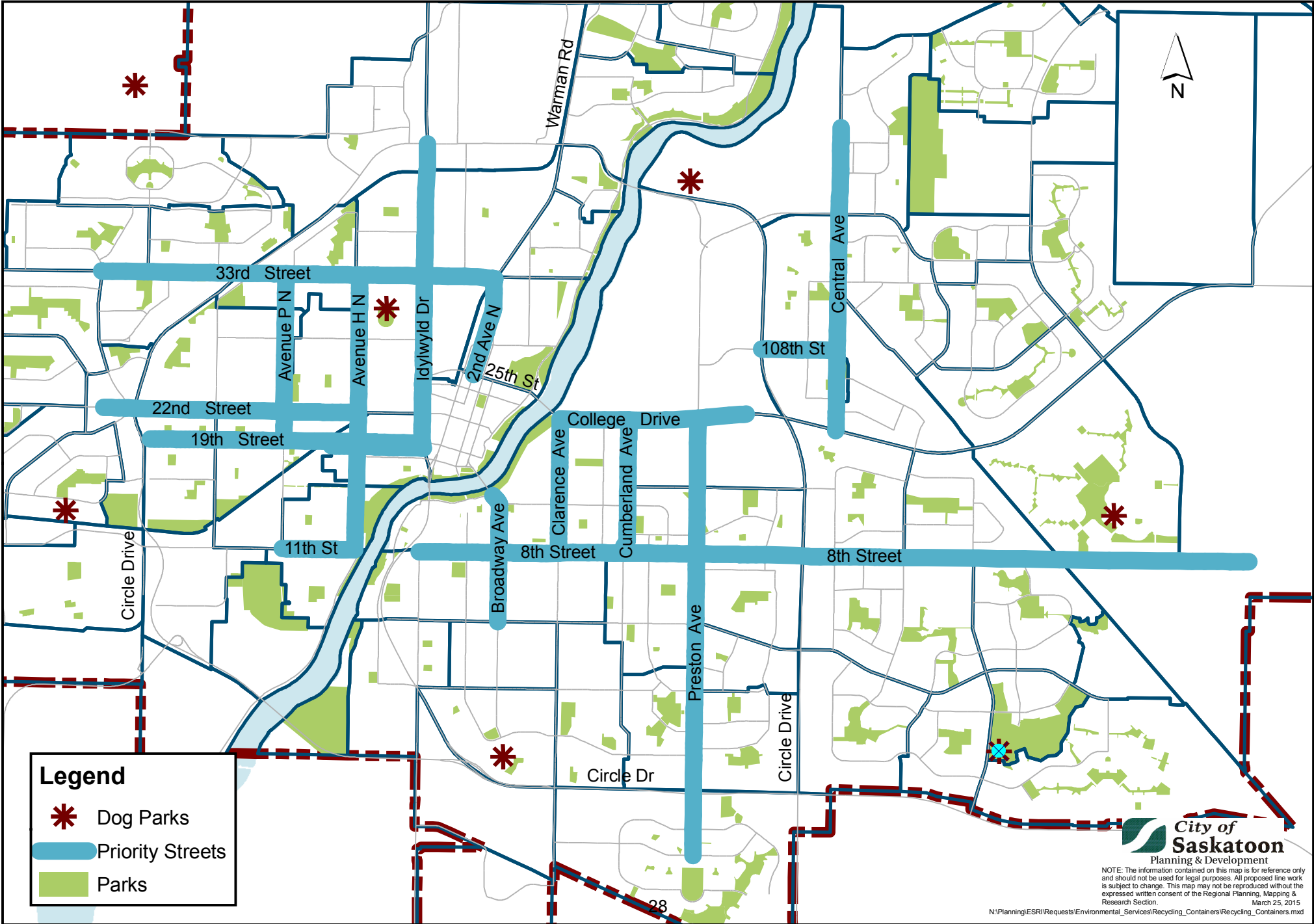
# Public Space Recycling

**Legend**

- Metro Bins
- Bottle Baskets
- Transit Benches with Recycling
- Transit Benches with Future Recycling (2015)



# Priority Areas



**Legend**

- Dog Parks
- Priority Streets
- Parks

**City of Saskatoon**  
Planning & Development

NOTE: The information contained on this map is for reference only and should not be used for legal purposes. All proposed line work is subject to change. This map may not be reproduced without the expressed written consent of the Regional Planning, Mapping & Research Section.  
March 25, 2015

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### Pedestrian Recycling

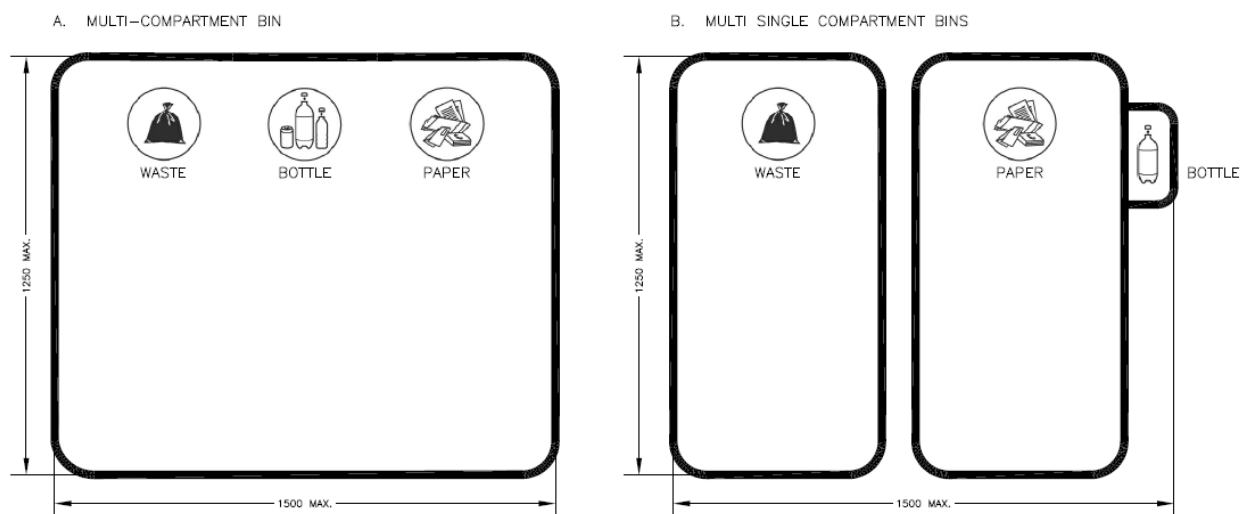
The City's pedestrian-oriented public space recycling initiative currently has 43 full-service receptacles called MetroBins which are located (as shown in Attachment 1) in Downtown, Broadway, 8<sup>th</sup> Street, and Sutherland. The bins collect both recyclables (including bottles, cans, and paper) and garbage. The bins are serviced by Creative Outdoor Advertising. Recycling is dropped off at Cosmo Industries and garbage is brought to the Saskatoon Landfill. In 2014 13 tonnes of recyclables were collected.



**Terms of Reference for RFP**

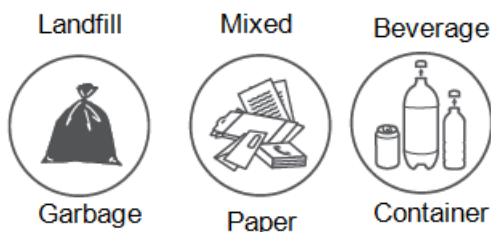
**Contract Length:** If awarded, the term of the contract shall be five (5) years commencing from the date the contract is signed. The term of the Contract may be extended or renewed at the City’s sole discretion for five (5) years subject to satisfactory performance reviews and negotiations. The City shall not incur any liability, should it choose not to exercise its exclusive option to renew the Contract.

**Design:** The City is requesting unique, high quality, attractive bins that will complement public spaces throughout the city. The City reserves the sole right to approve specifications for bins installed under this agreement including but not limited to style, design, construction, material and method of displaying advertising.



Bins must be designed to collect “paper”, “beverage containers”, and “garbage”. The use of bottle baskets for informal bottle and can recycling, the use of multiple single compartment bins, and/or a suite of complementary bins for different contexts will be considered.

Each bin compartment must be labelled with graphic and letters to identify the type of material it is collecting. Using the City’s standards, text and icons should be easy to read.



**Bin Placement:** The successful proponent will work with the City to identify a minimum of 35 locations with the potential to expand the program to additional locations by the end of the contract. In determining bin placement, the City will work with the successful proponent to determine high pedestrian areas throughout the City.

**Bin Maintenance:** The Contractor will be responsible for the cleaning, maintenance and repair of all Recycling and Advertising Bins covered under the agreement. Bidders are asked to provide details of the proposed service schedule in their proposal submissions including cleaning, maintenance, and removal of waste and recyclables.

**Advertising:** The proposal should clearly describe the size and placement of any advertising panels. The City will consider the size of advertising panels when evaluating design.

The Contractor will display only advertising copy that is of acceptable, high moral standard, and is not contrary to public order and good taste and will not be directly competitive with adjacent businesses. In an effort to promote health and wellness in the community, there will be no placement of tobacco or alcohol advertisements on any advertising panel. The City at their sole discretion may direct the Contractor to immediately remove any advertising that is deemed to be objectionable at the Contractor's expense. Such advertising will be removed as soon as possible or within forty-eight hours of receipt of written notice.

**Reserved City Advertising or Non-Advertising Space:** Bidders are asked to submit proposals that make advertising space on bins available for use by the City at no charge. The City will consider the amount of Reserved and Non-Advertising Space through the evaluation process.

**Monthly Reporting:** A monthly summary report shall include monthly totals and annual cumulative values for waste and recyclables collected in tonnes. Reports on adherence to the service schedule and issues reported (along with their resolution) will also be required.

**Park Recycling Bidding Option:** Proponents will be invited to provide an alternate proposal for a program that includes non-advertising containers in identified Special-Use Parks. The City shall not incur any liability, should it choose not to exercise its exclusive option to choose bids that include the option for servicing Special-Use Parks.

**Evaluation:** An evaluation criteria will be used that places emphasis on experience and quality and design.

EVALUATION CRITERIA	MAX SCORE
<p><b>Performance and experience on similar project and the overall technical and financial capability to provide the service as specified in this contract.</b></p> <ul style="list-style-type: none"> <li>- Reference checks are favorable.</li> <li>- Proponent has relevant experience in Public Space Recycling.</li> <li>- Proponent has successfully delivered Public Space Recycling projects.</li> </ul>	<b>30</b>
<p><b>Quality and design of proposed recycling and waste containers</b></p> <ul style="list-style-type: none"> <li>- Quality and design of amenity <ul style="list-style-type: none"> <li>o The bin design complements public spaces throughout the city</li> <li>o Body and structure of the bin is made of suitable material</li> <li>o The bins dimensions meet the specifications or are smaller</li> <li>o The bins will clearly display the service contact information</li> <li>o The bins will clearly display materials being collected.</li> <li>o The size and placement of the advertising panels is clear and suitable</li> <li>o The openings are easy to use, reduce the chances of spills from bottles and cups, and discourage improper disposal</li> <li>o The bin design minimizes view obstructions</li> <li>o The recycling system collects all the requested waste materials.</li> <li>o A full scale prototype will be provided for City inspection</li> </ul> </li> </ul>	<b>25</b>
<p><b>Proposed servicing schedule including maintenance, cleaning, and removal of waste and recyclables</b></p> <ul style="list-style-type: none"> <li>- Cleaning, maintenance and repair services are included</li> <li>- Cleaning includes removal of snow and ice from around the bin</li> <li>- Method for emptying waste and recyclables in a timely manner is identified</li> <li>- Bin can be kept free from graffiti, stickers and posters</li> <li>- Washing of the bins is included</li> <li>- Proposed cleaning schedule is included and is suitable</li> <li>- Public safety has been considered</li> </ul>	<b>15</b>
<p><b>The percentage of Reserved City Advertising or Non-Advertising space</b></p> <ul style="list-style-type: none"> <li>- Value of submissions will be assessed comparatively and assigned a corresponding portion of the maximum 15 points based on a formula.</li> </ul>	<b>15</b>
<p><b>Innovative proposal – use of sustainable materials and practices, overall benefit to the City, financial benefit to the City</b></p> <ul style="list-style-type: none"> <li>- The proposal demonstrates a commitment from the proponent to go above and beyond in their approach to the project in ways that add value. <ul style="list-style-type: none"> <li>o Sustainable materials and practices are included</li> <li>o Financial benefit to the City of Saskatoon through identified cost savings or shared revenue</li> <li>o Overall benefit to the City</li> </ul> </li> </ul>	<b>15</b>
<b>TOTAL</b>	<b>100</b>



**Transit Recycling**

Saskatoon Transit's bus benches now accept recycling. Benches with receptacles that collect paper, beverage containers, and garbage can be found at the majority of bus benches throughout the City (as shown in Attachment 2). The remainder of the bus benches will be upgraded in 2015. These bins are serviced by Creative Outdoor Advertising. Saskatoon Transit estimates that 150 new benches will be added over the next 10 years.



### **Bottle Basket Downtown Pilot**

Bottle baskets are an informal, “self-serviced” recycling method that are attached to existing garbage containers. For those seeking to collect beverage containers for their deposit value, the basket makes collection convenient because the basket is easily accessible.

These have had success in several areas in the downtown core.



Location: 3rd Ave from 19th Street



Location: 20<sup>th</sup> Street West and Ave E



## **Public Space Recycling in Parks**

### **Pedestrian Recycling Program**

**Special-use Parks:** As part of the proposed terms of reference for a Pedestrian Recycling program, a bidding option will be included in the RFP that invites proponents to provide an alternate proposal for a program that includes non-advertising containers in identified Special-Use Parks. There are 26 Special-Use Parks.

### **Pilot Projects**

In 2015, the Parks Division will be looking at two pilot initiatives for integrating public space recycling into Parks.

**Bottle-Basket Pilot:** Through sponsorship provided by Sarcan, Community Associations, and the Planning & Development and Parks divisions will be working on a pilot project to install approximately six (6) bottle-baskets at identified high-traffic locations. The bottle-baskets that will be used in this pilot will be similar to those shown in Attachment 5.

**Varsity View Community Association:** Parks division will also be supporting the Varsity View Community Association with a pilot project to install a premium waste and recycling station in President Murray Park. This initiative implements Varsity View Local Area Plan recommendation 9.2, concerning garbage cans and recycling in Varsity View Parks.

The option they are looking at is the BigBelly Solar Compactor as shown below.



Image: Bigbelly Solar Compactor Waste Station as used by University of Saskatchewan

**Next Steps:** Until such time as the pilot project is complete and the results reviewed, there is no plan to recommend amendments to Bylaw No. 7767. Following the completion of the bottle basket and compactor pilots, expansion of recycling in parks will be explored and a report outlining a possible approach and a plan for phased implementation will be provided.



**Examples of Public Space Recycling in other Municipalities**

Advertising-based program



City of Hamilton, Ontario



City of Colorado Springs, Colorado



Time Square, New York City



City of Lincoln, Nebraska

Non-advertising examples



Lake Chapperal, Calgary, Alberta



Inglewood Neighbourhood, Calgary, Alberta



Western Sydney, Australia



City of Kitchener, Ontario

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## Vision for Recovery Park

### Recommendation

That the Standing Policy Committee on Environment, Utilities, and Corporate Services recommend to City Council:

1. That a consultant be hired to develop a business case and options for delivery models for Recovery Park; and
2. That Capital Projects #2187 – US Composting Facility, #2050 – C&D Waste Management Centre, and #1482 – SW Recycling Depots each contribute \$50,000 to fund the business case development for a total cost of \$150,000;

### Topic and Purpose

This report presents a strategy to integrate the development and operations of various waste-related capital initiatives including the Composting Facility, Construction & Demolition (C&D) Waste Management Centre, and future landfill entrance at a waste diversion and waste management site called Recovery Park.

### Report Highlights

1. A vision to combine waste diversion and waste management functions at Recovery Park has been developed to achieve multiple goals.
2. The development of a business case is proposed to assess the overall financial viability of Recovery Park and options for delivery models.

### Strategic Goals

The initiatives discussed in this report support the Strategic Goal of Environmental Leadership. C&D recycling and composting programs respond directly to the four-year priorities to promote and facilitate city-wide composting and recycling and eliminate the need for a new landfill by diverting waste for re-use. Recovery Park also supports the 10 year strategies to improve the quality and reduce the quantity of storm water run-off going to the river, reduce greenhouse gas (GHG) emissions, and address soil-quality issues on City-owned properties. This also supports the Performance Target of diverting 70% of waste from the landfill.

### Background

On April 20, 2009, City Council initiated the process to allocate \$7.2 Million in funding for construction of a permanent compost facility. This project has funded the construction, equipment and operation of the 2 compost depots.

From 2009 to 2014, City Council allocated \$2.0 Million for the construction of a C&D waste recycling facility.

### **Report**

Recovery Park provides an opportunity to integrate waste diversion and landfill management programs in a single site. An improved service would be provided to citizens, and long-term waste diversion objectives and ongoing regulatory requirements would be supported. The Landfill Optimization Plan identifies that several facilities at the landfill have to be relocated in approximately 5 years to make way for further placement of waste.

The Administration has identified a location near the landfill where Recovery Park could be built (map provided in Attachment 1). This site could provide:

- Scales & scale house / operations office
- Construction and Demolition (C&D) Waste recycling
- Household Hazardous Waste (HHW) collection
- Composting
- Recycling
- Gently used item exchange
- Solid waste transfer bins
- Soils handling (internal City use only)

By providing all of these services at Recovery Park, citizens would have a “one-stop” location where their numerous waste diversion and waste disposal needs would be met. Greater customer service and diversion rates should also be achieved.

The Administration is recommending that a business case be developed to determine the financial viability of Recovery Park. The business case will also identify delivery models that would be viable for the construction and operation of this facility.

Building Recovery Park to be the primary “one-stop” location for waste diversion and waste management is expected to impact the usage of community recycling depots and public composting and transfer facilities. The future role of depots and satellite waste diversion facilities will be evaluated as part of a Waste Diversion Plan that outlines strategies for achieving the Corporate Performance Target for Waste Diversion of 70%.

### **Options to the Recommendation**

Rather than pursue an integrated site, City Council could direct the Administration to plan for and construct each phase separately. This is not recommended as it is expected that savings and greater customer service will be achieved through bundling of services at one site.

### **Public and/or Stakeholder Involvement**

Public and Stakeholder involvement will be determined once the options for delivery models have been considered.

### **Communication Plan**

Attachment 2 contains answers to frequently asked questions and this information can be provided on the City’s website.

### **Financial Implications**

There are currently three capital projects that support the goal of waste diversion from the landfill: #2187 – US Composting Facility (\$6.1 Million), #2050 - C&D Waste Management Centre (\$1.7 Million), and #1482 – SW Recycling Depots (\$400,000).

Based on the Administrations recent experience in securing consulting services to prepare a business case, it is estimated that this expenditure will be approximately \$150,000. It is recommended that the three waste diversion capital projects equally fund this work.

### **Environmental Implications**

An integrated approach to waste and recycling management at Recovery Park could be expected to divert an additional 5,000 tonnes from the landfill each year through new diversion programs like C&D and improved service to existing programs like HHW. The diverted volume could reduce up to 1,150 tonnes of GHG annually. This is equivalent to removing 225 cars from our roadways each year. Diverting all of the targeted materials at Recovery Park provide a number of environmental benefits that are described in the Environmental Implications Frequently Asked Questions (Attachment 2).

### **Other Considerations/Implications**

There are no policy, privacy, or CPTED implications or considerations to report at this time.

### **Due Date for Follow-up and/or Project Completion**

The Administration will report on the results of the planning and business case to City Council before the end of 2015.

### **Public Notice**

Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

### **Attachments**

1. Recovery Park Location
2. Environmental Implications FAQ

### **Report Approval**

Written by: Chris Richards, Energy and Sustainability Engineering Manager  
Josh Quintal, Project Engineer

Reviewed by: Brenda Wallace, Director of Environmental and Corporate Initiatives

Approved by: Catherine Gryba, General Manager, Corporate Performance Department



Vision for Recovery Park

**Recovery Park Location**

The following picture shows a preliminary concept of the locations of each program area within Recovery Park. The site is south of valley road, along the Landfill Access Road. The Landfill Access Road is anticipated to become the location of the new Recovery Park scales.



## **Environmental Implications Frequently Asked Questions**

### **What are the benefits of waste diversion?**

Much of the waste disposed of within the landfill will breakdown without oxygen resulting in the release of Methane which is a potent Greenhouse Gas (GHG). Waste diverted from the landfill will result in less GHG's being emitted. Less material breaking down in the landfill will also result in less generation of toxic leachate which pollutes groundwater and surface water or causes increased demands on municipal wastewater treatment systems.

Waste diversion is also necessary if the City of Saskatoon wishes to defer or eliminate its need for a new landfill. Technological advancements in the waste and recycling industries have resulted in more ways to divert waste to a useable and often valuable end product. Several cities around the world are turning towards these technologies to solve the increasing demand on landfills and their associated environmental hazards.

### **Why does the City want to divert Construction & Demolition (C&D) waste from the Landfill?**

C&D waste is often inert, dry, bulky material. This waste takes up a significant amount of landfill airspace as it cannot be compacted well. Through technological advancements and innovation in C&D processing and reuse, C&D waste is being used within roadways, landscaping, new construction, composting, and waste to energy projects.

### **Why does the City want to divert Household Hazardous Waste (HHW) from the Landfill?**

HHW includes a variety of common substances used in and around homes which can pose serious environmental and human health concerns if not managed properly. Many of these substances contain corrosive, toxic, flammable or reactive ingredients that require special handling during use and disposal. Improper containment or disposal can ultimately lead to contamination of our air, land and water resources.

### **What are the benefits of composting?**

Diverting organic waste from the landfill offers several environmental benefits in terms of land, air, and water quality. Through the use of compost as a soil amendment in gardens or landscapes, nutrients that would normally be locked up in a landfill are recycled into the ecosystem where they once again available to plants. Compost added to soils also improves moisture retention properties so rainfall run-off is reduced. Organic material that is buried in a landfill environment will also produce methane which is often released into the atmosphere. Methane is a potent Greenhouse Gas (GHG).

### **How much waste can be diverted through the various initiatives planned for Recovery Park?**

Through the operation of Recovery Park as a centralized 7 day a week drop-off location for waste management and waste diversion it is expected that greater diversion will be achieved over existing programs (e.g. HHW days, recycling depots). Along with the

increased participation in existing programs, the introduction of C&D recycling should result in upwards of 5,000 tonnes of waste diverted annually in the initial years. Tonnages are expected to increase in subsequent years as the community becomes more familiar with the site and recycling opportunities.

Once the composting operations have moved to Recovery Park, the site would divert an additional 12,000 tonnes per year and provide the opportunity to divert 10,000 tonnes through an organics (food waste) curbside collection program.

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## Implications of Landfill Bans

### Recommendation

That the Standing Policy Committee on Environment, Utilities and Corporate Services recommend to City Council:

1. That a program for implementing a landfill ban on paper and cardboard be developed and referred to the 2016 Business Plan and Budget deliberations; and
2. That the potential to explore landfill bans for other materials be included in a Waste Diversion Plan to be prepared in 2016.

### Topic and Purpose

The purpose of this report is to provide information on landfill bans and other waste diversion policy options the City of Saskatoon (City) can use to improve waste diversion efforts in Saskatoon.

### Report Highlights

1. In order to achieve a waste diversion rate greater than 50%, a number of municipalities use landfill bans.
2. There is significant waste diversion potential from implementing a landfill ban on paper and cardboard. Accessible and convenient options for diverting paper and cardboard are also widely accessible across the community.
3. The specific opportunities to ban single-use plastic shopping bags, Styrofoam and organics were reviewed; however the Administration recommends that these opportunities be implemented in the future.
4. The Administration is completing a comprehensive community-wide waste characterization in 2015/2016 and proposes to create a Waste Diversion Plan in 2016 based on this information. This Plan will identify materials with the highest waste diversion potential, cost-effective options for reducing the amount of waste that goes to the landfill, and opportunities to implement further bans.

### Strategic Goal

The recommendations in this report support the long-term strategy to eliminate the need for a new landfill under the Strategic Goal of Environmental Leadership.

### Background

At its August 21, 2014 meeting, City Council recommended that:

“The Administration investigate and report on banning paper and cardboard from the landfill.”

Questions and inquiries have also been raised with respect to plastic bags, Styrofoam, and organic waste.

### **Report**

#### Landfill Bans in Other Centres

There are two types of bans that can be used by municipalities to prevent identified material from ending up at the landfill – landfill bans and prohibitive (city-wide) bans. Landfill bans are defined as a range of measures to prevent or restrict the disposal of waste to landfills. A prohibitive ban aims to restrict material from entering the community to begin with.

Attachment 1 provides a summary of current landfill bans in a variety of Canadian cities along with some key considerations when implementing bans as part of a waste diversion strategy. The majority of the cities we contacted ban paper and cardboard, recyclable materials, and organics. Relatively few ban Styrofoam or single use plastic bags.

#### Waste Diversion Strategy

Waste diversion is a key component of effective and sustainable waste management. A starting point for determining the most suitable waste diversion options for a municipality is determining what the municipal solid waste stream is comprised of. During 2015 and 2016, the City will complete a comprehensive waste characterization that will provide valuable information on the solid waste streams of the residential and industrial, commercial, institutional (ICI) sectors.

A key to achieving a high waste diversion rate is a comprehensive approach. To develop a comprehensive strategy, the Administration proposes developing a waste diversion strategy in 2016. This Waste Diversion Plan will lay out the policy framework for achieving our targets using information from public and stakeholder engagement and the waste characterization.

#### Ban of Paper and Cardboard

The specific implications for implementing a landfill ban of paper and cardboard are outlined in Attachment 2. Options for diverting paper and cardboard are available in Saskatoon, making a landfill ban feasible. The Administration therefore recommends developing a program for implementing a landfill ban on paper and cardboard. Implementation options and program costs would be developed for consideration during the 2016 Business Plan and Budget deliberations.

#### Single-Use Plastic Shopping Bags

The specific implications for single-use plastic shopping bags are described in Attachment 3. These materials are a community nuisance and environmentally problematic, but comprise a small percentage of the waste stream. The costs for implementing controls on plastic shopping bags exceed the benefits of diversion; therefore the Administration does not recommend pursuing a ban at this time.

### Styrofoam

The specific implications for Styrofoam are described in Attachment 4. The waste diversion potential for Styrofoam is not large. The City's recycling contractors do not currently offer solutions for Styrofoam as the costs associated with recycling this material are significantly higher than the revenue potential.

### Organics

The specific implications for food and yard waste are described in Attachment 5. While options for diverting residential organics are currently available, the programs are not comprehensive. The Administration therefore recommends continuing to expand diversion programs in advance of further consideration of bans.

### **Public and/or Stakeholder Involvement**

Extensive public and industry stakeholder consultations will occur during the development of a Waste Diversion Plan. Current data suggests that 20-35% of the ICI waste stream is made up of paper and cardboard, meaning the effect of a landfill ban on paper and cardboard will have far reaching implications. The 2015/2016 waste characterization will provide more detailed information about these implications.

### **Communication Plan**

A multi-year communication plan will be developed as part of any landfill ban. The target audience will be the ICI sector with additional communication to the public and internal stakeholders.

### **Policy Implications**

Landfill bans are implemented through Saskatoon's Waste Bylaw (Bylaw No. 8310). Specific implications for the Bylaw, along with details about enforcement, will be identified in a future report focussed on implementation. Enforcement of a paper and cardboard ban at the Landfill would involve load inspections at the entrance and could also involve requiring businesses to submit proof that recycling collection contracts are in place for paper and cardboard. The Solicitor's Office has identified that current legislation in Saskatchewan may not give the City the authority to implement prohibitive (city-wide) bans on single-use plastic shopping bags and Styrofoam. If City Council was interested in pursuing these options further, additional research would be required.

### **Other Considerations/Implications**

There are no financial, environmental, privacy or CPTED implications at this time.

### **Due Date for Follow-up and/or Project Completion**

A report will be forwarded in November to be considered as part of the 2016 Business Plan and Budget deliberations.

### **Public Notice**

Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

**Attachments**

1. Considerations for Implementing Landfill Bans in Canada
2. Specific Implications of Bans on Paper and Cardboard
3. Specific Implications of Bans on Single-Use Plastic Shopping Bags
4. Specific Implications of Bans on Styrofoam
5. Specific Implications of Bans on Organics

**Report Approval**

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Approved by: Catherine Gryba, General Manager, Corporate Performance Department

Administrative Report – Implications of Landfill Bans.docx

### Current Landfill Bans in Canada

The Administration surveyed 30 Canadian municipalities with populations greater than 150,000 to identify current landfill ban practices.

City <i>(listed in order of community size)</i>	Items of Interest					
	Paper/ Cardboard	Single-use Plastic Bags	Styrofoam	Recyclable Materials	Organics Yard	Food
Toronto	Y	Y	N	Y	Y	N
Montreal	N	N	N	N	Y	Y
Calgary	N	N	N	N	N	N
Ottawa	Y	N	N	Y	Y	Y
Edmonton	N	N	N	N	N	N
Mississauga	Y	Y	Y	Y	Y	Y
Winnipeg	N	N	N	N	N	N
Vancouver	Y	Y	Y	Y	Y	Y
Brampton	Y	Y	Y	Y	Y	Y
Hamilton	Y	N	N	Y	Y	Y
Quebec City	Y	N	N	Y	Y	Y
Surrey	Y	Y	Y	Y	Y	Y
Laval	Y	N	N	Y	Y	Y
Halifax	Y	Y	N	Y	Y	Y
London	Y	N	N	Y	Y	N
Markham	Y	N	N	Y	Y	Y
Vaughan	Y	N	N	Y	Y	Y
Gatineau	Y	Y	N	Y	Y	Y
Longueuil	Y	Y	N	Y	Y	Y
Burnaby	Y	N	N	Y	Y	Y
Saskatoon	N	N	N	N	N	N
Kitchener	Y	N	N	Y	Y	Y
Windsor	Y	N	N	Y	Y	N
Regina	N	N	N	N	N	N
Richmond	Y	N	N	Y	Y	Y
Richmond Hill	Y	N	N	Y	Y	Y
Oakville	Y	N	N	Y	Y	Y
Burlington	Y	N	N	Y	Y	Y
Greater Sudbury	Y	Y	Y	Y	Y	Y
Sherbrooke	Y	Y	Y	Y	Y	Y
<b>Cities with Bans</b>	<b>24 of 30</b>	<b>10 of 30</b>	<b>6 of 30</b>	<b>24 of 30</b>	<b>25 / 30</b>	<b>22 / 30</b>



### Key Considerations When Implementing Landfill Bans

Landfill bans, paired with other waste diversion measures, can be an effective measure for significantly increasing waste diversion. Municipalities implementing bans consider the following before establishing policy or regulations that ban specific materials from the landfill:

- Ensure suitable and convenient options for waste diversion are already in place for the material being banned. Bans should only be implemented after well-established and easily accessible options exist in order to avoid dumping. Options include one-stop-drop recycling depots or curbside collection programs.
- Establish resources to effectively enforce the landfill ban using fines under a waste bylaw or differential landfill fees.
- Provide adequate time prior to landfill ban coming into effect. It is important to ensure an education program is used to make sure all those affected by the ban clearly understand its implications.
- To maximize community buy-in, focus on items that have the greatest waste diversion impact or highest toxicity first.

### How Landfill Bans Fit Into A Waste Diversion Strategy

Determining the most suitable strategy for setting and achieving waste diversion goals within a municipality typically starts with the completion of a community-wide waste audit to determine the composition of the waste stream and the sources of waste within the community.

Municipalities, usually having a legislated responsibility for residential waste management, tend to focus first on the residential waste stream, introducing tools that focus on Industrial-Commercial-Institutional (ICI) waste in later phases of a waste diversion strategy.

The common best practice is to target materials (or groups of material) that comprise the greatest portion of the waste stream first.

**Recyclables:** Recyclable materials (including paper, cardboard, plastics, metals, glass, etc.) constitute up to 40% of the residential waste stream. Waste diversion options have been developed for recyclables in every major city in Canada. The materials collected in residential blue-cart programs can be good candidates for landfill bans. In particular, paper fibre and cardboard make up 70-80% of the residential recyclable waste stream and can be a significant component of the ICI waste stream. The next largest category is plastics (#1 thru #7), typically making up 10% of total residential recyclables collected through blue-cart programs and with even larger amounts of material produced in the ICI sector. Many communities have locations where other recyclable materials such as appliances and construction waste can be deposited, making these also candidates for landfill bans.

**Compostable Organics:** Organic materials comprise 40% of the residential waste stream in Canada. Food, yard and other organic waste are also generated in significant quantities in the ICI sector. Providing curbside collection and accessible drop-off locations, along with promoting backyard composting, can effectively reduce residential waste when coupled with landfill bans. Bans on commercial organic waste have also been implemented in a few Canadian communities.

**Stewardship program items:** Consumer items such as electronics, paint, motor oil and pharmaceuticals are regulated by product stewardship programs at a provincial level. The manufacturers of these products are responsible for collecting and recycling their products responsibly. By banning these items, municipalities can help divert materials that typically have higher levels of toxicity to designated collection programs that are already in place in cities across the country.

A review of waste diversion plans from across Canada and North America highlight that a variety of tools, used together, are necessary to significantly influence the amount of waste sent to a landfill. Tools include:

- Providing waste diversion programs and services that include curbside or depot collections of residential recyclable and organic materials, household hazardous waste, waste from the commercial sector, or special waste materials such as construction materials.
- Promoting good waste stewardship behaviors in the community through education and incentives and regular reports on progress toward established waste diversion goals.
- Adopting policies and regulations that support waste diversion such as landfill bans, less frequent collection of garbage, economic incentives encouraging diversion over disposal, and consistent enforcement of waste policies to support diversion behavior in the community.
- Establishing community partnerships to achieve waste diversion goals. In some cases a municipality can have limited control over all waste behaviors in a community as there are private collectors and landfills outside the authority of the local government. Partnerships are critical to community-wide success.

## Specific Implications of Bans on Paper and Cardboard

### Methods for Banning Paper and Cardboard

Municipalities use the following mechanisms to ban paper and cardboard:

**Require Commercial Sector Recycling** – Many municipalities adopt bylaws requiring the Industrial-Commercial-Institutional (ICI) sector (including hospitals, schools, offices, shopping centres, restaurants, hotels, manufacturers, warehouses and other businesses) to provide on-site recycling.

**Fees or Fines for Loads Delivered to Landfill Containing Paper** – Many municipalities use load inspections at the landfill as a way to enforce recycling within the ICI sector of the community. Programs may inspect every load or take random samples. Loads found to contain paper or cardboard in quantities greater than 5% (or 10%) are levied a fine or charged a higher landfill rate (often twice the normal cost for the load).

**Curbside Confirmation of Recycling** – Some municipalities conduct curbside inspections prior to collecting residential garbage. Incidents where residents have placed recyclables such as paper or cardboard in the garbage rather than the recycling stream trigger some type of enforcement action ranging from an education notice, to non-collection, to fines. Most municipalities using this control method have bag-based, manual waste collections whereby collection staff are already out of the collection vehicle and can visually-inspect the waste from each home.

### Business Case for a Ban on Paper and Cardboard

10,000 tonnes of paper and cardboard were recycled through the civic recycling programs in 2014 (including both blue-carts and at recycling depots). However, according to the most recent waste audit for Saskatoon (2014), approximately 7,000 tonnes of recyclable paper materials were still landfilled from the residential waste stream. 7,000 tonnes of paper fibre is equivalent to 5% of the total tonnes of material deposited at the landfill each year, consuming an estimated annual airspace valued at \$440,000.

Waste audits confirmed up to 32% of the waste generated by the ICI sector (and taken to the Saskatoon Landfill) in 2014 was paper and cardboard, representing in excess of 10,700 tonnes. The value of the airspace consumed by this material is \$675,000 each year.

Implementing a ban on paper and cardboard involves:

- Confirming that all businesses are providing on-site recycling by reviewing recycling service contracts or other agreements. In some cases the waste from one business will become the resource input for another based on an agreement between the two businesses.
- Building community-wide awareness for the new controls on paper and cardboard.

- Administrative staff to implement the landfill measures (e.g. inspect loads, collect fines and fees, develop and implement programs that promote compliance).
- Field staff to implement curbside confirmations; Saskatoon has fully-automated waste collections using carts and therefore would require additional inspection staff.

#### Key Considerations When Implementing a Ban on Paper and Cardboard in Saskatoon

- There are suitable and convenient options for diverting paper and cardboard in Saskatoon. City programs provide service to all residents. Private recycling options are available for businesses (who are already responsible for providing their own appropriate solution for garbage handling).
- The environmental implications of banning paper fibre and cardboard include reduced greenhouse gas emissions and saved natural resources. As an example, for every tonne of newspaper recycled, 2.8 tonnes of greenhouse gas emissions and 17 trees are saved.
- Additional staff and financial resources would be required to implement a ban. A program to implement a ban has not yet been developed, however it is anticipated a number of additional Landfill Attendant positions would be required to inspect incoming loads at the landfill and additional Environmental Protection Officers would be required to enforce the ban on paper and cardboard.
- Saskatoon's Waste Bylaw (Bylaw No. 8310) already includes a provision for charging a surcharge of 100% of the total load charge for loads containing more than 10% by weight of material that can be recycled at the landfill site or alternate recycling facilities (e.g. cardboard, paper, metal, yard waste, etc.). Resources for checking loads to implement this provision are not currently in place.

## Specific Implications of Bans on Single-Use Plastic Shopping Bags

### Methods for Banning Shopping Bags

Municipalities use the following mechanisms to ban shopping bags:

**Introduce Fees** – Some corporations already charge customers a fee ranging from 2¢ to 10¢ per bag. Municipalities interested in reducing the prevalence of shopping bags in the community levy a separate fee, applicable to all businesses distributing plastic shopping bags and payable to the municipality.

**Establish Bag Specifications** – Some municipalities regulate the types of bags allowed for distribution to customers at the point of sale. Examples include:

- requiring that reusable grocery bags sold to customers at the point of sale be made by a certified producer and meet certain criteria for durability, material, labeling and heavy metal content
- requiring that bags made from plastic film meet benchmarks for recycled material content

**Require In-Store Recycling** – Some corporations already provide opportunities to drop off plastic shopping bags for recycling. Municipalities can require all business distributing plastic shopping bags to collect and recycle bags.

**Prohibit All Use of Single-Use Plastic Shopping Bags** – Some municipalities enforce a complete prohibition on the use of shopping bags made from plastic film.

### Business Case for a Ban on Shopping Bags

According to the most recent waste audit information available for Saskatoon, all thin film plastics (including both single-use plastic shopping bags and other films such as plastic wraps) represented approximately 2% of recyclable materials in the waste stream. At the community level, this means there may be as much as 500 tonnes of thin film plastics in the residential waste stream; an unknown portion of these materials are shopping bags.

500 tonnes of thin film plastics comprises 0.4% of the total tonnes of material deposited at the landfill each year and consumes an estimated annual airspace value of \$31,500.

Implementing a ban on shopping bags involves:

- developing a database and relationship with businesses involved in distributing plastic bags to inform them of the control measure(s)
- building community-wide awareness for the new controls on bags
- administrative staff to implement the measures (e.g. collect fees, register and monitor the use and quality of shopping bags used in the community, monitor in-store recycling efforts, educate and/or levy fines for non-compliance with the ban)

Key Considerations When Implementing a Ban on Shopping Bags in Saskatoon

- There are suitable and convenient options for diverting bags including reuse for household garbage prior to placing in black garbage carts and recycling within city-wide residential recycling programs.
- The environmental implications of banning single use plastic shopping bags have been previously reported and include longevity in the environment (taking over 1,000 years to decompose), chemical toxicity as the bags break-down, and interference with wildlife survival and plant growth as litter.
- Additional staff and financial resources would be required to implement a ban. While a program for implementing a ban has not yet been developed, it is anticipated the cost would be in excess of \$150,000 in additional operating resources required each year in the early phases of initiating a ban on single use plastic shopping bags.
- Administration continues to follow the efforts of the Saskatchewan Association of Rural Municipalities (SARM) to lobby the provincial government for an outright ban of plastic shopping bags in Saskatchewan.

## Specific Implications of Bans on Styrofoam

Polystyrene (plastic #6) comes in two forms:

1. Non-expanded (PS) form - used for convenience single-use items, such as plastic cutlery and coffee cup lids; and
2. Expanded polystyrene (EPS or foamed polystyrene) - more commonly referred to as “Styrofoam” and has a variety of applications including food trays, packaging, and coffee cups.

### Methods for Banning Styrofoam

Municipalities use the following mechanisms to ban Styrofoam:

**Development of municipal recycling program for Styrofoam:** New recycling techniques for Styrofoam are emerging and growing lists of municipalities are offering Styrofoam recycling options to residents.

Several technologies exist to densify the material to create a compact block. The plastic blocks are re-manufactured into new products – including decorative moldings and high-end picture frames.

**Corporate leadership through a Sustainable Procurement Policy:** Many cities have implemented Styrofoam bans as part of a civic purchasing policy prohibiting civic and city-run food vendors from using Styrofoam. Markham, for example, has implemented a Comprehensive Zero Waste Policy for Town Facilities.

**Prohibit all use of Styrofoam (city-wide ban):** Approximately 100 U.S. cities and counties have officially banned or are currently considering a ban on Styrofoam. Many of these coastal US cities elected to pass a ban on the merits of environmental protection (keeping oceans clean and protecting marine life). Most bylaws focus on polystyrene foam containers distributed by food vendors, while others include an exhaustive list - targeting all stores and manufacturers from distributing or using polystyrene.

### Business Case for a Ban on Styrofoam

Styrofoam is popular for product packaging because it is light, durable, sanitary, waterproof, low cost, and provides a high-level of protection. However, some of these characteristics that make Styrofoam advantageous as a packaging material also make it very difficult to recycle. It is costly to recycle because it is comprised of 95% air, making the cost for transporting the material to a centralized plant for recycling costly.

Expanded polystyrene is not currently accepted by Cosmo or Loraas at their Material Recovery Facilities (MRFs). Factors currently preventing the recycling of Styrofoam include:

- recycling container capacity would require the recycling contractors to collect more frequently as containers fill more quickly with the bulky, lightweight material
- operating costs for densification equipment
- unstable North American markets for #6 plastic



In Saskatoon, Styrofoam not used for food packaging may be dropped off at London Drugs. London Drugs offers this service at all stores in Alberta, British Columbia, Manitoba, and Saskatchewan.

Crown Shred & Recycling Inc. in Regina uses a hot-coil densifier to melt down Styrofoam into condensed blocks. Residents may drop off a bag of Styrofoam for recycling at a cost of \$3 per bag.

Administration has determined the following communities also have Styrofoam recycling:

Cochrane, AB	Grande Prairie, AB	Nanaimo, BC*
North Okanagan, BC*	Langley, BC*	Cowichan Valley, BC*
Markham, ON	Toronto, ON	Moncton, NB
Kentville, NS	Sherbrooke, QC	Montreal, QC

\* Styrofoam is included as an approved provincial item of Multi-Material BC under their approved recycling depot program

According to the most recent waste audit information available for Saskatoon, all plastics #3 thru 7 (which includes Styrofoam amongst a number of other plastic materials) represented approximately 1% of recyclable materials in the waste stream. At the community level, this means there may be as much as 250 tonnes of various plastics graded #3 thru #7 in the residential waste stream; an unknown portion of these are Styrofoam.

250 tonnes of plastics comprises 0.2% of the total tonnes of material deposited at the landfill each year and consumes an estimated annual airspace value of \$16,000, a fraction of which is attributable to Styrofoam.

Key Considerations When Implementing a Ban on Styrofoam in Saskatoon

- As there are no current comprehensive and convenient options for diverting Styrofoam in Saskatoon, implementing a residential ban on Styrofoam means first establishing local Styrofoam recycling options.
- A City-wide ban would prohibit the distribution of Styrofoam by retailers, reducing the amount of Styrofoam in the waste stream, and would not require local Styrofoam recycling options.
- Further control measures for Styrofoam would require additional staff and financial resources.
- As part of the City's corporate efforts to become more sustainable, the City could implement a sustainable procurement policy that prohibits the use of Styrofoam.
- The environmental implications of banning Styrofoam include longevity in the environment, chemical toxicity, pollution of waterways, and ingestion by wildlife.

## Specific Implications of Bans on Organics

Organics are comprised of two streams:

1. Yard waste – leaves, grass, branches, stumps and tree trimmings; and
2. Food waste – fruits, vegetables, table scraps, meat, dairy products, baked goods, pasta, eggs, and food-soiled paper and cardboard.

### Methods for Banning Organics

Municipalities use the following mechanisms to ban organics:

**Development of City-Wide Composting Program** – Many municipalities offer convenient curbside collection options for the diversion of food and/or yard waste to composting facilities.

**Require Commercial Sector Diversion of Organics** – Some municipalities adopt bylaws requiring the Industrial-Commercial-Institutional (ICI) sector (including hospitals, schools, offices, shopping centres, restaurants, hotels, manufacturers, warehouses and other businesses) to divert their organic waste. Most municipalities have composting facilities that can accept material from businesses, however businesses may also apply for permission to digest or manage their organics on-site.

**Fees, Fines, or Outright Prohibition of Loads Delivered to Landfill Containing Organics** – Some municipalities use load inspections at the landfill as a way to enforce organics diversion within the community.

**Curbside Confirmation of Diversion** – Some municipalities conduct curbside inspections prior to collecting residential garbage. Incidents where residents have placed organics in the garbage rather than the composting stream trigger some type of enforcement action ranging from an education notice, to non-collection, to fines. Most municipalities using this control method have bag-based, manual waste collections whereby collection staff are already out of the collection vehicle and can visually-inspect the waste from each home.

### Business Case for a Ban on Organics

13,500 tonnes of yard waste were diverted through civic composting programs in 2014 (including both green-carts and at composting depots). However, according to the most recent waste audit for Saskatoon (2014), approximately 36,500 tonnes of organic materials were still landfilled from the residential waste stream, including 22,000 tonnes of food waste. This material consumed an estimated annual landfill airspace valued at \$2.3 million.

Waste audits confirmed up to 46% of the waste generated by the ICI sector (and taken to the Saskatoon Landfill) in 2014 was compostable, representing in excess of 15,500 tonnes. The value of the airspace consumed by this material is \$975,000 each year.

Key Considerations When Implementing a Ban on Organics in Saskatoon

- Civic composting programs are voluntary in nature and are not used by the majority of Saskatonians. While 31% of households having roll-out cart waste services used the compost depots in 2014, only 6% of households subscribe to the Green Cart program. There is also no current diversion option for diverting food waste other than composting at home.
- Commercial composting options are available, with food waste being hauled to facilities outside Saskatoon.

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## Household Hazardous Waste Days Program – 2015 Extension

### Recommendation

That a report be submitted to City Council recommending:

1. That the Professional Services Agreement with Envirotec Services Incorporated for the Household Hazardous Waste Days Program be extended to include the remainder of events in 2015; and
2. That additional funding of \$115,000 be approved to meet the demand of the remaining events scheduled in 2015.

### Topic and Purpose

The purpose of this report is to address the projected budget shortfall of the Household Hazardous Waste (HHW) Days Program.

### Report Highlights

1. The price ceiling of the current Professional Services Agreement has been met.
2. City Council's approval is required to amend the Agreement, as the projected cost of the 2015 program will exceed 25% of the original contract price ceiling.
3. Additional funding of \$115,000 is required to meet the demand of the remaining events scheduled in 2015.

### Strategic Goal

Appropriately disposing of and recycling hazardous materials supports the four year priority to promote and facilitate city-wide composting and recycling to reduce the rate and volume of waste sent to the landfill, and the long term strategies of soil and water quality protection under the Strategic Goal of Environmental Leadership.

### Background

On May 5, 2014, City Council approved the following recommendations:

“That the proposal submitted by Envirotec Services Incorporated for supply of the Household Hazardous Waste Collection Days program to the end of 2015 at a total estimated cost of \$150,000 (including GST and PST) be accepted; and  
That the number of collection days scheduled for 2015 be further reviewed and a report on options be provided for the 2015 Business Plan and Budget deliberations.”

On March 23, 2015, City Council approved the following recommendation:

“That an increase of \$100,000 to the Household Hazardous Waste Days Program be referred to the 2016 (\$50,000) and 2017 (\$50,000) Business Plan and Budget deliberations.”

## **Report**

### **Price Ceiling of the Agreement Has Been Met**

According to Administrative Policy A02-027, City Council approval is required for an extension of the existing contract with Envirotec, to deliver and fund the remaining events scheduled for 2015. The existing Agreement for the program does not expire until December 31, 2015; however, the original contract price ceiling has been met with seven scheduled events remaining in 2015.

### **Options to the Recommendation**

City Council could choose to:

- Reject the recommendation and cancel the remaining HHW events in 2015;
- Reduce the number of events in 2015 to meet the approved budget of \$100,000; the Administration estimates that no more than three additional events could be held within the remaining budget.

Neither option is recommended as it would result in a significant decrease in a popular service and would go against residents' consistent feedback to improve accessibility to HHW disposal options. Additionally, the 2015 events have been communicated through the City's website, social media channels and the Waste and Recycling Calendar.

Program participation and collection costs continue to rise, meaning funding is insufficient.

### **Communication Plan**

Dates for the eight scheduled Household Hazardous Waste Drop-Off events in 2015 were included in the *2015 Waste & Recycling Guide & Calendar* which was mailed to over 66,000 Saskatoon households in December 2014. The event dates are also in the online Collection Calendar, on the City's website and promoted through social media a few days before each event. The 2015 Guide & Calendar and the City's website also reference the Saskatchewan Waste Reduction Council website for a list of places in Saskatoon that accept a variety of household materials, and SARCAN for paint and electronics recycling, clarifying that the City's HHW Days Program provides the only option for the safe and proper disposal of materials like aerosols, but other options exist for products under Extended Producer Responsibility Stewardship Programs.

### **Financial Implications**

The Professional Services Agreement covers the period June 2014 through December 2015. City Council approval is required as program costs will exceed 25% of the original contract price ceiling of \$150,000 following the May 23, 2015 event.

The operating budget for the 2015 HHW Days Program is \$100,000. Total program costs for 2015 are expected to be approximately \$215,000. Funding for the remaining

\$115,000 will be identified from savings resulting from continuous improvement efforts and/or under-expenditures in other operational areas.

The City of Saskatoon continues to be the sole funder of the HHW program. In response and on City Council's request, the Administration has drafted a letter to the provincial Ministry of Environment highlighting the importance of developing an extended producer responsibility program for HHW materials.

**Other Considerations/Implications**

There are no stakeholder, policy, environmental, privacy or CPTED implications or considerations to report at this time.

**Due Date for Follow-up and/or Project Completion**

A report summarizing the results of the 2015 HHW Days Program, along with a proposed program plan for 2016 will be prepared in advance of the 2016 Business Plan and Budget deliberations in December 2015.

**Public Notice**

Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

**Report Approval**

Written by: Matthew Regier, Environmental Coordinator  
Reviewed by: Amber Jones, Manager of Education and Environmental Performance  
Brenda Wallace, Director of Environmental & Corporate Initiatives  
Approved by: Catherine Gryba, General Manager, Corporate Performance Department

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## Redundant Internet Service – Request for Proposal Award

### Recommendation

That a report be submitted to City Council recommending:

1. That a contract with SaskTel for the provision of 36 months of 200 Mbps (megabits per second) Internet service with BGP (Border Gateway Protocol) for an estimated fee of \$125,604, plus applicable taxes be approved; and
2. That Purchasing Services be authorized to issue the necessary Purchase Order.

### Topic and Purpose

The purpose of this report is to request approval to proceed with a contract with SaskTel for the supply of Internet service for a thirty six (36) month period.

### Report Highlights

1. In order to provide more resilient Internet services to both our citizens for access to our public website and services, and also to our internal staff for accessing services and information from the Internet, a redundant service (to the 2<sup>nd</sup> data centre) will minimize outages arising from failures and other issues experienced by a single supplier. This redundant service also assists in maintaining these services in the event of a power outage at City Hall.
2. The City of Saskatoon (City) issued a Request for Proposal (RFP) for a Redundant Internet Connection (RFP #14-1011).
3. Recommendation that SaskTel, the Preferred Proponent be awarded the contract for the supply of support services.

### Strategic Goals

This report supports the long term strategies of Continuous Improvement by reducing the impact of an Internet Service Provider (ISP) outage that currently affects access to our website and services by the public, and also, access and use of services on the Internet by our staff.

### Background

The redundancy design of the two data centers is such that essential services will remain available in the event of a major outage in one of the data centers. A redundant Internet service supports the design, and also greatly reduces the impact from an Internet service provider outage, or failure.



## Report

At present, we have a single Internet service into the data center in City Hall. That service is split and also supplied to the 2<sup>nd</sup> data center at SaskTel (140 – 1<sup>st</sup> Ave N).

In the event of an Internet provider outage/failure, or power/building issues at City Hall, Internet services required by our public website, as well as staff access to the Internet for information and services will fail.

Having multiple Internet providers will provide high levels of resiliency and redundancy. Our current Internet connection is via Shaw Business's infrastructure, this second/redundant connection will be supplied via SaskTel's infrastructure.

Work done under this contract will include:

- Implementation of a 200 Mbps Internet service into the 2<sup>nd</sup> data center at SaskTel.
- Implementation of BGP to provide failover and traffic balancing across the two Internet services (this contract, and our existing service).

### RFP for Redundant Internet Connection

An RFP for a Redundant Internet Connection was issued October 23, 2014, with an original closing date of December 2, 2014, then extended to December 15, 2014.

Responses were received from:

- Shaw Business Sales
- Horizon Computing Solutions, Inc.
- BlackSun Inc.
- OnX Enterprise Solutions
- SaskTel

The RFP Review Team was composed of the Manager, Technology Integration and Information Technology Consultant. The team evaluated the proposals based on the following criteria detailed in the RFP.

<b>Category</b>	<b>Points</b>
Adherence of the proposal to the response format	3
Adherence of the proposal in meeting the technology, functional and implementation services requirements outlined in the document	30
Added features and functionality beyond those expressed as requirements	5
Company's stability, commitment and experience	10
Feedback from references	2
Three year (36 month) cost	50
<b>TOTAL</b>	<b>100</b>

**Preferred Proponent**

Upon completion of the evaluation, the RFP Review Team determined that the proposal submitted by SaskTel, achieved the highest score and met the requirements of the RFP.

36 month supply of 200 Mbps Internet service with BGP (Border Gateway Protocol) for an estimated fee of \$125,604, plus applicable taxes.

**Options to the Recommendation**

Should City Council choose not to approve the recommendation, the City could continue with a single Internet connection/provider and accept the risks (public access to our website, staff access to the Internet) of a non-redundant solution for an essential service. Recent outages have caused considerable impacts to service delivery, therefore this option was not recommended.

**Financial Implications**

The cost of \$125,604 (plus taxes) will be split across 36 months. The 2015 portion is within the approved 2015 Operating Budget for the IT Division. This award does commit operating funds in 2016, 2017, 2018 as well.

**Other Considerations/Implications**

There are no policy, environmental, Privacy, or CPTED implications or considerations.

**Due Date for Follow-up and/or Project Completion**

We estimate that the new service will be in place by July.

**Public Notice**

Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

**Report Approval**

Written by: Peter Farquharson, Manager, Technology Integration  
Reviewed by: Amin Ahmed, Acting Director of Information Technology  
Approved by: Catherine Gryba, General Manager, Corporate Performance Department

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## Capital Project #2224 – WWT – Liquid Waste Haulers Station Award of Engineering Services

### Recommendation

That the Standing Policy Committee on Environment, Utilities and Corporate Services recommend to City Council:

1. That the proposal submitted by Stantec Consulting Ltd. for engineering services for the design and construction of the Wastewater Treatment Plant Liquid Waste Haulers Station, at a total upset fee of \$558,657 (including GST and PST), be accepted; and
2. That the City Solicitor be requested to prepare the appropriate agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

### Topic and Purpose

This report presents a plan and a recommendation for engineering services required to relocate and enhance the Wastewater Treatment Plant's (WWTP) Liquid Waste Disposal Kiosk into a Liquid Waste Haulers Station at the Marquis Odour Control Facility in the Marquis Industrial area.

### Report Highlights

1. The WWTP in Silverwood Heights provides liquid waste disposal for over a dozen industrial liquid hauling companies, delivering over 13 million gallons annually.
2. The current Liquid Waste Disposal Kiosk is due for a replacement and provision for this is included in the capital budget. In order to move this operation out of Silverwood Heights, the new station will be located at the Marquis Odour Control Facility located by the corner of Arthur Rose Avenue and Wanuskewin Road.
3. A Request for Proposal (RFP) was issued on March 10, 2015, for engineering services for design, tendering, and construction management to complete a Liquid Waste Haulers Station at the Marquis Odour Control Facility. Of the two submissions, the proposal submitted by Stantec Consulting Ltd. (Stantec) was rated the highest.

### Strategic Goals

This project supports the Strategic Goal of Asset and Financial Sustainability by planning and budgeting for lifecycle maintenance and upgrades of the facility's equipment. It also supports Moving Around by improving access to industrial liquid waste customers and Quality of Life by reducing the large truck traffic through residential neighbourhoods.

## **Background**

The Sewer Use Bylaw requires the proper disposal of liquid waste for the safety of residents and the environment. The WWTP has been providing a disposal kiosk since 1991. It was upgraded in 2008 as part of the Grit and Screen Building project. Industrial, manufacturing, and commercial customers rely on this service to meet environmental requirements and to properly operate their businesses. As Saskatoon continues to grow and attract new businesses, the need for this service will continue to grow.

In addition to this kiosk replacement, the WWTP is currently implementing an odour abatement system to significantly reduce issues at the plant. This \$8 Million project will reduce the amount of discernable odour in the area within the next two years by about 76%.

## **Report**

The liquid waste disposal system is needed to provide an easy and controlled way for truck haulers to move their loads into the sanitary sewer system. It is also anticipated that upcoming changes to the Sewer Use Bylaw may result in a growing customer base.

### Liquid Waste Disposal Kiosk

The Liquid Waste Disposal Kiosk at the WWTP is required to be updated. The current kiosk will only allow one smaller sized truck at a time to back in for unloading which causes lineups at peak times. The amount of liquid being disposed has grown by 50% between 2008 and 2014 and will continue to increase. The current station is outdoors which cannot control any odours. In addition, a significant driver for this project is to prevent trucks from driving through residential neighbourhoods, both day and night. Capital Project #2224 – WWT – Liquid Waste Haulers Station was established to replace the existing facility.

A new enhanced facility, in an industrial area, will be able to accommodate two trucks of any size, at the same time, thus reducing waiting times. The facility will be enclosed which will allow for odour control. This new building is planned to be attached to the Marquis Odour Control Facility. The second reason for the location on Arthur Rose Avenue is that a main sanitary trunk to the WWTP is directly adjacent to the site. The new facility will be able to use this sanitary sewer line to easily convey liquid waste to the WWTP. From the street, the new facility could look similar to a semi truck wash facility with two drive-through bays. Once the new north bridge is finished, access to this location will be greatly improved from most areas of the city.

Currently, when the liquid waste trucks release their loads at the kiosk, grit can enter the sanitary system at the head works of the WWTP. This can cause problems for the grit and screen equipment. Moving the system to a new location will help remedy this problem. Trucks are currently required to dump their grit at the Landfill which is across town. The amount of grit that currently enters the WWTP at this time from the trucks is unquantified, but moving the liquid waste from the WWTP to this new facility will reduce the amount of grit at the plant.

The consultant's work will address two main functions. The first will be a replacement of what is currently used at the WWTP, namely liquid disposal. The construction cost of this phase is estimated at \$3 Million. The second aspect is more complicated and includes handling any grit the trucks contain. Grit is made up of solids that accompany the liquids from various sources. The construction of a facility to handle this grit is estimated at \$2 Million. The consultant will develop functional and detailed designs for these facilities. Once the design is complete, the consultant will administer the tender and provide inspection services during construction. The consultant will need to prepare a feasibility report for the grit recovery, and will consult with liquid waste hauler companies to gain input for the facility.

#### Request for Proposal

On March 10, 2015, an RFP was advertised on the SaskTenders website and the following two consultant proposals were received on April 9, 2015:

- AECOM Canada Ltd. (Saskatoon, SK)
- Stantec Consulting Ltd. (Saskatoon, SK)

After a systematic evaluation of the two proposals, the Administration rated the proposal from Stantec as superior and confirmed it met the scope-of-work defined in the Terms of Reference.

#### **Options to the Recommendation**

The recommended proponent, Stantec, was the most qualified consultant for the work described in the RFP.

#### **Public and/or Stakeholder Involvement**

As part of the WWTP's Odour Abatement project, nearby residents have been invited to learn about upcoming changes to the WWTP site and process that will reduce the amount of odour. Once the plan for the relocation of the Liquid Waste Disposal Kiosk is determined, it will become a key message in upcoming stakeholder engagement.

An added benefit to relocating the station to the Marquis Odour Control Facility is that the current odours from the hauler disposal process will be better managed.

#### **Communication Plan**

The City is enhancing its commitment to provide high-quality treatment of wastewater by investing in a larger facility to better serve liquid waste disposal customers. The relocation of the Liquid Waste Disposal Kiosk will be communicated as part of the on-going WWTP's Odour Abatement project, as an example of some of the changes in place to reduce odour from the operations of the plant.

An update notice will be provided to neighbouring companies to the Marquis Odour Control Facility near Arthur Rose Avenue and Wanuskewin Road with information about potential impact on traffic and odour from the new station.

Current liquid waste disposal customers will be notified in advance of the relocation with on-site signage at the kiosk and through direct mailing with billing correspondence.

### Financial Implications

The net cost to the City for the engineering services, as submitted by Stantec, would be as follows:

Design	\$304,800.00
Engineering Services	<u>174,900.00</u>
Total Base Fee	\$479,700.00
Contingency	<u>48,000.00</u>
Sub-total Upset Fee	\$527,700.00
GST (5%)	26,385.00
PST (5% of 30% of \$304,800 Design)	<u>4,572.00</u>
Total Upset Fee	\$558,657.00
GST Rebate	<u>(26,385.00)</u>
Net Cost to City	<u>\$532,272.00</u>

This project has sufficient funding in Capital Project #2224 – WWT – Liquid Waste Haulers Station.

### Environmental Implications

The recommendation will result in consumption of resources and generation of greenhouse gas emissions associated with the construction phase of the project. The location and design of the new facility are expected to reduce overall travel distance and idling times; and therefore, greenhouse gas emissions associated with its use.

All environmental regulations are being followed and a cement catchment area will be installed to protect the surrounding soil from potential spills.

### Safety/Crime Prevention Through Environmental Design (CPTED)

This project will submit a request for a Crime Prevention Through Environmental Design (CPTED) review to ensure that the design conforms to all City standards.

### Other Considerations/Implications

There are no policy or privacy implications or considerations.

### Due Date for Follow-up and/or Project Completion

This project has a planned construction phase finishing by December of 2016.

### Public Notice

Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

### Report Approval

Written by: Ross Elliott, Senior Project Management Engineer, Saskatoon Water

**Capital Project #2224 – WWT – Liquid Waste Haulers Station – Award of Engineering Services**

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Reviewed by: Larry Schultz, Engineering Services Manager, Saskatoon Water  
Reid Corbett, Director of Saskatoon Water  
Approved by: Jeff Jorgenson, General Manager, Transportation & Utilities  
Department

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## 2015 Materials Testing Services - Award of Engineering Services – Concrete and Soil

### Recommendation

That the Standing Policy Committee on Environment, Utilities and Corporate Services recommend to City Council:

1. That 2015 concrete testing in the East and West areas be awarded to AMEC Environment & Infrastructure, at a total estimated cost of \$61,000, plus GST;
2. That 2015 soil testing in the West area and concrete testing in the North area be awarded to Allnorth Consultants Limited at a total estimated cost of \$148,000, plus GST;
3. That 2015 soil testing in the East area be awarded to LVM Inc., at a total estimated cost of \$172,000, plus GST;
4. That 2015 soil testing in the North area be awarded to Golder Associates Ltd., at a total estimated cost of \$9,000, plus GST; and
5. That the City Solicitor be requested to prepare the appropriate agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

### Topic and Purpose

The purpose of this report is to obtain City Council approval to award concrete and soil material testing for the 2015 construction season.

### Report Highlights

1. Proposals were received from seven firms to provide material testing services for City of Saskatoon construction projects.
2. Proposals were evaluated based on qualifications, fee schedules and available capacity. The four proponents with the highest scores are being recommended.

### Strategic Goal

The recommendations in this report support the Strategic Goal of Asset and Financial Sustainability as the request for proposals for the selection of consultants to provide material testing services ensured the highest value to the City.

### Background

On March 18, 2015, Requests for Proposals (RFP) were issued for soil and concrete material testing services for various capital infrastructure projects. Proposals were received on March 30, 2015 from the following seven consulting firms:

- Allnorth Consultants Limited
- AMEC Environment & Infrastructure
- Clifton Associates Ltd.
- Golder Associates Ltd.
- LVM Inc.
- Nighat Geo Services
- SNC-Lavalin Inc.

Material testing contracts are awarded annually to provide quality assurance within capital infrastructure projects. In 2014, \$1,400,000 of testing was awarded to qualified, licensed, professional testing firms to provide this service. These contracts are funded annually through the approved 2015 Capital Projects. Asphalt and micro-surfacing tenders for testing are issued as separate RFP's.

### **Report**

In 2015 an estimated 4,000 tests will be done to ensure quality work is completed by contractors on 40 capital projects, including land development, water, sewer, and roadways preservation and rehabilitation. This third-party testing provides quality assurance.

The Administration grouped material testing into two separate types: soil and concrete; and the city was divided into three geographic areas: North, East and West. Selections were based on the engineering consultants' qualifications, which included national lab certifications, members of the team and their roles within the proposed team. Competitive fee schedules and the consultants' capacity to complete the work in a timely manner were also factors.

After an extensive evaluation of the proposals, the four proponents with the highest scores are being recommended as follows:

- Concrete testing in the East and West areas to AMEC Environment & Infrastructure, at a total estimated cost of \$61,000, plus GST;
- Soil testing in the West area and concrete testing in the North area to Allnorth Consultants Limited at a total estimated cost of \$148,000, plus GST;
- Soil testing in the East area to LVM Inc., at a total estimated cost of \$172,000, plus GST;
- Soil testing in the North area to Golder Associates Ltd., at a total estimated cost of \$9,000, plus GST.

### **Options to the Recommendation**

Material testing services could be awarded for each individual construction project. This option is not recommended as the amount of testing on any individual project is small, and the grouping of testing services into geographic areas and types of testing, across multiple projects, lowers costs through economies of scale.

**Financial Implications**

The total net cost to the City for the engineering services for all 2015 soil and concrete testing is as follows:

Total Base Fees	\$390,000
GST	19,500
Total Fees	<u>\$409,500</u>
GST Rebate	<u>(19,500)</u>
Total Net Cost to the City	<u>\$390,000</u>

Funding for the material testing services will be from the various approved 2015 Capital Projects that require these services.

**Other Considerations/Implications**

There are no public and/or stakeholder involvement, communications, policy, environmental, privacy or CPTED implications or considerations.

**Due Date for Follow-up and/or Project Completion**

A follow-up report is not required. Project completion will coincide with the completion of the various 2015 construction projects that the material testing will be provided for.

**Public Notice**

Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

**Report Approval**

Written by: Bruce Marlatte, Technologist, Construction and Design  
Reviewed by: Rob Dudiak, Senior Project Engineer, Construction and Design  
Approved by: Jeff Jorgenson, General Manager Transportation & Utilities  
Department

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## Community Solar Power Co-operative

### Recommendation

That the Standing Policy Committee on Environment, Utilities and Corporate Services recommend to City Council:

That Administration be directed to develop a Memorandum of Agreement with the SES Solar Co-operative Ltd. (a Saskatchewan Environmental Society (SES) initiative) for the purpose of partnering on the capital costs for construction of a solar power facility located at the Landfill Gas Power Generation Facility.

### Topic and Purpose

Saskatoon Light & Power (SL&P) and the Solar Co-operative are investigating the development of a collaborative solar power system proposed to be located at the Landfill Gas Power Generation Facility. The purpose of this report is to recommend that City Council direct Administration to develop a Memorandum of Agreement with the Saskatchewan Environmental Society (SES) Solar Co-operative Ltd. (the Solar Co-operative), for the purpose of this project.

### Report Highlights

1. The SES Solar Co-operative Ltd. is the first community power co-operative in Saskatchewan.
2. The City of Saskatoon (the City) would partner with the Solar Co-operative to increase the overall capacity of the solar power addition at the Landfill Gas Power Generation Facility, and pay dividends to the Solar Co-operative.
3. The overall size of the project will be determined by the capital costs through a competitive bidding process, and the number of shares sold by the Solar Co-operative. A larger project is expected to result in a lower per unit capital cost.
4. The solar power demonstration project meets several common goals shared by the City and the Solar Co-operative, and would be built in a highly visible location near the Valley Road Interchange and Circle Drive South.

### Strategic Goals

This report supports the four-year priority to continue implementation of the Energy and Greenhouse Gas Management Plan, under the Strategic Goal of Environmental Leadership. The Energy and Greenhouse Gas Management Plan lays out a number of actions related to the development of renewable energy, and promotes community-wide demonstration projects.

### Background

At its meeting on October 21, 2013, City Council received a report on Community Power Projects. The report outlined that the Administration would work with any group that has a community power project that appears to be financially and technically viable for the City.

At its meeting on December 15, 2014, City Council received an information report from Administration proposing that 40 kilowatts of solar photovoltaic panels be installed at the Landfill Gas Power Generation Facility. The proposed solar power addition will provide 40% of the power required to operate the facility.

## **Report**

### Community Power

SES Solar Co-operative Ltd. is a newly formed legal entity developed by the Saskatchewan Environmental Society to advance solar power in the Saskatoon area. Their intention is to install and operate one or more solar power facilities owned by local residents. The SES recently won Affinity Credit Union's \$50,000 Social Venture Challenge with a commitment to develop the solar power co-op and help facilitate solar installations. The Solar Co-operative provides a unique opportunity for local residents, who otherwise may not have the opportunity to install solar panels on their house or apartment, to generate some of their own electricity from a renewable source. Collective ownership is an alternative means of financing renewable energy projects and can make solar both more accessible and more affordable to local residents.

### Proposed Partnership

SL&P has been working on a proposed grid-tied solar power system to be installed at the Landfill Gas Power Generation Facility in order to evaluate the cost and performance of solar power for a larger-scale deployment in the future.

Under the proposed partnership, the City and the Solar Co-operative would each own a percentage of the solar power system. Electricity generated from the solar panels would be used to offset electricity that would otherwise be purchased from SaskPower to operate the Landfill Gas Power Generation Facility, and would, therefore, lower annual operating costs for the City. SL&P would pay the Solar Co-operative for their portion of generated electricity at the same rate that would otherwise have been paid to SaskPower. Specific terms of the partnership will be documented in the Memorandum of Agreement between the City and the Solar Co-operative.

### Common Goals with the SES

The City's Strategic Goal of Environmental Leadership includes a long-term strategy to reduce greenhouse gas (GHG) emissions tied to municipal operations. This is a common goal shared with the Solar Co-operative to reduce human-caused GHG emissions tied to energy use in the province.

The City has also identified a strategic priority to identify opportunities to replace conventional energy sources with green energy technologies, and to find alternative ways of generating capacity to support municipal operations. This is a common goal shared with the Solar Co-operative to promote the use of renewable energy as an alternative to the use of fossil-fuels for producing electricity.

The City's Energy & Greenhouse Gas Management Plan includes community-wide programs and actions aimed at improving the sustainability of the local community through energy efficiency improvements and pursuing renewable energy opportunities.

Specifically, action B1-4 of the plan promotes community wide demonstration projects to encourage green development in Saskatoon. The Solar Co-operative will make renewable energy accessible to local residents.

**Options to the Recommendation**

An alternative site could be offered for the partnership. Several different sites were investigated and the Landfill Gas Power Generation Facility was deemed the most practical, cost effective, and with excellent exposure for this project.

**Public and/or Stakeholder Involvement**

If the solar power demonstration project proceeds, relevant stakeholder groups will be invited to a public meeting that outlines the project details and invites feedback.

**Communication Plan**

If the solar power demonstration project proceeds, appropriate communication materials will be jointly prepared by the City and the Solar Co-operative Ltd. to share the project details with city residents. This may include website content, social media posts, news release, video, and/or brochures.

**Financial Implications**

The City’s contribution to the solar power system is capped at \$150,000. The capital cost will be funded from Capital Project No. 1281: Sustainable Power Generation Options. By reducing the electricity purchased from SaskPower at the facility the simple payback of the capital cost is estimated at 16 years.

The City would pay an equivalent portion of the operating cost savings to the Solar Co-operative for their contribution of the solar power system, and as such is a net-zero change to operating cost to the City. Funding for Utility services is provided from the approved Saskatoon Light & Power Operating Budget 03-200 – Landfill Gas.

It is anticipated that the recommendations could lower the overall cost of the grid-tied solar system installed at the Landfill Gas Power Generation Facility project for the City, by making a higher volume purchase of solar panels, and thereby achieving economies-of-scale.

**Environmental Implications**

By generating electricity using solar panels rather than buying it from SaskPower, a 40kW project is estimated to reduce annual GHG emissions by 35 tonnes CO<sub>2</sub>e, which is the equivalent of removing 7 vehicles from the road each year.

**Other Considerations/Implications**

There are no policy, privacy, or CPTED implications or considerations.

**Due Date for Follow-up and/or Project Completion**

A Request for Proposal (RFP) for supply and installation of the solar power system is planned for the summer 2015. A recommendation for award of the successful proposal will be presented to City Council following the closing of the RFP.

A Memorandum of Agreement between the City and SES Solar Co-operative Ltd. will be prepared for City Council's consideration at that same time.

**Public Notice**

Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

**Report Approval**

Written by: Nathan Ziegler, Sustainable Electricity Engineer  
Reviewed by: Brendan Lemke, A/Director of Saskatoon Light & Power  
Approved by: Jeff Jorgensen, General Manager, Transportation & Utilities  
Department

EUCS NZ - Community Solar Power Co-operative