MINUTES
SWMMP Steering Committee Meeting #03-08
Wednesday, April 9th, 2008
Hamilton City Centre, 320B
10:00 a.m. to 11:50 a.m.

Present:
Councillor Maria Pearson
Councillor Lloyd Ferguson
Councillor Russ Powers
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 Chad Collins
Beth Goodger, Director, Waste Management Division

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

2. Approval of Minutes of Previous Meeting from March 12th, 2008
The minutes were adopted as presented (moved by Councillor Ferguson, seconded by Councillor Powers). CARRIED

3. Waste Reduction Task Force Update
Peter Hutton advised that the Waste Reduction Task Force is working on a review of the original recommendations and hopes to have it completed by the next Task Force meeting. He indicated there is a clear level of interest and activity within the membership which should be stable for the next 18 months. He noted that two (2) members will have to step down in January 2009 as they have met their six (6) year terms. Councillor Pearson was pleased with the letters of recognition the Task Force has been issuing to schools and businesses. Peter Hutton added that the Task Force has been working with teachers to get schools on board and break down the internal barriers.

The Task Force minutes from March 19, 2008 were received as presented (moved by Councillor Ferguson, seconded by Councillor Powers). CARRIED

4. Transfer and Disposal System Review Update
Pat Parker made a presentation on the Transfer & Disposal System Review. The key items were addressing how proponents bid Parts a, b and c; mandatory proponents’ meeting; proposal security $100,000 (letter of credit or certified cheque); alternative proposals; value added features and evaluation. Pat Parker indicated that the L&Y waste will have to be relocated for Stage 3 of the Landfill. Councillor Pearson asked if there could be a waste hauler that could dump it all. Craig Murdoch explained that all materials must be recycled and this is included in request for proposals. Councillor Pearson asked if the haulage charge is calculated on weight. Craig Murdoch replied that it’s set at pay by weight not by trip. Pat Parker informed the Committee that during the evaluation process that a bidder must score at least 800 on the technical evaluation for the financial envelope to be opened. With regard to internal costing, there will be a Public Works report for Monday, April 14th.
For the internal costing process of equipment and services, the team will get three (3) quotes with Council approval required only if the in-house submission is recommended. This was reviewed with Rick Male and Purchasing. Councillor Ferguson questioned obtaining quotes versus the normal method of tendering for anything over $100,000. Craig Murdoch responded that the quote method would work well when all the payers are known in the market, an example would be the landfill compactors with CAT, Alljohn and Bomag being the main manufacturers. He added that they would be procuring six (6) to eight (8) pieces of equipment with an approximate cost of $2 million. For the Transfer Stations the process is more involved as labour would require sixty (60) or more people, equipment, etc. Councillor Ferguson pointed out that through the internal costing process, all overhead costs must be determined and included in the calculations. Blair Smith informed the Committee that the overhead administrative staff costs are always counted in as a percentage of costs. Craig Murdoch added that the internal costing team has staff representing Finance, Purchasing and Legal so the team is made up of a broad spectrum of staff to insure all internal staff costs are included. Councillor Powers feels that if a tender can feasibly be completed in the time given, it should be the preferred approach, however if there’s limited time then the quotes should be obtained at the discretion of the Purchasing Department. Craig Murdoch informed the Committee that when we go to Council our prices have to be set. Staff will have a conversation with Rick Male regarding tenders and quotes before Council on April 14th. Pat Parker informed the Committee that we are still on schedule to issue the RFP the week of May 5th with it closing at the end of June with a report to Council in November. Pat Parker will send the Committee an electronic copy of the presentation. Councillor Powers added that if it’s confidential that the presentation can be sent to the Committee once it has been received by the in-house team. Craig Murdoch noted the RFP goes to print in two (2) weeks and so far six (6) companies have expressed interest.

5. Diversion Options Implementation Update

Pat Parker reported that a sample package of compostable liners from Biosak will be delivered to households (townhouses and homes) on Friday, April 11th by the Spectator distribution services. Should residents not receive the samples, supplies will be available at each of the Municipal Service Centres. Staff to ensure that each of the Councillors offices receive a box of samples.

Pat Parker distributed a spreadsheet on the Multi-Res green cart deliveries. The spreadsheet will be updated and provided monthly at the Steering Committee meetings. Staff is currently working on delivering to buildings in A1 Central. Since inception 274 buildings have received green carts. Councillor Ferguson asked if staff could define in the report small buildings (number of units), include all zones/wards, and that the program commenced in September 2007. Pat Parker indicated that small buildings are fifteen (15) units or less and to date, 63% of these buildings have been completed for green cart delivery with mid-size buildings to begin in June. Councillor Ferguson commented that this is a good news story to provide the Spectator. Pat Parker will have the spreadsheet updated to include the number of units and how many buildings have been completed for the May Steering Committee meeting. Councillor Ferguson asked staff if they were aware how many superintendents have refused to accept green carts. Pat Parker responded that staff will need to follow-up and the by-law will need to be amended before we can enforce as there are no green cart program requirements for Multi-Res buildings in the by-law. As for the blue box program, staff ensures containers are in place but it is presently the responsibility of the Ministry to enforce blue box recycling. Staff is working on a by-law amendment for later this year. Blair Smith added that we want to make sure residents and building owners are provided the tools and are educated before we enforce. Blair Smith will provide Councillor Ferguson with a collections map. Councillor Powers commented that he has seen a reduction in the number of garbage bags placed out in front of homes and has noticed more recycling and green carts being placed out. Pat Parker responded to Councillor Ferguson’s question if tonnage is down for garbage and indicated that waste generated is down overall. Blair Smith indicated that the number of calls appears to have decreased with the new contractor for recycling. The hope is tonnages will increase with the new contractor. When compared to last year at this time, the numbers for recycling are up. Councillor Pearson asked about
items placed out for bulk that weren’t collected and mentioned that blue boxes are being thrown in ditches on properties by the collection crews. Blair Smith will follow-up with staff to get this issue addressed. Pat Parker informed the Committee that staff track tonnages and meet monthly to review the information. Councillor Powers requested that the Committee be provided with an update semi-annually or quarterly. Pat Parker to provide tonnage information diverted by program for the first quarter and compared to last year at the May Steering Committee meeting.

Blair Smith provided an update on the MRF retrofit and advised it is coming along and is expected to be completed by the end of June, but is tight on the financial side. Approximately $700,000 was retained as contingency which represented 12% of the construction total. For a project of this nature where unknowns can be found anytime during construction and require additional expenses to rectify, a contingency of 15 or 20% would be reasonable. He noted staff is bringing the building up to code and the critical components required for safety/building code are being completed. In future staff will likely be coming forward with a request for additional funds to paint the building as it is expected that this work will not be completed at this time based on allocated funds. Blair Smith noted that the Carpenters’ Union concern regarding the retrofit has been addressed. He reported that Canada Fibres is on schedule for the container processing line installation with a delivery date of early May, all of May to install equipment and commissioning to take place the first two (2) weeks in June. During the next several months the old container line will be removed by Canada Fibers. Blair Smith explained the new line with optical sorting will have quality control staff checking to ensure high quality material with as little contamination as possible goes to our end markets. Blair Smith added that once our line is set up, then we can consider outside sources to process their recycling materials for revenue. Blair Smith informed the Committee that we have a new supplier to take our Polystyrene.

6. Glanbrook Landfill Operations Update

Craig Murdoch provided an update on the gas to energy and will follow-up on his request to Jim Harnum about the recovery of heat. He indicated that staff are making progress with Hydro One who agreed to our timeline and will go live in September. Construction is complete but staff require approval for the switch gear and hook-up which will take 18 weeks to obtain the necessary equipment. Craig Murdoch noted that controlling odours is the first concern and then generating electricity. There are two (2) mobile flare units which are currently operational which burn the gas to control odour.

Craig added that staff are looking into renovations to the landfill maintenance building through the Disposal Review and consideration is being given to expanding it to meet current and future needs.

7. Other Business

Pat Parker informed the Committee that she has sent an email to Rona clarifying that we don’t accept their eco products in our Leaf and Yard Waste program but has not received a response. Peter Hutton indicated he will have the Task Force representative for the Business and Commercial liaison committee send a letter to Rona about their biodegradable yard bags.

Pat Parker reported that the Annual Report will be printed on 100% recycled stock, is in a different format from previous years and is less expensive to produce. Staff will be reducing the number of copies as residents will be able to access the report on the City’s website and can print from the website in this format. Councillors will receive the final copy of the Annual Report and will receive extras should residents be interested.

Peter Hutton reported that the Waste Reduction Task Force is planning on holding a social/get to know one another event during Pitch-In week.

Councillors Pearson and Ferguson expressed disappointment with the lack of participation by residents and schools in their Wards to take part in Pitch-In week.
Blair Smith informed the Committee that green cart requests for Festivals and Events are made through the S.E.A.T. committee. He added that a report on Festivals and Events is slated to go before the Public Works Committee soon. Councillor Ferguson indicated that the Ancaster Heritage Days is a huge event that attracts people from all over. Blair Smith explained that S.E.A.T. makes their decision of which events they take part in based on details provided on an application. Councillor Ferguson will send an email to Blair Smith and Jackie Arrol providing details on the Ancaster Heritage Days event and their requirements.

Pat Parker informed the Committee that the AMO issued a paper on Blue Box Funding and is seeking 100% funding by the industry and are not happy with the position Hamilton has taken. She indicated municipalities risk losing any control they have on the blue box program if industry fully funds the Blue Box program and added that Hamilton currently doesn’t receive 50% funding. Councillor Powers will send an electronic copy of our concern and what he’s provided to the AMO board.

Councillor Pearson indicated that 140,000 homes in Halton have received their green carts and receive bi-weekly garbage pickup. Halton claims to have a 43% diversion rate, but their measurement of waste diverted is not the same as ours.

8. **Next Meeting: May 14th, 2008 in Room 320B at the Hamilton City Centre**

The meeting was adjourned at 11:50 a.m. (moved by Councillor Ferguson, seconded by Councillor Powers)