



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

Meeting #: 21-002
Date: May 10, 2021
Time: 10:00 a.m.
Location: Due to the COVID-19 and the Closure of City Hall (RM)

All electronic meetings can be viewed at:

City of Hamilton's Website:
<https://www.hamilton.ca/council-committee/council-committee-meetings/meetings-and-agendas>

City's Youtube Channel:
<https://www.youtube.com/user/InsideCityofHamilton>

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Hamilton

MINUTES WASTE MANAGEMENT ADVISORY COMMITTEE

Tuesday March 9, 2021

1:30 p.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
Vice-Chair: Councillor John-Paul Danko
Members: Kevin Hunt
Lynda Lukasik

Regrets: Councillor Nrinder Nann

Also Present: Craig Murdoch, Director, Environmental Services
Angela Storey, Manager of Business Programs
Joel McCormick, Manager of Waste Collection
Rob Conley, Acting Manager, Recycling & Waste Disposal
Scott Hembruff, Senior Project Manager, Waste Processing
Ryan Kent, Waste Planning Program Coordinator
Raffaella Morello, Senior Project Manager, Waste Operations

1. APPOINTMENT OF COMMITTEE CHAIR AND VICE-CHAIR FOR 2021

(Danko/Lukasik)

- (a) That Councillor Pearson be appointed as Chair of the Waste Management Advisory Committee for 2021; and,
- (b) That Councillor Danko be appointed as Vice-Chair of the Waste Management Advisory Committee for 2021.

CARRIED

2. CHANGES TO THE AGENDA

There were changes to the agenda.

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. APPROVAL OF MINUTES OF PREVIOUS MEETING

3.1 December 2, 2020

(Danko/Lukasik)

That the Minutes of the December 2, 2020 meeting of the Waste Management Advisory Committee be approved, as presented.

CARRIED

5. COMMUNICATIONS

There were no communications received.

6. WRITTEN DELEGATIONS

There were no delegations.

7. CONSENT ITEMS

**(i) Solid Waste Management Master Plan - Status of 2020 SWMMP
Action Items (Item 7.1)**

Staff reviewed the status of the 2020 Solid Waste Management Master Plan action items.

(Lukasik/Danko)

That the Solid Waste Management Master Plan Status of 2020 Action Items, be received.

CARRIED

8. STAFF PRESENTATIONS

There were no staff presentations.

9. DISCUSSION ITEMS

(Hunt/Lukasik)

That the following discussion items, be received.

(i) 2020 Waste System Contract Planning (Item 9.1)**(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 the City of Hamilton green cart material, which closed on January 4, 2021. A recommendation report outlining the RFP outcome will be presented at an upcoming Public Works Committee meeting.

(ii) Waste-Free Ontario Act Updates (Item 9.2)**(a) Proposed Hazardous and Special Products (HSP) Regulation**

On February 11, 2021 the Ministry of the Environment, Conservation and Parks (MECP) released the proposed Hazardous & Special Products (HSP) Regulation which is open for a 45-day comment period ending March 28, 2021. The proposed HSP regulation is to make producers environmentally accountable and financially responsible for collecting and managing HSP at end-of-life.

(b) Status of the Blue Box Transition

Staff provided an update on the status of the Blue Box program transition. The Blue Box Program Regulation is expected to be released by Spring 2021.

(c) Transitional Operating Agreement between the Minister of the Environment, Conservation and Parks and the Resource Productivity and Recovery Authority

The proposal to amend the Transitional Operating Agreement between the Minister of the Environment, Conservation and Parks and the Resource Productivity and Recovery Authority is posted on the Environmental Registry of Ontario (ERO) for a 45-day comment period ending March 29, 2021.

(iii) Operations Update (Item 9.3)**(a) Promotion and Education**

Staff provided an update on the 2021 / 2022 Recycling and Waste Guide. The guides were recently mailed to residents.

(b) Central Composting Facility Operations

Staff provided an update on the Central Composting Facility operations which summarized the installation of the new SCADA system and the amount of materials processed in 2021.

(c) Waste Collection Service Contract Commencement

Staff provided an update on the new waste collection service contract which starts 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.

(d) Solid Waste Collection Design Guidelines for Developments – Update on consultation with West End Home Builder’s Association

Staff provided an update on the Waste Design Guidelines project process and proposed changes to the guidelines. Stakeholder meetings were recently held with the Development Industry Liaison Group and the West End Home Builder’s Association (WEHBA) for feedback on the new guidelines. Staff is reviewing the options suggested by the WEHBA as part of finalizing the new guidelines. A report on the new waste design requirements planned to be presented to the Public Works Committee in Q2 2021.

(e) Multi-Residential Waste Audits

Waste audits are in progress at 28 multi-residential buildings. The waste audit results will be provided at an upcoming WMAC meeting.

(iv) Addition of a New Transfer Station / Community Recycling Centre (Item 9.4)

Public Works and Real Estate staff are reviewing potential parcels of land in the City that meets the requirements for a new Transfer Station and Community Recycling Centre. Public Works staff is reviewing options for a joint site which may include the construction of a new septage waste haulage station.

(v) Development Approval Requirements for Landfills (Bill 197) (Item 9.5)

In July 2020, the Ontario government passed Bill 197, which 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.

CARRIED**10. NOTICES OF MOTION**

There were no Notices of Motion.

11. MOTIONS

There were no Motions.

12. GENERAL INFORMATION / OTHER BUSINESS**(Hunt/Danko)**

That the following items, be received.

(i) Information from the City Clerk Division**(a) Proposed All Advisory Committee meeting**

Staff provided an update on the proposed All Advisory Committee meeting. The meeting would provide the opportunity for the City's Advisory Committee members to meet and learn about other Committees.

(b) Correspondence to Clarify the Committee Structure and the Streamlining of Advisory Committee Processes

Staff provided an update on the changes made to clarify the reporting structure for Sub-Committees and Volunteer Advisory Committees and the streamlining of processes for Sub-Committees and Volunteer Advisory Committees.

CARRIED**13. ADJOURNMENT****(Lukasik/Hunt)**

That, there being no further business, the meeting be adjourned at 2:44 p.m.

CARRIED

**Waste Management Advisory Committee
Minutes**

**March 9, 2021
Page 6 of 6**

Respectfully submitted,

Councillor M. Pearson
Chair, Waste Management Advisory Committee

Ryan Kent
Waste Planning Program Coordinator, Business Programs
Environmental Services Division, Public Works Department



Consent Item

Status of 2020 SWMMP Action Items

Item 6.1

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 Q3 or Q4, 2021



2020 Waste System Contract Planning

Item 8.1

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

- RFP C11-46-20 was released and closed January 4, 2021. Four proposals were received including the In-house Submission Team
- RFP C11-46-20 is for a five-year operation and maintenance contract starting June 28, 2021 and expiring on June 30, 2026, with two optional one-year extensions
- Report PW21026 recommending the award of RFP C11-46-20 was brought forward to the May 3, 2021 Public Works Committee (PWC) meeting and was deferred to the May 17, 2021 PWC meeting



Waste-Free Ontario Act Updates

Status of Blue Box Program Transition

Item 8.2 (a)

Status of Blue Box Program Transition

- As of today, the final Blue Box program regulation has not been released
- In April 2021, the Association of Municipalities of Ontario wrote to Premier Ford to advocate for the finalization of the Blue Box program regulation
- Hamilton Staff joined the Continuous Improvement Fund's (CIF) Transition Working Groups to help prepare for the transition of the Blue Box Programs. The Working Groups include:
 - Contracts - collection service and other procurement requirements;
 - Post Collection - processing related services;
 - Data Reporting & Monitoring - assist with data management & performance metrics;
 - Communications & Change Management - develop change management requirements and communication strategies; and
 - Fair Compensation - Identify cost analysis & risk assessment of various collections/processing scenarios & clauses.
- CIF and the Working Groups will compile resources to assist municipalities to prepare for the transition of the Blue Box Program.



Waste-Free Ontario Act Updates

Municipal Hazardous or Special Waste Program

Item 8.2 (b)

Municipal Hazardous or Special Waste Program

- On April 29, 2021, the Minister of the Environment, Conservation and Parks (MECP) directed Stewardship Ontario (SO) to extend the deadline to wind up the existing Municipal Hazardous or Special Waste (MHSW) Program from June 30, 2021 to September 30, 2021
- The 3-month extension is based on feedback in response to the proposed Hazardous and Special Products (HSP) regulation issued by the MECP on February 11, 2021
- The proposed HSP regulation is to make producers environmentally accountable and financially responsible for collecting and managing HSP at end-of-life



Operations Update

Waste Collection Service Operations

Item 8.3 (a)

Waste Collection Service Operations

- The new waste collection contract commenced on March 29, 2021
- GFL Environmental Inc. is the service provider
- The transition from the former to the new contract has been smooth with no impacts on services
- There were minor delays with delivery of some waste collection vehicles due to COVID-19. Contingency is in place to ensure no impacts to services



Operations Update

Hamilton-Wentworth Catholic District School Board Request for
Tender for Waste and Recycling Collection and Disposal Services
Item 8.3 (b)

HWCDSD Tender

- On April 15, 2021, the Hamilton-Wentworth Catholic District School Board (HWCDSD) issued a Tender for the collection and disposal of garbage, recycling and organic materials with a work start date of September 1, 2021. Bidders must provide pricing for all items in the Tender.
- The City currently provides recycling and green cart collection and processing services for the HWCDSD
- The City is unable to bid on the Tender since it is outside of the City's waste collection contract scope. The City's existing services for the HWCDSD will end by August 31, 2021



Operations Update

Multi-Residential Waste Audits

Item 8.3 (c)

Multi-Residential Waste Audits

- Audits carried out from January 19th to March 26th
- **Draft** report with audit results received from the auditor
- Buildings were divided into different categories for data analysis:
 - By area of the City the building is located:
 - area one included wards 1, 2, 3, 4 and 5
 - area two included wards 6, 7, 8, 9, 10 and 13
 - By building type:
 - low-rise (buildings with six storeys or less)
 - mid/high-rise (buildings with more than six storeys)

Building Category	Number of Buildings
Area One	15
Area Two	12
Low-Rise	15
Mid-Rise and High-Rise	12
Total of 27 buildings audited	

Multi-Residential Waste Audits

Preliminary audit results

Number of Units	Waste per Unit	Diversion Rate	Capture Rate	Contamination Rate
1847	4.4 kgs	26%	34%	12%

Waste per Unit: amount of waste generated on average by each unit (includes all streams: garbage, blue box and green bin)

Diversion Rate: percentage of waste that was diverted from landfill in either the blue box or green bin programs

Capture Rate: percentage of blue box and green bin material that was diverted from landfill

Contamination Rate: amount of unacceptable material found in the blue box and green bin programs

Multi-Residential Waste Audits

Next Steps

Phase 1

- Further analysis on audit data
- Audit report will be finalized to include adjustments
- Final audit findings will be presented to WMAC at September meeting

Phase 2

- Findings to inform education material to be tested in audit buildings

Phase 3

- Audit the buildings again to determine effectiveness of Phase 2



Operations Update

Solid Waste Collection Design Requirements

Item 8.3 (d)

Solid Waste Collection Design Requirements

Waste Chutes

- As per Council direction, staff will add the requirement for buildings to install a chute system capable of diverting waste according to the Hamilton's current program
- Staff recommendation is a system that includes separate chutes for each waste stream: garbage, organics, container recycling and fibre recycling
- Only buildings with more than 6 storeys and 30 or more units will be required to have a chute system
- Recommendation includes that low-rise buildings (those with 6 storeys or less) will have the option to not install chutes but must have all waste taken to a central room for disposal

Solid Waste Collection Design Requirements

Transition to New Requirements

- Staff is working with Planning & Economic Development to determine the parameters of a transition policy to the new requirements
- This policy will provide a grace period for development applications at a certain point in the approval process to be exempt from meeting the new requirements
- As an example, a site plan application that has already received conditional approval from the City would not be required to meet new requirements

Solid Waste Collection Design Requirements

Allowance for Private Waste Collection

- Currently, developers self declare if they will require private waste collection.
- Staff is recommending that moving forward, developers must seek permission from staff to design a property to not meet requirements for municipal waste collection.

Solid Waste Collection Design Requirements

The recommended criteria for a site to retain private waste collection will include:

- Property has site constraints such as size and shape that make it impossible for a waste collection vehicle to enter and exit the property in a forward motion.
- Constraints on site development from external bodies such as conservation authorities.
- If there are conflicts between the waste design requirements and requirements or policies of other City departments/divisions that result in City staff determining that private waste collection is the best solution for the site.
- Staff may consider innovative waste options that support the City's waste diversion goals but are not supported by the current City infrastructure.



Operations Update

Promotion and Education

Item 8.3 (e)

Promotion and Education

Implementation of web services for frequently used waste programs:

- Online request to book a bulk pick up
 - Implemented city wide in the summer of 2020
 - 19% of 6209 bookings were online in April 2021
- Online request to obtain a service number to pick up a blue box or green bin at a Community Recycling Centre
 - Implemented in April 2021
 - 33% of 1084 requests for blue boxes were online in April 2021
 - 32% of 977 requests for green bins were online in April 2021



Operations Update

Clean and Green Initiatives

Item 8.3 (f)

Clean and Green Initiatives

- May 11, 2021 is Ontario's official Day of Action on Litter which encourages Ontarians to undertake actions to reduce litter and create awareness of the importance of a clean environment
- Local clean-ups are taking place to allow individuals and households to keep their neighbourhood clean and green while following public health guidelines
- In April 2021, approximately 1,670 volunteers took part in local clean-up activities adhering to strict public health guidelines





Motions

All Advisory Committee Event

Item 10.1

All Advisory Committee Event

- The proposed date for the All Advisory Committee event is Sept. 27, 2021 at 4:00 pm
- Advisory Committees shall appoint a representative to deliver a 5 minute presentation on the Committee's behalf respecting the Committee's purpose (mandate), successes and challenges.
- Meeting participants can ask questions related to the Committee's activities
- All Advisory Committee members will be invited to attend the meeting via WebEx

CITY OF HAMILTON

MOTION

Waste Management Advisory Committee: May 10, 2021

MOVED BY

SECONDED BY

Approval of All Advisory Committee Event Date and Selection of a Presenter

WHEREAS, the Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Advisory Committee recommended that an All Advisory Committee Event be hosted for the purpose of providing City Advisory Committees with an opportunity to introduce themselves to one another and educate each other in terms of their respective Committee’s purpose (mandate) and goals;

WHEREAS, an All Advisory Committee Event was approved by Hamilton City Council on April 14, 2021 (see Item 4 of Audit, Finance and Administration Committee Report 21-005 for reference);

WHEREAS, at the All Advisory Committee Event, each Advisory Committee will be allotted 5 minutes to introduce their respective Committee’s purpose (mandate) and discuss the successes and the challenges the Advisory Committee has experienced; and,

WHEREAS, the staff liaisons for each Advisory Committee met and mutually agreed upon a tentative date for the All Advisory Committee Event;

THEREFORE, BE IT RESOLVED:

- (a) That the proposed date of Monday, September 27, 2021, commencing at 4:00 p.m., for the All Advisory Committee Event be approved; and,
- (b) That **[Advisory Committee Member’s Name #1]** and **[Advisory Committee Member’s Name #2]** be authorized to represent the Waste Management Advisory Committee at the All Advisory Committee Event and deliver a 5 minute presentation on the Committee’s behalf respecting the Committee’s purpose (mandate), successes and challenges.