



City of Hamilton
WASTE MANAGEMENT
ADVISORY COMMITTEE
AGENDA

Meeting #: 2022-001
Date: March 31, 2022
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>

Raffaella Morello, Senior Project Manager, Waste Management Division (905) 546-2424 ext. 3926

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1. Appointment of Committee Chair and Vice-Chair for 2022	
2. APPROVAL OF AGENDA (Added Items, if applicable, will be noted with *)	
3. DECLARATIONS OF INTEREST	
4. APPROVAL OF MINUTES OF PREVIOUS MEETING	
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Hamilton

MINUTES WASTE MANAGEMENT ADVISORY COMMITTEE

Thursday December 16, 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

**Absent with
Regrets:** Councillor Nrinder Nann

Also Present: Angela Storey, Director, Waste Management
Joel McCormick, Manager of Waste Collection
Catherine McCausland, Manager of Waste Processing and Disposal
Rob Conley, Senior Project Manager, Landfills
Ryan Kent, Manager of Waste Policy and Planning
Raffaella Morello, Senior Project Manager, Waste Operations

1. CHANGES TO THE AGENDA

There were no changes to the agenda.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. APPROVAL OF MINUTES OF PREVIOUS MEETING

(i) September 30, 2021

(Hunt/Lukasik)

That the Minutes of the September 30, 2021 meeting of the Waste Management Advisory Committee be approved, as presented.

CARRIED

4. COMMUNICATIONS

(i) Information from the Office of the City Clerk respecting the All Advisory Committees Meeting Minutes held on Sept 27, 2021

(Danko/Lukasik)

That Information from the Office of the City Clerk respecting the All Advisory Committees Meeting Minutes held on Sept 27, 2021, be received.

CARRIED

5. CONSENT ITEMS

(i) Solid Waste Management Master Plan - Status of 2020 SWMMP Action Items (Item 6.1)

Staff provided information on the status of the 2020 Solid Waste Management Master Plan action items.

(Hunt/Lukasik)

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

CARRIED

6. DISCUSSION ITEMS

(Hunt/Lukasik)

That the following discussion items, be received.

(i) Waste-Free Ontario Act Updates (Item 8.1)

Staff presented information on the proposed amendments to the producer responsibility regulations for tires, batteries and electrical and electronic equipment made under the Resource Recovery and Circular Economy Act, 2016. The Ministry of the Environment, Conservation and Parks (MECP) is proposing to make these changes which are intended to reflect

market conditions, remove outdated content, and align administrative and technical provisions between the regulations.

Staff provided an update on the Hazardous and Special Products (HSP) Regulation. The producer responsibility program for Hazardous and Special Products is currently in its transition period which ends in December 2022. The City will continue to operate its household hazardous waste depots until the end of the current service contract which expires on September 30, 2022. Staff is planning to share a report with Council by Q2-2022 to provide information on the options on whether the City shall continue to operate the Household Hazardous Waste Depots for the products that are not covered under the HSP Regulation once the contract expires.

(ii) Operations Update (Item 8.2)

(a) Waste Collection Service Operations

Staff informed the Committee that the seasonal leaf and yard waste program concluded on December 6, 2021. Leaf and yard waste collection was temporarily reinstated between December 13th to 24th, 2021 due to storm events that occurred in mid-December 2021.

Residents can drop-off leaf and yard waste at the City's Community Recycling Centres year-round at no charge.

Curbside collection of Christmas trees is scheduled during the weeks of January 3rd and January 10th, 2022.

(b) Waste Processing and Disposal Service Operations

Staff provided information on the City's waste processing service operations:

1) Central Composting Facility (CCF) Updates

- The CCF passed the required annual source testing which models odour impacts in the local environment.
- The City received approval from the MECP for a temporary increase of 1000 metric tonnes of processing capacity at the CCF to receive organic waste from the City's green bin program.
- Staff is developing a budget estimate for a project to upgrade the CCF's odour management system.

- 2) Material Recycling Facility (MRF) Updates
 - The MRF will begin accepting merchant cardboard materials in December 2021, which will provide small revenue for the City.
- 3) Transfer Stations/Community Recycling Facilities Updates
 - The Reuse Store at the Mountain Community Recycling Centre re-opened on December 1, 2021.
 - Staff is reviewing the land requirements for the expansion of an additional Transfer Station/Community Recycling Centre.
- 4) Glanbrook Landfill Updates
 - The City will issue a Request for Proposal for the design and construction of Cells C, D and E within stage 3 at Glanbrook Landfill. Construction is expected to begin in Q2-2022.

(c) Promotion and Education

Staff provided an update on the 2022-2023 Recycling and Waste Calendar. The calendar will include information on the waste management programs such as waste collection safety, reducing contamination in the blue box program, waste reduction tips, and the Provincial Blue Box program changes. The calendar will be mailed in early March. The calendar will include 12 trash tags and residents will be able to request an additional 14 trash tags.

(d) Solid Waste Collection Design Requirements

Staff reported that the Waste Collection Design Requirements was approved by Council on November 10, 2021. Meetings were held in December 2021 with representatives from the Development Industry and staff in the Planning and Economic Development Department to provide information on the new design requirements.

Staff provided an update that three locations in Ward 2 were reviewed to determine if these sites will be able to comply with the new front-end bin waste diversion program.

CARRIED

8. ADJOURNMENT

(Danko/Lukasik)

That, there being no further business, the meeting be adjourned at 2:15 p.m.

CARRIED

Respectfully submitted,

Councillor M. Pearson
Chair, Waste Management Advisory Committee

Raffaella Morello
Senior Project Manager-Waste Operations, Waste Policy and Planning
Waste Management Division, Public Works Department






Consent Items

Status of 2020 SWMMP Action Items

Item 7.1

2020 SWMMP Action Items (2021-2025 Progress)





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 started in or were expected to be completed in 2021.

Note – minor project delays experienced due to COVID-19

2020 SWMMP Action Items (2021-2025 Progress)





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 / pilot for 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.

2020 SWMMP Action Items (2021-2025 Progress)





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

2020 SWMMP Action Items (2021-2025 Progress)

Item	Description	Status	Notes
1	Blue box transition		Regulation posted (391/21) in June, 2021; Roadmap underway
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 or expanded 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 in the SWMMP as they were already underway. Staff will continue to report their progress.

Status of SWMMP Supporting Projects

Item	Description	Status	Notes
5	Multi-Residential data gathering		Work includes waste audits and testing of methods to improve diversion
6	Route optimization		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 began in 2021
8	Waste design requirements		Revised policy presented to and approved by Council in November 2021.



Waste-Free Ontario Act Updates

Hazardous and Special Products Program

Item 8.1 (a)

Battery Collection Program Update

- The City signed a contract with battery Producer Responsibility Organization (PRO), Call2Recycle in July 2020 to manage eligible batteries collected at the Household Hazardous Waste Depots
- The City collected 58,193 kilograms of used batteries in 2021 and was awarded the “Leader in Sustainability Award” from Call2Recycle
- Staff is currently working with Call2Recycle to improve this program by including batteries collected at the Municipal Service Centres and City facilities



Hazardous and Special Products Program

- The City recently signed a contract with Automotive Materials Stewardship (AMS), who is a registered PRO to manage the recycling of waste oil, oil filters and anti-freeze
- The final PRO contract which is being negotiated between the City and Product Care Association (PCA) will manage the remaining, eligible materials under the Regulation.
- There are several material types currently being collected at the depots that are not covered under the new Regulation, most notably are paint thinners, solvents, pool chemicals and fluorescent lighting tubes.
- At this time, all HSP materials continue to be accepted at the HHW depots and there have been no service level reductions. If at later date changes are recommended, staff will bring back to committee



Waste-Free Ontario Act Updates

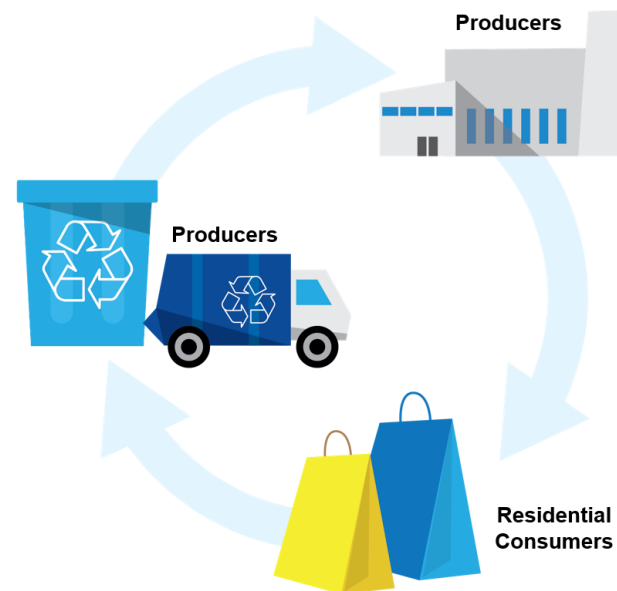
Update on the Blue Box Program Transition

Item 8.1 (b)

Blue Box Program Transition

Plan for 2022

- Staff will develop a road map for transition including all tasks that need to be completed prior to transition in April, 2025
- Staff will continue to participate in industry subcommittees related to the Blue Box transition. The Continuous Improvement Fund's (CIF) Transition Working Groups are compiling resources to assist municipalities to prepare for the transition of the Blue Box Program





Operations Update

Waste Collection Service Operations

Item 8.2 (a)

Waste Collection Service Operations

2022 Curbside Yard Waste Collection schedule

- From February 28, 2022 to December 9, 2022
(Note: Community Recycling Centres accept yard waste for free, year round)
- Weekly, unlimited collection
- Use paper yard waste bags or a labeled open-top rigid, reusable container

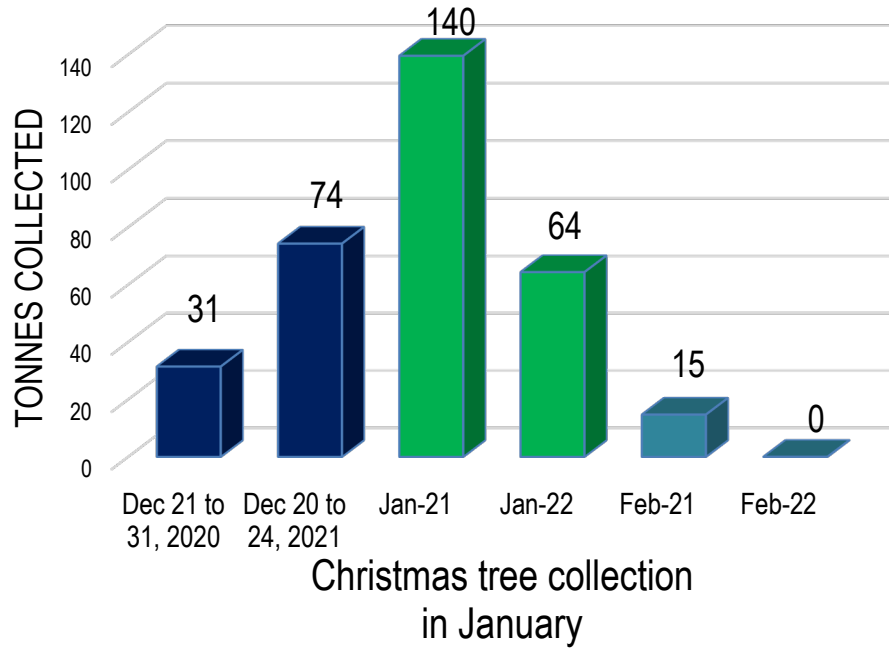


Seasonal Yard Waste Collection
Feb. 28 to Dec. 9, 2022

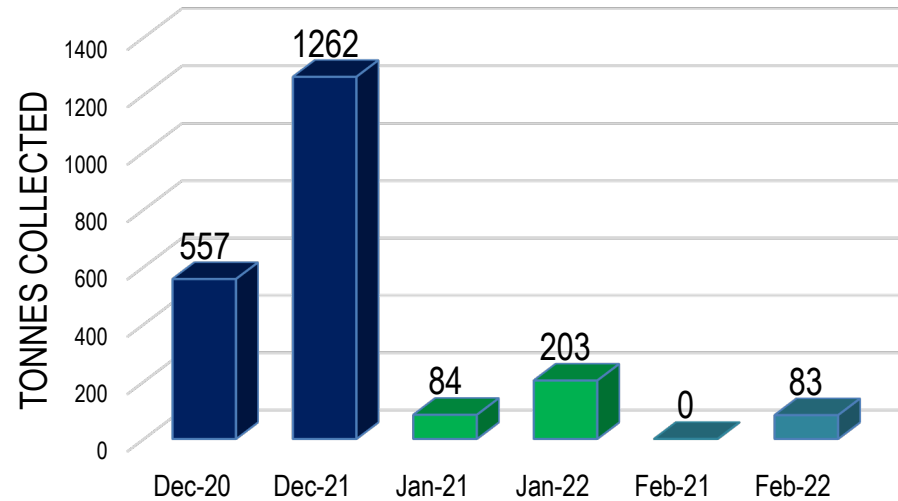
Waste Collection Service Operations

Yard Waste Tonnage Review

Curbside Yard Waste Collection



Residential Yard Waste Collected at CRCs



Waste Collection Service Operations

Curbside Waste Collection Service Interruption

During the months of January and February, service disruptions were experienced due to:

- Absenteeism due to COVID-19 (contracted collections)
- Weather event (Collection day was canceled and not shifted as per holiday collection schedule)





Operations Update

Recycling and Waste Disposal Operations

Item 8.2 (b)

Waste Processing Service Operations – Central Compost Facility

- Central Compost Facility (CCF) is currently processing at an approved annual capacity of 20,000 Metric Tonnes (MT)
- The City is working on updating the odour management system at the CCF to increase annual processing capacity to 40,000 MT
- An update will be provided once the scope of this project is finalized

Waste Processing Service Operations – Material Recycling Facility

- The Material Recycling Facility (MRF) has started to receive merchant cardboard materials
- Although not accepted in the MRF, hazardous and special products (HSP) does make its way into the facility requiring plant staff to remove the materials from the sort lines
- Staff is currently working on improving the process of managing HSP materials found in the MRF to ensure proper handling and disposal

Waste Processing Service Operations – Transfer Stations/Community Recycling Facilities

- Cost of land for a fourth transfer station continues to be cost prohibitive
- Staff in Real Estate are continuing to search for a land parcel that could fully or even partially meet our needs.
- Staff are working with the contractor to prepare for the upcoming leaf and yard waste season to ensure the sites are prepared to move these materials to Glanbrook in a timely manner
- Staff are scheduling the replacement of the tip floor at the Kenora Transfer Station which should be completed in 2022

- The Request for Proposal to Construct Cells C, D and E within stage 3 at Glanbrook Landfill was awarded to Seawaves Development Services
- A kick off meeting with the contractor has taken place and the contractor has mobilized as of March 13th
- Although both staff and the contractor have confirmed that the necessary materials (piping, aggregate etc.) are available, this will continue to be monitored for delays



Operations Update Promotion and Education

Item 8.2 (c)

Promotion and Education – Waste Calendar

Mailout of calendars and 12 trash tags:

- Began on March 7th
- Completed on March 18th
- Residents should receive calendars by March 25th
- Residents that didn't receive a calendar by March 25th can contact the Customer Contact Centre to have one mailed to them
- Residents can request additional 14 trash tags online, over the phone or in person at the Municipal Service Centres



Promotion and Education – Compost Giveaway

- City will be holding compost giveaways on April 30, May 7 and May 14
 - Location: Turner Park (344 Rymal Road East)
 - Hours: 7:00 a.m. to Noon or while supplies last
- Public health measures will be in place
- Event is being promoted through:
 - Website and social media
 - Digital ads (Hamilton Spectator, Weather Network)
 - Hamilton community newspaper
- Online donations will be accepted on City website for Hamilton Food Share and this will be included in all promotional material and a sign will be located on-site to promote this



Operations Update

2020 SWMMP Action Item

Reduce and Reuse Policy

Item 8.2 (d)

Reduce and Reuse Policy

Background:

- 2020 SWMMP Action Item #2 – Generate new policies clarifying how staff can support community organizations that offer programs to reduce garbage or facilitate the reuse of materials and promote these qualifying organizations to the public.

Overview:

- The Reduce & Reuse Policy's purpose is to provide direction on how the City may support waste reduction and reuse programs led by community groups and non-profit organizations so that the City's involvement is conducted in a consistent and fair manner.
- The Policy's focus is to enhance the work already being undertaken by the community groups, rather than duplicating these efforts by creating City-led programs.

Reduce and Reuse Policy

- The Reduce and Reuse Policy recognizes the importance of waste reduction and reuse programs as a strategy to meet the City's waste diversion objectives
- Benchmarking was undertaken to review waste reduction & reuse initiatives in other municipalities.
- Approach to support the community reduce and reuse programs includes:
 - Public education, e.g. reduce & reuse tips for the City's website, social media, and the waste calendar
 - Financial support through the City's grant process, e.g. City Enrichment Fund, Clean & Green grant



Operations Update

Federal Draft Regulation on Single-Use Plastics

Item 8.2 (e)

Federal Draft Regulation on Single-Use Plastics

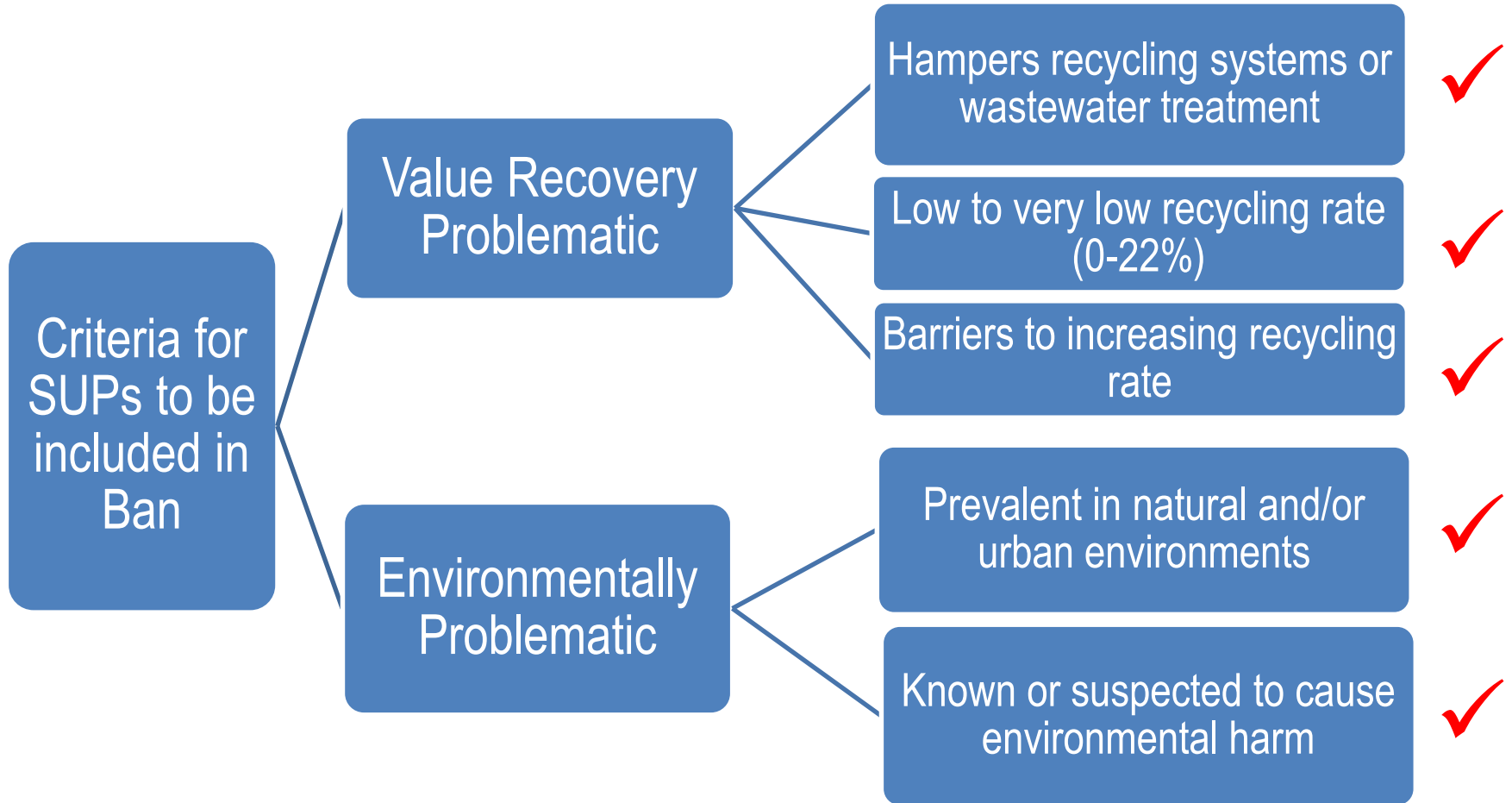
Background:

At the Dec 2, 2020 WMAC meeting, staff provided information on a Federal discussion paper that included plans for:

- A future ban on six single-use plastic items; and
- Setting minimum recycled content requirements in plastic products and packaging



Federal Draft Regulation on Single-Use Plastics



*Certain SUPs meeting criteria considered for exemption based on use

Federal Draft Regulation on Single-Use Plastics

Update:

- December 25, 2021, the Federal Government released for comment draft regulations that include:
 - Prohibiting the sale, manufacture and importing of five of the six single-use plastics included in discussion paper;
 - Plastic straws have some exclusions;
 - Guidance for selecting alternatives to the six proposed banned single-use plastics; and
 - Ability to still manufacture or import single-use plastics for the purpose of exporting
- Staff provided comments on March 4, 2022



Federal Draft Regulation on Single-Use Plastics

Exceptions for plastic straws:



- Packages of multiple plastic flexible straws can still be purchased when requested if kept out of public view



- Persons with certain disabilities to continue to have access



- Hospitals, long-term care facilities and other care institutions will have continued access to single-use plastic flexible straws to provide to patients or residents who require them

Federal Draft Regulation on Single-Use Plastics

Proposed timeline of Proposed SUP Regulation:



Federal Draft Regulation on Single-Use Plastics



Update:

- February 11, 2022, the Federal Government released for comment technical issues paper that includes a plan to set minimum recycled content requirements at 50% for certain plastic manufactured items by 2030
- Staff provided comments on March 10, 2022

Federal Draft Regulation on Single-Use Plastics

Impact on Hamilton:

- City facilities and Hamilton businesses that provide cutlery and other SUPs to residents / patrons will need to provide alternatives – with most likely cost impacts
- Waste staff will provide guidance to other divisions on acceptable alternatives and create educational material for local businesses on alternatives
- City may experience increased green bin material / green bin contamination due to suggested alternatives by Federal government



Operations Update

Recycling in Open Spaces

Item 8.2 (f)

Recycling in Open Spaces

- The City will continue to offer public space recycling in the existing service areas.
- A new public space recycling project will take place beginning in May in four sites including Dundas Driving Park, Red Hill Trail, Sam Manson Park, and William Connell Park
- The project will assess:
 - Container placement – bins are located in appropriate areas to maximizes capture, e.g. near playgrounds, bleachers, etc.
 - Signage - bins will have new labels with graphics to identify what is acceptable
 - Performance – visual audits will be completed throughout the season to review container fullness and visible contamination



General Information/Other Business

Waste Management Advisory Committee

Terms of Reference

Item 11.1

Waste Management Advisory Committee

Terms of Reference

CM15007- Review of the City of Hamilton's Advisory Committees (CM15007)

Review of Terms of Reference:

- (h) *That all established Advisory Committees review their Committee's Terms of Reference and Mandate, on an annual basis, recommending necessary amendments to their respective Standing Committees*

Waste Management Advisory Committee

Terms of Reference

Proposed Amendments

1.2 Statement of Purpose

- To assist the City of Hamilton with the implementation of the 2012 Solid Waste Management Master Plan (SWMMP), 2020 SWWMP Action Items, and to discuss / make recommendations on other solid waste management initiatives.

Waste Management Advisory Committee

Terms of Reference

Proposed Amendments

3.0 SUPPORT SERVICES

- 3.1 The City's **Waste Management** Division shall provide for the administrative costs of operating the Waste Management Advisory Committee, including the cost of meeting places and clerical support services.
- 3.2 The City's **Waste Management** Division shall provide the Waste Management Advisory Committee with reasonable access to the City's consultants and facility operators.



General Information/Other Business

Office of the City Clerk

Code of Conduct Training for Local Boards

Item 11.2

Code of Conduct Training for Local Boards

The Office of the City Clerk is facilitating in-person sessions with the Integrity Commissioner to offer training on the Code of Conduct for Local Boards.

Attendance is recommended.

In-person sessions will be held at:

David Braley Health Sciences Centre, McMaster University, Room 2032
100 Main St W, Hamilton

Sessions, Dates & Times:

April 11, 2022:

10 a.m. to Noon

3 p.m. to 5 p.m.

6 p.m. to 8 p.m.

April 21, 2022:

10 a.m. to Noon

3 p.m. to 5 p.m.

6 p.m. to 8 p.m.

Online training will be available at a later date