

# Multi – Stream Waste Management Guide

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Industrial, Commercial  
& Institutional Sector



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# Background

Starting on **January 1, 2028**, all businesses, institutions and organizations that fall into the Industrial, Commercial and Institutional (ICI) sector operating within Regina city limits are required to have a multi-stream waste management program where recycling, food and yard waste, and garbage are separated.

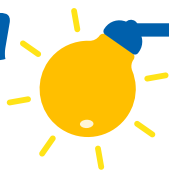
For more information about the Bylaw see **Appendix 1**.

## ICI Waste Management Program Checklist:

- ✓ Understand Your Waste
- ✓ Hauling & Processing Your Waste
- ✓ Collect the Right Materials
- ✓ Place & Label Bins
- ✓ Create a Waste Plan
- ✓ Educate Employees & Tenants

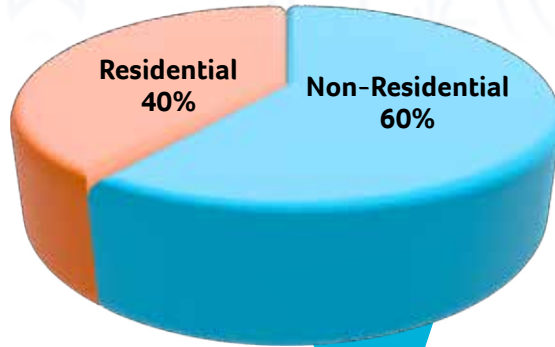


## Did you know?



Regulating the ICI sector has the potential to divert 42 per cent of the waste generated from this sector or approximately 30,000 tonnes annually. This will extend the life of the landfill and reduce greenhouse gas emissions by 5,300 tonnes per year over the first 10 years, or the equivalent of removing 1,400 vehicles off the road annually.

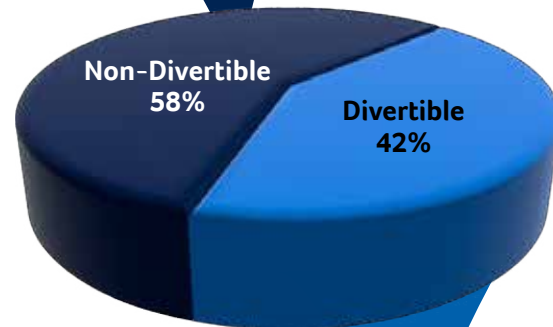
## Fleet Street Landfill Waste Breakdown



## Why are we doing this?

The ICI sector is one of the largest waste generators in Regina, accounting for approximately 66 per cent of non-residential waste that goes to the Fleet Street Landfill (Landfill) each year. Nearly half of this (42 per cent) could be diverted through a multi-stream waste program, which would extend the life of the Landfill and reduce greenhouse gas emissions.

Regulating ICI waste diversion will create alignment between the City's residential and non-residential sectors, simplify the waste sorting process and increase waste diversion across both sectors. Aligning the ICI sector with actions identified in the Energy & Sustainability Framework contributes to Regina's goal to "achieve net zero emissions and become 100 per cent renewable by 2050".



\* Construction, Renovation & Demolition

## Who is affected ?

The ICI waste management requirements apply to any business, institution, or organization operating in Regina city limits, irrespective of its size or number of employees.

**This includes but is not limited to:**

Offices  
Retail stores  
Shopping malls  
Restaurants

Hotels  
Non-profit organizations  
Manufacturers  
Factories

Places of worship  
Warehouses  
Fitness/recreation facilities

## Funding

City Council approved an **Early Adopter Incentive Program** (see [Appendix 2](#)) which provides financial support to ICI businesses, institutions and organizations that implement a multi-stream waste management program for all three streams (recycling, food and yard waste, and garbage) **prior to January 1, 2027**

## In this guide

The City recently implemented a multi-stream waste management program at all City facilities, empowering City staff and the public to sort their waste into recycling, food and yard waste, and garbage bins. Leveraging this successful experience, this guide was created to assist businesses in implementing and operating their programs. Additional resources such as printable signage are available at [Regina.ca/ici](http://Regina.ca/ici)

### Definitions

**Bin:** A receptacle utilized by individuals for the disposal of waste such as garbage, recyclables, food and yard waste, or other material.

**Container:** A receptacle into which the bins are emptied, typically by cleaning staff, before being transported by waste haulers to a processing or disposal facility.

**Industrial, Commercial, and Institutional (ICI) Sector:** Comprises businesses, companies, organizations and institutions.

**Multi-Stream Waste Management Program:** A program that involves the separation and management of different types of waste into multiple waste streams.

**Waste:** Any material that is discarded due to being unusable or unwanted.

**Waste Streams:** The categories into which waste is separated based on recyclability, compostability, non-recyclability, etc.

## STEP 1: Understand Your Waste

Before setting up a multi-stream waste management program for your business, institution or organization, it is helpful to understand what is currently going in the garbage and recycling, how much, and where it is coming from. This is often referred to as a waste audit.

This information is also valuable for purchasing the right type of bins and can be shared with hauling companies so they can help determine the best combination of container sizes and collection frequencies to meet your unique needs.

For more information on waste audits see [Appendix 3](#).

## STEP 2: Hauling & Processing Your Waste

Businesses, institutions and organizations can choose to work with any recycling, food and yard waste, and garbage hauling companies that fit their needs. Options exist for:

- a Hauling company(s):** You can choose to work with one hauling company for all three waste streams, or separate companies for each one. You are encouraged to talk to your current waste hauling company about adding collection for recycling and food and yard waste.
- b Container style and size:** You can choose the style, size and number of containers based on waste generation and available space (e.g. 3-yard container for garbage, 6-yard container for recycling and two 360 L carts for food and yard waste).
- c Container location:** You can choose where the containers are stored on your property based on available space.
- d Collection frequency:** You can choose how often the containers are emptied.



**IMPORTANT:** You must ensure that the hauler(s) you choose takes the material to appropriate processing facilities (i.e. food and yard waste must go to a compost processor, not to the Landfill).



## Things to consider before selecting a hauler:

- Will they provide a contract?
- How long are their contracts?
- How do they invoice? Is the invoice itemized?
- Will they adjust the sizes or number of containers if needed? Are there costs associated with these changes?
- Do they collect all the materials included in Regina's Waste Management Bylaw ?
- Do they accept certified compostable bags?
- How will the material be picked up? How often?
- How must the material be prepared?
- Where do they take the material after it is picked up? Are recyclables and food and yard waste taken to recycling, composting, or other appropriate processing facilities?



### **COST SAVINGS:**

Businesses are encouraged to explore collaborative hauling services with neighbouring businesses to save space and reduce costs.

## Development Permits

Your business, institution or organization should be able to store recycling, food and yard waste, and garbage containers without requiring renovations or permits by simply adjusting the size of the containers within the existing waste storage area. Most businesses, institutions and organizations will see less garbage once recyclables and food and yard waste are separated.

You will only require a new or revised Development Permit if any changes are made to the building, landscaping, expansion of enclosures, or parking. Visit [Regina.ca/permits](https://regina.ca/permits) for more information.

## Other Options for Food and Yard Waste

Your business, institution or organization can choose to implement food and yard waste processing technology instead of hiring a hauling and processing company(ies). This can be as simple as using a countertop composter for businesses that generate little food waste and have few employees (i.e. nail salons, small offices), or as complex as installing an organic waste biofuel system to save on energy costs.

If you choose to use your own food and yard waste processing technology, you are required to have a plan for the finished compost product (e.g. if using a countertop composter, donate the finished product to a community garden or use it in your garden at home). Finished compost cannot be landfilled. Contact the City for additional information about countertop composters based on your business' needs.

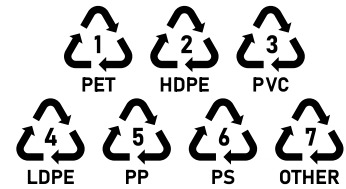
Details about your food and yard waste processing technology must be included in your waste management plan. For more information on waste management plans see [STEP 5](#).

## STEP 3: Collect the Right Materials

# 1

### Recyclables

- Plastic packaging labelled #1-7 (such as bottles, lids, containers, plastic take-out food containers)
- Paper and cardboard (such as cardboard boxes, cartons, printing paper, paper food containers)
- Tin and aluminum packaging (tin and aluminum cans, beverage containers)
- Glass food and beverage containers
- Tetra Pak containers (such as containers for soups and beverages)



# 2

### Food Waste

- All food
  - Fruit and vegetable scraps (such as banana peels, apple core)
  - Dairy products (such as cheese)
  - Grain products (such as bread)
  - Meat, bones and fish products
- Coffee grounds and tea bags
- Paper toweling, tissues and greasy paper food containers
- All yard waste
  - Flowers, plants, leaves, grass trimmings

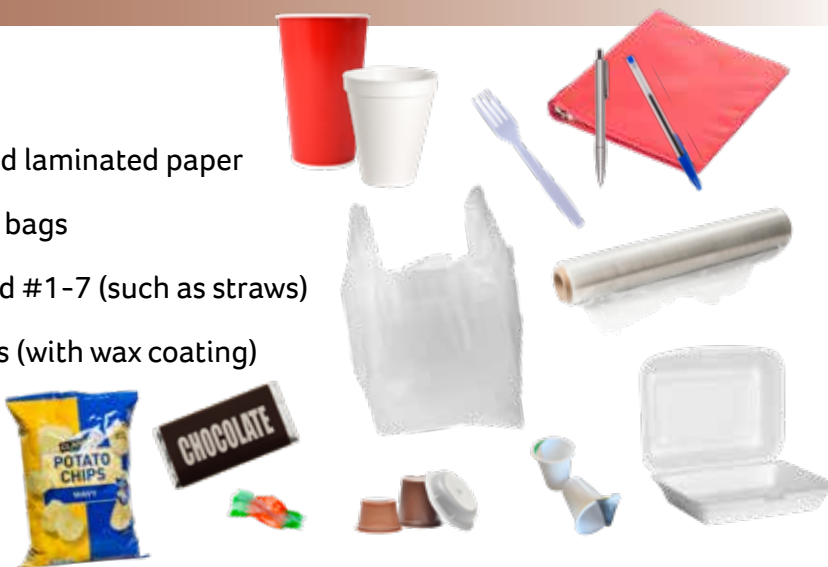




### 3

## Garbage

- Coffee and soda cups
- Broken binders, pens and laminated paper
- Food wrappers and chip bags
- Plastic items not labelled #1-7 (such as straws)
- Frozen dinner containers (with wax coating)
- Plastic bags and wrap
- Styrofoam



For an exhaustive list of accepted materials please see [Appendix 4](#)

## Did you know?



Shredded paper can go in either the recycling or food and yard waste stream. Ask your hauler which stream they prefer.



## Electronic Waste & Batteries

Electronic waste (e-waste) includes electronic equipment, such as smart devices and used cables, as well as smart bulbs and fluorescent lights. E-waste and batteries, if not managed properly, can be harmful to human health and to the environment. Ask your hauler(s) about disposal options for e-waste and batteries or check the Waste Wizard at [Regina.ca/waste](http://Regina.ca/waste) for drop-off locations.



## STEP 4: Place & Label Bins

Success of a multi-stream waste management program means that recycling and food and yard waste sorting is as convenient as throwing out garbage (i.e. where there is a garbage bin there needs to be recycling and/or food and yard waste option).

For your program to work you need:

- Enough bins, of sufficient capacity, in all locations where waste is disposed of by your employees and customers.
- Bins must be coloured as follows:
  - Recycling – **Blue**,
  - Food and Yard Waste – **Green**, and
  - Garbage – **Black** or **Brown**.

\* the bins can be a singular neutral colour (black, grey, brown, tan, white, silver or gold) and the lids or lid openings coloured to meet the requirements above.

**IMPORTANT:** Your waste bin placement must be in compliance with City of Regina Bylaws, including the Fire Bylaw No. 2018-49.



- Place bins with little space between them, and in a consistent order. Bins should be placed, from left to right, recyclables, food and yard waste, and then garbage - to encourage familiarity and properly separated waste.
- Bins clearly marked with colour appropriate signage and well-maintained for the people using them.
  - \* Visit [Regina.ca/ici](http://Regina.ca/ici) for printable signage for your program.
- Appropriate liners inside the bins (i.e. loose or bagged recyclables, certified compostable bags for food and yard waste bins, and garbage bags for garbage).
  - \* Your waste hauler can help you choose the right liners for your program.
- Bins that comply with The Waste Management Bylaw – see [Appendix 1](#).

For more information on best practices in waste sorting see [Appendix 5](#).

## Did you know?



The City is here to help!  
See [Appendix 2](#) and apply to:

- Receive funding to cover some of your bin costs.
- Grandfather your bins if you have already implemented a program that collects recycling, food and yard waste, and garbage.
- Waive the bin colour requirements if you are part of a franchise or have specific branding requirements.





## STEP 5: Create a Waste Plan

Your business, institution or organization is required to have a waste management plan detailing your recycling, food and yard waste, and garbage collection, hauling and processing information. See [Appendix 6](#) for a sample waste plan.

**IMPORTANT:** You must be able to produce your waste plan to the City upon request.

## STEP 6: Educate Employees & Tenants

Education and awareness are key for a successful waste management program. Training employees and tenants on the waste management program and its importance will help to ensure their participation and commitment.

Educational materials are available on the City's website [Regina.ca/ici](http://Regina.ca/ici)

For more information on how the City of Regina's multi-stream waste management program can help you to educate employees and tenants see [Appendix 7](#).





# Appendices

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# Appendix 1 – Bylaw Requirements

## The Waste Management Bylaw Requirements

The Waste Management Bylaw (No. 2012-63) requires Regina businesses, institutions and organizations to comply with the following requirements:

### Waste Program Requirements

Any business, institution or organization (hereinafter referred to as “businesses”) operating within the City of Regina city limits will be required to have a multi-stream waste collection and processing program that, at minimum:

- Sorts and collects recyclables, food and yard waste and garbage separately;
- Ensures the same materials are collected in the recycling, food and yard waste streams, as required for the residential services;
- Ensures adequate bins are available for recyclables and food and yard waste materials. “Adequate bins” means having enough bins, of sufficient capacity in combination in all locations where waste bins are required. The bins must be maintained in good condition;
- Ensures recycling, food and yard waste and garbage bins are emptied as necessary and are taken to a recycling, composting or other appropriate processing facility; and
- Provides information to new and existing employees including:
  - bin locations;
  - list of accepted materials; and
  - how to properly prepare and sort material for diversion.

### Waste Bin Requirements

Businesses will need to make food and yard waste and recycling bins as convenient as garbage bins, namely, where there is a garbage bin, there needs to be recycling and/or food and yard waste bins to collect the waste generated in the area.

For example, washrooms typically do not generate recyclables, so only food and yard waste bins (for paper towel and tissues) and garbage bins are required in washrooms.

Businesses are required to provide the three waste streams as a minimum (mixed recycling, food and yard waste, and garbage). Businesses can choose to have bins for additional waste streams such as refundables, paper and cardboard only bins, or other segregated bins.

Businesses will need ensure that bins are coloured as follows:

**A**

- Recycling and/or Refundables – Blue,
- Food and Yard Waste – Green, and
- Garbage – Black or Brown.

**OR**

**B**

The waste bins are a singular neutral colour (black, grey, brown, tan, white, silver or gold) and the lids or lid openings are coloured to meet the requirements in (a).

### Signs, Labels and Posters

Businesses will need to post clear signage near or on the bins with images or icons showing what goes in each stream. Businesses will need to provide education to on-site staff, tenants and any public to ensure they are aware of the program requirements.

Businesses will need ensure that signs are coloured as follows:

- Recycling and/or Refundables – Blue.
- Food and Yard Waste – Green; and
- Garbage – Black or Brown

Businesses should ensure that the associated signs, labels, and posters are clear and visible by all users (employees, customers/clients, public) and kept in good condition. Businesses could consider laminating or covering signs and posters with plexi-glass to ensure the good condition of the signage in place.



# Appendix 2 – The City is Here to Help You

## Funding

Businesses, institutions and organizations that implement a multi-stream waste management program according to The Waste Management Bylaw prior to **January 1, 2027**, can apply to have 10 per cent of their capital investment in waste bins or technologies that support waste reduction or diversion reimbursed from the City up to a maximum of \$15,000 through the **Early Adopter Incentive Program (EAIP)**. This reimbursement is available on a first come, first served basis, until the City reimburses \$1 million dollars, which is the maximum funding available.

***Businesses must first submit a proposal outlining their plan to implement a multi-stream waste management program to the City.*** Following the proposal's approval, businesses must implement their multi-stream waste management program and then submit a funding application as evidence of capital investment and proof of the purchase of approved items. Businesses have 90 days from the date of their proposal application approval to submit a funding application. Funding applications received after 90 days will not be accepted and the business will lose their allocated funding. Extension requests can be submitted to the City in writing if the 90-day timeline is not feasible due to an event out of the businesses control.

The following are eligible capital expenses:

- Garbage bins
- Recycling bins
- Food and yard waste bins
- Bins for additional waste streams including refundables, e-waste, batteries and hazardous waste
- Bin accessories such as lids, sign frames, castors, and connectors
- Bin signage and/or decals

- Food and yard waste processing equipment or technologies\*
- Other waste diversion or reduction technologies\*\*

One application per business entity is permitted. If your business has more than one physical location, include the total capital investment costs for all locations in your application. Multiple applications per business entity will not be accepted.

Visit [Regina.ca/ici](http://Regina.ca/ici) to fill out a proposal. Please contact [wastediversionservices@regina.ca](mailto:wastediversionservices@regina.ca) with any questions or concerns.

## Grandfathering Bins

Businesses, institutions and organizations that already have a multi-stream waste management program for all three streams (recycling which collects more than paper, food and yard waste and garbage) in place prior to **March 31, 2023**, can have their bins grandfathered in through the **Early Adopter Incentive Program (EAIP)**. This means that they do not have to change their waste bins to meet the City's mandatory colour scheme.

If this applies to your business, please visit [Regina.ca/ici](http://Regina.ca/ici) to fill out an application. Contact [wastediversionservices@regina.ca](mailto:wastediversionservices@regina.ca) with any questions or concerns.

## Request to Waive Bin Colour Requirements

If your business, institution or organization is part of a franchise or has specific branding colour requirements for decor, you can apply to waive the bin colour requirements. Please visit [Regina.ca/ici](http://Regina.ca/ici) to fill out an application. Contact [wastediversionservices@regina.ca](mailto:wastediversionservices@regina.ca) with any questions or concerns.

\*Regina businesses, institutions and organizations that generate a small amount of food and yard waste can use more cost-efficient options to handle this material such as countertop composters and other composting technologies that don't require a collector and hauler. The materials collected in the businesses food and yard waste stream must be the same as the materials collected in the residential food and yard waste service (i.e. must include meat, bones, and dairy).

\*\*Regina businesses, institutions and organizations must have a multi-stream waste management program where recycling, food and yard waste, and garbage are separated at the point of disposal, and the material is hauled to appropriate processors or processed in house. Other waste diversion or reduction technologies can be implemented in addition to, not in lieu of, a multi-stream waste management program. (ex. Businesses must have food and yard waste bins and garbage bins in washrooms to capture paper towel and/or tissues at the point of disposal. Hand dryers can be added in addition to the bins to reduce paper towel usage).

# Appendix 3 – Waste Audit

## The waste audit process typically involves the following steps:

- **Waste Collection:** Gather samples of waste generated over a specific period. These samples may be collected from various sources within an organization.
- **Waste Segregation:** Separate the collected waste into different categories, such as paper, plastic, glass, food and yard waste, and non-recyclable materials. This step helps identify the composition of the waste stream.
- **Weighing and Measurement:** Weigh and measure the different waste categories to determine the volume and weight of each type of waste generated. This quantitative data provides a clear picture of the waste profile.
- **Data Analysis:** Analyze the data to identify trends, patterns, and areas for improvement. This analysis may reveal opportunities for waste reduction, recycling initiatives, or changes in consumption habits.
- **Report and Recommendations:** Compile the findings into a comprehensive report. This report often includes recommendations for waste reduction, recycling programs, and other strategies to improve waste management practices.
- **Implementation of Recommendations:** Act on the recommendations provided in the audit report. This may involve implementing new waste management practices, improving recycling infrastructure, or raising awareness among stakeholders.

## How to Conduct a Waste Audit

### Do-It-Yourself Waste Audit

- For small businesses and organizations.
- A complete DIY waste audit procedure is available at [Regina.ca/ici](http://Regina.ca/ici)

### Hire a Consultant

- For medium and large businesses and organizations.
- A simple web search will bring up a list of waste audit consultants or your hauler may be able to help you.

### Visual Inspection

- Look inside every waste bin and estimate the types and quantities of recyclables and food and yard waste you can see in each bin.
- Talk to employees who are familiar with daily operations to get insights into waste generation.
- This method gives an idea of waste generation but does not provide accurate data.

## Areas Waste may be Generated

Office Areas:	Production/Manufacturing Areas:	Kitchen and Dining Areas:
<ul style="list-style-type: none"> <li>• Desks and workstations</li> <li>• Common areas and breakrooms</li> <li>• Meeting rooms</li> </ul>	<ul style="list-style-type: none"> <li>• Production lines or workstations</li> <li>• Inventory and storage areas.</li> <li>• Packaging stations</li> </ul>	<ul style="list-style-type: none"> <li>• Cafeteria or dining spaces</li> <li>• Food preparation areas</li> <li>• Dishwashing stations</li> </ul>
Restrooms:	Outdoor Spaces:	Utilities and Maintenance:
<ul style="list-style-type: none"> <li>• Restroom facilities</li> <li>• Dispensing areas for paper products</li> </ul>	<ul style="list-style-type: none"> <li>• Parking lots</li> <li>• Outdoor work areas</li> <li>• Smoking areas</li> </ul>	<ul style="list-style-type: none"> <li>• Utility rooms</li> <li>• Maintenance areas</li> <li>• Equipment storage spaces</li> </ul>
Retail Areas:	Warehouses:	Administrative Areas:
<ul style="list-style-type: none"> <li>• Storefronts</li> <li>• Checkout counters</li> <li>• Stockrooms</li> </ul>	<ul style="list-style-type: none"> <li>• Storage areas</li> <li>• Loading docks</li> <li>• Shipping and receiving areas</li> </ul>	<ul style="list-style-type: none"> <li>• Print rooms</li> <li>• File storage spaces</li> <li>• Mail and shipping areas</li> </ul>

# Appendix 4 – Accepted Materials List

*The Waste Management Bylaw 2012-63, Schedule A.*

## RECYCLABLE MATERIALS

The following items are recyclable materials, as outlined in The Waste Management Bylaw:

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>• “aluminum containers” means aluminum foil, pie plates, trays etc.</li><li>• “aseptic containers which are any multi-layered beverage box container;</li><li>• “boxboard” means a lightweight paperboard used in making packaging boxes or cartons such as for cereals or shoes;</li><li>• “coloured high density polyethylene” shall mean opaque plastic containers labelled with the #2 code;</li><li>• “glass container” collectively means glass jars, bottles and containers used as food packaging;</li><li>• “high density polyethylene” means recyclable plastic, used for items such as milk containers, detergent containers and base cups of plastic soft drink bottles;</li><li>• “mixed paper” collectively means recovered paper that is not sorted into specific categories and includes, but is not limited to, newsprint, old corrugated containers, boxboard, aseptic containers;</li><li>• “natural high density polyethylene” means translucent plastic containers labelled with the #2 code;</li><li>• “newsprint” collectively means newspaper and advertising supplements and other paper grades;</li></ul> | <ul style="list-style-type: none"><li>• “old corrugated containers” collectively means corrugated containers having liners of either test liner, jute or kraft;</li><li>• “paper” collectively means paper products such as newsprint, mixed paper, sorted office paper, old corrugated containers and boxboard;</li><li>• “polyethylene terephthalate” means plastic resin used to make packaging, particularly soft drink bottles; labelled with the #1 code</li><li>• “polycoat containers” means any paper-based carton packaging for beverage and food products that are made of bleached paperboard and polyethylene and some varieties that have a micro-thin layer of aluminum foil in the middle;</li><li>• “sorted office paper” means high grade paper such as computer paper, sorted white ledger, copier paper and office stationary;</li><li>• “tin” collectively means tin-coated steel containers, such as cans for food packaging, used beverage containers, spiral wound containers (ex. Frozen juice cans, and metal lids from bottles and jars; and</li><li>• “used beverage containers” collectively means beverage, food and non-food cans made of aluminum material.</li></ul> |
|---|---|

## FOOD AND YARD WASTE

The following items are food and yard waste, as outlined in The Waste Management Bylaw:

- |  |  |  |
|--|--|--|
| <ul style="list-style-type: none"> <li>• fruit and vegetable scraps;</li> <li>• cooked food;</li> <li>• spoiled food;</li> <li>• grain products;</li> <li>• eggs;</li> <li>• baked goods and pasta;</li> <li>• dairy products;</li> <li>• meat;</li> <li>• bones;</li> </ul> | <ul style="list-style-type: none"> <li>• fats, oils and grease;</li> <li>• yard waste;</li> <li>• weeds;</li> <li>• tree stumps;</li> <li>• sawdust</li> <li>• paper towels and napkins;</li> <li>• greasy pizza boxes;</li> <li>• soiled newspaper and flyers;</li> <li>• shredded paper (unbagged);</li> </ul> | <ul style="list-style-type: none"> <li>• tissues, including soiled tissues;</li> <li>• paper based food containers and packaging;</li> <li>• cardboard;</li> <li>• boxboard;</li> <li>• hunting carcasses;</li> <li>• dead animals;</li> <li>• fur pelts; and</li> <li>• BPI certified compostable liners</li> </ul> |
|--|--|--|

## GARBAGE

The following items are garbage materials, as outlined in The Waste Management Bylaw:

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• plastics not described in the list of recyclable materials above. Such plastics for garbage would include:               <ul style="list-style-type: none"> <li>• Styrofoam (egg cartons, packaging, etc.), chip bags, candy wrappers, cellophane, food wrap, plastic film or bags, soiled plastic, clear food containers, dishes, cutlery, bubble wrap, strapping, string, toothpaste tubes, toys, wading pools, garden hoses, etc.</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• paper not described in the list of recyclable materials above, such as coffee cups, disposable diapers, sanitary tissues, pet food bags;</li> <li>• metal such as foil wrap and clothes hangers;</li> <li>• items such as clothing, shoes, electronics, floor sweepings, vacuum cleaner bags, kitty litter and cold ashes, pet waste, diapers and compostable plastic products ex. Compostable cup, plate</li> </ul> |
|--|---|

**IMPORTANT:** If you generate hazardous waste it must be disposed of safely. Refer to Federal and Provincial legislation where applicable.

## Appendix 5 – Best Practices in Waste Sorting

### Make sorting waste easy and convenient

It is important for your waste management program to be easy-to-use to encourage tenants, employees and visitors to participate.

Place your bins together. This ensures diversion options are available for every type of material and makes it easy for users to sort their waste.

Signs with words and pictures remind users what goes in each bin. Visit **Regina.ca/ici** for templates/printable signage or for tips on making your own signage.

Colour-coded bins help users quickly identify which material goes where. Blue for mixed recyclables, green for food and yard waste, black for garbage, and blue for refundable beverage containers.

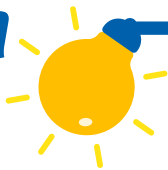
Ensure your waste station is in a convenient, high-use location.



Keep the station well-maintained, clean, neat and tidy.

Ensure each bin has an appropriate liner (eg. clear plastic bag for the Landfill, loose or bagged mixed recycling and refundable beverage containers, certified compostable liner for food and yard waste). Check with your hauler about which liners to use for each waste stream.

**Did you know?**



Printable signage is available for download on our website **Regina.ca/ici**

## Waste Bin Examples

Here are some examples from the City's multi-stream waste management program that may help you choose the right ones for your business based on the location.

### A Desks

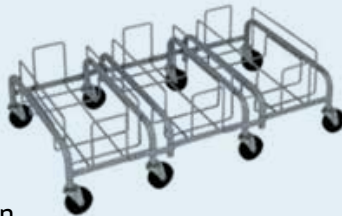


### B Central Areas



### C Cafeteria Kitchen

- Cafeteria kitchens typically generate recyclables, food and yard waste, and garbage, so bins for all three streams are needed.
- Since there is a large amount of food waste generated here, the food and yard waste bins are larger than the garbage bins.
- The bins are on wheels so they can be moved around the kitchen.



### D Washrooms

- Typically, washrooms do not generate recyclables, so only food and yard waste bins and garbage bins are needed.
- Since there is a large amount of paper towel generated here, the food and yard waste bins can be larger than the garbage bins.



### E Printer Rooms

- Typically, printer rooms do not generate food and yard waste, so only recycling and garbage bins are needed.
- Since there is a large amount of paper generated here, the recycling bins can be larger than the garbage bins.
- Printer rooms can include additional waste separating streams like batteries and electronic waste.





## **F** Operational Areas

- Large plastic bins that are highly durable are ideal for operational areas.
- Signage on these bins can be tailored to the waste that is produced in these areas as it is typically different from office areas.



## **G** Event Bins

- Extra bins for each waste stream are essential for large events when more capacity is needed.
- Bins that can be stacked, stored, and moved around easily are ideal.



Conducting a waste audit can provide information about the type and amount of waste generated in specific areas of your business. This information can help you choose appropriate bin sizes, combinations, and placement.

# Appendix 6 – Sample Waste Management Plan

This serves as a sample template for a business waste management plan. You may develop a more comprehensive waste plan that encompasses the details requested in this form. Fillable PDFs available on [Regina.ca/ici](https://regina.ca/ici)

## I. Business Information

Business Name:	
Industry Type:	
Business Address:	
Contact Person (full name):	
Contact Email:	
Contact Phone Number:	

## II. Current Waste Generation:

[See [Appendix 7](#) of this guide for the types of waste that may be generated by your business and require sorting under *The Waste Management Bylaw 2012-63*]

Type of Generated Waste	Estimated Weight (in kilograms)
Food and Yard Waste (Organics)	
Recyclables	
Garbage	
Other [Please specify type of waste and weight of waste generation. Leave empty if it doesn't apply]	

[You can consult with your hauler to assist you in estimating your waste or estimate the waste generated by your business by conducting a complete waste audit. Refer to Appendix 3 in this Guide or visit [Regina.ca/ici](https://regina.ca/ici) for guidance on how to conduct a waste audit]

## III. Collection Bins and Signage:

Location	Number of Sorting Stations
Example: Kitchen	1 Kitchen - 2 waste stations each with recycling food and yard waste, and garbage streams
Example: Washrooms	4 washrooms - one waste station in each washroom with paper towel and garbage streams

[All bins must display proper signage and labelling. Refer to [Step 4](#) and [Appendix 4](#) in this Guide for details on the requirements for bins and signage]

## IV. Waste Collection and Processing

Ensure that all waste undergoes processing in licensed facilities, aligning with the waste type, and verify that the final products are appropriately utilized

### 1. Food & Yard Waste (Organics)

#### a) On-site Composting

[Composting in your business's perimeter using various means, no need for a hauler]:

☐ Yes ☐ No

[If "No", please leave sections i. and ii blank]

#### i. Means of On-site composting

[what type of composter are you using]

<b>Composter</b> [Example: kitchen composters - kitchen area, backyard composter - yard area]	<input type="checkbox"/> Yes [if "Yes", please specify type and location]
Type of composter:	
Location:	
<b>Use of final compost material</b> [where and how is your compost being used/given (Example: given to employees, used for gardening in the business backyard/garden etc.)]	

#### b) Collection and Processing Service Providers:

[Please provide details of your service provider (hauler). Leave blank if not applicable]

<b>Hauling company's name</b>	
<b>Name of Processing Facility</b> [the facility where your haulers take your materials for processing]	
<b>Contract expiry date</b>	

### 2. Recycling

#### a) Collection and Processing Service Providers:

☐ Same service provider as previous section

[Please provide details of your service provider. Leave blank if you use the same service providers as in previous section]

<b>Hauling company's name</b>	
<b>Name of Processing Facility</b> [the facility where your haulers take your materials for processing]	
<b>Contract expiry date</b>	

### 3. Garbage Collection and Processing Service Providers:

☐ Same service provider as previous section

[Please provide details of your service provider. Leave blank if you use the same service providers as in previous section]

<b>Hauling company's name</b>	
<b>Name of Processing Facility</b> [the facility where your haulers take your materials for processing]	
<b>Contract expiry date</b>	

Date {dd/mm/yyyy}: \_\_\_\_/\_\_\_\_/\_\_\_\_

Printed Name and Title: Full Name \_\_\_\_\_ Title \_\_\_\_\_

Signature: \_\_\_\_\_

## Appendix 7 – Education About Your Waste Management Program

The following ideas can help make your waste management program successful:

**A**

### Establish a Green Team

Establishing a Green Team within your business or organization to drive sustainability efforts will help ensure your waste management program is successful. Assign an employee from each area of your business to be a Green Team member. Green Team members receive extra training and resources and are responsible for promoting sustainability and encouraging staff in their areas to properly utilize your waste management program.

**B**

### Green Moments

Consider integrating Green Moments into your team meetings. Green Moments are brief discussions highlighting sustainability practices, such as waste sorting tips, interesting facts about waste diversion, etc., to help keep sustainability top of mind.

**C**

### Employee Ownership

Encourage employees to take ownership of their waste by emptying their desk-side bins into central recycling, food and yard waste, and garbage bins. You can also take this one step further by not providing desk-side bins and instructing employees to walk all waste to central recycling, food and yard waste, and garbage bins. When employees take responsibility for their own waste, it can lead to better waste sorting, increased waste diversion, and waste reduction.

**Did you know?**



The City can help educate your employees and tenants. To request a presentation please email [wastediversionservices@regina.ca](mailto:wastediversionservices@regina.ca)



# Take your waste management program one step further

## Add additional waste streams

Businesses, institutions and organizations are required to provide bins for recycling, food and yard waste, and garbage, at a minimum. You can choose to have bins for additional waste streams such as refundables, electronics, and hazardous waste. For information on how to add additional waste streams to your program, contact your hauler.

## Get paid for some of your recyclables

Consider adding an additional waste stream for refundables and get paid for your recycling efforts! Adding a refundables bin in kitchen areas is a great way to separate bottles and cans from other recyclable material. Appoint an employee to take the refundables into SARCAN for a refund.





## Green Procurement

Consider implementing a green procurement policy. Green procurement means making environmentally responsible purchasing decisions that reduce environmental impact and support local sustainability efforts. To implement green procurement in your organization, consider the following steps:

1. **Set Sustainability Criteria:** Develop clear and measurable criteria for suppliers to meet considering factors like energy efficiency, local sourcing, packaging and adherence to environmental regulations.
2. **Support Local Suppliers:** Prioritize suppliers based in Saskatchewan or neighboring regions to reduce transportation emissions and boost the local economy.
3. **Certifications and Standards:** Give preference to products and services with recognized eco-certifications relevant to Saskatchewan, such as certifications related to energy efficiency or local production (e.g. ensure compostable items like bin liners and disposable bags are BPI certified compostable).
4. **Life-Cycle Assessment:** Consider the full life-cycle costs of products or services, including their environmental impact. Look for options that may have a higher initial cost but lower long-term expenses (e.g. if using disposable items like paper plates, ensure they are compostable or purchase reusable items).
5. **Education and Engagement:** Ensure procurement teams are well-informed about green procurement practices and involve them in selecting eco-friendly options that align with your organization's sustainability goals.

## Repair and Maintenance

Encourage the repair and maintenance of equipment and items to extend their lifespan rather than replacing them.

You could also have a reuse platform for employees to give away/sell items.

## Zero Waste Events

Consider making your internal events, such as parties, BBQs, and potlucks, Zero Waste. Use reusable items to reduce cleanup time and cost while minimizing unnecessary garbage. If using disposable items like plates and cups, ensure they are recyclable or compostable in your organization's waste management program. Having event bins on hand makes it easy to host Zero Waste events.



# FAQs & Helpful Hints

## Who is excluded from the ICI waste management requirements?

The waste management requirements outlined for Industrial, Commercial and Institutional (ICI) properties do not pertain to residential properties, including multi-family properties such as condominiums and apartments, and home-based businesses. Residential properties are subject to Part II of *The Waste Management Bylaw (No. 2012-63)*. While this regulation does not explicitly encompass provincially and federally regulated organizations, there is strong encouragement for them to voluntarily adhere to the principles outlined herein for comprehensive and effective governance.

## How will this Bylaw be enforced?

The City will work with businesses, institutions and organizations to educate them on the importance of waste diversion and provide information, supporting tools and resources to make adoption easier. The City plans to provide outreach, support, education and site visits. The City will investigate complaints of non-compliance with the Bylaw beginning January 1, 2028. If education does not work to bring a business into compliance, then a Notice of Violation ticket will be issued. The fine amounts are expected to be similar to those passed for the Plastic Checkout Bag Ban Bylaw - first offense \$375, second offense \$750.

## Can I opt-out of the multi-stream waste management requirements?

These regulations are in The Waste Management Bylaw and there is no option to opt-out for any business operating in Regina.

## Can my bins be grandfathered if I only have two waste-streams (garbage and recycling)?

Grandfathering provisions only apply to ICI businesses, institutions and organizations who had three streams (recycling that collects more than paper, food and yard waste, and garbage) in place prior to March 2023.

## Can I have bins in different colours than indicated?

If your business, institution and organization is part of a franchise or has specific color branding requirements for decor, and you wish to apply for a waiver of bin color requirements, please visit [Regina.ca/ici](https://regina.ca/ici) to fill out an application.

## How do I prevent odours and pests?

- Rinse recyclable items before recycling.
- Empty and clean waste bins regularly.
- Store waste bins in a dark/dry area.
- Talk to your hauler if you are experiencing issues related to your collection containers.

## How do I keep the waste bins clean?

- Regularly rinse and clean your bins to remove any residue.
- Use acceptable liners or bags inside bins for easier cleaning.

## Where can I get more information?

Visit [Regina.ca/ici](https://regina.ca/ici) or email [wastediversionsservices@regina.ca](mailto:wastediversionsservices@regina.ca)

