

Waste Management Committee Meeting Agenda

October 1, 2018

2:00 p.m.

Doris Room

City Hall

| | Pages |
|---|--------------|
| 1. Call to Order | |
| 2. Confirmation of Minutes | |
| 2.a July 30, 2018 | 1 - 2 |
| 3. Disclosure of Pecuniary Interest | |
| 4. Reports and Communications | |
| 4.a Second Draft of the 2019 Budget for the Peterborough County/City Waste Management Facility Report WMC18-004 | 3 - 16 |
| 5. Other Business | |
| 5.a Letter from the St. James Players | 17 - 17 |
| 6. Next Meeting - November 18, 2018 | |
| 7. Adjournment | |

Waste Management Committee Minutes

City of Peterborough

July 30, 2018

| | |
|---------|--|
| Present | Councillor Pappas, City of Peterborough Councillor Senis, County of Peterborough Councillor Bonneau, County of Peterborough, Vice Chair Councillor Beamer, City of Peterborough |
| Regrets | Councillor Vassiliadis, City of Peterborough, Chair Councillor Nelson, County of Peterborough |
| Staff | Kendra Sedgwick, Committee Coordinator, City of Peterborough Wayne Jackson, Commissioner of Infrastructure and Planning Services, City of Peterborough Tara Stephen, Manager of Environmental Services, County of Peterborough James Istchenko, Manager of Environmental Services, City of Peterborough |

Call to Order

The Waste Management Committee meeting was called to order at 2:02 p.m. by Councillor Bonneau, Vice Chair, in the Doris Room, City Hall.

Wayne Jackson introduced James Istchnko, Manager of Environmental Services to the Committee.

Confirmation of Minutes

Moved by Councillor Senis

That the minutes of the Waste Management Committee of May 7, 2018 be approved.

Carried

Waste Management Committee minutes of July 30, 2018

First Draft of the 2019 Budget for the Peterborough County/City Waste Management Facility
Report WMC18-003

Moved by Councillor Pappas

That the Waste Management Committee endorse the recommendations as outlined in Report WMC18-003 dated July 30, 2018, of the Commissioner of Infrastructure and Planning Services as follows:

- a) **That Report WMC18-003 dated July 30, 2018 providing information on the first draft of the Peterborough County/City Waste Management Facility 2019 Budget and the underlying assumptions made in the preparation of this draft budget be received for information; and**
- b) **That staff be requested to report further at the September meeting of the Waste Management Committee with any proposed changes and/or updates to the Draft Budget.**

Carried

Other Business

Wayne Jackson, Commissioner of Infrastructure and Planning Services, updated the Committee on the Organics Processing Facility. He advised that the \$7.4 million grant from the Provincial government has been withdrawn. The Committee will continue to be updated on the project.

Adjournment

Moved by Councillor Pappas

That the meeting of Waste Management Committee adjourn at 2:15 p.m.

Carried

Kendra Sedgwick, Committee Coordinator

Councillor Bonneau, Vice Chair



City of
Peterborough

To: Members of the Waste Management Steering Committee

From: W.H. Jackson,
Commissioner of Infrastructure and Planning Services

Meeting Date: October 1, 2018

Subject: Report WMC18-004
Second Draft of the 2019 Budget for the Peterborough
County/City Waste Management Facility

Purpose

A report to present the second draft of the 2019 Budget for the Peterborough County/City Waste Management Facility.

Recommendation

That the Waste Management Committee endorse the recommendation as outlined in Report WMC18-004 dated October 1, 2018 of the Commissioner of Infrastructure and Planning Services as follows:

That the Draft 2019 Budget for the Peterborough County/City Waste Management Facility as detailed in Appendices B and C of Report WMC18-004 dated October 1, 2018 be accepted and recommended for adoption as part of the City of Peterborough 2019 Budget budgeting process and the underlying assumptions made in the preparation of this draft budget be received for information.

Budget and Financial Implications

The final budget forms part of the City of Peterborough budget and is expected to be adopted in January 2019.

Background

The Waste Management Committee at its meeting of July 30, 2018 in considering Report WMC18-003 (Appendix A) adopted the following:

- a) That Report WMC18-003 dated July 30, 2018 providing information on the first draft of the Peterborough County/City Waste Management Facility 2019 Budget and the underlying assumptions made in the preparation of this draft budget be received for information;
- b) That staff be requested to report further at the September meeting of the Waste Management Committee with any proposed changes and/or updates to the Draft Budget.

Since July 30, 2018 some minor changes have occurred in the budget as discussed below. County and City staff have reviewed the draft budgets and believe they are representative of what is expected to occur in 2019.

1. Operating Budget

Appendix B provides Budget and Actual information from 2017 to 2018 with an estimated 2019 Budget. Very little change has occurred in the estimated 2019 Operating budget since the first draft of July 30, 2018. Some utility costs have been refined and the tipping fees have been rounded.

2. Capital Budget

The proposed Landfill Capital Budget 2019-2032 is presented in Appendix C.

The only change from the first draft of the budget is a reduction in the cost of hauling excess soil off-site. The total reduction is relatively minor (\$90,000) and has been spread over the years 2019 and 2020.

Submitted by,

W. H. Jackson, P Eng.
Commissioner of Infrastructure and Planning Services
Phone: 705-742-7777 Ext 1894
Fax: 705-876-4621
E-Mail: wjackson@peterborough.ca

Attachments:

- Appendix A: Report WMC18-003 First Draft of the 2019 Budget for the Peterborough County/City Waste Management Facility
- Appendix B: Summary of Peterborough County/City Waste Management Facility Activity 2017-2019 (as of October 1, 2018)
- Appendix C: Peterborough County/City Waste Management Facility Estimated Capital Budget (as of October 1, 2018)



City of
Peterborough

To: Members of the Waste Management Steering Committee

From: W.H. Jackson,
Commissioner of Infrastructure and Planning Services

Meeting Date: July 30, 2018

Subject: Report WMC18-003
First Draft of the 2019 Budget for the Peterborough
County/City Waste Management Facility

Purpose

A report to present the first draft of the 2019 Budget for the Peterborough County/City Waste Management Facility along with an explanation of the assumptions behind the budget.

Recommendations

That the Waste Management Committee endorse the recommendations as outlined in Report WMC18-003 dated July 30, 2018, of the Commissioner of Infrastructure and Planning Services as follows:

- a) That Report WMC18-003 dated July 30, 2018 providing information on the first draft of the Peterborough County/City Waste Management Facility 2019 Budget and the underlying assumptions made in the preparation of this draft budget be received for information;
- b) That staff be requested to report further at the September meeting of the Waste Management Committee with any proposed changes and/or updates to the Draft Budget;

Budget and Financial Implications

The assumptions presented in this report will form the basis for the 2019 Draft Budget submission for the Peterborough County/City Waste Management Facility. The final budget forms part of the City budget and is expected to be adopted in February 2019.

Background

The 2019 Budget process has started with the goal to have the final budget for the Peterborough County/City Waste Management Facility (the "Landfill") adopted in February 2019.

The budget for the Landfill forms part of the overall City of Peterborough budget. The Waste Management Committee provides input to the budget process together with staff from both the County and City.

Appendix A provides a list of assumptions used in the preparation of the first draft of the 2019 Budget. The assumptions consider the actual performance of various elements of the budget factored by what staff can reasonably foresee occurring in the immediate economic environment (i.e. household growth) and more global reaching environments (i.e. price paid for recyclable material).

These assumptions are being made some 6 to 18 months before actually occurring and, accordingly, there is an element of risk and uncertainty involved. Given this long prediction period, staff suggests that a second budget report be submitted to the September meeting of the Committee to allow further discussion and/or comments.

The conservative approach has been used for all assumptions.

1. Operating Budget

Appendix B provides Budget and Actual information from 2017 to 2019 with an estimated 2019 Budget. Comparing the 2018 and 2019 Budgets, it can be seen that:

- Budgeted revenues are up by almost 23%, the vast majority of which is through tipping fees. This is the first draft and staff will examine this part of the budget in more detail to ensure the tipping fee revenue is not overstated. The only fee increase included in the draft 2019 budget is an increase in the fee to drop off mattresses from \$11.00 per mattress or box spring to \$12.00.

The next report on the draft budget should be able to talk more fully on this issue.

- The expenditures for Leachate Disposal and Township Royalty Fees have been reduced to more accurately reflect the 2018 actuals.

- The increase in Landfill Recyclables is reflective of a new contract with higher fees.
- The increase in Rental Property Expenses is the beginning of a more pro-active maintenance program.

2. Capital Budget

The Landfill Capital Budget 2019-2032 is presented in Appendix C.

The major item added to the 2019 budget is the implementation of the Neal Drive Odour Control Facility. The \$700,000 cost includes the construction and construction supervision for this facility.

As with previous years, the major capital cost is the removal of excess soil from the Landfill site. The capital cost shown includes the removal of approximately 20,000 cubic metres of excess soil to a site on Wallace Point as well as the use of approximately 30,000 cubic metres of excess soil on the Landfill site.

Submitted by,



W. H. Jackson, P Eng.
Commissioner of Infrastructure and Planning Services
Phone: 705-742-7777 Ext 1894
Fax: 705-876-4621
E-Mail: wjackson@peterborough.ca

Attachments:

- Appendix A: Peterborough County/City Waste Management Facility 2019 Draft Budget Assumptions
- Appendix B: Summary of Peterborough County/City Waste Management Facility Activity 2017-2019
- Appendix C: Peterborough County/City Waste Management Facility Estimated Capital Budget (as of July 12, 2018)

Appendix A to Report WMC18-003

Peterborough County/City Waste Management Facility 2019 Draft Budget Assumptions

| Item | Note | 2018 Tonnes | | 2019 Draft Budget Estimates |
|---|------|-------------|-----------------|-----------------------------|
| | | Budget | Actual Estimate | |
| Garbage subject to full tipping fee (\$95) | 1 | 15,600 | 16,500 | 16,700 |
| Garbage exempt from tipping fee (\$0) | 2 | 28,500 | 28,000 | 28,500 |
| Daily Cover (Contaminated Soil) (\$40) | 3 | 12,000 | 18,000 | 20,000 |
| Asbestos (\$200) | 4 | 250 | 570 | 640 |
| Recyclables subject to full tipping fee (\$95) | 5 | 4,000 | 4,500 | 4,925 |
| Recyclables subject to other tipping fee (\$45) | 6 | 825 | 1100 | 1150 |
| Recyclables exempt from tipping fee (\$0) | 7 | 600 | 400 | 360 |
| Tire Units (\$0) | 8 | 2,500 | 1,000 | 1,130 |
| Freon Units (\$15) | 9 | 1,200 | 1,100 | 1,125 |
| Mattresses (\$12) | 10 | 12,000 | 10,500 | 10,800 |
| Mattresses (\$20) | 11 | | 2,500 | 2700 |

Notes

- 1/2 No significant change anticipated.
- 3 Daily Cover (Contaminated Soil) volumes can be variable depending on projects within the area.
- 4/5 No significant change anticipated but steady growth has been observed.
- 6 These are typically scrap metal, green waste, drywall and blue box materials. As with 4/5, steady growth has been observed.
- 7 These are WEEE & loads under 100 kg. A downward trend has been observed.
- 8 Tire units were over estimated in the 2018 Budget.
- 9 No significant change anticipated.
- 10 Have matched 2018 budget to 2017 estimated actual.
- 11 A charge for large Mattress loads (10 or more) was implemented in 2018.

Operational Revenues

Tipping Fees

- The Budget estimate is based on maintaining existing tipping fees except for the prior approved increase in the tipping fee for mattresses from \$11/mattress or box spring to \$12 per unit. The majority in the increased estimated tipping fee is from the additional contaminated soil, asbestos and recyclables subject to full tipping fee.

Rental Properties

- Slight increase to match cost of living index.

Stewardship Revenues

- Tire revenue is uncertain. In 2018 we unexpectedly received an estimated \$12,000 and have slightly increased that for 2018.

Scrap Metal

- Maintain 2019 Budget at 2018 Budget level. There is a lot of competition for scrap metal.

LFG Agreement

- Royalty has been significantly reduced to better match actuals.

Certified Emissions Reduction Credits

- Program ended on July, 2017 so no revenue included in 2018 and 2019 Budgets.

Operational Expenses

Salaries, Wages, Benefits, Training and Corporate Administration

- The new Manager of Environmental Services has been included in the Landfill salary allocation replacing the Commissioner of Infrastructure and Planning Services; and
- County Staff resources allocated to Landfill site assumed same as 2018.

Materials, Property Taxes and Insurance

- No major changes are anticipated in this area. Matching 2018 estimated actual with a cost of living increase.

Site and Weigh Scale Operator

- 2019 cost based on agreement.

Monitoring Consultants

- Standard costs for yearly reporting based on established work program and estimate of additional work that may be required. Less design work expected in 2019.

Leachate Disposal

- Leachate unit disposal costs have been updated to more closely match estimated actuals.

Landfill Recyclables

- Steady growth has been observed in this area.

Shame Agreement and WM Steering Committee

- No change assumed for 2019.

Rental Property Expenses

- Expense estimates increased to reflect additional work required in 2018 and for years moving forward. Will be moving to a more pro-active maintenance program.

Township Royalty Fees

- No change for 2019 other than Cost of Living Index and adjustment for volume of waste coming into Landfill.

Other Contractual Services

- No change from 2017 actual costs.

Appendix B to Report WMC18-003

Summary of Landfill Activity 2017 - 2018 and 2019 Budget -- July 12, 2018

| | 2017 Budget | 2017 Estimate | 2018 Budget | 2018 Estimate | 2019 Budget |
|---|------------------|------------------|------------------|------------------|------------------|
| Gross Revenues | | | | | |
| Tipping Fees | 2,895,600 | 2,365,000 | 2,750,000 | 2,850,000 | 3,497,666 |
| Rental Properties | 87,000 | 87,000 | 88,000 | 90,900 | 92,000 |
| Stewardship fees - tires | 10,000 | - | - | 12,000 | 15,000 |
| Scrap Metal | 35,000 | 15,000 | 35,000 | 35,000 | 35,000 |
| LFG Agreement | 75,000 | 75,000 | 75,000 | 23,000 | 25,000 |
| Certified Emissions Reduction Credits | 38,000 | 38,000 | - | - | - |
| | <u>3,141,600</u> | <u>2,580,000</u> | <u>2,948,000</u> | <u>3,010,900</u> | <u>3,664,666</u> |
| Gross Expenditures | | | | | |
| Salaries, Wages, Benefits, Training & Corporate Admin | 261,839 | 261,839 | 300,000 | 323,908 | 323,787 |
| Materials, Property Taxes and Insurance | 163,031 | 169,170 | 158,670 | 162,943 | 167,809 |
| Site and Weighscale Operator | 1,442,435 | 1,442,435 | 1,485,693 | 1,485,693 | 1,530,324 |
| Monitoring Consultants | 470,000 | 470,000 | 330,000 | 330,000 | 330,000 |
| Leachate Disposal | 560,000 | 300,000 | 560,000 | 350,000 | 365,000 |
| Landfill Recyclables | 600,000 | 625,000 | 650,000 | 706,341 | 715,278 |
| Shame Agreement and WM Steering Committee | 60,000 | 60,000 | 60,000 | 60,000 | 60,000 |
| Rental Property Expenses | 10,000 | 5,000 | 5,000 | 15,000 | 18,000 |
| Township Royalty Fees | 340,716 | 290,000 | 300,000 | 235,000 | 240,000 |
| Other Contractual Services | 100,000 | 100,000 | 100,000 | 85,000 | 100,000 |
| | <u>4,006,021</u> | <u>3,723,444</u> | <u>3,949,363</u> | <u>3,753,885</u> | <u>3,850,198</u> |
| Net Revenues/(Expenses) to Share | (866,421) | (1,143,444) | (1,001,363) | (742,985) | (185,532) |
| County Share @ 50% | (433,211) | (571,722) | (500,682) | (371,493) | (92,766) |

Appendix C to Report WMC18-003

| PETERBOROUGH COUNTY/CITY WASTE MANAGEMENT FACILITY ESTIMATED CAPITAL BUDGET -- AS OF JULY 12, 2018 | | | | | | | | | | | | | | | | |
|--|--|--------------------------|--------------------------|--------------------------|-----------------------|------------------------|-----------------------|------------|------------|------------|------------|------------|------------------------|----------------------|----------------------|---------------------|
| NO. | ITEM | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | TOTAL |
| a | Final Cover for Cell 2 | | | | | | | | | | | | | | | \$0 |
| b | Haul Soil Off-site | \$1,305,000 ¹ | \$1,305,000 ¹ | | | | | | | | | | | | | \$2,610,000 |
| c | Design Cell 4 | | \$35,000 | | | | | | | | | | | | | \$35,000 |
| d | Construct Cell 4 | | | \$4,500,000 ⁷ | | | | | | | | | | | | \$4,500,000 |
| e | Perimeter LFG Collection System in Cell 4 | | | \$150,000 | | | | | | | | | | | | \$150,000 |
| f | Final Cover Cell 3 | | | | \$80,000 ² | \$95,000 ² | \$95,000 ² | | | | | | | | | \$280,000 |
| g | Vertical LFG Collection Wells in Cell 3 | | | | | \$380,000 ³ | | | | | | | | | | \$380,000 |
| h | Final Cover Cell 4 | | | | | | | | | | | | \$180,000 ⁴ | | | \$180,000 |
| i | Vertical LFG Collection Wells in Cell 3 | | | | | | | | | | | | \$150,000 ⁵ | 155,000 ² | 160,000 ² | \$465,000 |
| j | Neal Drive Odour Control Facility ⁷ | \$700,000 | | | | | | | | | | | \$180,000 ⁶ | | 625,000 ⁴ | \$805,000 |
| k | Replace Air Release Equipment Along Forcemain | \$70,000 | | | | | | | | | | | | | | \$70,000 |
| | TOTAL | \$2,075,000 | \$1,340,000 | \$4,650,000 | \$80,000 | \$475,000 | \$95,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$510,000 | \$155,000 | \$785,000 | \$10,175,000 |

1. Approximately 50% each year
 2. Approximately 33% each year
 3. On east side of Cell 3
 4. On west side of Cell 3
 5. On east side of Cell 4
 6. On west side of Cell 4
 7. Includes Contingency (15%) and Construction Administration

Appendix B to Report WMC18-004

Summary of Landfill Activity 2017 - 2018 and 2019 Budget -- October 1, 2018

| | 2017 Budget | 2017 Estimate | 2018 Budget | 2018 Estimate | 2019 Budget |
|---|------------------|--------------------|--------------------|------------------|------------------|
| Gross Revenues | | | | | |
| Tipping Fees | 2,896,600 | 2,365,000 | 2,750,000 | 2,850,000 | 3,450,000 |
| Rental Properties | 87,000 | 87,000 | 88,000 | 90,900 | 92,000 |
| Stewardship fees - tires | 10,000 | - | - | 12,000 | 15,000 |
| Scrap Metal | 35,000 | 15,000 | 35,000 | 35,000 | 35,000 |
| LFG Agreement | 75,000 | 75,000 | 75,000 | 23,000 | 25,000 |
| Certified Emissions Reduction Credits | 38,000 | 38,000 | - | - | - |
| | 3,141,600 | 2,580,000 | 2,948,000 | 3,010,900 | 3,617,000 |
| Gross Expenditures | | | | | |
| Salaries, Wages, Benefits, Training & Corporate Admin | 261,839 | 261,839 | 300,000 | 323,908 | 324,972 |
| Materials, Property Taxes and Insurance | 163,031 | 169,170 | 158,670 | 162,943 | 158,848 |
| Site and Weighscale Operator | 1,442,435 | 1,442,435 | 1,485,693 | 1,485,693 | 1,530,324 |
| Monitoring Consultants | 470,000 | 470,000 | 330,000 | 330,000 | 330,000 |
| Leachate Disposal | 560,000 | 300,000 | 560,000 | 350,000 | 365,000 |
| Landfill Recyclables | 600,000 | 625,000 | 650,000 | 706,341 | 715,278 |
| Shame Agreement and WM Steering Committee | 60,000 | 60,000 | 60,000 | 60,000 | 60,000 |
| Rental Property Expenses | 10,000 | 5,000 | 5,000 | 15,000 | 18,000 |
| Township Royalty Fees | 340,716 | 290,000 | 300,000 | 235,000 | 240,000 |
| Other Contractual Services | 100,000 | 100,000 | 100,000 | 85,000 | 100,000 |
| | 4,008,021 | 3,723,444 | 3,949,363 | 3,753,885 | 3,842,422 |
| Net Revenues/(Expenses) to Share | (866,421) | (1,143,444) | (1,001,363) | (742,985) | (225,422) |
| County Share @ 50% | (433,211) | (571,722) | (500,682) | (371,493) | (112,711) |

Appendix C to Report WMC18-004

| PETERBOROUGH COUNTY/CITY WASTE MANAGEMENT FACILITY ESTIMATED CAPITAL BUDGET -- As of October 1, 2018 | | | | | | | | | | | | | | | | |
|--|---|-------------|--------------------------|--------------------------|-----------------------|------------------------|-----------------------|------|------|------|------|------|------------------------|----------------------|----------------------|--------------|
| NO. | ITEM | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | TOTAL |
| a | Final Cover for Cell 2 | \$1,260,000 | \$1,260,000 ¹ | | | | | | | | | | | | | \$0 |
| b | Haul Soil Off-site | | \$35,000 | | | | | | | | | | | | | \$35,000 |
| c | Design Cell 4 | | | \$4,500,000 ⁷ | | | | | | | | | | | | \$4,500,000 |
| d | Construct Cell 4 | | | \$150,000 | | | | | | | | | | | | \$150,000 |
| e | Penmeter LFG Collection System in Cell 4 | | | | \$90,000 ² | \$95,000 ² | \$95,000 ² | | | | | | | | | \$280,000 |
| f | Final Cover Cell 3 | | | | | | | | | | | | \$180,000 ⁴ | | | \$180,000 |
| g | Vertical LFG Collection Wells in Cell 3 | | | | | \$380,000 ³ | | | | | | | \$150,000 ² | 155,000 ² | 160,000 ² | \$665,000 |
| h | Final Cover Cell 4 | | | | | | | | | | | | \$180,000 ⁵ | 625,000 ⁶ | | \$805,000 |
| i | Vertical LFG Collection Wells in Cell 3 | | | | | | | | | | | | | | | \$700,000 |
| j | Neat Drive Odour Control Facility 7 | \$700,000 | | | | | | | | | | | | | | \$700,000 |
| k | Replace Air Release Equipment Along Forcemain | \$70,000 | | | | | | | | | | | | | | \$70,000 |
| | TOTAL | \$2,030,000 | \$1,295,000 | \$4,650,000 | \$90,000 | \$475,000 | \$95,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$510,000 | \$155,000 | \$785,000 | \$10,085,000 |

1. Approximately 50% each year
2. Approximately 33% each year
3. On east side of Cell 3
4. On west side of Cell 3
5. On east side of Cell 4
6. On west side of Cell 4
7. Includes Contingency (15%) and Construction Administration

Monday September 24, 2018

Waste Management Steering Committee

RE: Oct 1/2018 Meeting

The St James Players have been providing exceptional musical theatre in Peterborough for over 45 years. We are a not for profit volunteer community theatre group that operates out of St James United Church; all our profits go back into this community. Over the years we have accumulated numerous set pieces, props and costumes to help with our two annual productions. The church has had issues with mildew and mould and we need to purge some significant items; not to mention ongoing storage issues. We have approached the other theatre companies to offer up items, hoping to reuse some items, but we were unsuccessful to get rid of any major set pieces or costumes.

We decided at our last board meeting that we needed to take the next step. Waste Connections has graciously donated a bin free of charge and it will be delivered Friday September 28. We will have it for one week. It was suggested that I approach your steering committee to ask for your help this one time.

I am unable to attend your meeting as I work full time.

This is a written request to have the tipping fees waived for this 20-yard bin. The majority of the contents will be wood items along with fabric/costumes. We are recycling what we can in order to reduce and reuse.

We would really appreciate your help as we are having to replace all of our backdrops for our November show, which will impact us greatly financially.

Thank you for your consideration,

Debbie Airhart

Co-Secretary

St. James Players Board

Shrek the Musical is playing at Showplace – November 9-17 TH