



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

Tuesday, July 21, 2015, 2:00 p.m.

Council Chamber, City Hall

Committee Members:

Councillor Z. Jeffries, (Chair), Councillor E. Oluson, (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 June 2, 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 6.1.6 be approved subject to any administrative conditions.

- | | | |
|--------------|---|--------------|
| 6.1.1 | Noise Bylaw Extension, PotashCorp Fringe Theatre and Street Festival, July 30 to August 8, 2015, 6:00 p.m. to 10:00 p.m., Broadway Avenue, Robert Wyma, Executive Director, 25th Street Theatre Centre Inc. [File No. CK. 185-9] | 4 - 4 |
| 6.1.2 | Noise Bylaw Extension, Saskatoon RibFest, July 31 to August 3, 2015, (9:30 p.m. on Aug. 2 and 6:30 p.m. on Aug.3), Rotary Park, Robert MacGillivray, Rotary Club of Saskatoon Nutana | 5 - 5 |

[File No. CK. 185-9]

- 6.1.3 Noise Bylaw Extension, Olson Wedding, August 7, 2015, until 11:00 p.m., Delta Bessborough Hotel Gardens, Debbie Olson [File No. CK. 185-9] 6 - 6
- 6.1.4 Noise Bylaw Extension, Forest Grove Community Church service, September 6, 2015, at 10:30 a.m., Kinsmen Park, Angela Richards [File No. CK. 185-9] 7 - 7
- 6.1.5 Noise Bylaw Extension, Miles for Smiles 2015, September 12, 2015, 8:00 a.m. to 12:00 a.m., Rotary Park, Anastasia Zello, Student Medical Society of Saskatchewan [File No. CK. 185-9] 8 - 8
- 6.1.6 Noise Bylaw Extension, West Portal Church kickoff BBQ, September 13, 2015, 11:30 a.m. to 2:00 p.m., Archibald McDonald Park, Terry Friesen [File No. CK. 185-9] 9 - 9

6.2 Matters Requiring Direction

6.3 Requests to Speak (new matters)

7. REPORTS FROM ADMINISTRATION

7.1 Delegated Authority Matters

7.2 Matters Requiring Direction

- 7.2.1 Saskatchewan Polytechnic Solar Demonstration Partnership at the Landfill Gas Power Generation Facility (Files CK. 2000-5, x 600-8 and SLP. 2000-10-9) 10 - 12

Recommendation

That the Standing Policy Committee on Environment, Utilities and Corporate Services recommend to City Council at its meeting to be held July 23, 2015:

That Administration be directed to develop a Memorandum of Agreement with Saskatchewan Polytechnic for the purpose of developing a solar photovoltaic tracking system at the Landfill Gas Power Generation Facility.

- 7.2.2 2014 Absenteeism Report (Files CK. 4630-1 and HR. 4655-7) 13 - 16

Recommendation

That the report of the General Manager, Corporate Performance Department dated July 21, 2015, be forwarded as information to City Council at its meeting to be held August 20, 2015.

Recommendation

That the report of the General Manager, Corporate Performance Department dated July 21, 2015, be forwarded as information to City Council at its meeting to be held August 20, 2015.

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

185-9



Fax: 306-975-2784

June 25, 2015

City of Saskatoon

City Council

Attention: City Clerk

Re: PotashCorp Fringe Theatre Festival Noise Bylaw Extension

Dear Honourable Mayor and City Council,

Please accept this as a formal request regarding a Noise Bylaw extension for the PotashCorp Fringe Theatre and Street Festival July 30th to August 8th in the Broadway District of Saskatoon. This year's festival will include music and entertainment on Broadway Avenue from 6pm to 10 pm across the ten day celebration.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert Wyma". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Robert Wyma

Executive Director

25th Street Theatre Centre Inc.

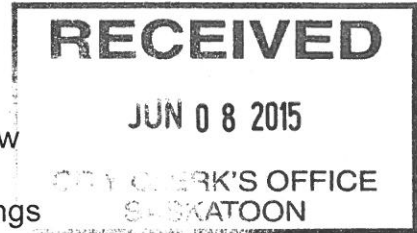
Producer of The PotashCorp Fringe Theatre and Street Festival

217-220 20th Street West, Saskatoon S7M 0W9

306.664.2239

185-9

From: Robert and Janet MacGillivray <rmacgill@shaw.ca>
Sent: June 07, 2015 12:22 PM
To: Web E-mail - City Clerks
Subject: noise by law extension

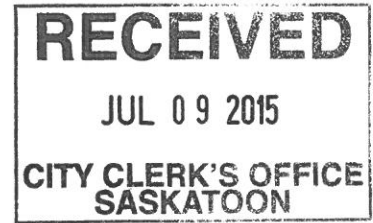


The Rotary Club of Saskatoon Nutana would like to request a noise bylaw extension for Saskatoon RibFest to be held on July 31, August 1,2 and 3, 2015. The request is for extension on the Sunday and Monday evenings from the bylaw times to cover the period of time up to 9:30pm on the Sunday evening and up to 6:30 pm on the Monday evening. Residents in the area will be notified via hand delivered flyers as in the past years.

Yours truly
Robert MacGillivray
Rotary Club of Saskatoon Nutana
phone 306-227-7622
email: Rmacgill@shaw.ca

912 Queen Street
Saskatoon, Sk.
S7K 0N2

From: Debbie Olson <dmolson2010@hotmail.com>
Sent: Thursday, July 09, 2015 7:23 AM
To: City Council
Subject: Form submission from: Write a Letter to Council



Submitted on Thursday, July 9, 2015 - 07:23
Submitted by anonymous user: 70.76.66.67
Submitted values are:

Date: Wednesday, July 08, 2015
To: His Worship the Mayor and Members of City Council
First Name: Debbie
Last Name: Olson
Address: 46-602 Cartwright St
City: Saskatoon
Province: Saskatchewan
Postal Code: S7T0G4
Email: dmolson2010@hotmail.com

Comments:

On Friday, Aug 7th, 2015, we are having an outdoor wedding and reception in the gardens at the Bessborough Hotel.

Please accept this request for permission to extend our wedding reception and dance hours until 11:00 pm.

We understand that the noise bylaw is 10:00pm.

There will be around 150 people there at that time, with a DJ for sound and music.

We have spoken to our liaison at the Hotel and if we have the councils approval, they are willing to host the wedding until 11:00pm.

Thank you for your time and consideration regarding our request.

If you have any questions, please contact Debbie at 306 222 9245.

Sincerely,
Debbie Olson

The results of this submission may be viewed at:
<https://www.saskatoon.ca/node/398/submission/29753>

185-9

From: Angela Richards <angela@forestgrovecc.com>
Sent: June 10, 2015 3:42 PM
To: City Council
Subject: Form submission from: Write a Letter to Council



Submitted on Wednesday, June 10, 2015 - 15:42
Submitted by anonymous user: 71.17.4.86
Submitted values are:

Date: Wednesday, June 10, 2015
To: His Worship the Mayor and Members of City Council
First Name: Angela
Last Name: Richards
Address: 502 Webster Street
City: Saskatoon
Province: Saskatchewan
Postal Code: S7N 3P9
Email: angela@forestgrovecc.com

Comments:

Good afternoon,

We are in the midst of filling out an application form to have our Sunday morning church service at Kinsmen Park on Sept 6 at 10:30am. The Noise Bylaws Hours for Sundays say 1:00pm. On the application we put that we are hoping for 500 people to attend. We will be listening to a speaker and then singing a few songs together with a couple of acoustic guitars. We also plan to BBQ after our service. We are hoping that you would consider an extension to the noise bylaw for that day.

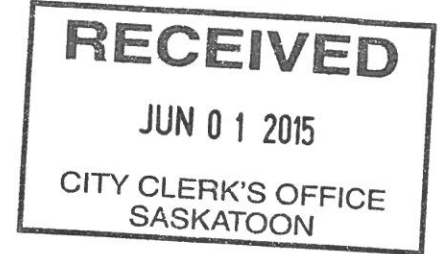
Much thanks,

The staff at Forest Grove Community Church

The results of this submission may be viewed at:
<https://www.saskatoon.ca/node/398/submission/25662>

185-9

From: Anastasia Zello <smss.fundraisingrep@gmail.com>
Sent: June 02, 2015 12:41 PM
To: City Council
Subject: Form submission from: Write a Letter to Council



Submitted on Tuesday, June 2, 2015 - 12:41
Submitted by anonymous user: 207.47.140.245
Submitted values are:

Date: Tuesday, June 02, 2015
To: His Worship the Mayor and Members of City Council
First Name: Anastasia
Last Name: Zello
Address: 1405A Prince of Wales Ave
City: Saskatoon
Province: Saskatchewan
Postal Code: s7k 3c9
Email: smss.fundraisingrep@gmail.com

Comments:

Hello,

I am the race coordinator for Miles for Smiles 2015 - a fundraising event (walk/run) put on annually by the Student Medical Society of Saskatchewan (SMSS). I would like to apply for a noise bylaw extension.

This year's event will be held on September 12, 2015 from 8 am - 12 am and will include loud music. Please visit our official website (<http://miles4smiles.usask.ca>) or contact me directly if you have any questions about Miles for Smiles.

Thank you for your consideration,

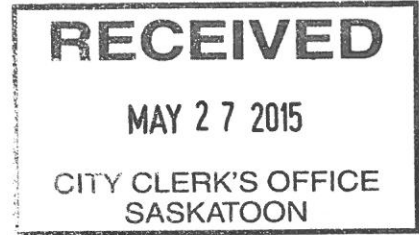
Anastasia Zello

Year 2, M.D. Undergraduate Program
College of Medicine, University of Saskatchewan

The results of this submission may be viewed at:
<https://www.saskatoon.ca/node/398/submission/23637>

185-9

From: Terry Friesen <terry@westportal.ca>
Sent: May 27, 2015 10:07 AM
To: Web E-mail - City Clerks
Subject: noise law extension request



Hello there...

I am part of West Portal Church (3134 33rd St. West) and we are looking to having another kickoff BBQ on Sunday SEP 13/15.

The BBQ is open to our surrounding community and we are applying to use Archibald McDonald Park (across from the Church).

We would like to start the BBQ at 11:30am and run the lunch and fun until 2:00pm. The only noise (other than people and fun) is the generator we need for the inflatables. We are not using any amplifiers or sound equipment.

Sundays Noise Guidelines say 1pm-6pm and we would like permission to start earlier (11:30am)... we'll be done by 2:00pm.

Thank you... I'll look forward to your response.
TERRY



This email is free from viruses and malware because avast! Antivirus protection is active.

Saskatchewan Polytechnic Solar Demonstration Partnership at the Landfill Gas Power Generation Facility

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 Saskatchewan Polytechnic for the purpose of developing a solar photovoltaic tracking system at the Landfill Gas Power Generation Facility.

Topic and Purpose

Saskatoon Light & Power (SL&P) and Saskatchewan Polytechnic are investigating the development of a collaborative solar photovoltaic (solar power) tracking system as part of a solar demonstration project proposed to be located at the Landfill Gas (LFG) Power Generation Facility. The purpose of this report is to recommend that City Council direct Administration to develop a Memorandum of Agreement with Saskatchewan Polytechnic, for the purpose of this project.

Report Highlights

1. Saskatchewan Polytechnic will provide two solar tracking systems to the project in an extended loan and will be provided access to all performance data for education purposes.
2. The solar power demonstration project meets several common objectives shared by the City and Saskatchewan Polytechnic, 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. This report also supports the City's Strategic Goal of Economic Diversity and Prosperity to work collaboratively with educational institutions to promote Saskatoon as a great place to live, work, and raise a family.

Background

At its meeting held on December 15, 2014, City Council received an information report from Administration proposing a 40 kilowatt solar power system be installed at the Landfill Gas Power Generation Facility.

At its meeting held on May 25, 2015, City Council resolved, "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.”

Report

SL&P Solar Demonstration Project at the LFG Power Generation Facility

SL&P is developing a grid-tied solar power demonstration project that will be located at the LFG Power Generation Facility, adjacent to Valley Road. This demonstration project will provide SL&P with the opportunity to evaluate the cost and performance of different technologies, and gain operational experience necessary for the development of a larger scale (megawatt range) solar power project in the future.

The demonstration site will include three different technologies: 1) a fixed-tilt system, 2) a seasonal-tilt system, and 3) a solar-tracking system. SL&P is working with Saskatchewan Environmental Society (SES) Solar Co-operative Ltd., to develop the fixed-tilt and the seasonal-tilt systems. The partnership with the Solar Co-operative excludes any solar tracking installation.

Saskatchewan Polytechnic, via the Mechanical Engineering Technology Program, wishes to partner with SL&P to support the development of the solar-tracking system. The Saskatchewan Polytechnic Mechanical Engineering Technology Program is a two-year diploma program that focuses on engineering design, industrial instrumentation and process control, and project management.

Saskatchewan Polytechnic will provide two solar trackers, solar panels, and associated equipment to the project in an extended loan. The total rated electrical power output of the supplied solar panels is 3.06 kilowatts (kW). SL&P will pay for the installation and operation of the equipment.

Saskatchewan Polytechnic will have access to all site and performance data collected from the overall demonstration project. Site access will be granted for the purposes of educational tours for students of Saskatchewan Polytechnic. Appropriate Saskatchewan Polytechnic signage will also be installed on site for promotional and educational purposes.

Common Goals with Saskatchewan Polytechnic

This partnership supports several aligned objectives of the Mechanical Engineering Technology Program at Saskatchewan Polytechnic and SL&P. These are:

1. Foster and strengthen relationships between industry partners and educational institutions.
2. Support and increase awareness/visibility of alternative forms of electrical generation, such as solar power.
3. Develop an enhanced, practical understanding of the actual operational characteristics of solar power in Saskatoon's climate.

Further to the aligned partnership objectives, 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.

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.

Communication Plan

If the project proceeds, appropriate communication materials will be jointly prepared by the City and Saskatchewan Polytechnic to share the project details with city residents. This may include website content, social media posts, news releases, and/or brochures.

Financial Implications

The total value of supplied equipment by Saskatchewan Polytechnic is \$18,000. The City will pay for the installation of the equipment which is estimated at \$6,000. All electricity and associated revenue generated as a result of solar collection will be the property of the City, and will be used to recover the costs of installation.

Environmental Implications

By generating electricity using solar power rather than buying it from SaskPower, a 3.06kW project is estimated to reduce annual greenhouse gas emissions by 3 tonnes CO₂e.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

The Memorandum of Agreement between the City and Saskatchewan Polytechnic will be prepared in the fall of 2015 and presented to City Council for consideration and approval.

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: Trevor Bell, Director of Saskatoon Light & Power
Approved by: Jeff Jorgensen, General Manager, Transportation & Utilities Department

2014 Absenteeism Report

Recommendation

That the report of the General Manager, Corporate Performance Department dated July 21, 2015, be forwarded to City Council for information.

Topic and Purpose

The focus of the report is on short-term absenteeism at the City of Saskatoon. The purpose of the report is to review absenteeism rates and costs, identify trends, as well as opportunities for improvement.

Report Highlights

1. An average of 7.9 days is lost per person which is below the Statistics Canada benchmark for the public sector at 10.6 days per person.
2. The average number of incidences of absenteeism per employee increased slightly from 3.09 in 2013 to 3.15 in 2014; but is substantially below the Statistic Canada Benchmark of 7.70 incidences per employee.
3. The City will continue to enhance its programs to support managers and employees in further reducing absenteeism.

Strategic Goal

This report supports the long term strategy of making health and safety a top priority in all that we do under the Strategic Goal of Continuous Improvement.

Background

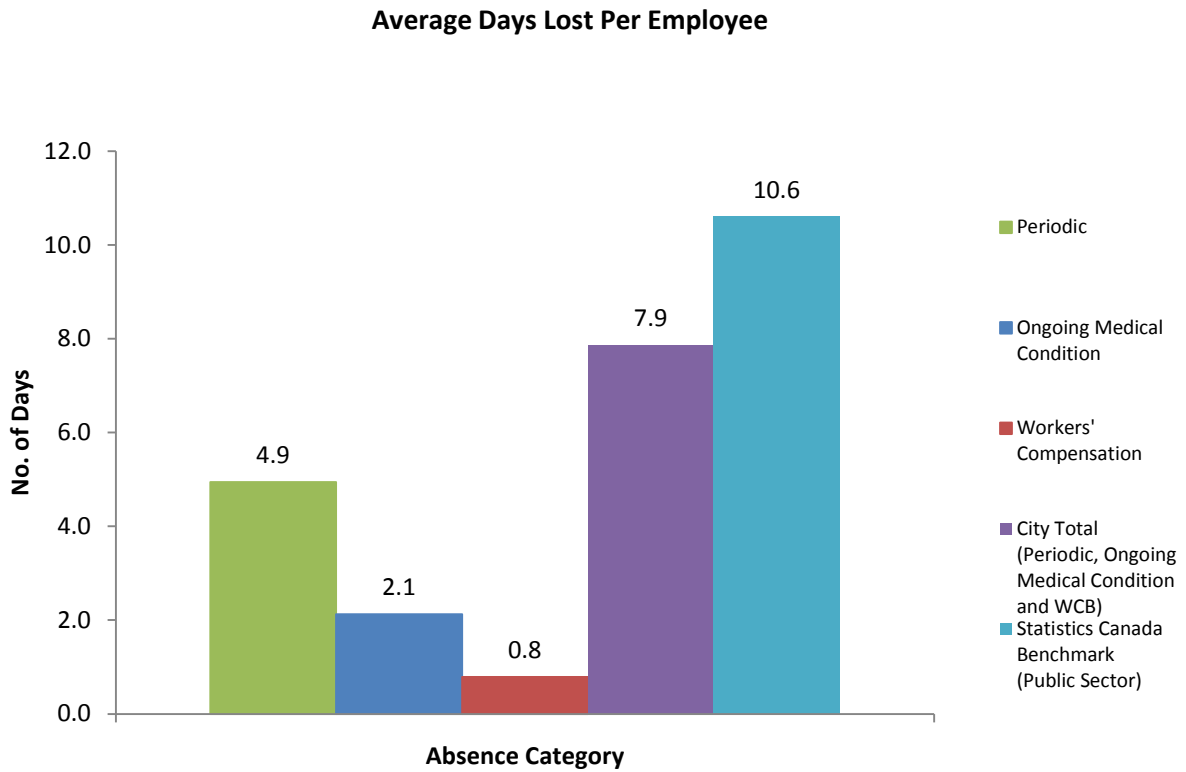
The City of Saskatoon's Safety Vision is to have "A safe and healthy workplace, where employees can complete their work in an injury-free manner, benefits everyone. We will make safety the first consideration in everything we do, with the goal of zero accidents at work and at home.

Report

Days Lost Per Employee is below the Statistics Canada benchmark

The City of Saskatoon is reporting an average of 7.9 days lost per employee which is below the Statistics Canada benchmark for the public sector at 10.6. While this is positive, the recently approved Performance Target for Lost Time due to Injuries is 0 days per employee. There is a need for continued and even greater focus and attention on the reduction of days lost per employee due to injury and illness.

Table 1 shows the average days lost per employee by category of absence.



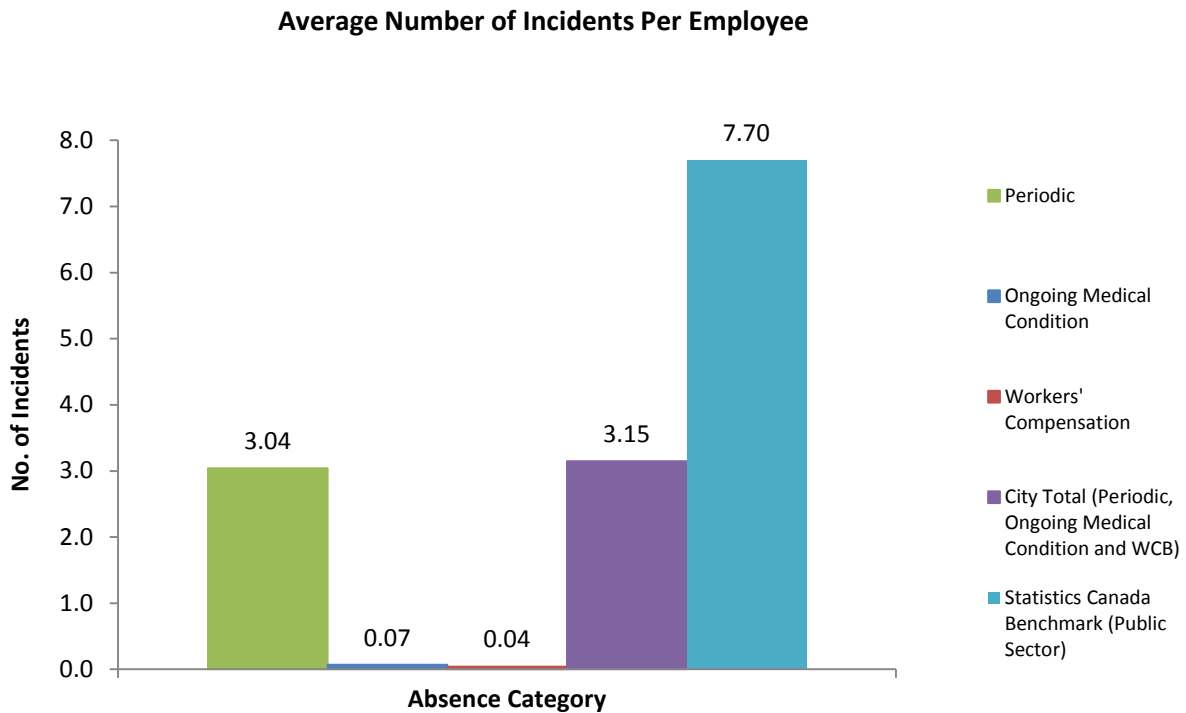
The Attendance Support Program and the Health Management System are in place to support employees and their managers to take a proactive approach in recognizing possible attendance concerns and to support appropriate action in addressing these issues.

Greater emphasis in managing periodic absences (less than 10 days) will assist in reducing the days lost per employee. The priorities will be to increase the frequency of data reporting, actively monitor absences, and ensure there is a performance management system in place.

Incidents per employee is substantially below the Statistic Canada Benchmark

The average number of incidents per employee is 3.15 has increased slightly from 2013; however, it is significantly below the Statistics Canada Benchmark of 7.7.

Table 2 shows the average number of incidents per employee by category of absence.



The City's Occupational Health and Safety program has been a significant contributor to the reduction of incidents per employee. The focus for managers is on four pillars:

- Leadership
- Hazard Identification
- Assessment and Control
- Education and Communication

It is anticipated that focused effort on what managers have control over, and following through on safety commitments will lead to an enhanced culture of safety where the risk associated with occupational illness and injury is greatly reduced.

Public and/or Stakeholder Involvement

There are no public and/or stakeholder involvement implications.

Communication Plan

A news release highlighting the successes in health, safety and absenteeism over the past few years will be issued and posted to the City website. Website post and social media tools may also form part of our communication plan.

Other Considerations/Implications

There are no options, policy, financial, environmental, privacy, or CPTED implications or considerations.

Due Date for Follow-up and/or Project Completion

There is no follow-up and/or project completion dates.

Public Notice

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

Report Approval

Written by: Marno McInnes, Director of Human Resources
Reviewed by: Catherine Gryba, General Manager, Corporate Performance
Department
Approved by: Catherine Gryba, General Manager, Corporate Performance
Department

Administrative Report - 2014 Report to Council.docx

Civic Recycling Programs Mid-Year Update

Recommendation

That the report of the General Manager, Corporate Performance Department dated July 21, 2015, be forwarded to City Council for information.

Topic and Purpose

This report provides an update on the City's recycling programs including the Curbside Residential Recycling Program, the Multi-Unit Residential Recycling Program, the Recycling Depots, and Recycling at Civic Facilities.

Report Highlights

1. The Multi Unit Recycling Program is now available for more than 33,000 apartment and condominium unit households and 390 tonnes of material has been collected.
2. Garbage placed in multi-unit recycling containers is a major challenge. Education programs will focus on preventing contamination and encouraging residents to 'Put Waste in the Right Place'.
3. 10,000 tonnes of recyclable materials are expected to be diverted from the landfill through the Curbside Residential Recycling Program in 2015.
4. The City continues to operate four recycling depots to collect the same materials as the household programs.
5. Recycling has been expanded to most civic facilities and plans for recycling in other public areas are underway through a new Public Space Recycling Program.
6. Civic recycling programs contribute 9% toward the current Waste Diversion Rate for Saskatoon of 22.5%.

Strategic Goal

The recycling programs respond directly to 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 strategy to eliminate the need for a new Landfill by diverting waste for re-use under the Strategic Goal of Environmental Leadership.

Background

City Council adopted changes to City recycling programs on the following dates:

- On May 25, 2015 City Council resolved to establish a new Public Space Recycling program by issuing an RFP for Pedestrian Recycling.
- On August 21, 2014, City Council approved the Multi-Unit Residential Recycling Agreement with Cosmopolitan Industries Ltd. (Cosmo). The Agreement includes recycling services for residents living in apartments and condominiums, civic facilities, and introduced changes to the Recycling Depot program.
- On November 13, 2012, City Council approved the Residential Recycling Program Implementation plan.

Report

Multi-Unit Residential Recycling Program (MURR)

The City contracts Cosmopolitan Industries Ltd. to provide recycling services for residents living in apartments, condominiums, townhouses and gated communities where properties cannot be served using roll-out carts. Container deliveries began in October 2014. The program is now fully deployed and available to over 33,000 households. Approximately 390 tonnes of recyclable materials have been collected so far in 2015 (January 1 to May 31). The MURR program provides a more convenient recycling option for residents who used to rely on depots but has not yet resulted in increased diversion from the landfill. Additional program details are provided in Attachment 1.

Financial Implications

Cosmo receives an annual credit of \$8,000 for use at the City Landfill. Approximately 20% of the material placed in recycling containers is garbage. As a result, Cosmo had already spent this annual credit by the end of February and must now pay to dispose of garbage from program revenues which are intended to cover the costs of collecting and sorting recyclables.

Fees of \$2.51 are charged for each participating apartment or condominium unit each month. A rate review has been completed with recommendations provided for the 2016 Business Plan and Budget deliberations.

Delays in the launch of the Multi Material Recycling Program (MMRP) have resulted in program costs that will exceed revenues. This issue is being brought forward in more detail as part of the 2016 Business Plan and Budget deliberations.

Curbside Residential Recycling Program

Loraas Recycle has been providing curbside recycling service to homes served by the City's black cart garbage service since 2013. Each of the almost 67,000 households participating in the City's curbside program is provided with a blue roll-out cart that is collected every second week based on a published schedule.

In 2014, 10,724 tonnes of recyclable materials were recycled, contributing 7% toward the City's waste diversion rate. 4,023 tonnes have been collected so far this year. Program performance is further described in Attachment 2.

Financial Implications

Fees charged to participating households cover all costs associated with the delivery of the curbside recycling program.

Recycling Depots

The City continues to operate four recycling depots, accepting the same materials collected by residential recycling programs with no sorting required. In 2014, 2,679

tonnes of materials were collected at the depots, contributing 2% toward the City's waste diversion rate and an additional 629 tonnes have been collected so far in 2015 (January 1 to May 31). Program performance is further described in Attachment 3.

The Administration has prepared a report for the 2016 Business Plan & Budget deliberations providing options to reduce or eliminate the City-operated recycling depots. Materials collected at the depots have decreased since the recycling programs have been introduced.

Recycling at Civic Facilities and Public Spaces

No-sort recycling bins (provided by Cosmo) are in use at the following civic facilities: City Hall, Civic Square East, Water Treatment Plant, Wastewater Treatment Plant, Saskatoon Light & Power, Leisure Centres (5), Libraries (2), Vic Rempel Yards, John Deere Building, Derrick Carrol Maintenance Centre, Inventory & Asset Recovery, and the Landfill. Recycling expectations will be added to civic policies and an engagement plan is under development to ensure all civic facilities have access to and use the recycling service. Recyclables are collected along with materials from the recycling depots and tonnages are included in the reports from depots (as shown in Attachment 3).

An RFP for a new Public Space Recycling program has been released and plans for expanding recycling opportunities at civic parks are also under development.

Communication Plan

Civic recycling programs are included within the Integrated Waste Education Strategy that encourages residents to "Put Waste in the Right Place" and communications for the two residential recycling programs (MURR and curbside) are guided by the contracts with Cosmo and Loraas. The City works closely with Loraas and Cosmo to communicate key messages through a variety of tactics including the waste and recycling calendar, news media, social media, Community Association newsletters, and the City's website.

Other Considerations/Implications

As an information report, there are no stakeholder, environmental, policy, privacy, or CPTED implications or considerations.

Due Date for Follow-up and/or Project Completion

Another update on civic recycling programs will be provided for the end of the year (2015) in December and will include information about the new Public Space Recycling program currently under development.

Public Notice

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

Attachments

1. Multi-Unit Residential Recycling Program Information
2. Curbside Residential Recycling Program Performance
3. Recycling Depot Program Performance

Report Approval

Written by: Daniel Mireault, Environmental Coordinator

Reviewed by: Amber Jones, Manager of Education and Environmental Performance

Michelle Jelinski, Environmental Operations Manager, Public Works

Brenda Wallace, Director of Environmental & Corporate Initiatives

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

Administrative Report - Civic Recycling Programs Mid-Year Update.docx

Multi-Unit Residential Recycling Program Performance

The Multi-unit Residential Recycling (MURR) program was launched on October 6, 2014 and is now fully deployed with over 33,000 household units receiving recycling services through a steel bin or shared carts.

Month	Recyclable Materials (tonnes)	# of Households
January	92	24,055
February	90	25,070
March	115	25,711
April	132	26,557
May	143	33,271
Total	572	
Monthly Average	114	

The majority of containers were deployed before the end of 2014. In May of 2015, buildings with existing recycling contracts were switched into the MURR program. Cosmo is responsible for customer service and has logged 443 inquiries (phone and e-mail) between January 1 and May 31; this represents a 1% inquiry rate.

A challenge with the program is the high volume of garbage being found in the recycling containers. Approximately 20% of the material collected in the program (28 tonnes this year so far) has been garbage. The residual (materials that are technically recyclable but could not be recovered usually because of their small size) is 0.51%, well below the contract requirement of 5%. Multi-unit recycling programs typically have higher rates of garbage than curbside programs due to the use of large shared bins placed in publicly-accessible areas; however a contamination rate of 20% is higher than expected.

Education and program promotion are the most important way to encourage good recycling behaviours in the community. The City and Cosmo share the responsibilities of communications for the program and these responsibilities have been established in the contract. Cosmo reports monthly on their communication and education activities.

The MURR program launch included a direct letter, posters, and brochures to residents and building managers or representatives. "Lunch and learn" workshops and handbooks will continue to engage building managers and representatives throughout 2015. Additional communications are being developed to help reduce the amount of garbage being collected through the program. Program information is also circulated through the news media, social media, Community Associations, and the City's website.

The City conducts monthly, quarterly and annual audits to ensure contract deliverables are being met by Cosmo. The following is a summary:

Contract Elements Working Well	Contract Elements Being Watched
<ul style="list-style-type: none"> • City has not received many complaints • Complaints about overfilled containers (usually with garbage) are addressed in a timely manner by Cosmo • Collections appear to be timely and consistent • Reporting has been timely • Residual rate for the Material Recovery Facility is well below the contract requirement and third-party verified 	<ul style="list-style-type: none"> • Material Recovery Facility did not accept City loads from recycling depots for a period of time in April • Quarterly safety reports are incomplete • Engagement efforts with building managers and condominium associations has not been reported and is less than expected • Recycling containers were still being labelled in May and many were not distinguishable from garbage containers in the first months of the program



Garbage baled for disposal at Landfill

Curbside Residential Recycling Program Performance



Loraas Education Room (photo courtesy of Loraas Recycle)

From January to May, 2015, 4,023 tonnes of recyclable materials have been collected. The amount of garbage (contamination) collected by the program has averaged 3.5% since inception (January 2013). The residual rate continues to remain below the contract requirement of 5% and has been reported at 3.7%.

Month	Recyclable Materials (tonnes)	# of Households
January	863	66,639
February	627	66,793
March	807	66,843
April	878	66,955
May	848	Not yet reported
Total	4023	
Monthly Average	805	

The curbside recycling program is expected to reach approximately 10,000 tonnes of recyclables in 2015, a slight decrease compared to 2014 (10,724 tonnes). Reasons for the decline may be linked to changes in the industry. For instance, newsprint has declined from 34.7% to 33.2% of collected materials. The decrease in newsprint, increase in less-dense cardboard, and increase in plastics (a much lighter material than paper) appear to be the main drivers behind lower program tonnages.

The set out rate for the program has averaged 67% so far in 2015; while this is lower than program targets, this only provides a snapshot of what occurs on each collection day. Anecdotal reports continue to indicate that many participants do not put their cart

out for every collection. A more robust calculation of participation rates will be calculated later this year as part of a waste characterization study. This study is expected to provide a methodology that will allow Loraas and the City to calculate participation rates each year moving forward.

Resident inquiries continue to be low at an average of 0.6% or 368 inquiries per month. Missed collections due to incorrectly placed or overfilled carts, as well as carts not being secured back on property after collection, continue as program challenges. These are addressed through communication and education programs and through warnings and tickets issued by the Environmental Protection Officers (EPO's). Loraas and residents continue to report scavenging of high value materials which threatens the financial viability of the program and is disconcerting for residents.

The communication responsibilities for this program are being shared between the two parties. A long-term strategy is under development to: set the key messages, identify target audiences, outline tactics, and identify funding to the end of the contract.

The City is responsible for communicating the general messages of the program through a variety of tactics including news media, social media, Community Association newsletters, and the City's website. The City also communicates through the collection calendar and reminders and at events and tradeshow. While communications are ongoing, spring and fall tend to be important times to communicate key messages. The Rolling Education Unit was launched this spring and is present at many festivals and other summer events.

Loraas provides targeted education through a school outreach program where students visit the Loraas education room. Loraas reports monthly on their communication and education activities. There have been 1,400 visitors to the education room so far.

The City conducts monthly, quarterly and annual audits to ensure contract deliverables are being met by Loraas. The following is a summary:

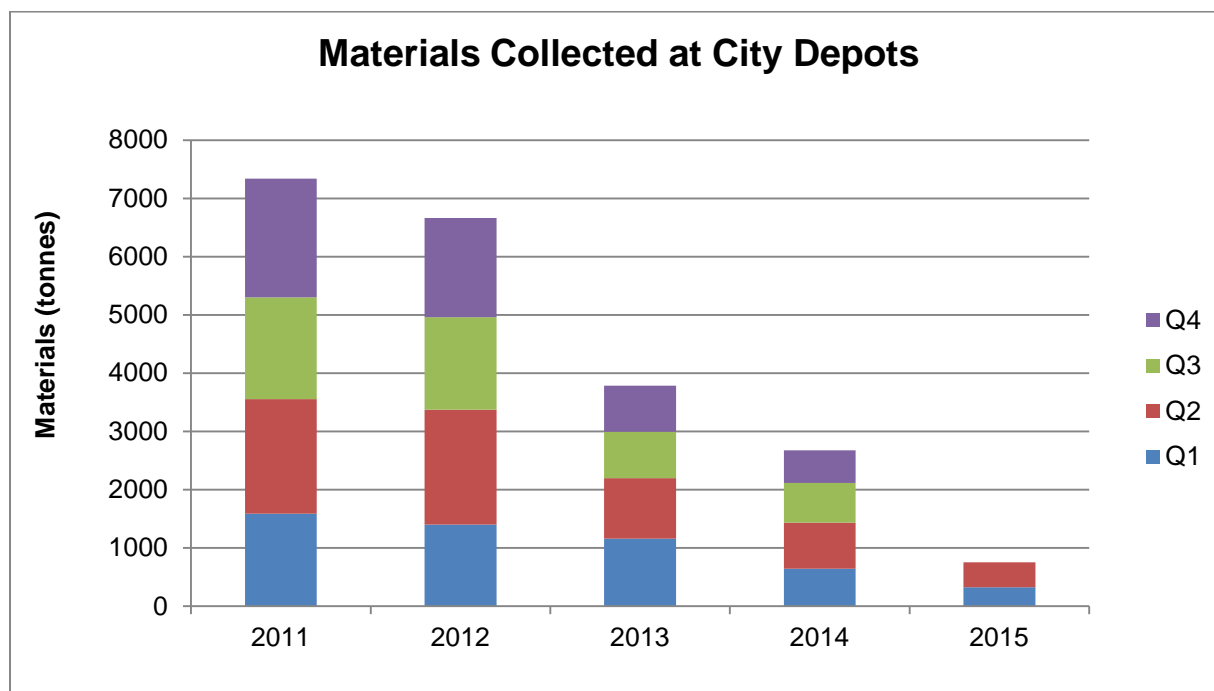
Contract Elements Working Well	Contract Elements Being Watched
<ul style="list-style-type: none"> • In the most recent billing cycle there was less than 0.01% variance between the list of service addresses being billed by the City and Loraas. • Loraas makes good use of 'Oops' Notices and photos showing non-compliant bins which helps in the education process • Loraas continually improves the efficiency of the Material Recovery Facility • Safety reports are complete with no major issues noted 	<ul style="list-style-type: none"> • Missed collections occurred on cul-de-sacs in April and May due to a miscommunication with drivers regarding cart; now resolved. • A residual rate audit protocol is being developed to better understand the performance of the City program vs. the entire Material Recovery Facility • Education activities and their impact on recycling behaviours require further study

Recycling Depot Program Performance

The City currently operates four (4) community recycling depots, plus an area for collecting recyclables at the landfill. The depots are located at:

1. Lawson Heights – Primrose Drive by the Lawson Civic Centre
2. University Heights – Lowe Road
3. Lakewood – McKercher Drive by the Civic Centre
4. Meadowgreen – corner of 22nd Street West and Witney Avenue

In 2014, the Edmonton Avenue depot was closed and the City ceased collections from any depots on private land. These closures were in response to the decrease in material being received at the depots as shown in the figure below. In 2014, 2,679 tonnes of material were collected at the depots, a monthly average of 223 tonnes. So far in 2015, 629 tonnes of material has been collected through Recycling Depot and Civic Facility Recycling Collection, roughly half of what was collected by this time last year.



The four remaining depots now accept the same materials accepted in the MURR and curbside programs in a single stream with no sorting.

While the depots are intended for residential use, it is noted that a number of commercial businesses have been observed to use the depots. Illegal dumping is also an ongoing challenge for the program.

Communications for the recycling depots occur through signage, PSA's, social media, and the City's website. New signs were installed in early 2015 using similar branding and messaging used in other waste programs. The signs clearly identify the sites as recycling depots and outline accepted and non-accepted materials through the use of icons.

The bins at the depots remain the property of Cosmo and all materials are collected by the City and processed at Cosmo's MRF. New signage and bin decals have been updated to communicate the change.



Depot signage installed at four City Recycling Depots in 2015.