



# APPENDIX F: REPORT OF A WASTE REDUCTION WORK PLAN

Ministry of the Environment, Conservation and Parks Report of a Waste Reduction Work Plan Industrial, Commercial and Institutional Establishments As required by Ontario Regulation 102/94

#### I. General Information

| Name of Owner and/or Operator of Entity(ies) and Company Name: |  |                       |                                   |                         |  |  |
|--|--|-----------------------|-----------------------------------|-------------------------|--|--|
| Sun Life Centre care of BentallGreenOak                        |  |                       |                                   |                         |  |  |
| Name of Contact Person:  | Telephor                                     | Telephone Number: Ema |                                   | Email Address:          |  |  |
| Mostafa Karroum  | 6  | 613-857-9544          |                                   | Mostafa.karroum@bgo.com |  |  |
| Street Address of Entity(ies):                                 |  |                       |                                   |                         |  |  |
|  | 50 O'Connor/99 Bank Street                   |                       |                                   |                         |  |  |
| Municipality:  |  |                       |                                   |                         |  |  |
| Ottawa, Ontario  |  |                       |                                   |                         |  |  |
| Type of Entity:  |  |                       |                                   |                         |  |  |
| Retail Shopping Establishmen                                   | etail Shopping Establishment Hotel and Motel |                       |                                   |                         |  |  |
| Retail Shopping Complex  |  |                       | Hospital                          |                         |  |  |
| Office Building  |  | Х                     | Educational Institution           |                         |  |  |
| Restaurant   |  |                       | Large Manufacturing Establishment |                         |  |  |

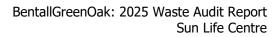
### **II. Description of Entity**

#### Provide a brief overview of the entity(ies):

Sun Life Centre is a 571,115 sqft office building located at 50 O'Connor and 99 Bank Street, Ottawa ON, under the care of BentallGreenOak.

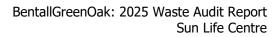
#### III. Plans to Reduce, Reuse and Recycle Waste

For each category of waste described in Part V of "Report of a Waste Audit" (on which this plan is based), explain what your plans are to reduce, reuse, and recycle the waste, including: 1) how the waste will be source separated at the establishment, and 2) the programs to reduce, reuse, and recycle all source separated waste. Reduce: No plans Reuse: No plans Recycle: Mixed recycling stream Polyethylene Terephthalate (PET #1) Visitors and employees will be encouraged to use recycling bins to source separate PET (#1). Bins have been provided in public spaces for visitors, as well as in offices and staff areas for employees. Reduce: No plans Reuse: No plans Recycle: Mixed recycling stream High-Density Polyethylene (HDPE #2) Visitors and employees will be encouraged to use recycling bins to source separate HDPE (#2). Bins have been provided in public spaces for visitors, as well as in offices and staff areas for employees.





| Low-Density Polyethylene (LDPE #4)          | Reduce: No plans Reuse: No plans Recycle: Mixed recycling stream Visitors and employees will be encouraged to use recycling bins to source separate LDPE (#4). Bins have been provided in public spaces for visitors, as well as in offices and staff areas for employees. |
|---|--|
| Polypropylene (PP #5)                       | Reduce: No plans Reuse: No plans Recycle: Mixed recycling stream Visitors and employees will be encouraged to use recycling bins to source separate PP (#5). Bins have been provided in public spaces for visitors, as well as in offices and staff areas for employees.   |
| Condensed Polystyrene (PS-C #6)             | Reduce: No plans Reuse: No plans Recycle: Mixed recycling stream Visitors and employees will be encouraged to use recycling bins to source separate PS-C (#6). Bins have been provided in public spaces for visitors, as well as in offices and staff areas for employees. |
| Other Plastic (P #7)                        | No plans to reduce, reuse, or recycle P (#7).  |
| Aluminum Food and Beverage Cans             | Reduce: No plans Reuse: No plans Recycle: Mixed recycling stream Visitors and employees will be encouraged to use recycling bins to source separate aluminum. Bins have been provided in public spaces for visitors, as well as in offices and staff areas for employees.  |
| Steel Food and Beverage Cans                | Reduce: No plans Reuse: No plans Recycle: Mixed recycling stream Visitors and employees will be encouraged to use recycling bins to source separate steel. Bins have been provided in public spaces for visitors, as well as in offices and staff areas for employees.     |
| Glass Bottles & Jars for Food &<br>Beverage | Reduce: No plans Reuse: No plans Recycle: Mixed recycling stream Visitors and employees will be encouraged to use recycling bins to source separate glass. Bins have been provided in public spaces for visitors, as well as in offices and staff areas for employees.     |
| Polycoats                                   | Reduce: No plans Reuse: No plans Recycle: Mixed recycling stream Employees will be encouraged to use recycling bins to source separate polycoat containers. Bins have been provided in offices and staff areas for employees.  |
| Cardboard (Corrugated)                      | Reduce: No plans Reuse: No plans Recycle: Mixed recycling stream Visitors and employees will be encouraged to use recycling bins to source separate cardboard. Bins have been provided in public spaces for visitors, as well as in offices and staff areas for employees. |





| Reduce: No plans  |                     |
|---|---------------------|
| Reuse: No plans   |                     |
| Boxboard Recycle: Mixed recycling stream  |                     |
| Visitors and employees will be encouraged to use recycli                                | ing bins to source  |
| separate boxboard. Bins have been provided in public s                                  | paces for visitors, |
| as well as in offices and staff areas for employees.                                    |                     |
| Reduce: No plans  |                     |
| Reuse: No plans   |                     |
| Mixed Paper (Fine Paper & Recycle: Mixed recycling stream                               |                     |
| Newsprint) Visitors and employees will be encouraged to use recycli                     | ing bins to source  |
| separate paper. Bins have been provided in public space                                 | es for visitors, as |
| well as in offices and staff areas for employees.                                       |                     |
| Reduce: No plans  |                     |
| Reuse: No plans   |                     |
| Recycle: Composting stream  |                     |
| Tissues & Paper Towel  Visitors and employees will be encouraged to use recycli         | ing bins to source  |
| separate tissues & paper towel. Bins have been provided                                 | d in public spaces  |
| for visitors, as well as in offices and staff areas for empl                            | oyees.              |
| Reduce: No plans  |                     |
| Reuse: No plans   |                     |
| Solid Food Waste Recycle: Composting stream   |                     |
| Visitors and employees will be encouraged to use recycli                                | ing bins to source  |
| separate solid food waste. Bins have been provided in                                   | public spaces for   |
| visitors, as well as in offices and staff areas for employe                             | es.                 |
| Reduce: No plans  |                     |
| Reuse: No plans   |                     |
| Other Organic Materials Recycle: Composting stream                                      |                     |
| Other Organic Materials  Employees will be encouraged to use recycling bins to          | source separate     |
| acceptable organic waste. Bins have been provided in                                    | public spaces for   |
| visitors, as well as in offices and staff areas for employe                             | es.                 |
| Disposable Food Packaging No plans to reduce, reuse, or recycle disposable food pa      | ackaging.           |
| Coffee Cups No plans to reduce, reuse, or recycle coffee cups.                          |                     |
| Clothing and Textiles No plans to reduce, reuse, or recycle clothing and textile        | es.                 |
| Personal Protective Equipment No plans to reduce, reuse, or recycle personal protectiv  | e equipment.        |
|   |                     |
| Non-Recyclable Packaging No plans to reduce, reuse, or recycle non-recyclable packaging | ckaging             |



### IV. Responsibility for Implementing the Waste Reduction Work Plan

Identify who is responsible for implementing the Waste Reduction Work Plan at your entity(ies). If more than one person is responsible for implementation, identify each person who is responsible and indicate the part of the Waste Reduction Work Plan that each person is responsible for implementing.

| Name of Person: | Responsibility:                                 | Telephone Number: |
|-----------------|---|-------------------|
| Mostafa Karroum | Source Separation and 3R Program Implementation | 613-857-9544      |

### V. Timetable for Implementing Waste Reduction Work Plan

| Provide a timetable indicating when each source separation and 3Rs program of the Waste Reduction Work Plan will be implemented.  |   |  |  |  |
|---|---|--|--|--|
| Source Separation and 3Rs<br>Program:   | Schedule for Completion:  |  |  |  |
| Optimize the Diversion Streams: Consider optimizing diversion streams through the use of signage and engagement with stakeholders onsite.  Reduce Waste Materials: Consider reducing the disposal of single-use products onsite through stakeholder engagement and participation in re-use programs onsite. | Ongoing – Sun Life Centre/BentallGreenOak will continuously work towards a more sustainable waste management strategy onsite through optimizing diversion streams, increasing stakeholder engagement in the waste management programs, and reducing waste where possible. |  |  |  |

#### VI. Communication to Staff and Visitors

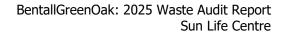
Explain how the Waste Reduction Work Plan will be communicated to employees, visitors, tenants, and students:

The waste reduction work plan will be posted for tenants and staff to review. Tenants and staff will be briefed on new changes to diversion programs.



## VII. Estimated Waste Produced by Material Type and the Projected Amount

| Material<br>Categories (as<br>stated in Part III) | Estimated<br>Annual Waste<br>Produced*<br>(kgs) | Name of Proposed 3Rs Program (as stated in Part III) | Projections to Reduce, Reuse or Recycle Waste (kgs) |       | Estimated<br>Annual Amount<br>to be<br>Diverted** (%) |        |
|---|---|--|---|-------|---|--------|
|   |   |  | Reduce  | Reuse | Recycle   |        |
| Polyethylene<br>Terephthalate<br>(PET #1)         | 7483.86   | Mixed Recycling<br>Stream                            |   |       | 2360.66   | 31.54% |
| High-Density<br>Polyethylene<br>(HDPE #2)         | 2257.69   | Mixed Recycling<br>Stream                            |   |       | 1747.31   | 77.39% |
| Low-Density<br>Polyethylene<br>(LDPE #4)          | 218.47  | Mixed Recycling<br>Stream                            |   |       | 86.73   | 39.70% |
| Polypropylene<br>(PP #5)                          | 3280.74   | Mixed Recycling<br>Stream                            |   |       | 1115.81   | 34.01% |
| Condensed<br>Polystyrene<br>(PS-C #6)             | 695.38  | Mixed Recycling<br>Stream                            |   |       | 68.58   | 9.86%  |
| Other Plastic (#7)                                | 216.26  | Mixed Waste<br>Stream                                |   |       | 0.00  | 0.00%  |
| Aluminum Food<br>and Beverage<br>Cans             | 4286.56   | Mixed Recycling<br>Stream                            |   |       | 3059.27   | 71.37% |
| Steel Food and<br>Beverage Cans                   | 5635.38   | Mixed Recycling<br>Stream                            |   |       | 3744.82   | 66.45% |
| Glass Bottles &<br>Jars for Food &<br>Beverage    | 12246.46  | Mixed Recycling<br>Stream                            |   |       | 11743.83  | 95.90% |
| Polycoats   | 5562.13   | Mixed Recycling<br>Stream                            |   |       | 3944.80   | 70.92% |
| Cardboard<br>(Corrugated)                         | 24246.78  | Mixed Recycling<br>Stream                            |   |       | 23573.64  | 97.22% |
| Boxboard  | 2830.70   | Mixed Recycling<br>Stream                            |   |       | 1845.87   | 65.21% |
| Mixed Paper<br>(Fine Paper &<br>Newsprint)        | 20738.47  | Mixed Recycling<br>Stream                            |   |       | 16865.42  | 81.32% |





| Tissues & Paper<br>Towel            | 34564.79 | Organics<br>Composting<br>Stream |  |          | 33.59  | 0.10% |
|-------------------------------------|----------|----------------------------------|--|----------|--------|-------|
| Solid Food Waste                    | 90166.48 | Organics<br>Composting<br>Stream |  | 13536.18 | 15.01% |       |
| Other Organic<br>Materials          | 6933.17  | Organics<br>Composting<br>Stream |  | 72.91    | 1.05%  |       |
| Disposable Food<br>Packaging        | 27825.48 | Mixed Waste<br>Stream            |  |          | 0.00   | 0.00% |
| Coffee Cups                         | 5513.27  | Mixed Waste<br>Stream            |  | 0.00     | 0.00%  |       |
| Clothing and<br>Textiles            | 680.02   | Mixed Waste<br>Stream            |  | 0.00     | 0.00%  |       |
| Personal<br>Protective<br>Equipment | 560.29   | Mixed Waste<br>Stream            |  | 0.00     | 0.00%  |       |
| Non-Recyclable<br>Packaging         | 489.46   | Mixed Waste<br>Stream            |  | 0.00     | 0.00%  |       |
| Other Waste                         | 6326.15  | Mixed Waste<br>Stream            |  |          | 0.00   | 0.00% |

<sup>\*</sup> Estimated Waste Produced = Waste Diverted (3Rs) + Waste Disposed

<sup>\*\*</sup> Estimated Waste Diversion Rate = Amount of Waste Diverted (3Rs) / Estimated Waste Produced x 100%

| I hereby certify that the information provided in this Waste Reduction Work Plan is complete and correct. |  |  |  |  |  |
|---|--|--|--|--|--|
| Signature of Authorized Official: Title: Date:  |  |  |  |  |  |
|   |  |  |  |  |  |
|   |  |  |  |  |  |
|   |  |  |  |  |  |