



City of Hamilton
WASTE MANAGEMENT
SUB-COMMITTEE
AGENDA

Meeting #: 24-001
Date: February 12, 2024
Time: 1:30 p.m.
Location: Room 264, 2nd Floor, City Hall (hybrid) (RM)
71 Main Street West

Jessica Versace, Legislative Assistant (905) 546-2424 ext. 3993

	Pages
1. APPROVAL OF AGENDA	
(Added Items, if applicable, will be noted with *)	
2. DECLARATIONS OF INTEREST	
3. APPROVAL OF MINUTES OF PREVIOUS MEETING	
3.1 September 29, 2023	3
4. COMMUNICATIONS	
5. DELEGATION REQUESTS	
6. DELEGATIONS	
7. STAFF PRESENTATIONS	
7.1 Asset Management Plan	8
7.2 2023 Waste Year in Review	14
7.3 2024-2025 Waste Management Guide	17
7.4 Green Bin Participation Study	19

7.5	Blue Box Transition Update	27
7.6	Promotion and Education Update	30
7.7	Solid Waste Management Master Plan	39
8.	CONSENT ITEMS	
9.	DISCUSSION ITEMS	
9.1	Waste Management Terms of Reference	46
	Note: Amended by Council on December 13, 2023	
10.	MOTIONS	
11.	NOTICES OF MOTION	
12.	GENERAL INFORMATION / OTHER BUSINESS	
13.	ADJOURNMENT	



Hamilton

WASTE MANAGEMENT SUB-COMMITTEE MINUTES 23-003

Friday, September 29, 2023

9:30 a.m.

Room 264, 2nd Floor

City Hall, Hamilton

Present: Councillor M. Francis (Chair)
Councillor A. Wilson (Vice Chair)
Councillor M. Tadeson
Kevin Hunt

**THE FOLLOWING ITEMS WERE REFERRED TO THE PUBLIC WORKS
COMMITTEE FOR CONSIDERATION:**

FOR INFORMATION:

(a) APPROVAL OF THE AGENDA (Item 1)

The Committee Clerk advised of the following changes to the agenda:

3. APPROVAL OF MINUTES OF PREVIOUS MEETING

3.1 June 23, 2023

8. CONSENT ITEMS

8.1 2020 Solid Waste Management Master Plan Action Items (2021-2025 Progress)

(Tadeson/A. Wilson)

That the Agenda for the September 29, 2023 meeting of the Waste Management Sub-Committee be approved, as amended.

CARRIED

(b) DECLARATIONS OF INTEREST (Item 2)

There were no declarations of interest.

(c) APPROVAL OF MINUTES OF PREVIOUS MEETING (Item 3)**(i) June 23, 2023 (Item 3.1)****(Hunt/A. Wilson)**

That the Minutes of the June 23, 2023 meeting of the Waste Management Sub-Committee be approved, as presented.

CARRIED**(d) DELEGATION REQUESTS (Item 5)****(Tadeson/Hunt)**

That the following Delegation Requests be approved, for today's meeting:

- (i) Various Delegation Requests Respecting Item 7.8 Solid Waste Management Master Plan (Item 5.1)**
 - (a) Scott Gate with Collective Resources, respecting present alternative waste diversion program including landfill reclamation and an enhanced circular economy (for today's meeting)**
 - (b) Brett Hooton with Tallgrass Energy, respecting alternatives to traditional landfill programming with an enhanced emphasis on the circular economy (for today's meeting)**
 - (c) Jeff Black with Collective Resources, respecting the future of solid waste programming, landfill remediation, and an enhanced circular economy (for today's meeting)**

CARRIED**(e) DELEGATIONS (Item 6)**

- (i) Ankur Sagar with Relectra Energy Inc., respecting a Municipal Solid Waste Solution Proposal (Approved at the June 23, 2023 Meeting) (Item 6.1)**

Ankur Sagar with Relectra Energy Inc., addressed the Committee respecting a Municipal Solid Waste Solution Proposal, with the aid of a PowerPoint presentation.

- (ii) Various Delegation Requests Respecting Item 7.8 Solid Waste Management Master Plan (Item 5.1)**

(A. Wilson/Tadeson)

That Scott Gate with Collective Resources, Brett Hooton with Tallgrass Energy, and Jeff Black with Collective Resources be permitted to combine their presentation and be granted an additional 10 minutes, beyond the 5-minute time limit, to complete their delegation respecting item 7.8 Solid Waste Management Master Plan.

CARRIED

The following delegations addressed the Committee respecting Item 7.8 Solid Waste Management Master Plan, with the aid of a PowerPoint presentation:

- (a) Scott Gate with Collective Resources
- (b) Brett Hooton with Tallgrass Energy
- (c) Jeff Black with Collective Resources

(Hunt/A. Wilson)

That the following delegations be received:

- (i) Ankur Sagar with Relectra Energy Inc., respecting a Municipal Solid Waste Solution Proposal
- (ii) Various Delegation Requests Respecting Item 7.8 Solid Waste Management Master Plan
 - (a) Scott Gate with Collective Resources
 - (b) Brett Hooton with Tallgrass Energy
 - (c) Jeff Black with Collective Resources

CARRIED

(f) STAFF PRESENTATIONS (Item 7)

(i) City-Wide Litter Review (Item 7.1)

Angela Storey, Director of Waste Management, addressed the Committee, respecting the City-Wide Litter Review, with the aid of a PowerPoint presentation.

(ii) Hazardous and Special Waste (Item 7.2)

Rob Conley, Manager of Recycling and Waste, addressed the Committee, respecting Hazardous and Special Waste, with the aid of a PowerPoint presentation.

(iii) Closed Landfill Monitoring (Item 7.3)

Rob Conley, Manager of Recycling and Waste Disposal, addressed the Committee, respecting Closed Landfill Monitoring, with the aid of a PowerPoint presentation.

(iv) Waste Diversion at Special Events (Item 7.4)

Ryan Kent, Manager of Waste Policy and Planning, addressed the Committee, respecting Waste Diversion at Special Events, with the aid of a PowerPoint presentation.

(v) Business Recognition and Education (Item 7.5)

Ryan Kent, Manager of Waste Policy and Planning, addressed the Committee, respecting Business Recognition and Education, with the aid of a PowerPoint presentation.

(vi) Blue Box Transition Update (Item 7.6)

Ryan Kent, Manager of Waste Policy and Planning, addressed the Committee, respecting Blue Box Transition Update, with the aid of a PowerPoint presentation.

(vii) Promotion and Education Update (Item 7.7)

Ryan Kent, Manager of Waste Policy and Planning, addressed the Committee, respecting Promotion and Education Update, with the aid of a PowerPoint presentation.

(viii) Solid Waste Management Master Plan (Item 7.8)

Ryan Kent, Manager of Waste Policy and Planning, addressed the Committee, respecting Promotion and Education Update, with the aid of a PowerPoint presentation.

(ix) Strategic Planning Updates (Item 7.9)

Ryan Kent, Manager of Waste Policy and Planning addressed the Committee, respecting Strategic Planning Updates, with the aid of a PowerPoint presentation.

(Tadeson/A. Wilson)

- (a) That the staff presentations respecting the following matters, be received:

- (i) City-Wide Litter Review (Item 7.1)**
- (ii) Hazardous and Special Waste (Item 7.2)**
- (iii) Closed Landfill Monitoring (Item 7.3)**
- (iv) Waste Diversion at Special Events (Item 7.4)**
- (v) Business Recognition and Education (Item 7.5)**
- (vi) Blue Box Transition Update (Item 7.6)**
- (vii) Promotion and Education Update (Item 7.7)**
- (viii) Solid Waste Management Master Plan (Item 7.8)**
- (ix) Strategic Planning Updates (Item 7.9)**

CARRIED

- (g) 2020 Solid Waste Management Master Plan Action Items (2021-2025 Progress) (Item 8.1)**

(Hunt/A. Wilson)

That the 2020 Solid Waste Management Master Plan Action Items (2021-2025 Progress), be received.

CARRIED

- (h) ADJOURNMENT (Item 14)**

(Tadeson/Hunt)

That there being no further business, the Waste Management Sub-Committee, be adjourned at 11:26 a.m.

CARRIED

Respectfully submitted,

Councillor M. Francis, Chair
Waste Management Sub-
Committee

Aleah Whalen
Legislative Assistant
Office of the City Clerk



Asset Management Plan

Item 7.1

Asset Management Plan

Regular updating of Asset Management Plans 

Asset Management Policy
PW19053



2019

Information Report
PW22037



JULY 1, 2022



Asset Management Plan: Non-Core Assets

- All remaining assets
- Current Levels Of Service with cost to maintain

JULY 1, 2024

JULY 1, 2025

Asset Management Plan: Core Assets PW22048

- Transportation
 - (Roads, Engineered Structures)
- Water Works
 - (Water, Wastewater, Stormwater)
- Current Levels Of Service with cost to maintain

Proposed Levels Of Service and Financial Strategy Completed

Asset Management Plan

Where We've Been

- To meet the timelines on the prior slide
- Cross departmental working group between Corporate Asset Management and Waste Management
- Staff participated in mandatory training related to Asset Management and completed tasks to be utilized in the preparation of the Waste Asset Management Plan



Asset Management Plan

What Is In the Plan

Background and Registry

What service are we providing and how long have we provided it?
What do we own?

Who are our customers?
Present/Future
Registry Measures
(Condition, Age, expected life, replacement cost)

Life-Cycle

How do we manage these assets?

Acquisitions,
Operate,
Maintain, Renew
and Disposals

Demand

Who wants to use our service?
What pressures will we face?

Current Demand
and future demand

Climate Change

How will climate change affect how we manage our assets?

What mitigation/adaptation strategies will we utilize and what demands/risks will we encounter?

Asset Management Plan

What Is In the Plan

Risk Management

How do we manage current and future risks?

Financial, Environmental, Human Safety, Reduction of Service, Legal/Reputational, Cultural/Social Outcomes

Levels of Service

What are the expectations and how are we delivering on those expectations?

Customer Levels
Technical Levels of service

Financial Plan

What is our 'financial' health and how does it look in the future?

Long-term Financial Plan

3 Key Financial Indicators
(Renewals, Operating, Debt)

Continuous Improvement

What are our plans to get better?

What do we plan to do?
Who's doing it?
For how much?
When will it be done by?

Asset Management Plan

Next Steps

- Presented to GIC for approval with other Asset Management Plans (Hamilton Police Service and Parking) on December 6th, 2023 - PW23073
- After approval of the AM Plan from Council, Corporate Asset Management will begin to work with staff on identified Continuous Improvement items.
- Asset Management is a Journey, and each iteration will improve – Plans will be updated Regularly
- Better Understand Asset Lifecycle Needs (i.e. the right treatment at the right time, not just doing what we can because of budget availability etc.)
- Update Asset Management Plans for Future Level of Service by July 1, 2025
- Working with Waste Management to Align Future LOS to Solid Waste Management Master Plan



2023 Waste Year in Review

Item 7.2

Year in Review

 0.7%

43.5%

**Residential Waste
Diversion Achieved**

 1.3%

123,352

Landfill Tonnes
Residential garbage
and residue from
processing facility

 2.6%

19,810

Tonnes
Green Cart
materials

 2.3%

32,497

Recycling Tonnes
Materials sent to end
markets from Blue Box
program and Community
Recycling Centres

 5.5%

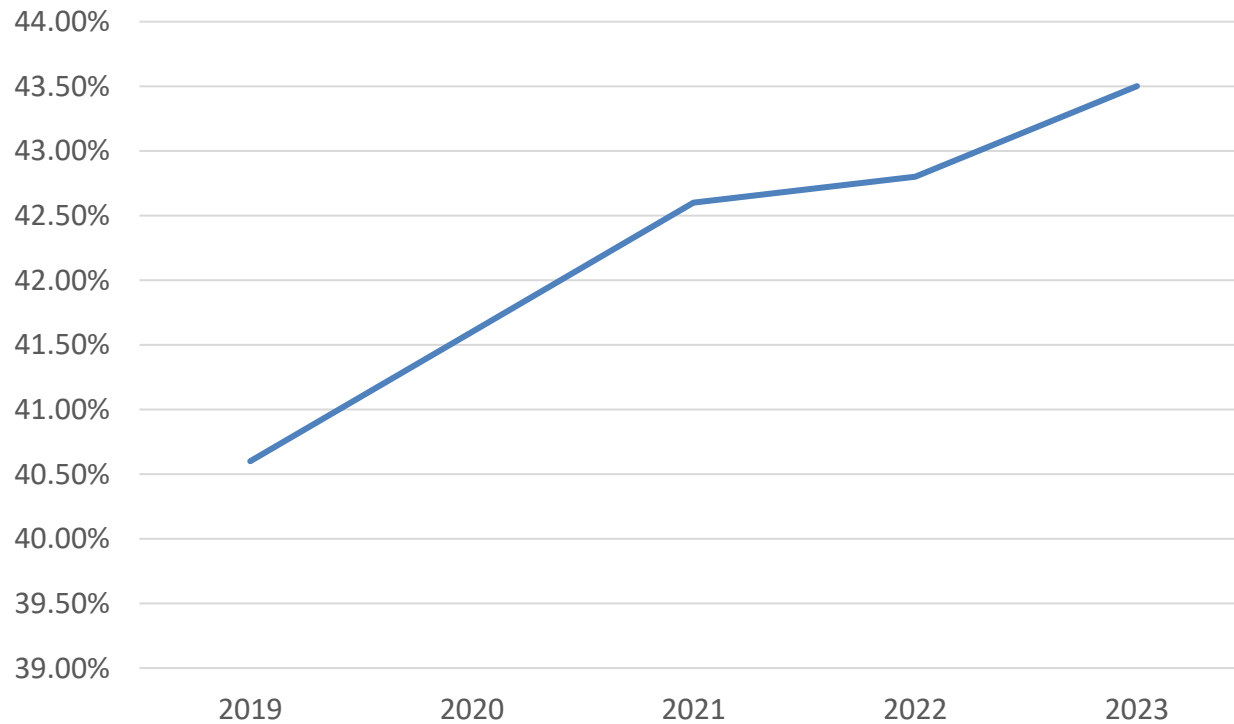
28,688

Tonnes
Leaf and
Yard Waste



Year in Review

Hamilton Waste Diversion





2024-2025 Waste Management Guide

Item 7.3

2024-2025 Waste Management Guide

- 2024-2025 Waste Management Guide has been reduced from a 36-page calendar to an eight-page foldout
- Change was required to reduce costs and impact on the operating budget (savings of \$40,000)
- Guides to be received by March 8th
- 12 green trash tags



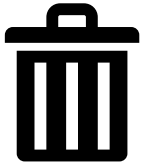


Green Bin Participation Study

Item 7.4

Green Bin Participation Study

Background



- 2022 Waste Composition Study: 43.5% capture rate of green bin material from Hamilton single-family homes (comparable municipalities 55% to 61%)



- Hamilton Solid Waste Management Master Plan guiding principle #2: “The Glanbrook landfill is a valuable resource, and the City must optimize the use of its disposal capacity to ensure that there is a disposal site for Hamilton’s residual materials that cannot be otherwise diverted.”



- Provincial Food and Organic Waste Policy Statement target: 70% capture rate of organics (including yard waste) from single-family homes

Green Bin Participation Study

Objectives

- Identify causes and barriers that prevent individuals from participating in the City's green bin program
- Identify what would assist or motivate residents to participate
- Gather feedback and insights, and develop recommendations to:
 - ✓ increase participation rates
 - ✓ address identified barriers
 - ✓ improve program effectiveness



Green Bin Participation Study

Methodology

- Six focus groups (three in-person, three virtual) with a total of 54 participants
- Two focus groups in each knowledge level:
 - Not knowledgeable
 - Somewhat knowledgeable
 - Very knowledgeable
- Focus groups held in October 2023

Green Bin Participation Study

Results

- Respondents had accurate knowledge of the program
 - Understood that yard waste was no longer accepted in the green bin
- Most common sources of program information:
 - Website – different levels of ease using the City’s website
 - Waste app – users said it was relatively easy to use and like the item search feature
 - Waste calendar - most reported the calendar is easy to understand and informative
 - Other people
 - Info provided on the bins (hot stamps)

Green Bin Participation Study

Participant Recommendations

- Provide more detailed information to residents on:
 - Composting process and operations
 - Results of the program, i.e. analysis of costs vs. benefits, who gets the compost, etc.
 - Green bin compost vs. yard waste compost
- Make program participation easier by:
 - Providing compostable kitchen bin liners
 - Providing bins with locks
 - Providing smaller green bins
- School education
 - Focus on children that can bring home information to their parents

Green Bin Participation Study

Participant Recommendations (cont'd)

- Provide incentives and disincentives to motivate participation:
 - Reward top participants
 - Have competition between municipalities or communities within Hamilton
- Improve access for buildings, hospitality and public event spaces
- Investigate bi-weekly garbage and / or green bin collection
- Provide drop-off centers or community bins for residents who have too much organic waste or are concerned about the smell

Green Bin Participation Study

Next Steps

- Evaluate participant recommendations
- Develop a plan to increase green bin participation based on recommendations
 - Include what items can be implemented with current resources and what items require additional resourcing
- Provide update to Waste Management Sub-Committee on plan
- Implement items with current resources in 2024
- Include in 2025 budget request unfunded items (if any)
- Monitor impact with waste composition studies planned in 2025



Blue Box Transition Update

Item 7.5

Blue Box Transition Update

- On April 1, 2025, the financial and operating responsibility of collecting and managing blue box material from “eligible” properties in Hamilton will be passed on to producers
- Eligible properties include:



single-family homes



seasonal dwellings



multi-unit residential
buildings



public & private
schools



specified retirement &
long-term care homes



specified public
spaces

Blue Box Transition Update

- Eligible properties do not include:
 - Municipal buildings
 - Businesses
 - Places of worship
- A report will be coming forward to Public Works Committee (currently scheduled for April 2nd) to determine if the City will continue providing Blue Box service during the transition period – April 1, 2025, to December 31, 2025
- Staff have developed a Communication Plan that will be implemented in 2024 to keep stakeholders up to date
- Staff will bring a report to Public Works Committee later this year to determine if the City will continue to collect blue box material at depots



Promotion and Education Update

Item 7.6

Promotion and Education Update

Off-Campus Student Housing Education

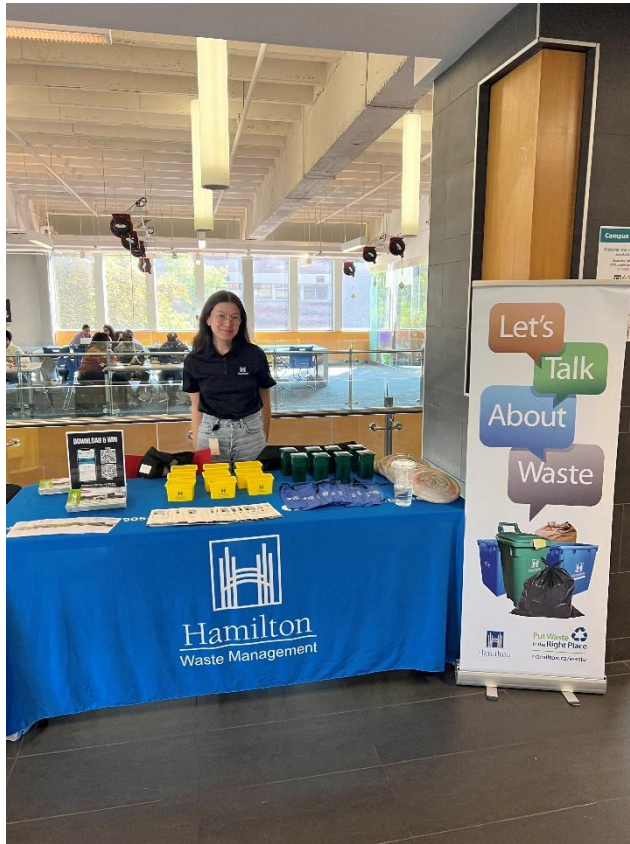
- Staff introduced campaign to educate McMaster and Mohawk students moving in to off-campus housing on proper waste management practices
- Noticeable improvement of students throughout the fall
- January has seen issues arise around McMaster again requiring Waste By-law to make regular visits again to:
 - Re-educate with postcards and calendars
 - Issue orders to students and landlords

Promotion and Education Update

Off-Campus Student Housing Education

- Education campaign will continue in 2024 and focus on educating students moving out of off-campus housing
- Staff are working with both schools on 2024 campaign commencing in March and to include:
 - Posts on social media from City and schools
 - Ads on transit shelters around both campuses
 - Posters and booths on McMaster campus
 - Education piece i.e. a postcard, mailed / delivered to houses confirmed as off-campus housing

Promotion and Education Update



Promotion and Education Update

Waste Reduction Week Open House

- To celebrate Waste Reduction Week, staff hosted an open house at the City's Central Composting Facility and Material Recycling Facility on Saturday, October 21st from 9:00 am – 12:30 pm
- There were 90 attendees with a range of ages
- Staff received positive feedback from attendees and will be hosting the next open house on April 20th to celebrate Earth Day

Promotion and Education Update



Promotion and Education Update

Education Campaigns

- Late 2023 – Safety campaign on Weight Limits
- Q2 2024 – Litter reduction campaign to include:
 - Social media posts and reel
 - Print, digital and radio advertisements, potentially television

Heavy Waste will be Left in Place

Follow the curbside **weight limits** to reduce injuries to waste collection workers.



 Hamilton

Promotion and Education Update

Stay Safe, Leave Space

when driving behind a
Waste Collection truck.



Clear a Safe Space for your Waste



Remove snow and place bins close to the curb without blocking the sidewalk or road.



Promotion and Education Update

Keep Safe and Separate Sharp Waste

Sharp objects hidden in garbage bags and blue boxes can pose serious injury to waste collection workers.

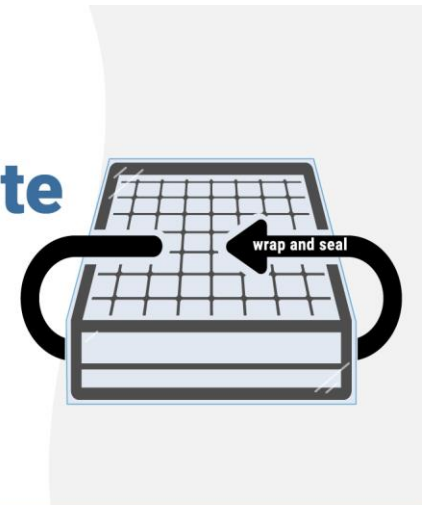
Separate, box and label your sharp household waste and place on top or beside your garbage bag.



Keep Safe, Wrap All Mattress Waste

All mattresses and all box springs must be wrapped and sealed for bulk collection.

Help us keep our Waste Collections Operators safe by wrapping any additional items with evidence of bed bugs and/or bio-hazardous materials (i.e. bodily fluids) in plastic.



For information on how to safely dispose of bulk waste visit: hamilton.ca/bulk





Solid Waste Management Master Plan

Item 7.7

Solid Waste Management Master Plan

- Scope of work for next Solid Waste Management Master Plan has been developed so that a Request for Proposal can be released following approval of capital budget
- Project Milestones:
 - Request for Proposal to be released in March
 - Work to be awarded in July
 - Work to be completed by end of February 2025
 - Report planned to go to Public Works Committee in April 2025

Solid Waste Management Master Plan

2020 Solid Waste Management Master Plan Action Items Progress

Work not Started - ✘






Work in Progress - 

Work Completed - ✓



Item	Description	Status	Notes
1	Policies on inter-municipal partnerships	✓	Establish a policy that clearly defines ability of staff to engage in partnerships with other municipalities.
2	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.
3	Increased curbside enforcement	✓	Project resulted in a combination of proactive and reactive enforcement strategies (i.e. on demand and complaint driven); Adjustment in staff structure; change in data reporting and creation of priority levels.
4	Update single-family waste audit methodology	✓	Update methodology to provide more accurate and useable data. Audit completed in fall of 2022 with new methodology.

3



Solid Waste Management Master Plan

Item	Description	Status	Notes
5	Development options for Material Recycling Facility (MRF)		Determine most effective use of property post blue box transition. Review ongoing on Corporate facility requirements.
6	Waste performance metrics and related policies		Metrics for waste diversion and single-family and multi-residential capture rate of organics presented to WMSC on June 23 rd . Landfill life and annual consumption being drafted. Metrics to be confirmed through SWMMP process.
7	Construction and demolition (C&D) waste program		Municipal scan complete, feasibility study/pilot for C&D to be completed.
8	Existing program improvements		Focus on improving business recognition, waste diversion at special events & school education. School education and diversion at events complete. Business recognition Q2, 2024
9	Trash tag program		Reviewing current program to identify efficiencies and opportunities. Waste audits currently happening.





Solid Waste Management Master Plan

Item	Description	Status	Notes
10	Preparation for next waste collection contract (2028)		Investigate efficiencies and innovations for waste collection that could be included in next waste collection contract i.e. automated collection. Garbage cart feasibility study has commenced.
11	Green procurement		Waste staff to contribute to development of internal policies supporting green procurement. Federal regulation to act as a guide.

Solid Waste Management Master Plan

Item	Description	Status	Notes
1	Multi-Residential data gathering	✓	Waste audit and pilot concluded in 2021, resident survey completed. Follow-up audit conducted in 2022 and results finalized. Recommendations for program improvements presented at June 23 rd WMSC. Program implementation in 2024
2	Waste design requirements	✓	Revised policy approved by Council in November 2021
3	Single-use plastic (SUP) strategy		Strategy approved by Council, implementation began in 2021 to complete action items. Staff maintaining knowledge or, and commenting on, federal regulation updates.
4	Route optimization software		Phases 1, 2 & 3 complete resulting in GIS based routes and route management system. Draft report completed, rollout to commence in Q2, 2024.

Solid Waste Management Master Plan

Item	Description	Status	Notes
5	Blue box transition		Transition scheduled for April 1, 2025; transition tool and roadmap developed. Reports to come to PWC in 2024 to decide on servicing.
6	Central Composting Facility capacity (CCF)		Staff exploring options for the future of the organics management. Report on options for processing organics complete, evaluation of options to be completed by end of 2024.
7	Transfer Station/Community Recycling Centre Capacity		Feasibility of new or expanded facility as current facilities will soon surpass capacity. Staff studying potential locations and determining cost of available land.
8	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.

**REVISED Appendix 'A' to Report FCS22055
Amended by Council on December 13, 2023**



Hamilton

TERMS OF REFERENCE

Waste Management Sub-Committee

(Formerly the Waste Management Advisory Committee)

1. INTRODUCTION

1.1 Committee Name

Waste Management Sub-Committee (WMSC)

1.2 Statement of Purpose

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

1.3 Committee Mandate

The mandate of the Waste Management Sub-Committee shall be to:

- a) Give overall guidance and direction during the implementation and maintenance of the City's long-term Solid Waste Management Master Plan,
- b) Give overall guidance and direction during the preparation and implementation of other solid waste management initiatives; and
- c) Advise Council through the Public Works Committee of the progress and to receive feedback, advice and direction, as appropriate.

1.4 Accountability

- a) WMSC is a Sub-Committee that advises Council through the Public Works Committee.
- b) Members of the WMSC are responsible for complying with the Procedural By-law and the Advisory Committee Handbook.

**REVISED Appendix 'A' to Report FCS22055
Amended by Council on December 13, 2023**

2. COMMITTEE STRUCTURE

2.1 Membership

The Waste Management Sub-Committee shall be comprised of up to **six (6)** members, as follows:

- a) Up to three members of City Council; and
- b) **Three (3) citizen members**

2.2 Attendance and Vacancies

If a member is absent for three (3) meetings in a calendar year without approval from the WMSC, the member may be subject to replacement.

2.3 Term of Office

The membership term will coincide with the term of Council or until such time as successors are appointed by Council.

3. SUPPORT SERVICES

3.1 The City's Waste Management Division shall provide for the administrative costs of operating the Waste Management Sub-Committee, including the cost of meeting places and clerical support services.

3.2 The City's Waste Management Division shall provide the Waste Management Sub-Committee with reasonable access to the City's consultants and facility operators.

4. MEETINGS

4.1 The Waste Management Sub-Committee shall meet bi-monthly or at the call of the chair.