



SK Recycles Transition

Draft Phase 3 Depot Eligibility Criteria and Depot Collection Standards, Policies, and Procedures

BACKGROUND

The approved Program Plan includes a commitment to develop two program elements pertaining to Phase 3 of the SK Recycles transition to full Extended Producer Responsibility (EPR), which are the focus of this document.

The intent of the Phase 3 Depot Eligibility Criteria is to outline the criteria that defines municipality¹ eligibility to participate in Phase 3 of the transition and how SK Recycles determines eligible depots within these municipalities.

The intent of the Phase 3 Depot Collection Procedures is to outline at a high level the primary standards, policies and procedures required of eligible depot collectors participating in Phase 3 of the SK Recycles transition to full EPR. Once approved by the SK Ministry of Environment, the intent is for these procedures to be further defined and codified in a depot collection agreement that will be offered to eligible depot collectors that wish to participate in Phase 3 of the transition, which is scheduled to launch February 1, 2027.

Given the significant number of small, rural and remote communities identified for Phase 3, SK Recycles aims to develop and implement an approach to program delivery that fosters operational efficiencies, reduces service duplication, drives environmental improvement, ensures high quality of collected material and provides a pathway and incentives for operational enhancements at depot sites across the province.

¹ Municipality is defined as incorporated cities, towns, villages, resort villages and rural municipalities.

The Program Plan includes a commitment to conduct engagement on these two program elements. Once feedback is incorporated, they will then be submitted as amendments to the Program Plan to the SK Ministry of Environment by March 1, 2026 for review and approval.

PHASE 3 DEPOT ELIGIBILITY CRITERIA

Given the large number of small, rural and remote communities identified for inclusion in Phase 3, low collection volumes and expected high cost to service many depots, the Phase 3 Depot Eligibility Criteria is focused on contracting depots in more densely populated areas to ensure efficient and environmentally conscious depot collection accessibility.

Municipalities will be eligible for Depot Collection Service in Phase 3 of the transition, provided each of the following criteria are met:

- The incorporated municipality has a population of 250 people or more
- The municipality is located within 150 km of an incorporated City, Town or Village with a population of 4,500 or more as measured by the distance between a central location within the commercial center of each municipality (or its closest approximation), including the following municipalities:
 - City of Estevan
 - City of Humboldt
 - City of Martensville
 - City of Meadow Lake
 - City of Melfort
 - City of Moose Jaw
 - City of North Battleford
 - City of Prince Albert
 - City of Regina
 - City of Saskatoon
 - City of Swift Current
 - City of Warman
 - City of Weyburn
 - City of Yorkton
 - Town of Kindersley
 - Town of Nipawin
 - Village of Kennedy²

Depot Collection Service means the municipality is eligible for one permanent depot location that meets one of the defined depot classes (defined in Phase 3 Depot Collection Procedures below) including required attributes, collection procedures and standards. SK Recycles reserves the right to assess and approve any additional depots in the eligible municipality on an ongoing basis. For clarity, a depot

² The village of Kennedy is an exception to the incorporated city, town or village with a population of 4,500 or more to increase accessibility, coverage and leverage existing post-collection infrastructure.

location can be operated by a municipality, Regional Waste Authority (RWA) or private company. SK Recycles also reserves the right to expand its depot collection network beyond the eligibility criteria to meet the program's recovery targets or to contribute to the efficiency and effectiveness of the collection system.

PHASE 3 DEPOT COLLECTION STANDARDS, POLICIES AND PROCEDURES

SK Recycles recognizes that the unstaffed depot collection model is ubiquitous across Saskatchewan, particularly in rural locations without curbside recycling collection. To accommodate this common collection model while also providing a pathway and incentives for continuous improvement and operational enhancements at depot sites, SK Recycles is proposing a depot collection agreement structure that includes three "classes" of depots. There is an additional depot category called Supplemental Depots that mandates a specific class requirement. Additionally, the Depot Collection Procedures outlines SK Recycles responsibility for depot material transportation and right to select material collection containers for depot locations.

Each depot class includes a list of attributes and required depot collection procedures/standards, as outlined below. The collection incentive (payment) rate (\$/tonne) provided to depots in each class will reflect the attributes, procedures and standards associated with that class.

Class 1 Depots – Unsupervised:

- Depot locations are unsupervised and permit 24-hour access to the public
- One or more bins are located together in the municipality to provide depot service
- Single-stream collection of packaging and paper – the following materials are all accepted for collection and collected comingled:
 - Paper
 - Paper packaging
 - Cardboard
 - Plastic containers
 - Metal containers
 - Cartons and paper cups
- Glass bottles and jars, flexible plastics and foam packaging are not accepted for collection
- Prominent signage at the depot's entrance and/or on bins clearly illustrate the materials accepted for collection
- A garbage collection program is in place that provides garbage collection service to residents of the municipality, whether curbside or landfill/transfer site collection
- An assumed percentage of collected material will be deemed as from industrial, commercial and institutional (ICI) sources and SK Recycles' cost to manage that amount of material will be deducted from the depot collector's collection incentives provided by SK Recycles, unless compelling evidence can be provided to justify a reduced percentage
- SK Recycles collects and recycles household packaging and paper. It will monitor depot contamination rates to ensure high-quality material is collected. The depot agreement will set

contamination thresholds, and depots exceeding these limits may be removed from the program

Class 2 Depots – Partial Staffing:

- Depot locations include staff that are present during operating hours but are not interacting with most residents dropping off recycling or providing guidance on recycling rules
- Established operating hours are posted and enforced
- The depot site is fenced or otherwise secured against public access during non-operating hours
- Single-stream collection of packaging and paper – the following materials are all accepted for collection and collected comingled:
 - Paper
 - Paper packaging
 - Cardboard
 - Plastic containers
 - Metal containers
 - Cartons and paper cups
- Glass bottles and jars, flexible plastics and foam packaging are permitted (but not required) to be accepted for collection, each of which will be associated with an additional collection incentive (\$/tonne) rate and must be collected as segregated material categories
- Prominent signage at the depot's entrance and/or on bins clearly illustrate the materials accepted for collection
- A garbage collection program is in place that provides garbage collection service to residents of the municipality, whether curbside or landfill/transfer site collection
- An assumed percentage of collected material will be deemed as from industrial, commercial and institutional (ICI) sources and SK Recycles' cost to manage that amount of material will be deducted from the depot collector's collection incentives provided by SK Recycles, unless compelling evidence can be provided to justify a reduced percentage
- SK Recycles collects and recycles household packaging and paper. It will monitor depot contamination rates to ensure high-quality material is collected. The depot agreement will set contamination thresholds, and depots exceeding these limits may be removed from the program

Class 3 Depots – Fully Staffed:

- Depot locations include staff that are present during operating hours and actively monitor and assist residents dropping off recycling
- Established operating hours are posted and enforced
- The depot site is fenced or otherwise secured against public access during non-operating hours
- Single-stream collection of packaging and paper – the following materials are all accepted for collection and collected comingled:
 - Paper
 - Paper packaging
 - Cardboard
 - Plastic containers
 - Metal containers
 - Cartons and paper cups

- Glass bottles and jars, flexible plastics and foam packaging must be accepted for collection, each of which will be associated with an additional collection incentive (\$/tonne) rate and must be collected as segregated material categories
- Prominent signage at a minimum of two locations, including the depot's entrance and on bins, clearly illustrate the materials accepted for collection
- A garbage collection program is in place that provides garbage collection service to residents of the municipality, whether curbside or landfill/transfer site collection
- An assumed percentage of collected material will be deemed as from industrial, commercial and institutional (ICI) sources and SK Recycles' cost to manage that amount of material will be deducted from the depot collector's collection incentives provided by SK Recycles, unless compelling evidence can be provided to justify a reduced percentage
- SK Recycles collects and recycles household packaging and paper. It will monitor depot contamination rates to ensure high-quality material is collected. The depot agreement will set contamination thresholds, and depots exceeding these limits may be removed from the program

If a municipality is eligible for depot collection (per the Phase 3 Depot Eligibility Criteria outlined above) and SK Recycles establishes a higher class depot with a municipality, RWA or private company in or nearby that municipality, the municipality's depot may not be warranted in that municipality depending on location and current resident accessibility to household paper and packaging recycling. SK Recycles reserves the right to not contract a Class 1 depot to service an eligible municipality serviced by a Class 2 or 3 depot and reserves the right to not contract a Class 2 depot if an eligible municipality is serviced by a Class 3 depot.

Supplemental Depots:

Supplemental depots are defined as depot locations that provide an additional level of capacity and convenience for residents in a municipality that has curbside and multi-family collection service in place as the primary method of household recycling. All supplemental depots will be required to meet Class 3 depot procedures.

Logistics and Collection Containers:

SK Recycles will be responsible for the pickup of collected depot material including the scheduling and payment of the transportation with a contracted logistics partner. SK Recycles reserves the right to select the material collection container types at each depot for optimal material transportation efficiency. Depot material transportation and material collection container guidelines will be included in depot collection agreements.