MINUTES
SWMMP Steering Committee Meeting #03-08
Wednesday, May 21st, 2008
Hamilton City Centre, 320B
2:00 p.m. to 3:15 p.m.

Present:
Councillor Maria Pearson
Councillor Chad Collins
Beth Goodger, Director, Waste Management Division
Blair Smith, Manager of Waste Collection, Waste Management Division
Craig Murdoch, Manager of Waste Disposal, Waste Management Division
Pat Parker, Manager of Solid Waste Planning, Waste Management Division
Andrea Ciparis, Administrative Secretary, Waste Management Division
Peter Hutton, Waste Reduction Task Force Member

Regrets:
Councillor Lloyd Ferguson
Councillor Russ Powers

1. Adoption of Agenda
The agenda was adopted as presented (moved by Councillor Collins, seconded by Councillor Pearson). CARRIED

2. Approval of Minutes of Previous Meeting from April 9th, 2008
The minutes were adopted as presented (moved by Councillor Collins, seconded by Councillor Pearson). CARRIED

3. Waste Management Corporation of Canada - Contract Audit
Beth Goodger gave an overview of the audit of the Waste Management of Canada Corporation (WMCC) contract recently completed by Internal Audit. The audit included a review of the of the City's management of the contract and WMCC's compliance with the contract terms for the operation of the City's transfer stations, leaf and yard waste composting facility and landfill site.

Beth Goodger indicated that the audit showed that the contract was managed adequately. Some of the areas of non-compliance related to activities that occurred prior to 2001 when the City was formed. There has been a number of staff changes since the contract began in 1996. The audit noted that operational “best” practices have changed over the ten (10) years of the contract and that future Requests for Proposals (RFP) should ensure that current standards are updated. Beth indicated that terms have been added in the RFP that has been recently issued as a result of the best practices review that was completed as part of the Transfer and Disposal Review.

The audit reviewed compensation to the contractor and found that there was an overpayment to WMCC in the amount of $117,000 as a result of an incorrect calculation in escalation rates. Previous practice was that Financial and Disposal staff reviewed the information. WMCC has agreed to pay back the overpayment. Craig Murdoch indicated we should be receiving the funds shortly. Beth indicated that management responses are included in the report and staff have worked with Corporate Finance to have an extra check and balance internally.

WMCC was found to be in compliance with required WSIB forms, however, the City’s records did not have the information on file. As of April, WMCC will be submitting WSIB certificates with monthly invoices and Waste staff will review record retention as documentation is saved on microfiche and kept on file. Craig Murdoch indicated that documents are scanned and placed electronically on the
Annual performance reviews are to take place no later than ninety (90) days following each calendar year. Though staff meets monthly, it is suggested that there still be an annual performance appraisal. Staff will have monthly check-ins and yearly performance documented.

A report on the results of the audit will be going to the Audit and Administration Committee on June 4, 2008 and staff will be present at the Committee meeting should anything need to be clarified.

4. Transfer and Disposal System Review Update

Craig Murdoch made a presentation on the Transfer Station and Disposal System Review. A report to the June 2nd Public Works Committee will address the recommendation to close the Transfer Stations to the public and businesses on statutory holidays (public holidays) as staff found they were underutilized and there is a potential cost savings. Craig added that the revised operating days outlined in the report has been included in the Request for Proposals (RFP). The RFP was issued on May 5th and closes on June 26th with one (1) addendum sent out and no questions so far. This is a good indication of the quality of the document. All facilities were reviewed along with the hours and days of operation. For the review, staff looked at large municipalities to compare Hamilton to and only found one (1) municipality (Region of Niagara) that was open on holidays, all other municipalities closed their facilities on statutory holidays.

Craig explained that as part of the report, staff cannot provide a definite savings as we currently pay a per tonne rate as a lump sum and the cost of labour and equipment can not be broken out. For the purposes of the report, an estimated savings is provided using a variety of assumptions. The report contains an estimate of $50,000 per year in savings.

In reviewing historical Transfer Station and Community Recycling Centre usage, Family Day does not show much reduction as most businesses operated as did our collection crews. The recommended implementation date is the start of the new contract in January 2010.

Councillor Pearson asked if there is a reason to implement before 2010. Staff responded no as we would still be paying for services to the current contractor and therefore it would be no benefit to the City.

Beth Goodger noted that as we move along through the RFP process that all communications are to go through the buyer, Nadine Kelly. Included in the document was a no lobbying clause once the evaluation process begins.

5. Diversion Options Implementation Update

Pat Parker presented a comparison table of quantities of waste handled by the City's programs as per Councillor Ferguson’s request at the April meeting. Waste generated was up 2,000 tonnes; organics was up 2,000 tonnes (and represents close to 10% at this time); blue box is roughly the same as last year; and waste to landfill is slightly down. Councillor Collins asked what the diversion rate is. Pat replied that the total is up from 35% to 37% for the 1st quarter and noted Pat noted that the 1st quarter is usually lower as there is no leaf and yard waste at that point. Beth indicated that the table will be revised based on the input for the next update.

Pat Parker presented the Multi-Residential Green Cart roll-out update chart and advised that 362 small buildings have been added to the program, increasing to 76% complete for small buildings and at 6% complete for all buildings. A second table will be added to the chart once we begin rolling out green carts to medium sized buildings.

Blair indicated there have been no operational issues or complaints with the roll-out as the students have been working with the Customer Service Co-ordinators.
Pat reported that participation has been good, set out is fairly consistent; green carts are being used and the quality of the material being set is satisfactory.

Councillor Collins questioned staff if we go door to door, etc. talking to residents. Pat replied that the students go to three (3) buildings per day and try to knock on doors if they can and talk to superintendents where they can.

Beth informed the committee that workshops/meet and greet sessions will be held for medium and large buildings.

Beth noted that the communication materials are in the process of being updated for the medium and large buildings. Small buildings are similar to curbside so they receive the same materials as homeowners.

Beth indicated that staff received the results of the multi-residential telephone survey and learned information to assist us in our programs and in dealing with residents. Beth and Pat noted that a larger proportion of residents are living in apartment buildings for a longer period of time (on average 17 years) and demographically the majority of residents are seniors. An update on the results will be provided at a future meeting.

Councillor Collins asked about green carts for condominiums and City housing. Pat responded that some townhouses were completed during the initial roll-out if they received curbside garbage collection. Others will be completed as they fit into the phases of the roll-out schedule. Pat added that staff is trying to work with the housing authority to see if some of the housing authority properties can be rolled out earlier. The management is in agreement but some of the superintendents are not supportive of the program.

Councillor Collins asked staff if they could look into providing green carts for 10 St. Andrew’s as he’s had a resident on the outside of the complex who has contacted his office and is wanting to participate in the program. Pat responded that staff is delivering the program based on collection service and indicated that bin service properties will be a later phase in the roll-out. Councillor Pearson commented that we may end up with residents on the inside of the complex dumping if they know residents on the outside of the complex get to participate.

Peter Hutton indicated that his building doesn’t fill a garbage bin. Blair Smith responded that Peter’s building may need to have bag collection instead and that each location needs to be reassessed to see if they go from a 6 cubic yard bin to 3 or to street collection.

Staff was requested to inform the Councillors when roll-out the green cart to larger buildings begins so they can alert avid recyclers in the building or area.

6. Waste Reduction Task Force Update

Peter Hutton informed the Committee that the Waste Reduction Task Force is meeting tonight. He outlined three (3) items for discussion:

1) Progress on the 19 master plan recommendations - where progress is and isn’t being made
2) Battery recycling - trying to establish a volunteer drop-off; how it would work once batteries are dropped off and how would they be moved - Task Force members have contacted grocery stores to inquire about drop-off bins at their locations
3) A date for a joint meeting between the Steering Committee and Task Force, potentially before the end of June

Councillor Pearson indicated that Staples and cell phone stores have drop-off bins for cell phone batteries. Craig Murdoch noted that a lot of stores already take rechargeable batteries but the problem is with disposable batteries as you need to be a waste hauler to remove them. Pat Parker informed the committee she has referred companies directly to the Rechargeable Battery Recycling Corporation (RBRC). Peter remarked that the Task Force want to make it easy for residents to
dispose of their batteries but he cautioned if this is the best thing to do in the long run. Peter commented that some of the Task Force members think there may be exemptions to legislation that allow for the transport of small quantities of batteries and the Task Force will be asking staff to look into this. Pat Parker indicated that in Ontario they are seeing organizations being charged by the Ministry of Environment in the EBR notices they receive. Craig Murdoch advised that a school was charged and fined last year by the MOE for collecting used batteries.

A battery collection program was discussed and there is a cost for providing such a program as previously reported in an information update to Council. Staff will follow up on the new rules and regulations on battery recycling and report their findings at the June Steering Committee meeting.

7. Glanbrook Landfill Operations Update

Craig Murdoch informed the committee that tomorrow night there will be an open house at the Glanbrook landfill to get public feedback on an amendment of the Certificate of Approval to accept soil cover material with all of Ontario as the service area. This is with regard to the importation of soil for daily cover at the site since there is a deficit of soil. The use of soil for daily cover cuts down on water infiltration, birds and odour at the landfill. Currently, we are only allowed to use material that comes from within the limits City of Hamilton and have to turn down requests from areas outside of the city willing to provide materials for coverage.

Craig Murdoch reported that the City will be holding a public open house to tour the Glanbrook landfill on Saturday, June 21st. Displays will be set up and school buses will be taking the public on a tour of the landfill showing them the landfelling process, windrow composting system and leachate system. Craig/Pat to send Councillor Pearson information on the landfill open house for her monthly newspaper article.

Craig Murdoch reported there is 27 years of remaining landfill capacity based on current diversion rates. Craig noted that landfill life ranges from 27 to 65 years dependent on when we reach our 65% diversion rate. This is calculated periodically based on actual quantities landfilled and current survey information.

8. Other Business

Beth Goodger advised the committee that Garda Security is currently in contract negotiations and we are continuing to monitor the situation. Waste staff don’t foresee any impact on Community Recycling Centre or Transfer Station Operations but will update Council should the need arise.

Pat Parker informed the committee that the Waste Management Division will alternating public open houses from year-to-year between the landfill, MRF and CCF as it is too costly to do all of the events in the same year as the events require a significant amount of planning and implementation.

Pat Parker reported that the three (3) compost giveaways have gone well with 200 tonnes of compost distributed on May 10th and 17th and 100 tonnes to be given out at the May 24th event. Next year staff will not advertise an end time for the events and it was noted that the Hamilton Spectator published an incorrect start time of 8:00 a.m. for the events. Donations for Food Share from the first compost giveaway totalled $1,300 with no update as of yet for the second event. Councillor Pearson suggested that staff publish what was received in Food Share donations.

Councillor Pearson indicated that a constituent was not happy with the Stoney Creek event as all the compost was gone when they arrived. Pat Parker explained that staff walked the line of cars to inform residents that we were out of compost.

Councillor Pearson asked if any complaints have been received with the closing of Hotz on Lottridge as she is meeting with a constituent who has several containers of oil to dispose of. Craig Murdoch indicated that we haven’t had any problems at the location, and advised that the first Saturday twenty (20) people showed up and after that about five (5) residents have shown up. A security guard has been on site on Saturdays so residents don’t dump items at the locked gate. There is also a sign
posted on the site informing residents that the location is no longer a City of Hamilton depot and suggesting they can go to the Kenora CRC.

8. **Next Meeting: June 11th, 2008 in Room 320RH at the Hamilton City Centre**

The meeting was adjourned at 3:15 p.m. (moved by Councillor Collins, seconded by Councillor Pearson).