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**To:** COMMITTEE OF THE WHOLE

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

**Item Number:** CCW 15-229

**Meeting Date:** June 23, 2015

**Subject:** Solid Waste Management Infrastructure Projects – Siting Process Update

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**Recommendation:**

THAT Item CCW 15-229 providing additional details on the site selection process for the Organics Processing Facility and Materials Management Facility capital infrastructure projects, be received for information.

**Executive Summary:**

The purpose of this item is to provide an overview of and update on the two Solid Waste Management infrastructure projects as development continues. This report also serves as preparation for presentation of the short list of sites for both the Organics Processing Facility (OPF) and Materials Management Facility (MMF) to County Council, set for August 2015.

The County's consultant, Conestoga-Rovers & Associates (CRA), is evaluating a long list of candidate sites which comprises both County-owned and willing vendor sites. The willing vendor sites were sought via a search of the Multiple Listing Service (MLS) of the Canadian Real Estate Association and through Requests for Expressions of Interest (RFEI) from interested landowners. The resulting list of candidate sites is comprehensive, containing 505 sites, broken down as follows:

- 302 County sites (landfill site properties and forest tracts)
- 203 potential willing vendor sites – 196 from the MLS search, 7 responses to the RFEIs

Applying the siting criteria approved by County Council in March, this list of candidate sites will be evaluated and assessed as to their viability to host the facilities. This evaluation is anticipated to yield a short list of 3 to 5 sites for each facility. The following additional steps are being undertaken in light of anticipated public interest in the release of the short list of site locations:

1. Resource material on the projects provided to member municipalities;
2. A Project Team meeting with the Community Engagement Committee (CEC) to discuss the upcoming public consultation process;
3. Notification to private property owners if their site has been short-listed and requesting confirmation that they will allow the property to undergo further assessment; and
4. Development of an Option to Purchase Agreement, ensuring all potential properties are secured prior to detailed evaluation.

**Background/Analysis/Options:**

The purpose of this item is to provide an overview of and update on the two Solid Waste Management infrastructure projects as development continues. This report also serves as preparation for presentation of the short list of sites for both the Organics Processing Facility (OPF) and Materials Management Facility (MMF) to County Council, set for August 2015.

Development of these two projects – the Organics Processing Facility (OPF) and Materials Management Facility (MMF) – was recommended in the Solid Waste Management Strategy, approved by County Council in 2010. Based on responses received during the public consultation process, there was support for developing organics processing capacity within the County – given consideration to cost, contractual arrangements, and the potential addition of pet waste and diapers to the green bin program. Potential benefits of these facilities include:

*Organics Processing Facility (OPF)*

- a local, long-term solution to managing the County's organic waste (both source-separated organics and leaf and yard waste) at one common facility;
- greater control over future processing costs and environmental impacts;
- reduction in greenhouse gas emissions by shortening haulage distances to processing;
- ensuring capacity for future growth and protecting against provincial processing capacity shortages;
- flexibility to add materials such as pet waste and/or potentially diapers in the long term; and
- valuable end products such as compost or fertilizer to support local markets (inclusive of agriculture).

*Materials Management Facility (MMF)*

- an estimated \$13 M savings in contracted transfer costs over the next 20 years, translating to a 6-year payback period;
- protection from future increases to contracted transfer costs;
- utilization of secured funding from the Continuous Improvement Fund estimated at \$1.15 M (47% of the blue box-related project costs to a maximum funding limit of \$2,187,840);
- secure management of County material and greater control over operations;
- operational flexibility and the ability to adapt to changes in collections and/or processing arrangements; and
- ideal location to co-locate the Solid Waste Management truck servicing facility.

Organics Processing Facility Project

The current mandate in regards to development of an organics processing facility within the County seeks to provide siting, technology, and costing information for Council on developing an aerobic composting facility to manage the existing "green bin" material collected, potentially adding pet waste. The siting process has been initiated first, a fundamental step in procuring technology. It is anticipated that a preferred site will be presented to Council in early 2016, followed by a period for engineering studies and procurement of technology. Note that a final report to Council outlining site selection, the results of the procurement process, status of processing capacity for source-separated organics in Ontario, and a financial analysis will be presented to County Council for direction, anticipated for 2017.

For reference, a chronology of recent project development for the OPF project has been provided in Schedule 1.

### Materials Management Facility Project

In 2014, County Council also endorsed further work to determine the viability of a County Materials Management Facility (MMF) and extending the scope of work assigned to CRA to provide engineering services for siting. The MMF, a transfer facility, will be an integral part of the County's waste management system – the link between collection operations and moving material to final waste disposal/processing locations. It will provide a location for consolidation of garbage, organics, and recycling from multiple collection vehicles into larger, higher-volume transfer vehicles for more economical shipment to disposal/ processing sites. There will be no long-term storage of materials or public drop-off at this facility.

For reference, a chronology of recent project development for the MMF project has also been provided in Schedule 1.

### Siting – List of Candidate Sites

Following County Council endorsement of the siting methodology and evaluation criteria in March, works began on compiling the list of candidate sites – containing both County-owned and willing vendor sites – and proceeding to site evaluation. Information on 302 County sites (open and closed landfill properties and forest tracts) has subsequently been forwarded to Conestoga-Rovers & Associates (CRA) for evaluation. From initial work completed, 66 of these sites fall within the search area for the Materials Management Facility (MMF).

### Willing Vendor Sites

In addition to the evaluation of County sites, CRA has also been provided a list of willing vendor sites that were compiled from two sources – a search of the Multiple Listing Service (MLS) of the Canadian Real Estate Association and through a Request for Expression of Interest (RFEI). The search of the MLS was conducted through the County's Procurement, Fleet and Property Department (PF&P) with the assistance of a registered broker from CBRE Limited's Land Services Group. These services were retained via a Request for Pre-Qualification (RFPQ) for provision of real estate brokerage services.

A Request for Expression of Interest (RFEI) related to each of the projects was also posted through PF&P on April 22, closing on Friday, May 22, 2015. For reference, the RFEI documents for the OPF and MMF are attached as Schedules 2 and 3, respectively. As outlined in the documents, land owners with property in the County, interested in selling their land for the proposed facilities, were invited to submit a Letter of Interest. These opportunities were posted on the project webpages and on the County's procurement site, biddingo.com. Advertisements were also placed in newspapers County-wide on April 30, May 7, and May 14, information was provided in the 'Managing Your Waste' newsletter (May 2015) sent to all County residents, and the project contact list was notified of this opportunity directly. Information was also provided at the County's compost and mulch giveaway in early May, with over 2,000 flyers distributed.

As with the list of County sites, these two sources produced a large number of private sites. In total, 203 potential willing vendor sites (196 from the MLS search, 7 responses to the RFEIs) will be evaluated as to their viability to host the facilities. This information has completed the list of candidate sites which will now be assessed following the process approved by County Council in March, with sites first being excluded based on Screen 1 criteria. These criteria are considered "must pass" – each property must satisfy these in order to be carried forward for further evaluation. This includes technical requirements such as size (13 hectares for the OPF, 7 hectares for the MMF) and environmental criteria such as the avoidance of wetlands and floodplains, source protection areas, and sensitive

receptors. From this, a long list of sites will be produced, with Screen 2 then being applied to the remaining sites. This criteria includes proximity to sensitive receptors, land use and zoning, and the suitability of each site to meet technical requirements. From this screen, the best candidate sites will be carried forward to the short list and presented to County Council prior to public consultation.

### Moving Forward

Work on these projects will continue through the summer with CRA's Part 2 – Long List Evaluation reports for both the OPF and MMF anticipated to be presented to County Council in August (Report No. 4 on the OPF Project Timeline). These reports will provide information on the siting evaluation to date, present the short list of sites for the OPF and the MMF, and seek Council direction on proceeding to further comparative evaluation (Screen 3). The Screen 1 and 2 evaluation is anticipated to yield a short list of 3 to 5 sites for each facility.

In preparation for increased public interest in these projects, notification will be sent to all member municipalities of the County's intent to proceed with siting these facilities. Information packages will be provided outlining the projects and development to date. This will include details of the facilities (description and benefits, for example), timeline of the siting process, and opportunities for public feedback and consultation. The Community Engagement Committee (CEC) will meet with the Project Team to discuss the upcoming public consultation process.

Also in preparation for release of these short-listed sites, the Project Team has considered the impact on potential willing vendors whose property may qualify for either facility. These owners will be notified that their site has been short-listed and the County is requesting confirmation that they will allow their property to be further assessed. In addition, based on the results of the siting evaluation, Council direction will be sought in regards to presenting any short-listed property owner with an Option to Purchase Agreement. The purpose of this is to ensure that the short-listed sites will be secured prior to proceeding to detailed evaluation and without unnecessary investment of consulting and staff time.

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

To date, \$63,739 has been spent on siting of the Organics Processing Facility which has \$300,000 allocated toward this work. Remaining 2015 consulting fees are estimated to be \$58,000, with additional costs for public consultation in the fall. These costs are budgeted to be funded through the Waste Management Reserve.

In regards to the Materials Management Facility, \$11,512 has been spent to date on siting of the Materials Management Facility which has \$500,000 allocated toward this work. Remaining 2015 consulting expenses, estimated to be \$46,000, are budgeted to be funded through the Waste Management Reserve.

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

In regards to long-term processing of organics, the Solid Waste Management Strategy (Strategy) recommended development of a centralized composting facility within the County. Public input indicated support for in-County processing as well as for the addition of pet waste and diapers to the program. This item also supports the Strategy recommendation to develop transfer capacity infrastructure to manage garbage and recyclables generated within the County.

**Reference Documents:**

Organics Processing Facility Project Webpage

[www.simcoe.ca/opf](http://www.simcoe.ca/opf)

Materials Management Facility Webpage

[www.simcoe.ca/mmf](http://www.simcoe.ca/mmf)

**Attachments:**

CCW 15-229 -  
Schedule 1.pdf

Schedule 1:

Chronology of Recent Project Development – Organics Processing Facility (OPF) and Materials Management Facility (MMF)



CCW 15-229 -  
Schedule 2.pdf

Schedule 2:

Request for Expression of Interest 2015-050 – Properties for Proposed Organics Processing Facility



CCW 15-229 -  
Schedule 3.pdf

Schedule 3:

Request for Expression of Interest 2015-051 – Properties for Proposed Materials Management Facility

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

**Approvals:****Date**

Rob McCullough, Director, Solid Waste Management

June 10, 2015

Debbie Korolnek, General Manager, Engineering, Planning and Environment

June 10, 2015

Trevor Wilcox, General Manager, Corporate Performance

June 15, 2015

Mark Aitken, Chief Administrative Officer

June 15, 2015

## Organics Processing Facility (OPF) – Chronology of Recent Project Development

| Item No. Reference   | Description of Milestone   |
|--|--|
| 2014   |  |
| Item CCW 14-025 –<br>Central Composting Facility Update<br>(January 28, 2014)  | <p>A proposed project plan for the Organics Processing Facility (OPF) and timeline were endorsed by County Council:</p> <p>THAT the phased approach and overall project timeline outlined in Item CCW 14-025, to develop a central composting facility to handle existing feedstock and potentially pet waste, with the future option to expand to process diapers and sanitary products, be approved;</p> <p>AND THAT staff be directed to initiate public notification of this project, including organizing a public information session.</p> |
| Item CCW 14-246 –<br>RFP 2014-021 – Consulting Services –<br>Central Composting Facility<br>(May 27, 2014)   | Conestoga-Rovers & Associates (CRA) were retained as the County's consultant. CRA outlined considerable expertise in the planning, siting, approvals, detailed design, engineering, contractor procurement and construction administration of organics processing facilities.  |
| Item CCW 14-299 –<br>Organics Processing Facility Update<br>(August 12, 2014)  | The first public information sessions were held on June 17, 2014 to provide the public and interested stakeholders an opportunity to receive information on the project and discuss the County's diversion program for source-separated organics. Communication material from this session is available on the OPF webpage.  |
| <p>Item CCW 14-299 –<br/>Organics Processing Facility Update<br/>(August 12, 2014)</p> <p>Item CCW 14-407 –<br/>Community Engagement Committee<br/>(October 30, 2014)</p> <p>Item CCW 15-020 –<br/>Infrastructure Projects – Update<br/>(January 13, 2015)</p> | Community Engagement Committee formed. This committee, made up of three County and two municipal representatives, a First Nations representative, and three representatives from the public-at-large, was formed following a formal application and evaluation process. The committee has met twice to discuss the infrastructure projects and make recommendations in regards to the two public information sessions held in 2014 and the upcoming public consultation process.   |
| Item CCW 15-020 –<br>Infrastructure Projects – Update<br>(January 13, 2015)  | On December 2, 2014, the second public information sessions were held to summarize the proposed siting process and methodology for both the OPF and MMF Projects and to obtain public feedback on site evaluation criteria. Communication material from this session is available on the OPF webpage.  |

## Organics Processing Facility (OPF) – Chronology of Recent Project Development (continued)

| Item No. Reference   | Description of Milestone  |
|--|---|
| 2015   |   |
| Item CCW 15-055 –<br>Organics Processing Facility – Siting<br>Methodology and Evaluation Criteria<br>(February 26, 2015) | In early 2015, Council endorsed the siting methodology and evaluation criteria for the OPF. This Item presented Conestoga-Rovers & Associates' (CRA) first siting report, the first in a series of three. It outlined the development of the siting methodology and the proposed process for moving forward. The siting process will continue with the evaluation of a long list of sites using exclusionary and additional criteria (such as proximity to sensitive receptors) and a comprehensive, comparative evaluation of the short list of sites. |

## Materials Management Facility (MMF) – Chronology of Recent Project Development

| Item No. Reference  | Description of Milestone   |
|---|--|
| 2014  |  |
| Item CCW 14-253 –<br>Transfer Facility Assessment<br>(August 12, 2014)  | A financial analysis was conducted to determine if a County facility would be a viable option in consideration of future contract costs for transfer. The payback period was estimated to be six years. Further to this, County Council endorsed further work to determine the viability of a County transfer facility and extending the scope of work assigned to Conestoga-Rovers & Associates (CRA) to provide engineering services for siting.   |
| Item CCW 14-344 –<br>Transfer Facility Funding Update<br>(August 26, 2014)  | Pursuant to the updated financial analysis of transfer costs, Staff met again with representatives from the Continuous Improvement Fund (CIF) to discuss the status of the application, the availability of funding, and moving forward. CIF confirmed that funding was available – it was subsequently secured in late 2014.  |
| Item CCW 15-020 –<br>Infrastructure Projects – Update<br>(January 13, 2015)   | On December 2, 2014, public information sessions were held to introduce the Materials Management Facility (MMF) project, to summarize the proposed siting process and methodology for both the OPF and MMF Projects, and to obtain public feedback on site evaluation criteria. Communication material from this session is available on the MMF webpage.  |
| 2015  |  |
| Item CCW 15-078 –<br>Materials Management Facility – Siting<br>Methodology and Evaluation Criteria<br>(February 26, 2015) | In early 2015, Council endorsed the siting methodology and evaluation criteria for the MMF. This Item presented CRA's first siting report, the first in a series of three. It outlined the development of the siting methodology and the proposed process for moving forward. The siting process will continue with the evaluation of a long list of sites using exclusionary and additional criteria (such as proximity to sensitive receptors) and a comprehensive, comparative evaluation of the short list of sites. |



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**The Corporation of the County of Simcoe  
Request for Expression of Interest 2015-050  
Properties for Proposed Organics Processing Facility**

The Corporation of the County of Simcoe (County) is seeking Requests for Expressions of Interest from any land owner with property in Simcoe County who may be interested in selling their land to the County for a proposed Organics Processing Facility.

**Background**

In 2010, the Solid Waste Management Strategy recommended that the County assess development of an Organics Processing Facility (OPF) to meet long-term processing requirements for source-separated organics. This facility would accept and process green bin material and leaf and yard waste. In 2014, a siting process for this facility was initiated with the search area encompassing all sixteen member municipalities of the County.

**Minimum Site Requirements and Key Considerations**

To accommodate the proposed OPF only those sites that are a minimum of 13 hectares (33 acres) or greater shall be considered. Registered property owners may combine adjacent property to meet the minimum size requirements. Key considerations for siting include technical requirements such as site size, the avoidance of sensitive environmental features, and the number and distribution of sensitive receptors in proximity to the site.

As outlined in the siting methodology, private sites will be sought through the use of real estate agents and this formal RFEI process. The County's consultants will evaluate existing County-owned sites (such as open and closed landfills and County forest tracts) and willing-vendor private and public owned sites concurrently, producing a short list of sites for further comparative evaluation. The short list of sites is intended to be presented to County Council in August 2015 for review and consideration. Final screening of potential sites, anticipated for the fall of 2015, will include the acquisition cost of the proposed site.

**Submission Requirements**

Interested parties are required to submit a Letter of Interest, which includes the following information:

- Registered Owners Names and contact information (mailing address, phone number, email address)
- Municipal Address(es) and Approximate Size of Subject Property(ies)
- Full Legal Description(s) (PIN, if available, Lot, Concession/Plan)
- Any survey or reference plan, if available

From the submitted Letters of Interest, sites will be assessed to identify suitability for the proposed undertaking.

If your site is selected to be short listed you will be contacted directly by County staff, at which time you will be asked to confirm in writing your commitment to the sale of your property to the County and to provide the asking price for the proposed site, to be used in the final screening process.

**Please note that any information provided by any respondent to this RFEI will become public information.**

**IMPORTANT: Any sites offered by potential technology vendors must be offered separate from, and without any conditions regarding the use of the vendor's technology on the site. This RFEI therefore represents the sole opportunity for technology vendors to submit a site for consideration.**

**Interested parties are invited to submit a Letter of Interest by 2:00:00 P.M. May 22, 2015 to:**

Director of Procurement, Fleet and Property or Designate  
County of Simcoe Administration Centre,  
1110 Highway #26, Midhurst, ON L0L 1X0  
Email: [bids@simcoe.ca](mailto:bids@simcoe.ca)

Additional information on this project, including detailed information on the siting methodology and all site evaluation criteria can be found at [www.simcoe.ca/opf](http://www.simcoe.ca/opf), or provided in hard copy upon request.

This Request for Expression of Interest process does not constitute any obligation on the part of the County of Simcoe to enter into negotiations with any interested party.



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## **The Corporation of the County of Simcoe Request for Expression of Interest 2015-051 Properties for Proposed Materials Management Facility**

The Corporation of the County of Simcoe (County) is seeking Requests for Expressions of Interest from landowners with property in Simcoe County who may be interested in selling their land to the County for a proposed Materials Management Facility. The proposed site must be located within the 15 km radius of the centre of waste generation as outlined in Figure 1 below.

Figure 1 – Defined Search Area



- Denotes location of existing transfer location

### Background

The Solid Waste Management Strategy recommended development of a transfer facility to manage garbage, organics, and recycling in the long-term. A transfer facility, also referred to as a Materials Management Facility (MMF), will provide a location for consolidation of waste from multiple collection vehicles into larger, higher-volume transfer vehicles for more economical shipment to end processors or disposal locations. In 2014, a siting process for this facility was initiated.

### Minimum Site Requirements and Key Considerations

To accommodate the proposed MMF, only those sites that are a minimum of 7 hectares (17 acres) or greater shall be considered. Registered property owners may combine adjacent property to meet the minimum size requirement. The potential site must be located within the 15 km radius of the centre of the waste generation as outlined in Figure 1.

Siting of this facility will consider proximity of the site to the centre of waste generation and existing transportation infrastructure. Other key considerations include technical requirements such as site size, the avoidance of sensitive environmental features, and the number and distribution of sensitive receptors in proximity to the site.

As outlined in the siting methodology, private sites will be sought through the use of real estate agents and this formal RFEI process. The County's consultants will evaluate existing County-owned sites (such as open and closed landfills and County forest tracts) and willing-vendor private and public owned sites concurrently, producing a short list of sites for further comparative evaluation. The short list of sites is intended to be presented to County Council in August 2015, for review and consideration. Final screening of potential sites, anticipated for the fall 2015, will include the acquisition cost of the proposed site.

### Submission Requirements

Interested parties are required to submit a Letter of Interest, which includes the following information:

- Registered Owners Names and contact information (mailing address, phone number, email address)
- Municipal Address(es) and Approximate Size of Subject Property(ies)
- Full Legal Description(s) (PIN, if available, Lot, Concession/Plan)
- Any survey or reference plan, if available

From the submitted Letters of Interest, sites will be assessed to identify suitability for the proposed undertaking.

If your site is selected to be short listed you will be contacted directly by County staff, at which time you will be asked to confirm in writing your commitment to sell your property to the County and to provide the asking price for the proposed site, to be used in the final screening process.

**Please note that any information provided by any respondent to this RFEI will become public information.**

**IMPORTANT: Any sites offered by potential vendors of the County in connection with this undertaking must be offered separate from, and without any conditions regarding the vendor's services on the site. This RFEI therefore represents the sole opportunity for vendors to submit a site for consideration.**

**Interested parties are invited to submit a Letter of Interest by 2:00:00 P.M. May 22, 2015 to:**

Director of Procurement, Fleet and Property or Designate  
County of Simcoe Administration Centre,  
1110 Highway #26, Midhurst, ON L0L 1X0  
Email: [bids@simcoe.ca](mailto:bids@simcoe.ca)

Additional information on this project, including detailed information on the siting methodology and all site evaluation criteria, can be found at [www.simcoe.ca/mmf](http://www.simcoe.ca/mmf), or provided in hard copy upon request.

This Request for Expression of Interest process does not constitute any obligation on the part of the County of Simcoe to enter into negotiations with any interested party.