



**City of Hamilton
WASTE MANAGEMENT
ADVISORY COMMITTEE
AGENDA**

Meeting #: 21-001
Date: March 9, 2021
Time: 1:30 p.m.
Location: Due to the COVID-19 and the Closure of City Hall
All electronic meetings can be viewed at:
City's YouTube Channel:
<https://www.youtube.com/user/InsideCityofHamilton>

Ryan Kent, Senior Project Manager, Compliance and Waste Planning (905) 546-2424 ext.7686

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1. APPOINTMENT OF CHAIR AND VICE-CHAIR FOR 2021	
2. APPROVAL OF AGENDA (Added Items, if applicable, will be noted with *)	
3. DECLARATIONS OF INTEREST	
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13. ADJOURNMENT



Hamilton

MINUTES WASTE MANAGEMENT ADVISORY COMMITTEE

Wednesday December 2, 2020
10:00 a.m.

Due to COVID-19 and the Closure of City Hall
All electronic meetings can be viewed at the City's YouTube Channel:
<https://www.youtube.com/user/InsideCityofHamilton>

Present: Chair: Councillor Maria Pearson
Councillor John-Paul Danko
Members: Councillor Nrinder Nann
Kevin Hunt
Lynda Lukasik
Secretary: Hayley Court-Znottka

Also Present: Angela Storey, Manager of Business Programs
Joel McCormick, Manager of Waste Collection
Raffaella Morello, Senior Project Manager, Waste Operations
Rob Conley, Senior Project Manager, Landfills
Ryan Kent, Waste Planning Program Coordinator
Katelyn Avella, Project Manager – Contract Operations

1. CHANGES TO THE AGENDA

There were the following changes to the agenda:

5. WRITTEN DELEGATIONS (Item 5)

5.1 Written Delegation from Alex Xia, Greener Days, Respecting marker recycling (REVISED)

8. DISCUSSION ITEMS

8.7 Central Composting Facility Operations

**Waste Management Advisory Committee
Minutes**

**December 2, 2020
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(Hunt/Lukasik)

That the agenda for the December 2, 2020 Waste Management Advisory Committee meeting be approved, as amended.

CARRIED

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. APPROVAL OF MINUTES OF PREVIOUS MEETING

3.1 September 28, 2020

(Luksaik/Nann)

That the Minutes of the September 28, 2020 meeting of the Waste Management Advisory Committee be approved, as presented.

CARRIED

4. COMMUNICATIONS

5. WRITTEN DELEGATIONS

5.1 Written Delegation from Alex Xia, Greener Days, Respecting marker recycling.

(Hunt/Lukasik)

That the written delegation by Alex Xia, Greener Days, be received.

CARRIED

6. CONSENT ITEMS

**(i) Solid Waste Management Master Plan Status of 2012
Recommendations (Item 6.1)**

Staff reviewed the status of the 2012 Solid Waste Management Master Plan Recommendations.

(Nann/Lukasik)

That the **Solid Waste Management Master Plan Status of 2012 Recommendations**, be received.

CARRIED

7. DISCUSSION ITEMS

(Nann/Danko)

That the following items, be received.

(i) 2020 Waste System Contract Planning (Item 8.1)

(a) C11-46-20 – Management and Processing of the City of Hamilton’s Green Cart Material

Staff provided an update on the Request for Proposals (RFP) for the management and processing of green cart material, scheduled to close on December 22, 2020. The revised RFP contains two projects:

- Project A – Operations and Maintenance of the Central Composting Facility
- Project B – Operation and Maintenance of the Organic Transfer Facility with Offsite Processing of Organic Waste

Project B contains a 12-month transition period to allow for required ECA amendments and to convert the Central Composting Facility (CCF) to a transfer facility. A risk assessment will also be completed and any risks identified will be brought forward to Council.

(ii) Waste-Free Ontario Act Updates (Item 8.2)

(a) Proposed Blue Box Regulation

The Proposed Blue Box Program Regulation was released by the Ministry of Environment, Conservation and Parks (MECP) in October with a 45-day comment period ending on December 3, 2020. Staff provided an overview of the proposed regulation, including designated materials, eligible sources, common collection systems, service requirements, service responsibilities and the transition schedule.

Staff discussed concerns that have been raised by municipalities and Members were provided with the opportunity to discuss concerns with the proposed regulation, including who is responsible for collecting materials left behind at the curb, resident participation, additional costs and responsibilities on the municipality and if environmental impacts will be considered. Staff will compile comments and concerns by the December 3, 2020 deadline for the Environmental Registry of Ontario (ERO) posting.

(b) Proposed Amendments to the Food and Organic Waste Policy Statement

The proposed amendments to the Food and Organic Waste Policy Statement were posted to the ERO on September 30, 2020 and the comment period closed on November 14, 2020. The proposed changes included clarifying and expanding on the types of materials that may be collected in municipal green bins and other collection systems, resource recovery targets and encouraging innovation in the management and processing of compostable products. Concerns were discussed – compostable products not breaking down, systems can't distinguish between products, confusion for consumers; nann – consistent standard of compostable products; pearson – resident education?

(iii) Operations Update (Item 8.3)

(a) Promotion and Education

Staff provided a preview of the draft 2021 / 2022 Recycling and Waste Guide for Members to review and provide feedback on prior to being finalized.

(iv) Solid Waste Collection Design Guidelines for Developments (Item 8.4)

Staff provided an update on the Waste Design Guidelines project process and proposed changes to the guidelines. Internal stakeholder meetings have been completed, the outcomes of which have been included as proposed criteria for the new guidelines. Staff have proposed criteria for the use of hammerhead turnarounds, multi-residential building collection spaces, townhouse complexes that cannot receive door-to-door collection, mixed-use developments, and are proposing that all new developments must be designed according to the criteria and can later opt for private collection if desired.

Waste Management Advisory Committee Members provided their feedback on the proposed criteria and the next step for the project will be to present the proposed criteria to the Development Industry Liaison Group for feedback on January 11, 2021. Staff will revise the guidelines based on feedback received and provide to affected Directors for review prior to bringing a Report to Public Works Committee in late Q1 2021.

(v) Transfer Station / Community Recycling Centre Expansion (Item 8.5)

SNC Lavalin was hired to complete a needs assessment of the City's current Transfer Stations and Community Recycling Centres (TS/CRC) to determine the maximum capacity limits at the three sites and plan for a

new site. Staff are working with the Real Estate Section to find parcels of land in the City that can accommodate a new site.

(vi) Federal Discussion Paper on Single-Use Plastics (Item 8.6)

The City's proposed Single-Use Plastic Strategy has been revised in response to two documents released by the federal government on October 7, 2020: "Science Assessment of Plastic Pollution" and the discussion paper "A proposed integrated management approach to plastic products to prevent waste and pollution". To accomplish the objectives included in the integrated management approach, the federal government will consider managing single-use plastics through bans or restrictions, establish performance standards and ensure end-of-life responsibility.

Staff will review and provide comments on the discussion paper on the City's behalf by the December 9, 2020 deadline and will revise the City's Strategy to ensure it does not conflict with the federal government regulations.

(vii) Central Composting Facility Operations (Item 8.7)

On November 25, the City of Hamilton received a summons from the Ministry of the Environment, Conservation & Parks (MECP) in relation to the 2018 odour issues at the Central Composting Facility. The City and several contractors have been charged with discharging or permitting the discharge of a contaminant contrary to the Environmental Protection Act. As such, the City is required to appear before the Ontario Court of Justice on February 3, 2021.

8. ADJOURNMENT

(Lukasik/Hunt)

That, there being no further business, the meeting be adjourned at 11:47 p.m.

CARRIED

Respectfully submitted,

Councillor M. Pearson
Chair, Waste Management Advisory Committee

**Waste Management Advisory Committee
Minutes**

**December 2, 2020
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Ryan Kent
Waste Planning Program Coordinator, Business Programs
Environmental Services Division, Public Works Department






Consent Item

Status of 2020 SWMMP Action Items

Item 7.1

Status of 2020 SWMMP Action Items

Work not Started -  Work in Progress -  Work Completed -  Work Delayed - 

Item	Description	Status	Notes
1	Development options for Resource Recovery Centre		Determine most effective use of property post blue box transition
2	Existing program improvements		Focus on improving three programs: business recognition, waste diversion at special events & school education
3	Policies on inter-municipal partnerships		Establish a policy to define clear ability of staff to engage in partnerships with other municipalities

Items with a green background start in or are expected to be completed in 2021.

Status of 2020 SWMMP Action Items





Item	Description	Status	Notes
4	Support community reduce and reuse programs	✘	Establish policy to provide greater support to programs run by community and non-profit groups that prioritize reuse and waste reduction
5	Waste performance metrics and related policies	✘	Investigate and establish new metrics to measure the success of the waste management program
6	Construction and demolition (C& D) waste program	✘	Feasibility study on C&D waste managed by City, possible education and partnerships with private sector
7	Green procurement	✘	Waste staff to contribute to development of internal policies supporting green procurement

Items with a blue background start in or are expected to be completed in 2022 – 2025.

Status of 2020 SWMMP Action Items





Item	Description	Status	Notes
8	Increased curbside enforcement	✘	Investigate feasibility of new curbside enforcement methods (i.e. landfill bans) and standardization of curbside monitoring
9	Preparation for next waste collection contract	✘	Investigate waste collection efficiencies such as methods and schedules, that could be included next waste collection contract
10	Trash tag program	✘	Review current program to identify opportunities to better align program with SWMMP guiding principles.
11	Update single-family waste audit methodology	✘	Update methodology to better align with SWMMP goals and provide more accurate and useable data

Status of SWMMP Supporting Projects

Item	Description	Status	Notes
1	Blue box transition		New regulations pending
2	Capacity at Central Composting Facility (CCF)		Staff working towards expanding the capacity of the CCF and improved operations
3	Fourth transfer station/Community Recycling Centre		New facility required as current facilities will soon surpass capacity
4	Glanbrook Landfill development		Expansion into stage 4 of the Landfill and improvements to the compost pad

Items with a grey background were not included as part of the SWMMP as they were already underway. We will continue to report their progress here.

Status of SWMMP Supporting Projects

Item	Description	Status	Notes
5	Multi-Residential data gathering		Work will include waste audits and testing of methods to improve diversion
6	Route optimization software		Evaluation of software to determine benefits, project concluded that software was not recommended, other tools will be used for route optimization i.e. GIS
7	Single-use plastic strategy		Strategy approved by Council, implementation to begin in 2021
8	Waste design requirements		Revised policy to be provided to Public Works Committee (PWC) for approval in Q2, 2021



2020 Waste System Contract Planning

Item 9.1

C11-46-20 – Management and Processing of the City of Hamilton's Green Cart Material

- RFP contains two Projects:
 - Project A – Operations and Maintenance of the Central Composting Facility
 - Project B – Operation and Maintenance of the Organic Transfer Facility with Offsite Processing of Organic Waste
- RFP C11-46-20 was released and closed January 4, 2021 (original closing date was December 22, 2020)
- Four proposals were received including the In-house Submission Team
- The evaluation of the proposals are complete and a recommendation report is scheduled for the March 22, 2021 PWC meeting



Waste-Free Ontario Act Updates

Proposed Hazardous and Special Products Regulation

Item 9.2 (a)

Waste Free Ontario Act

Proposed Hazardous and Special Products (HSP) Regulation

- On February 11, 2021 the Ministry of the Environment, Conservation and Parks (MECP) released the proposed HSP Regulation
- The proposed HSP regulation is to make producers environmentally accountable and financially responsible for collecting and managing HSP at end-of-life.
- The existing Municipal Hazardous or Special Waste (MHSW) Program ends on June 30, 2021, and the new HSP program takes effect on July 1, 2021
- The proposed Regulation is posted on the Environmental Registry of Ontario (ERO) for a 45-day comment period ending March 28, 2021

Waste Free Ontario Act

Highlights of the proposed HSP Regulation

- Overview:
 - Defines the producers who would be subject to the requirements under the proposed regulation.
 - Producers need to meet management targets which specifies the amount of HSP that needs to be collected and recycled, based on the weight of the HSP sold into the marketplace
- Consumer Accessibility:
 - Producers can use various collection methods for consumers to return their HSP at end of life, free of charge, such as return-to-retail, municipal depots, HSP collection events, and alternative collection options, e.g. call-ahead pick-up service

Waste Free Ontario Act

Highlights of the proposed HSP Regulation

- Promotion & Education:
 - Producers shall implement promotion and education programs to raise consumer awareness about the method to recycle or properly dispose of HSP.
- Reporting Requirements:
 - The RPRA would be responsible for overseeing the proposed HSP program and assess performance
 - Producers, producer responsibility organizations, and certain service providers would be required to register with the RPRA, keep records and submit reports to the RPRA related to the HSP that they manage in Ontario



Waste-Free Ontario Act Updates

Status of Blue Box Program Transition

Item 9.2 (b)

Waste Free Ontario Act

Status of Proposed Blue Box Program Transition

- On October 19, 2020 the Ministry of the Environment, Conservation and Parks released the proposed Blue Box Program Regulation
- The City submitted comments in response to the proposed Regulation as part of ERO #019-2579
- The proposed Regulation will make Producers responsible for the cost of recycling products and packaging that they generate
- The proposed Regulation identified that the City's transition would take place in 2025
- The Blue Box Program Regulation is expected to be released by Spring 2021. The Association of Municipalities of Ontario sent correspondence to Premier Doug Ford concerning the release of the final regulation.



Waste-Free Ontario Act Updates

Transition Operating Agreement between MECP and RPRA

Item 9.2 (c)

Waste Free Ontario Act

Amendments to the Transitional Operating Agreement (ERO 019-2886)

- On Feb 12, 2021, the Ministry of the Environment, Conservation and Parks (MECP) released a proposal to amend the Transitional Operating Agreement (TOA) between the MECP and the Resource Productivity and Recovery Authority (RPRA).
- There are two main types of amendments required for the TOA:
 - Proposed changes for enhanced oversight by the Minister, increasing industry input, and improving financial transparency
 - Proposed administrative changes such as removing out-of-date and transitional clauses
- The proposal is posted on the Environmental Registry of Ontario (ERO) for a 45-day comment period ending March 29, 2021



Operations Update Community Outreach

Item 9.3 (a)

Promotion and Education 2021 – 2022 Recycling and Waste Guides

- Mailed March 2nd
- Residents should receive between March 4th – 19th
- 12 green trash tags included
- Residents can request additional 14 trash tags online, over the phone or in person beginning March 22nd
- If you hear of any issues related to receiving calendars, let Angela know.





Operations Update

Central Composting Facility Operations

Item 9.3 (b)

Central Composting Facility Operations

- The CCF SCADA system is an ECA monitoring requirement. The new SCADA system is 95% commissioned with some programming rectifications and change order items. Project wrap-up is expected by mid-March.
- Processing Update:
 - 208 tonnes of “AA” grade compost shipped in February
 - 3,158 tonnes of organics received in January & February 2021 (16,842 tonnes remaining capacity for 2021)



Operations Update

Waste Collection Contract

Item 9.3 (c)

Waste Collections Contract Commencement

- Current service contract set to expire on March 28, 2021
- New service contract will begin on March 29, 2021
- GFL Environmental Inc. is both the current and new service provider
- Staff is currently working towards closing the current service contract and implementing the requirements of the new contract
- Implementation Risks include:
 - Delivery delays of the waste collection vehicles due to COVID-19
- Risk Mitigation:
 - Service provider will utilize existing equipment servicing the current contract



Operations Update

Waste Collection Design Requirements

Item 9.3 (d)

Waste Design Requirements

Information previously provided:

- At December WMAC meeting staff presented the proposed changes to the Waste Design Requirements (WDR)
- Proposed changes were developed through internal working group involving multiple divisions

Development Industry Consultation Completed:

- Jan 11th – Presented major WDR proposed changes to Development Industry Liaison Group
- Feb 1st – Follow up meeting with West End Home Builder's Association (WEHBA) to discuss items in more detail
 - WEHBA provided a letter to staff formalizing their comments

Waste Design Requirements

Reminder of proposed changes to WDR:

- Restrictions on the use of hammerheads and reversals
- New multi-residential details on loading spaces and storage areas
- New townhouse collection methods
- Eliminating the ability of developments to not meet requirements by claiming private waste collection

Waste Design Requirements

Staff are finalizing a transition plan to the new WDR and are revising the proposed WDR to consider the following options as requested by WEHBA:

- a) Providing limited operational flexibility, such as allowing for increased number of reversals on a property; or
- b) Allowing for private waste collection for those sites that cannot meet the proposed requirements

Waste Design Requirements

Next Steps:

- Following revisions, draft document to be circulated to Directors of affected divisions
- New waste design requirements planned to go to Public Works Committee for approval in Q2 of 2021



Operations Update

Multi-Residential Waste Audits

Item 9.3 (e)

Multi-Residential Waste Audits

- Waste audits on 28 multi-residential buildings commenced on January 21st and is scheduled to be complete by March 19th
- As of March 2nd, audits have been completed for 11 buildings with another 13 in progress
- Results of the waste audit will be provided at next WMAC meeting
- Following the waste audits, program changes will be implemented in 14 of the buildings to test their effectiveness, (i.e. educational material, additional carts, labels on carts, etc.)
- A follow-up waste audit is planned for January to March of 2022 to audit the same 28 buildings and measure the impact of new program changes



Addition of a New Transfer Station / Community Recycling Centre

Item 9.4

Addition of a New TS / CRC

- A needs assessment on the City's Transfer Stations/Community Recycling Centres was completed in early 2020
- Public Works & Real Estate staff are reviewing potential parcels of land in the City that meets the site's requirements
- Public Works staff is reviewing options for a joint site which may include the construction of a new septage waste haulage station



Development Approval Requirements for Landfills (Bill 197)

Item 9.5

Bill 197 Overview

- On July 16, 2020, the Ontario government passed Bill 197, the omnibus COVID-19 economic recovery legislation.
- Bill 197 included an amendment to the Environmental Assessment Act which provides authority to local municipal councils to approve or reject new landfills that are up to 3.5 km outside their municipal boundaries.
- A motion regarding Bill 197 is planned for the Public Works Committee meeting on March 22, 2021



Information from the City Clerk Division Proposed All-Committee event

Item 12.1 (a)

Proposed All Advisory Committee Meeting

- On Feb. 4, 2021, the Audit, Finance and Administration Committee reviewed a Citizen Committee Report requesting approval for an All Advisory Committee meeting.
- The meeting would provide the opportunity for the City's Advisory Committee members to meet and learn about other Committees.
- The City Clerk's Office and Staff Advisors are reviewing the requirements to host an All Advisory Committee meeting:
 - The Chair of the Advisory Committee and another representative can make a presentation. Meeting participants can ask questions related to the Committee's activities
 - All Advisory Committee members will be invited to attend the meeting via WebEx



Information from the City Clerk Division Committee Structure and Streamlining Processes

Item 12.1 (b)

Committee Structure and Streamlining Processes

Key Points

- The City's website has been reorganized to outline the different types of Committees, and the reporting structure for Sub-Committees and Volunteer Advisory Committees
- The format of Advisory Committee agendas and minutes will follow a similar format to those of Committees of Council

Letter to Advisory Committees

RE: Clarifying the Committee Structure and the Streamlining of Advisory Committee Processes

One of the Clerk's Office goals for 2020 was to clarify the Committee structure and to streamline some of the Advisory Committees processes.

This process began with a reorganization of the Committee Listing Page on the City of Hamilton's website. Originally the webpage listed all Committees alphabetically which did not illustrate the reporting structure of Committees. The Clerk's Office received feedback from the community that the listing was confusing, and have therefore, reorganized to show the different levels of Committees, how they are classified, and to which Committee the Committee reports to. The reorganized webpage can found at the following link: <https://www.hamilton.ca/council-committee/council-committee-meetings/committee-listing>.

Another task that the Clerk's Office is working on with the Advisory Committee Staff Liaisons is the format of Advisory Committee agendas and minutes to be in a similar form to those of Committees of Council. Advisory Committee minutes are now being reviewed by one designated Legislative Coordinator, to ensure that all Advisory Committees are following a standard format.

Like all Committees of Council, Advisory Committee minutes are approved at their next Committee meeting, and then sent up to their respective Standing Committee to be received. Staff Liaisons are to send their draft minutes to the designated Legislative Coordinator prior to the minutes being approved at their next Advisory Committee meeting, in order to ensure that the final version of the minutes are in the proper format being approved at their respective Standing Committee. Staff Liaisons are to forward the approved minutes of their Advisory Committee meetings to their respective Standing Committee Legislative Coordinator in a timely fashion.

Additionally, like all Committees of Council, if the Advisory Committee wishes to move a motion that requires approval, a Citizen Committee Report is required. A Citizen Committee Report should contain some background information and the motion that was approved by the Advisory Committee and are prepared by the Staff Liaison. Once completed, they should be sent to the designated Legislative Coordinator for review. Once reviewed the Citizen Committee Report is signed by the Chair and forwarded to their respective Standing Committee in a timely fashion, as these requests are usually time-sensitive requests.

Please find below a list of examples of when a Citizen Committee Report would be required:

WHEN A CITIZEN COMMITTEE REPORT IS REQUIRED:

- Use of budget funds on expenditures outside of approved expenditures
- Changes to the Terms of Reference (i.e. membership; mandate; etc.)
- Delegations to other Advisory Committees, Sub-Committees and Standing Committees on behalf of the Advisory Committee

- Recommendations outside the purview of the Advisory Committee involving City infrastructure (i.e. roads, sidewalks, processes, etc.)
- Correspondence to any outside agencies, including other Levels of Government and the media
- Events or Actions that the Committee wishes to take, that fall outside of the Committee's Terms of Reference

WHEN A CITIZEN COMMITTEE REPORT IS NOT REQUIRED:

- Delegations to an Advisory Committee's respective Standing Committee
- Approved budgetary items
- Formation of Working Groups
- Holding community events to gain insight or feedback from the community group the Committee represents (e.g. a speakers event)
- Providing feedback to staff on city services and programs
- Inviting members of the community to speak at Advisory Committee meetings

The Clerk's Office is also currently working on updating the Volunteer Advisory Committee Handbook to incorporate amendments respecting virtual meetings, etc. Advisory Committees can expect to be contacted by the Clerks Office for feedback on the changes to the Handbook prior to going to Governance Committee for adoption.

The Office of the City Clerk is committed to working with all members and staff liaisons to provide procedural advice and clarification on City processes and policies.

Sincerely,

Clerk's Department

City of Hamilton