

Waste Management Committee Meeting Agenda

July 30, 2019

2:00 p.m.

Doris Room

City Hall

	Pages
1. Call to Order	
2. Confirmation of Minutes	
2.a February 11, 2019	1 - 5
3. Disclosure of Pecuniary Interest	
4. Consent Agenda - 5.a, 5.b	
5. Reports and Communications	
5.a Report WMC19-007 Update on Odour Complaints at the County/City Waste Management Facility	6 - 7
5.b Report WMC19-008 First Draft of the 2020 Budget for the Peterborough County/City Waste Management Facility	8 - 17
6. Other Business	
7. Next Meeting - September 23, 2019	
8. Adjournment	

Waste Management Committee Minutes

City of Peterborough

February 11, 2019

Present Councillor Bonneau, County of Peterborough
 Councillor Martin, County of Peterborough
 Councillor Senis, County of Peterborough, Chair
 Councillor Akapo, City of Peterborough
 Councillor Baldwin, City of Peterborough
 Councillor Vassiliadis, City of Peterborough

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

Call to Order

The Waste Management Committee meeting was called to order at 2:00 p.m. by Kendra Sedgwick, Committee Coordinator, in the Doris Room, City Hall.

Election of Officers

The Committee Coordinator called for nominations for the Chair position.

Chair

Moved by Councillor Bonneau

That Councillor Senis be appointed as Chair of the Waste Management Committee for 2019.

Carried

Councillor Senis assumed the Chair and called for nominations for Vice Chair.

Waste Management Committee meeting minutes of February 11, 2019

Vice Chair

Moved by Councillor Vassiliadis

That Councillor Akapo be appointed as Vice Chair of the Waste Management Committee for 2019.

Carried

Confirmation of Minutes

Moved by Councillor Vassiliadis

That the minutes of the Waste Management Committee of October 1, 2018 be approved.

Carried

Disclosure of Pecuniary Interest

There were no disclosures of Pecuniary Interest.

Consent Agenda

No items were approved as part of the Consent Agenda.

Reports and Communications

2019 Waste Management Committee Meeting Schedule
Report WMC19-001

Moved by Councillor Baldwin

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

Carried

Waste Management Committee meeting minutes of February 11, 2019

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

Moved by Councillor Akapo

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. Abuse of staff in any form WILL NOT BE TOLERATED.

Carried

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

Moved by Councillor Bonneau

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.

Carried

Waste Management Committee meeting minutes of February 11, 2019

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

Moved by Councillor Martin

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.

Carried

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

Moved by Councillor Vassiliadis

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.**

Carried

Other Business

There were no items of Other Business.

Next Meeting

The Chair advised that the next meeting is scheduled for Monday, March 25, 2019.

Adjournment

Moved by Councillor Akapo

That this meeting adjourn at 2:32 p.m.

Carried

Waste Management Committee meeting minutes of February 11, 2019

Kendra Sedgwick, Committee Coordinator

Councillor Senis, Chair



City of
Peterborough

To: Members of the Waste Management Steering Committee

From: J. Istchenko, Manager of Environmental Services

Meeting Date: July 30, 2019

Subject: Report WMC19-007
Update on Odour Complaints at the County/City Waste Management Facility

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 endorse the recommendations as outlined in Report WMC19-007 dated July 30, 2019 of the Manager of Environmental Services, as follows:

- a) That Report WMC19-007 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 Odour complaints submitted, investigated, and logged through the official Peterborough County/City Waste Management Facility (PCCWMF) complaint registry are not elevated compared to past years, the delegation presented concerns. Staff corroborated that odour event frequency and severity was slightly elevated late in 2018.

The landfill Engineer of record, WSP have completed an initial review of the odour complaints and practices at the City & County landfill. The review confirmed that:

- mandatory actions were being completed as per the Ministry ECA A341508,
- the Landfill gas collection system, utilisation plant, and flare operated in conjunction with Peterborough Utilities continue to be optimised and an isolation valve issue was identified and resolved, and
- expediting the installation of the cell 3 gas collection system before the 2020 schedule could benefit gas collection and odour control.

The WSP review made further recommendations for three tasks to further investigate odour issues and models. These tasks have been initiated and will be completed as part of the WSP 2019 Engineering services. As well, residents in the PCCWMF neighbourhood were canvassed by mail with up to date landfill information including contact and complaint reporting details, as well as June SLC meeting details. The June SLC meeting was well attended by neighbours who provided positive feedback on the interim odour investigation and mitigating actions.

Submitted by,

James Istchenko
Manager of Environment Services

Contact Name:
James Istchenko
Manager of Environmental Services
Infrastructure and Planning Services
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City of
Peterborough

To: Members of the Waste Management Steering Committee

From: J. Istchenko, Manager of Environmental Services

Meeting Date: July 30, 2019

Subject: Report WMC19-008
First Draft of the 2020 Budget for the Peterborough
County/City Waste Management Facility

Purpose

A report to present the first draft of the 2020 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 WMC19-008 dated July 30, 2019, of the Manager of Environmental Services as follows:

- a) That Report WMC19-008 providing information on the first draft of the Peterborough County/City Waste Management Facility 2020 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 2020 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 December 2019.

Background

The 2020 Budget process has started with the goal to have the final budget for the Peterborough County/City Waste Management Facility (the “Landfill”) adopted in December 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 2020 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 2018 to 2020 with an estimated 2020 Budget. Comparing the 2019 and 2020 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 2020-2032 is presented in Appendix C.

The major item added to the 2020 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,

James Istchenko
Manager of Environmental Services
Infrastructure and Planning Services
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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 WMC19-008

Peterborough County/City Waste Management Facility 2020 Draft Budget Assumptions

Item	Note	2019 Tonnes		2020 Draft Budget Estimates
		Budget	Actual Estimate	
Garbage subject to full tipping fee (\$95)	1	16,700	16,500	16,700
Garbage exempt from tipping fee (\$0)	2	28,500	28,000	28,500
Daily Cover (Contaminated Soil) (\$40)	3	20,000	15,000	20,000
Asbestos (\$200)	4	640	480	640
Recyclables subject to full tipping fee (\$95)	5	4,925	5,000	4,925
Recyclables subject to other tipping fee (\$45)	6	1,150	1,100	1,150
Recyclables exempt from tipping fee (\$0)	7	360	300	360
Tire Units (\$0)	8	1,130	1,300	1,130
Freon Units (\$15)	9	1,125	1,100	1,125
Mattresses (\$12)	10	10,800	10,500	10,800
Mattresses (\$20)	11	2,700	2,000	2,700

Notes

- 1/2 No significant change anticipated.
- 3 Daily Cover (Contaminated Soil) volumes can be variable depending on projects within the area, the first 5 months of 2019 have been significantly lower than last year likely due to the inclement weather delaying projects.
- 4/5 No significant change anticipated, inclement weather has reduced initial 2019 tonnage.
- 6 These are typically scrap metal, green waste, drywall and blue box materials. As with 4/5, early 2019 receipts are lower, but expected to balance by year end.
- 7 These are WEEE & loads under 100 kg. A downward trend has been observed.
- 8 Tire receipts were up slightly in early 2019.
- 9 No significant change anticipated.
- 10 Mattress receipts were down in early 2019, but picking up in July, expect average in 2019.

- 11 A charge for large Mattress loads (10 or more) was implemented in 2018, and receipts fluctuate based on alternate options and commercial contracts. Expect slightly lower than average in 2019.

Operational Revenues

Tipping Fees

- The Budget estimate is based on maintaining existing tipping fees. A review of landfill life-cycle costs will be completed in 2019, and used to review all tipping fees in 2021 and beyond.

Rental Properties

- Slight increase to match cost of living index.

Stewardship Revenues

- Tire revenue is uncertain. Program changes in 2019 will likely lead to reduced revenue.

Scrap Metal

- Maintain 2020 Budget at 2019 Budget level. There is a lot of competition for scrap metal, despite renewing the same contract for disposal, receipts are variable.

LFG Agreement

- Royalty was reduced to match actuals in 2017/2018, therefore maintain estimate.

Certified Emissions Reduction Credits

- Program ended on July, 2017 so no revenue included in 2020 Budget.

Operational Expenses

Salaries, Wages, Benefits, Training and Corporate Administration

- No significant change anticipated from the 2019 budget.

Materials, Property Taxes and Insurance

- No major changes are anticipated in this area. Matching 2019 estimated actual with a cost of living increase.

Site and Weigh Scale Operator

- 2020 cost based on agreement extension.

Monitoring Consultants

- Standard costs for yearly reporting based on established work program and new contract awarded in 2019. Increase costs include additional work that may be required, and planned design work, including support force main upgrades, cell design, odour investigation and remediation activities.

Leachate Disposal

- Leachate disposal costs are exceeding 2019 budget expectations due to wet spring weather. The 2019 actuals may be elevated due to the wet spring, but recommend maintaining modest increase in 2020 budget.

Landfill Recyclables

- Steady growth has been observed in this area, and increasing market challenges, reflected through contract renewals are influencing disposal costs.

Shame Agreement and WM Steering Committee

- Additional Engineering investigations and reporting are anticipated in 2019 and 2020 (reflected in Contractual services budget).

Rental Property Expenses

- Expense estimates were increased to reflect additional work required in the 2019 budget, therefore recommend maintaining 2019 budget for 2020 to reflect a more pro-active maintenance program.

Township Royalty Fees

- Royalty payments anticipated to increase in 2020 budget with increased receipts including contaminated soil from construction projects.

Other Contractual Services

- No significant change anticipated for the 2020 budget.

Appendix B to Report WMC19-008

Summary of Landfill Activity 2018 - 2019 and 2020 Budget -- July 18, 2019

	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	3,495,000
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	3,662,000
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
	4,008,021	3,723,444	3,949,363	3,753,885	3,850,198
Net Revenues/(Expenses) to Share	(866,421)	(1,143,444)	(1,001,363)	(742,985)	(188,198)
County Share @ 50%	(433,211)	(571,722)	(500,682)	(371,493)	(94,099)

Appendix C to Report WMC19-008

PETERBOROUGH COUNTY/CITY WASTE MANAGEMENT FACILITY ESTIMATED CAPITAL BUDGET -- AS OF JULY 18, 2019															
NO.	ITEM	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	TOTAL
a	Final Cover for Cell 2	\$0													\$0
b	Haul Soil Off-site	\$1,305,000													\$1,305,000
c	Design Cell 4	\$50,000													\$50,000
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			\$90,000 ²	\$95,000 ²	\$95,000 ²									\$280,000
g	Vertical LFG Collection Wells in Cell 3				\$380,000 ³							\$180,000 ⁴			\$560,000
h	Final Cover Cell 4											\$150,000 ²	155000 ²	160000 ²	\$465,000
i	Vertical LFG Collection Wells in Cell 3											\$180,000 ⁵		625000 ⁶	\$805,000
j	Neal Drive Odour Control Facility 7														\$0
k	Replace Air Release Equipment Along Forcemain														\$0
	TOTAL	\$1,355,000	\$4,650,000	\$90,000	\$475,000	\$95,000	\$0	\$0	\$0	\$0	\$0	\$510,000	\$155,000	\$785,000	\$8,115,000

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 Administrati