

## Waste Management Committee Meeting Agenda

February 11, 2019

2:00 p.m.

Doris Room

City Hall

	<b>Pages</b>
<b>1. Call to Order</b>	
<b>2. Election of Officers</b>	
2.a Chair	
2.b Vice Chair	
<b>3. Confirmation of Minutes</b>	
3.a October 1, 2018	1 - 2
<b>4. Disclosure of Pecuniary Interest</b>	
<b>5. Consent Agenda - 6.a., 6.b., 6.c., 6.d., 6.e.</b>	
<b>6. Reports and Communications</b>	
6.a 2019 Waste Management Committee Meeting Schedule Report WMC19-001	3 - 4
6.b Entrance Signage for the County/City Waste Management Facility Report WMC19-002	5 - 6
6.c Agreement Extension for the Landfill and Scale House Operations Report WMC19-003	7 - 8
6.d Award of the Landfill Engineering and Reporting Services Report WMC19-004	9 - 10
6.e Update on Odour Complaints at the County/City Waste Management Facility Report WMC19-005	11 - 13
<b>7. Other Business</b>	

8. **Next Meeting - March 25, 2019 (tentative)**

9. **Adjournment**

## **Waste Management Committee Minutes**

### **City of Peterborough**

**October 1, 2018**

Present      Councillor Pappas, City of Peterborough  
                  Councillor Vassiliadis, City of Peterborough, Chair  
                  Councillor Senis, County of Peterborough  
                  Councillor Bonneau, County of Peterborough

Regrets:      Councillor Nelson, County of Peterborough  
                  Councillor Beamer, City of Peterborough

Staff            Tara Stephen, Manager of Environmental Services, County of  
                  Peterborough  
                  Kendra Sedgwick, Committee Coordinator, City of Peterborough  
                  Don Briand, Waste Management Site Operator, Landfill, City of  
                  Peterborough  
                  James Istchenko, Manager of Environmental Services, City of  
                  Peterborough

### **Call to Order**

The meeting was called to order by Councillor Vassiliadis, Chair, in the Doris Room, City Hall at 2:04 p.m.

### **Confirmation of Minutes**

Moved by Councillor Senis

**That the minutes of the Waste Management Committee meeting of July 30, 2018 be approved.**

Carried

### **Disclosure of Pecuniary Interest**

There were no Disclosures of Pecuniary Interest.

## Waste Management Meeting minutes of October 1, 2018

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

Moved by Dean Pappas

**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.**

Carried

### **Other Business**

Letter from the St. James Players

Moved by Councillor Bonneau

**That the Waste Management Steering Committee decline the request received from the St. James Players Board to have the tipping fees waived for the 20 yard bin.**

Carried

### **Next Meeting - November 18, 2018**

The Chair indicated that the next meeting is scheduled for November 18, 2018.

### **Adjournment**

Moved by Dean Pappas

**That the meeting was adjourned at 2:12 p.m.**

Carried

Kendra Sedgwick  
Committee Coordinator

Councillor Vassiliadis, Chair



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**To:** Members of the Waste Management Steering Committee  
**From:** J. Istchenko, Manager of Environmental Services  
**Meeting Date:** February 11, 2019  
**Subject:** Report WMC19-001  
2019 Waste Management Committee Meeting Schedule

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## **Purpose**

A report to propose the 2019 Waste Management Committee meeting schedule.

## **Recommendation**

That the Waste Management Committee approve the recommendation as outlined in Report WMC19-001 dated February 11, 2019, of the Manager of Environmental Services as follows:

That the following 2019 meeting dates for the Waste Management Committee be approved:

Monday, February 11, 2019  
Monday, March 25, 2019  
Monday, May 13, 2019  
Monday, June 24, 2019  
Monday, September 23, 2019  
Monday, December 9, 2019

## **Budget and Financial Implications**

There are no budget or financial implications associated with this report.

## Background

The following meeting dates are proposed for 2019. All committee meetings start at 2 p.m. in the Doris Room, City Hall on:

- Monday, February 11, 2019
- Monday, March 25, 2019
- Monday, May 13, 2019
- Monday, June 24, 2019
- Monday, September 23, 2019
- Monday, December 9, 2019

## Summary

The Waste Management Committee meetings will take place at the referenced time and place unless revised by the Committee in advanced of the regularly scheduled meeting, or at the call of the Chairperson.

Submitted by,

James Istchenko  
Manager of Environment Services

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Infrastructure and Planning Services  
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**To:** Members of the Waste Management Steering Committee

**From:** J. Istchenko, Manager of Environmental Services

**Meeting Date:** Feb 11, 2019

**Subject:** Report WMC19-002  
Entrance Signage for the County/City Waste Management Facility

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## **Purpose**

A report to update Waste Management Committee on proposed signage for the Landfill entrance including progressive discipline for abusive behaviour.

## **Recommendation**

That the Waste Management Committee approve the recommendation as outlined in Report WMC19-002 dated February 11, 2019, of the Manager of Environmental Services as follows:

That the Waste Management Committee endorse the new signage and associated progressive discipline for abusive behaviour. Warnings, and short term bans will be administered at the discretion of staff, with discipline up to a permanent site ban and legal action requiring resolution from the Waste Management Steering Committee.

The proposed signage will be posted at the site entrance and state:

### **Welcome to the Peterborough City and County Waste Management Facility**

Staff will direct and assist you in the best possible way and answer questions about the facility. For those with additional questions or clarification on Landfill operations please contact the Coordinator of Waste Operations at 705-742-7777 ext 2152 or at [dbriand@peterborough.ca](mailto:dbriand@peterborough.ca). **Abuse of staff in Any Form Will Not Be Tolerated and will result in progressive levels of disciplinary action.**

## **Budget and Financial Implications**

There are limited costs for the signage, but no other foreseen financial implications.

## **Background**

Front line staff have voiced concerns regarding aggressive behaviour from occasional Landfill visitors. There is concern for the health and safety of front line staff, and the need to discipline or ban aggressive visitors.

Submitted by,

James Istchenko  
Manager of Environment Services

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**To: Members of the Waste Management Steering Committee**

**From: J. Istchenko, Manager of Environmental Services**

**Meeting Date: February 11, 2019**

**Subject: Report WMC19-003  
Agreement Extension for the Landfill and Scale House  
Operations**

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## **Purpose**

A report to recommend the extension of the Landfill and Scale house Operation at the Peterborough County/City Waste Management Facility.

## **Recommendation**

That the Waste Management Committee approve the recommendation as outlined in Report WMC19-003 dated February 11, 2019, of the Manager of Environmental Services as follows:

That the Agreement with R.W. Tomlinson Ltd., 5597 Power Road, Ottawa, Ontario K1G 3N4, be extended for the 2020 option year 1. The extension has been offered at an increase of 2.5% from the 2019 contract price (year 7 of the original seven year and four month contract) for the period of January 1, 2020 through December 31, 2020 for \$1,542,119 plus HST of \$200,475 for a total cost of \$1,742,594.

## **Budget and Financial Implications**

Report USWM12-003 awarded RFP P-07-12 to R.W. Tomlinson Ltd for the operation of the Peterborough County/City Landfill Facility (PCCWMF) and Scale house at a total award cost of \$11,384,413.26 for the period of September 1, 2012 to December 31, 2019 inclusive. RFP P-07-12 included three option years, and Tomlinson has offered the first option year Jan 1, 2020 through December 31, 2020 for a total cost of

\$1,569,260 (net of HST rebate). Sufficient funds to accommodate the costs of future year services will be included in both the City and County annual operating budgets.

## Background

City Council, at its meeting of June 4, 2012 in considering the May 28, 2012 Report USWM12-003 awarded RFP P-07-12 to R.W. Tomlinson Ltd for the operation of the Peterborough County/City Landfill Facility (PCCWMF) and Scale house at a total award cost of \$11,384,413.26 for the period of September 1, 2012 to December 31, 2019 inclusive.

Tomlinson has provided PCCWMF and Scale house operating services since September 1, 2012. Their service has been reliable, efficient and within budget. Their services have also included a successful mattress recycling program, and the transportation of green waste, cardboard, and recyclable material.

## Summary

RFP P-07-12 to operate and maintain the PCCWMF and Scale house has been issued in accordance with the City's Purchasing By-law with the option of three one year extensions, and should be extended for the first option year. The extension should be accommodated in the approved budget as recommended in this report.

Submitted by,

James Istchenko  
Manager of Environment Services

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**To: Members of the Waste Management Steering Committee**

**From: J. Istchenko, Manager of Environmental Services**

**Meeting Date: February 11, 2019**

**Subject: Report WMC19-004  
Award of the Landfill Engineering and Reporting Services**

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## **Purpose**

A report to recommend the award of the Landfill Engineering and Reporting Services for the Peterborough County/City Waste Management Facility (PCCWMF).

## **Recommendation**

That the Waste Management Committee endorse the recommendation as outlined in Report WMC19-004 dated February 11, 2019, of the Manager of Environmental Services as follows:

That Request for Proposals (RFP) P-30-18 for Landfill Engineering and Reporting Services be awarded to WSP Canada Inc., Suite 300, 4 Hughton St S., Hamilton, On L8N 3Z1, for the period of February 14, 2019 to November 30, 2023 at a cost of \$900,736.00 plus \$117,095.68 HST for an estimated total of \$1,017,831.68. The proposal also includes an option to extend for up to three additional years.

## **Budget and Financial Implications**

The cost for the first year of the contract is \$172,398.00 plus \$22,412.74 HST for an estimated total of \$194,809.74, therefore the total after applicable HST rebates of \$175,432.20 can be accommodated within the approved uncommitted balance of the Operating Budget.

Sufficient funds to accommodate the costs of future year services will be included in both the City and County annual operating budgets.

## Background

### Brief Description of the Work

An experienced consulting team is required to support the Engineering and Reporting requirements of the PCCWMF. The proposed firm must have extensive knowledge and experience developing and operating a landfill site with leachate control mechanisms and landfill gas flares in place. The Consultant shall provide general landfill engineering services, regulatory operational review and annual reporting.

The selected proponent, WSP have provided exceptional services to the PCCWMF in the past, and have extensive industry experience and expertise. .

### Procurement Process

County and City staff prepared and issued Proposal P-30-18 on November 29, 2018, with a closing date of January 10, 2019. The City Procurement processes were followed for the RFP process.

The proposal submissions were reviewed and evaluated by Peterborough County's Manager of Waste Management, the City of Peterborough's Manager of Environmental Services, the Coordinator of Waste Operations and Financial Analyst.

## Summary

RFP P-30-18 to provide Landfill Engineering and Reporting was issued in accordance with the City's Purchasing By-law, and should be awarded to WSP. The award should be accommodated in the approved budgets as recommended in this report.

Submitted by,

James Istchenko  
Manager of Environment Services

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**To:** Members of the Waste Management Steering Committee

**From:** J. Istchenko, Manager of Environmental Services

**Meeting Date:** February 11, 2019

**Subject:** Report WMC19-005  
Update on Odour Complaints at the County/City Waste Management Facility

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## **Purpose**

A report to update the Waste Management Committee on Odour complaints at the County/City Waste Management Facility.

## **Recommendations**

That the Waste Management Committee approve the recommendations as outlined in Report WMC19-005 dated February 11, 2019, of the Manager of Environmental Services as follows:

- a) That Report WMC19-005 providing an update on Odour Complaints at the County/City Waste Management Facility be received for information; and
- b) That staff be requested to report further on this issue as necessary.

## **Budget and Financial Implications**

There are limited budget and financial implications associated with this report at this time. It is recommended that increased compensatory/remedial, outreach and investigative actions by staff and dedicated Engineering consultants continue.

## Background

A community delegation attended the Site Liaison Committee meeting on Tuesday January 29, 2019. Although the number of odour complaints submitted, investigated, and logged through the official Peterborough County/City Waste Management Facility (PCCWMF) complaint registry are not elevated compared to previous years, the delegation presented concerns. Staff corroborated that odour event frequency and severity was slightly elevated late in 2018.

There were nine official complaints in 2018 regarding odour at the PCCWMF and the associated leachate force main to Neal Dr. The following complaints were received and the respective investigation/follow-up were:

5 Neal Dr odour complaints, follow-up:

- design and Ministry approval of the Odour Control facility progresses,
- 100% design is expected in the Spring 2019 with construction tendering to follow,
- chemical application at the landfill and timed pumping reduce the impact of leachate odour.

4 General landfill odour complaints, follow-up:

- gas collection vacuum continues to be optimization by PUG,
- gas leaks identified on Cell #3 (North Fill Area) West & South banks and additional intermediate cover has been placed,
- approximately 11 areas of the South Fill Area final cover were repaired/thickened, re-topsoiled, and vegetated,
- impact of abnormal freeze/thaw weather has historically increased odour events,
- each complaint was investigated, and response provided.

## Next Steps

The following actions will be taken:

1. Staff will continue to investigate complaints received from the public and provide updates and responses.
2. Staff will continue routine PCCWMF site surveys, identify odour issues, investigate, and implement recommended solutions.
3. Best practices will continue to be followed and implemented to specific odour findings (for example: encouraging PUG to optimize Landfill Gas Collection System, investigating and repairing gas leaks in the cover layers, and actively managing the leachate force-main).
4. Residents in the PCCWMF neighbourhood will be canvassed by mail with up-to-date landfill information including contact and complaint reporting details.

5. The expert services of the PCCWMF Engineering Services Consultant will be assigned to investigate causes and solutions to the elevated odour issues.
6. Updates on PCCWMF odour issues will be provided to the Ministry of the Environment, Conservation & Parks, the Waste Management Committee, and the Site Liaison Committee.

Submitted by,

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