



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

**Meeting #:** 2022-002  
**Date:** June 27, 2022  
**Time:** 1:30 p.m.  
**Location:** YouTube Channel Streaming for Virtual Meetings (due to COVID)  
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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# Hamilton

## MINUTES WASTE MANAGEMENT ADVISORY COMMITTEE

Thursday March 31, 2022

1:30 p.m.

Due to COVID-19 and the Closure of City Hall

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<https://www.youtube.com/user/InsideCityofHamilton>

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**Present:** Chair: Councillor Maria Pearson  
Vice-Chair: Councillor John-Paul Danko  
Councillor Nrinder Nann  
Members: Kevin Hunt  
Lynda Lukasik

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

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

**(Danko/Hunt)**

- (a) That Councillor Maria Pearson be appointed as Chair of the Waste Management Advisory Committee for 2022; and,

**(Pearson/Nann)**

- (b) That Councillor John-Paul Danko be appointed as Vice-Chair of the Waste Management Advisory Committee for 2022.

### 2. CHANGES TO THE AGENDA

There were no changes to the agenda.

**3. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**4. APPROVAL OF MINUTES OF PREVIOUS MEETING****(i) December 16, 2021****(Danko/Lukasik)**

That the Minutes of the December 16, 2021 meeting of the Waste Management Advisory Committee be approved, as presented.

**CARRIED****5. CONSENT ITEMS****(i) Solid Waste Management Master Plan - Status of 2020 SWMMP  
Action Items (Item 7.1)**

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

**(Nann/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)****(a) Hazardous and Special Products**

Staff informed the Committee that the City signed a contract with a battery Producer Responsibility Organization (PRO), Call2Recycle in July 2020 to manage eligible batteries collected at the Household Hazardous Waste depots. The City was awarded the "Leader in Sustainability Award" from Call2Recycle for collecting 58,193 kilograms of used batteries in 2021.

Staff provided information on contracts with PROs to manage hazardous and special products collected at the City's Community Recycling Centres. All hazardous and special products are currently being collected at the City's Community Recycling Centres at this time. Staff will share a report

with Council if changes are recommended for the operation of the City's hazardous and special products program.

**(b) Blue Box Program Transition**

Staff informed the Committee that a road map will be developed for transition of the City's Blue Box program including all tasks that need to be completed prior to the Blue Box program transition in April 2025.

**(ii) Operations Update (Item 8.2)**

**(a) Waste Collection Service Operations**

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

1) Curbside Yard Waste Collection schedule

Staff informed the Committee that the weekly leaf and yard waste collection program will operate between February 28, 2022 to December 9, 2022.

2) Curbside Waste Collection Service Interruption

It was reported that during January and February 2022, curbside waste collection service interruptions were experienced due to COVID-19 absences among the City's waste collection contractor and a winter storm event.

**(b) Recycling and Waste Disposal Operations**

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

1) Central Composting Facility (CCF) Updates

The CCF is currently processing at an approved annual capacity of 20,000 metric tonnes. The City is working on updating the facility's odour management system to increase annual processing capacity to 40,000 metric tonnes.

2) Materials Recycling Facility (MRF) Updates

The MRF started to receive merchant cardboard materials.

Staff is currently undertaking a project to revise the method of proper handling of hazardous and special waste products which are found in blue box materials. Although these products are not accepted in the recycling program, hazardous and special waste is

inadvertently placed in the recycling program which requires removal from the processing operation.

### 3) Transfer Station and Community Recycling Centre Updates

Staff is reviewing the land requirements for the expansion of an additional Transfer Station/Community Recycling Centre. The cost of land continues to be cost prohibitive.

The City will be undertaking a project to replace the tip floor at the Kenora Transfer Station in 2022.

### 4) Glanbrook Landfill Operations

The Request for Proposal to construct Cells C, D and E within stage 3 at Glanbrook Landfill was awarded to Seawaves Development Services. The contractor has mobilized their operations as of March 13, 2022.

## **(c) Promotion and Education**

Staff provided information on promotion and education initiatives:

### 1) 2022-2023 Recycling and Waste Calendar

The calendars were mailed in early March. Residents that didn't receive a calendar by March 25<sup>th</sup> can contact the Customer Contact Centre to have one mailed to them.

### 2) Compost Give-away

The City will be holding a compost giveaway on April 30, May 7 and May 14, 2022 at Turner Park.

## **(d) 2020 SWMMP Action Item - Reduce and Reuse Policy**

Information was provided on the City's Reduce and Reuse Policy. The City developed the Reduce & Reuse Policy 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.

## **(e) Federal Draft Regulation on Single Use Plastics**

Information was presented on the Federal draft Regulation on single use plastics which was released on December 25, 2021 for public comment. Staff provided a response on March 4, 2022.

The proposed Single-use Plastics Prohibition Regulation would prohibit the manufacture, import, and sale of six categories of single use plastics in Canada. The manufacture and import of these six single use plastics for the purposes of export would not be subject to the proposed prohibition. The proposed Regulation includes exceptions for plastic straws to allow the public to obtain these products under certain circumstances, for example, hospitals and health care facilities may provide flexible straws for patients and residents who require them.

The Federal Government also released a document outlining best practices for choosing less-impactful plastics or non-plastic alternatives to the six categories of single use plastics identified in the proposed Regulation.

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

Staff will review the local impacts from this proposed Regulation among the City's divisions and services that purchase and provide these single use plastic products. Staff is planning to develop educational material for local businesses on alternatives for these single use plastics products.

**(f) Recycling in Open Spaces**

Staff provided an update on the public space recycling project which 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 review the performance of the recycling program including container fullness and contamination.

Discussion took place concerning the City's streetscape public litter containers. Staff is undertaking a review of this program which includes the use of technology to improve operations and updating the procedure for litter container placement. Staff reported that new public space recycling containers were installed in the Westdale Business Improvement Area.

**CARRIED**

**9. GENERAL INFORMATION / OTHER BUSINESS**

**(Hunt/Nann)**

That the following discussion items, be received.

(i) **Waste Management Advisory Committee Terms of Reference  
(Item 11.1)**

The Committee reviewed several proposed revisions for the Committee's Terms of Reference to reflect recent changes respecting the Committee's activities and support services. A Citizen Advisory Committee report will be submitted to the Public Works Committee to recommend the proposed revisions for the Terms of Reference.

(ii) **Code of Conduct Training for Local Boards (Item 11.2)**

Information was presented on the upcoming dates for in-person sessions with the Integrity Commissioner regarding the Code of Conduct for Local Boards.

**CARRIED**

**10. ADJOURNMENT**

**(Hunt/Nann)**

That, there being no further business, the meeting be adjourned at 2:45 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 6.1

# 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. Review in progress on Corporate facility requirements.
2	Existing program improvements		Focus on improving business recognition, waste diversion at special events & school education. Waste diversion at events being reviewed pilot project planned for 2022. Virtual education materials created for schools. Business recognition program currently under review.
3	Policies on inter-municipal partnerships		Establish a policy that clearly defines ability of staff to engage in partnerships with other municipalities. Municipal scan complete and draft policy is being prepared.

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	✓	Policy created to provide greater support to programs run by community and non-profit groups that prioritize reuse and waste reduction. Communication of new policy in development.
5	Waste performance metrics and related policies	↗	Establish new metrics and targets to measure the success of the waste management program. New metrics have been determined and targets are being established.
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. Municipal scan in progress to review best practices and fees
7	Green procurement	✗	Waste staff to contribute to development of internal policies supporting green procurement. Initial work being reviewed based on SUPs in City facilities

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 improvements in waste collection that could be included in next waste collection contract i.e. new technologies.
10	Trash tag program	📈	Review current program to identify opportunities to better align program with SWMMP guiding principles. Municipal scan in progress on best practices. Data is being reviewed on trash tag program participation to determine future recommendations.
11	Update single-family waste audit methodology	📈	Update methodology to better align with SWMMP goals and provide more accurate and useable data. New methodology in development and will consider geographical and housing demographics.

## 2020 SWMMP Action Items (2021-2025 Progress)

Item	Description	Status	Notes
1	Blue box transition		Regulation posted in June, 2021 (391/21); transition tool and roadmap in development, update report to Council in August 2022 on transition.
2	Central Composting Facility capacity (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. Study in progress on location and cost of available land.
4	Glanbrook Landfill development		Expansion into stage 4 of the Landfill and improvements to the compost pad. Construction of Cells C, D & E is in progress.

Items with a grey background were not included as part of 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		Waste audit and pilot concluded in 2021, resident survey underway. Follow-up audit conducted in 2022 and results are being reviewed.
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 (SUP) strategy		Strategy approved by Council, implementation to begin in 2021. Briefing note was issued to City staff on the impacts of the draft Federal SUP Regulation on municipal operations. Staff is reviewing strategies to reduce SUPs in City facilities including the installation of water-fill stations at golf courses
8	Waste design requirements		Revised policy presented to and approved by Council in November 2021



# Waste-Free Ontario Act Updates

## Update on the Hazardous and Special Products Program

Item 7.1 (a)

# Hazardous and Special Products Program



- New regulation assigns full collection cost of certain household hazardous waste (HHW) to producers
- Agreements have been signed by the City with PROs for all hazardous and special products (HSP) covered under the new Regulation
- 58 HSP items currently collected at Hamilton Community Recycling Centres (CRCs) compared to 14 covered under the new Regulation



# Hazardous and Special Products Program

- The gap in the HSP program is common to municipalities in Ontario and most are choosing to pay to maintain their HSP program
- The rationale for municipalities to continue the program includes avoiding service disruption to residents and ensuring HSP is properly disposed and not poured down storm or sanitary sewers, illegally dumped, or landfilled
- Hamilton's contract for operating the HSP depots expires on September 30, 2022
- Report to reviewed at PWC on July 6, 2022 will speak to HSP contract and related services





# Waste-Free Ontario Act Updates

Update on the Blue Box Program Transition

Item 7.1 (b)

# Blue Box Program Transition

## Background

- O. Reg 391/21 released on June 3, 2021 makes Producers fully responsible for the operation and financial management of the provincial Blue Box program. Highlights of the Regulation include:
  - Creation of a common collection system across the Province
  - Expanded list of acceptable Blue Box materials
  - Providing service for all eligible sources
- On April 14, 2022, O. Reg 391/21 was amended to simplify the Regulation and the requirements for the common collection system
- By July 1, 2022, Producer Responsibility Organizations (PROs) will finalize the rules for the new producer led Blue Box Program

# Blue Box Program Transition

## Transition Update

- Circular Materials Ontario (a PRO) issued draft Agreements and RFPs for municipalities to become recycling service providers to CMO
- Municipalities will need to determine if they will provide collection operations or operate materials receiving facilities
- Next steps:
  - Staff report to be shared in August 2022 concerning the City's transition
  - The roadmap is being developed to identify all tasks that need to be completed prior to transition in April 2025
  - Staff will continue to participate in inter-municipal working groups concerning the Blue Box program transition

# Blue Box Program Transition

## Eligible Sources



single-family homes



seasonal dwellings



multi-unit residential buildings



public & private schools



**specified** retirement & long-term care homes



**specified** public spaces

## Ineligible Sources

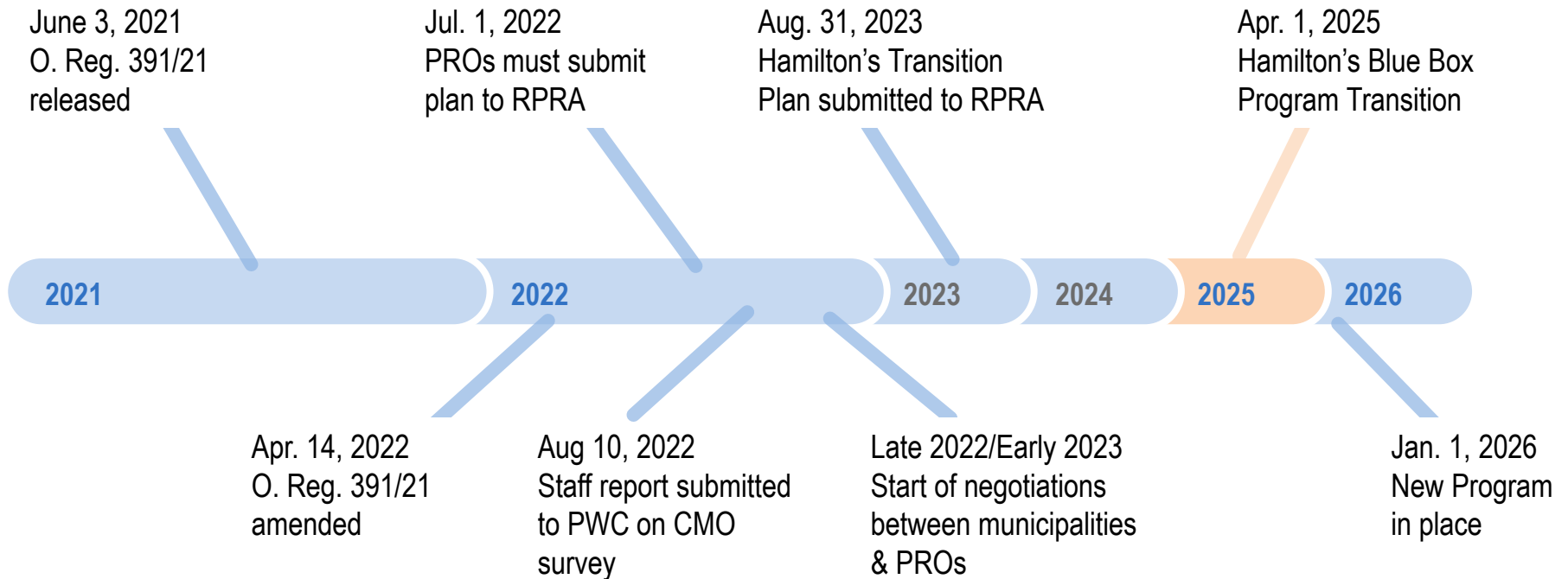
O. Reg 391/21 does not require collection at:

- Municipal buildings or facilities
- Commercial properties
- Non-residential properties

Municipalities will need to determine the requirements to continue to service ineligible sources after transition

# Blue Box Program Transition

## Timeline





# Operations Update

## Waste Collection Service Operations

Item 7.2 (a)

# Waste Collection Service Operations

## Continuous Improvement Project - Bed Bug Contaminated Bulk Waste

- Review due to staff safety and resource pressures (supply and delivering bags to residents to wrap contaminated bulk items)
- Providing bags is not an approved program with designated resources
- Staff will phase out supplying bags to residents by end of year
- Phase out plan includes:
  - Education campaign on proper bulk waste preparation including tips
  - All mattresses / box springs shall be wrapped in plastic
  - Education campaign focusing on waste collection safety



# Waste Collection Service Operations

## Street-side Public Space Container Program

- Award of new contract for street-side containers
- Current initiatives
  - GIS based inventory
  - Refined criteria for container placement
  - Pilot project – fill sensors in containers in several locations
  - Illegal dumping enforcement



## Open Space Recycling Program

- The parks recycling pilot project is in progress at 4 sites which is monitoring materials captured and contamination



# Operations Update

## Recycling and Waste Disposal Operations

Item 7.2 (b)

# Waste Processing Service Operations – Central Compost Facility

## The Low Carbon Economy Fund Application – Odour Management System Upgrade

- Staff reviewed the requirements for the Government of Canada's Champion Stream of the Low Carbon Economy Fund as a potential funding source to upgrade the odour management system at the Central Composting Facility
- The City will not proceed with the grant application since the Fund requires the project construction to be completed prior to March 2025
- Staff will continue reviewing industry best practices on latest technologies to improve the CCF operations

## Site Capacity Review

- In 2019-20 City Staff completed Needs Assessment on sites to determine capacity issues. The Mountain facility appears to be exceeding the reasonable maximum capacity for periods as long as a month. The Kenora facility will do so in 2029 using the most recent growth trend
- The Real Estate Section is continuing to search for a land parcel that could fully or even partially meet our needs. Cost of land for a fourth transfer station continues to be cost prohibitive.
- Staff will be looking at alternative options if staff cannot find land that meets the requirements

## Current Operations

- Kenora T.S. tip floor is targeted to be repaired in Fall of 2020
- Staff is working with the contractor to prepare for the upcoming leaf and yard waste season to ensure the sites transfer these materials to Glanbrook in a timely manner

# Landfill Operations – Glanbrook Landfill

## Glanbrook Landfill – Stage 3 Construction Update

- Construction of Stage 3, cells C, D and E at the Glanbrook Landfill Site is on-schedule and is expected to be complete by September 30, 2022
- Cells C, D and E is the next landfill filling stage once cells A and B have reached capacity. Cells C, D and E will take approximately 6 years to reach capacity
- An assessment of the current landfill gas collection system will be conducted in 2022 to identify any possible efficiencies and recommendations for future operations



# Operations Update

## Promotion and Education

Item 7.2 (c)

# Promotion and Education

## Waste & Recycling Workers Week

- Held across North America during June 13<sup>th</sup> to 17<sup>th</sup> to recognize waste management industry professionals
- Awareness was raised through a media release, social media posts including a video highlighting the work done by Waste Management staff
- Social media as of June 17<sup>th</sup>:
  - 1,087 people reached
  - 78 engagements



# Promotion and Education

## Waste Collection Safety Campaign

- Phase 3 campaign began in June on “Keep Safe and Separate Sharp Waste”
- Designed to educate residents on how to keep waste collection staff safe by safely disposing of items
- Campaign includes video, radio spots, social media posts and information on website

### Keep Safe and Separate Sharp Waste

Sharp objects hidden in garbage bags and blue boxes can pose serious injury to waste collection workers. Separate, box and label your sharp household waste and place on top or beside your garbage bag.



For information on how to dispose of sharp waste, visit: [hamilton.ca/WasteCollectionSafety](http://hamilton.ca/WasteCollectionSafety)



### Keep Safe and Separate Sharp Waste

Needles hidden in garbage bags and blue boxes can pose serious injury to waste collection workers. Safely dispose of needles at a designated drop-off location only.



For information on how to safely dispose of needles, visit: [hamilton.ca/WasteCollectionSafety](http://hamilton.ca/WasteCollectionSafety)



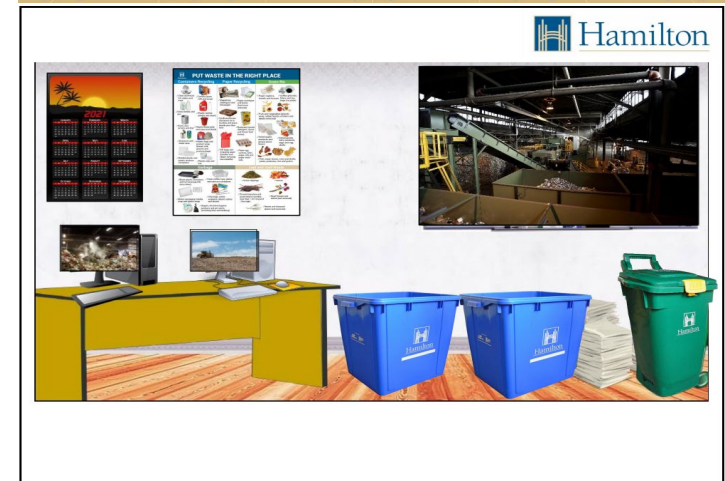


# Promotion and Education

## School Virtual Presentations

- During COVID, virtual presentations were developed to continue education program of students
- Implemented in October 2021 and 37 classes participated in the first 3 months
- As of May 31, 2022: 148 classes (~3,300 students) signed up to participate in 2022
- Virtual presentations will continue to be offered when/if live presentations may begin again at CCF

### Welcome to Our Virtual Classroom





**Operations Update**  
**2020 SWMMP Action Item**  
**Waste Diversion at Special Events**  
Item 7.2 (d)

# Waste Diversion at Special Events

## 2020 SWMMP Action Item

- Review current SEAT process and policies
- Increase support for waste diversion at City supported special events
- Expand program to include smaller events
- Hold event organizers more accountable

## Completed Work

- Multi-divisional working group established
- Current policies reviewed
- Servicing gaps and operational challenges identified
- Impact of reducing single-use plastics has been assessed
- Pilot program established to inform potential program changes

# Waste Diversion at Special Events

## 2022 Pilot

- Goal is to determine how to best support smaller special events
- Staffed waste sorting stations will be piloted to measure impact. These will be staffed by City Co-op students and volunteers provided by events
- Roll-off containers will be used to measure effectiveness at smaller events
- Program changes planned to be in place for 2023 festival season
- Staff report in PWC in Q1, 2023 with program recommendations





# General Information/Other Business

Waste Management Advisory Committee

End of Term Roles and Responsibilities

Item 10.1

# Waste Management Advisory Committee

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

- (g) That all established Advisory Committees prepare prior to the end of each term of Council a detailed Roles, Responsibilities and Expectations of New Members, to be available to potential applicants during the recruitment process

## Roles & Responsibilities

- WMAC information package shall include:
  - WMAC Terms of Reference
  - WMAC mandate and activities