



## COUNTY OF SIMCOE



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**To:** COMMITTEE OF THE WHOLE

**Section:** Corporate Services – Solid Waste Management

**Item Number:** CCW 14-299

**Meeting Date:** August 12, 2014

**Subject:** Organics Processing Facility Update

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### **Recommendation:**

THAT County Council endorse the formation of a Community Engagement Committee as outlined within Item CCW 14-299;

AND THAT the Terms of Reference for the Community Engagement Committee, substantively in the form attached as Schedule 1 to Item CCW 14-299, be approved.

### **Executive Summary:**

On June 17, 2014, the first public information sessions for the organics processing facility project were held at the Simcoe County Museum. The two sessions were open house format and provided the public and interested stakeholders the opportunity for open discussion with the Project Team, including representatives from Conestoga-Rovers & Associates. The sessions were advertised on-line, in the “Managing Your Waste” newsletter, in local newspapers, and through County social media accounts. In total, there were 26 visitors to the sessions. The County’s website has been updated with communication material presented ([www.simcoe.ca/opf](http://www.simcoe.ca/opf)).

Project development will continue with the preparation of a siting methodology – including creation of exclusionary criteria and a decision model to be applied to prospective sites. The Project Team recommends that a Community Engagement Committee (CEC) be formed as this project moves forward. Terms of Reference for the establishment of such, whose mandate would be to provide recommendations on the frequency, format, and communication materials to be used at forthcoming public and stakeholder consultation sessions, have been outlined in this Item.

### **Background/Analysis/Options:**

As outlined in Item CCW 14-025, a proposed project plan for the organics processing facility and timeline were endorsed by Council on January 28, 2014. Initial planning, siting, and procurement

tasks are set to occur over a two-and-a-half year time frame, with various opportunities for public and stakeholder consultation.

This report summarizes the first public information sessions and outlines forthcoming plans to facilitate further public and stakeholder consultation.

#### Public Information Sessions – June 17, 2014

On June 17, 2014, the first public information sessions for the Organics Processing Facility (OPF) Project were held at the Simcoe County Museum. Two sessions, held from 2:00 to 4:00 pm and from 6:00 to 8:00 pm, were open house format and provided the public and interested stakeholders the opportunity to receive information and discuss the County's diversion programs for organics (source-separated organics, leaf and yard waste, and brush). Representatives with the County's consultant, Conestoga-Rovers & Associates, were present to discuss their experience and expertise with such projects and provide the opportunity for interested parties to ask questions and obtain more detailed information on processing organics.

The purpose of the sessions was threefold:

- to provide public notification of the project and major steps;
- to outline the proposed timeline; and
- to introduce the Project Team.

Advertising for these sessions began in May with letters being sent to stakeholders including member municipalities, First Nations, the separated cities of Barrie and Orillia, neighbouring municipalities, the Ministry of the Environment, and local conservation authorities. Also in May, information was provided on the County's website at [www.simcoe.ca/opf](http://www.simcoe.ca/opf). Notification of the sessions was advertised in the June edition of the "Managing Your Waste" newsletter (distributed to 124,000 households), print advertisements in local newspapers on Thursday, June 12, a media advisory on June 17, and through social media (Twitter).

Communication material presented at this session was available upon request in electronic format and following the session, was available online. For information, the storyboards can be found at [www.simcoe.ca/opf](http://www.simcoe.ca/opf). These storyboards provide an overview of the County's successful diversion programs for organics, the current system for processing both green bin and leaf and yard waste/brush, and pertinent questions such as "Why change?", "Where will the organics facility go?", and "How much will this facility cost?".

#### Moving Forward

##### Proposed Siting Methodology

Work on this project will continue through the fall as Conestoga-Rovers prepares their report on the proposed siting methodology, to be presented to County Council in early 2015 (Report No. 3 on the Project Timeline). This report will provide the framework for the siting process and it is anticipated to encompass exclusionary criteria and a decision model to be applied to prospective sites. Preparation of this report will include a public consultation component and meetings with various stakeholders. In addition, it will outline the implications of siting the OPF on non-solid waste management County-owned properties or private sites.

## Community Engagement Committee

Public consultation and stakeholder involvement will be imperative to the success of this project. As such, the Project Team recommends that a Community Engagement Committee (CEC) be formed with a mandate to provide a forum for focused discussion on public engagement during the siting and procurement process. The non-voting committee would consist of County and local municipal Staff and public representatives and would make recommendations to the Project Team on the frequency, format, and materials to be used at public and stakeholder consultations.

For reference, Schedule 1 provides the proposed Terms of Reference for the CEC.

### **Financial and Resource Implications:**

Costs associated with the public information session were included in the 2014 Solid Waste Management Operating and Capital Budgets.

### **Relationship to Corporate Strategies:**

In regards to long-term processing of organics, the Solid Waste Management Strategy recommended development of a centralized composting facility within the County. Through the Strategy process, public input indicated support for processing within the County as well as for the addition of pet waste and diapers to the program. The Strategy recommended that a facility developed in the County be owned by the County with a design, build, operate arrangement with a qualified vendor.

### **Reference Documents:**

Solid Waste Management information on the Organics Processing Facility Project  
<http://www.simcoe.ca/dpt/swm/organics/index.htm>

Item CCW 14-025 Central Composting Facility Update – January 28, 2014  
[http://www.simcoe.ca/ws\\_cos/groups/public/@pub-cos-sta-com/documents/web\\_content/rsc412849.docx](http://www.simcoe.ca/ws_cos/groups/public/@pub-cos-sta-com/documents/web_content/rsc412849.docx)

### **Attachments:**

The following schedule is attached and forms part of this Item:

Schedule 1 – DRAFT Terms of Reference – Community Engagement Committee



Schedule 1 - Terms  
of Reference - CEC

**Prepared By:** Stephanie Mack, P.Eng. – Special Projects Supervisor

### **Approvals:**

Rob McCullough, Director, Solid Waste Management  
Debbie Korolnek, General Manager, Engineering, Planning and Environment  
Trevor Wilcox, General Manager, Corporate Performance  
Mark Aitken, Chief Administrative Officer

### **Date**

July 9, 2014  
July 14, 2014  
July 30, 2014  
August 1, 2014

County of Simcoe – Organics Processing Facility Project  
Community Engagement Committee  
DRAFT Terms of Reference

### Background

In early 2014, the County began development of a Council-endorsed, multi-year project for the siting and procurement of an organics processing facility. Siting of the facility will be a comprehensive, 18-month process followed by procurement of a qualified design, build, and/or operate vendor. During this process, there will be opportunity for various public information sessions and meetings with stakeholders.

### Mandate

The Community Engagement Committee (CEC) shall serve to provide a forum for focused discussion on public engagement during siting and procurement of the organics processing facility. The committee will consist of a group of County, local municipal Staff, and public representatives and will make recommendations to the Project Team on the frequency, format, and materials to be used at public and stakeholder consultations.

### Scope of Activities

The scope of the CEC shall include:

- work jointly with the Project Team to ensure informed public and stakeholder participation through to the end of the siting and procurement process;
- provide feedback and recommendations to the Project Team in regards to the frequency and format of public and stakeholder consultation events; and
- review and provide input on communication materials prepared for consultation sessions and other public activities.

The Committee is not empowered to hear public delegations.

### Composition

The CEC is to be constituted with representation from interested public representatives and/or associations and is structured to provide a balance of regional perspectives. Its proposed composition will include the following 8 non-voting members, appointed by the Chief Administrative Officer for the County of Simcoe in consultation with the Project Team:

- 3 Staff members from the County of Simcoe;
- 2 Staff members from member municipalities; and
- 3 members representing the community-at-large.

Individuals with experience within the business and/or agricultural communities with an interest in waste management/composting from a regional perspective are preferred.

Community Engagement Committee members may send a pre-registered alternate to the meetings.

### Call for Membership for Public Representatives

Selection criteria will include:

- live or are employed within the County of Simcoe;
- willingness and ability to commit to the necessary time-line (estimated to span approximately two years);
- interest and knowledge in solid waste management, particularly processing of organics and composting operations, and have an understanding of similar project planning processes;
- balanced neighbourhood and regional perspective;
- skills and experience related to previous work with community-based and/or planning projects or experience within the agricultural community;
- reasonable assurance that the selected member does not have a conflict of interest related to this project; and
- represent or be a member of a community group, neighbourhood group, or association within the County of Simcoe.

The Project Team will invite representatives of local stakeholder groups to apply to be designated as a community member of the CEC. A public call for community involvement will be advertised and the Project Team will accept applications from any resident or group. In addition, member municipalities will be notified of formation of this committee as the Project Team seeks interested staff for consideration.

To ensure fair representation, when appointing members the Project Team will consider:

- the geography and demography of the CEC; and
- a balance between technical and non-technical interests.

### CEC Members – Roles and Responsibilities

In accordance with these Terms of Reference, the members of the CEC committee shall:

- serve in an advisory (non-voting) capacity, providing input in regards to public and stakeholder consultation during the siting and procurement process;
- strive to attend all meetings or have a pre-approved delegate attend in their place;
- carry out their functions with integrity and act in the best interest of the mandate;
- treat all discussion in a professional and appropriate manner;
- have the opportunity to be heard and shall respect the viewpoints of other members; and
- be courteous and respectful of one another.

### Chair

The first meeting of the Community Engagement Committee (CEC) shall be chaired by the County of Simcoe's General Manager of Engineering, Planning, and Environment. Further options on facilitating these meetings will be presented to the committee for consensus. These include:

- continuation of the General Manager, Engineering, Planning and Environment acting as Chair;
- the Deputy Warden; Chair of Corporate Services Business Section; or another member of County Council acting in this capacity; or
- selection of an independent facilitator by the County, in consultation with the CEC.

### Decision Making

The CEC is a non-voting advisory committee that makes recommendations to the Project Team for consideration. The CEC will seek consensus when making recommendations to the Project Team and will ensure that each representative has the opportunity to be heard and has come to an understanding, not necessarily agreement, on the recommendation being put forward. The Project Team will take all CEC recommendations into consideration during their decision-making.

### Meeting Organization

Meetings will be event or milestone-driven and called by the Project Team. They will take place during business hours at an accessible location arranged by the County of Simcoe. The general format will be as follows: a review of comments from the previous meeting, presentations, and comments and questions.

### Meeting Resources

The County of Simcoe will provide staff resources to the CEC including coordinating and arranging meetings, agendas, note taking, distribution of materials, and other administrative functions as required.

### Meeting Notes

The Project Team will circulate the agenda at least two days prior to the meeting and capture recommendations of the Committee in meeting minutes. These minutes will be posted on the Organics Processing Facility webpage.