



**County of Peterborough**  
**Waste Management Master Plan**  
**Study Terms of Reference**

**1. Introduction**

The County of Peterborough (County), having a permanent population of approximately 54,000 persons distributed over an area of 4,000 square kilometres, is comprised of eight (8) Townships. The City of Peterborough is within the County of Peterborough census division, but is separate from the County's administration. Located in central-east Ontario, the southern half of the County is predominantly agricultural with several small urban communities. The northern part of the County consists of lakes, rivers and hummocky landscape and is predominantly used for seasonal recreational use with fewer urban settlements.

In a County Council meeting held October 20, 2010, the Director of Public Works advised County Council that a Steering Committee will be established to review and update the County's Waste Management Master Plan. Subsequently the County requested proposals for the development of a County specific Waste Management Master Plan (WMMP), which will provide an update to the existing plan completed in 1993 (The Peterborough County/City Waste Management Master Plan, Waste Management Systems Plan Final Report, Proctor and Redfern).

County Council resolved, during a meeting held February 9, 2011, to approve the award of the development of the Waste Management Master Plan (as detailed in Request for Proposal P-09-2010) to Cambium Environmental Inc. based on the results of a competitive bidding process.

**2. Proposed Undertaking**

The County and its 8 member townships have a mandate to provide waste management services to its residents. A WMMP provides strategic direction for optimizing the current and future residential solid waste programs to best meet the financial, environmental, and sustainability needs of the County over the next 20 years.

A WMMP considers the full spectrum of waste, from generation to disposal. This WMMP will include an evaluation of all sectors of waste management, which will include, but is not limited to, the following:

- Diversion: blue box recycling, organics composting, municipal hazardous special waste (MHSW), waste electrical and electronic equipment (WEEE), tires, scrap metal.
- Disposal of residual waste: landfilling, exportation, importation, energy from waste (EFW).

No single solution is appropriate for all communities and thus an effective cooperative waste management plan will assess an appropriate combination of reduction, reuse, and recycling techniques to minimize the amount of waste requiring final disposal; taking local circumstances into consideration.

### **3. Existing Conditions**

In developing a County WMMP consideration should be given to the integration of economic, social and environmental issues over the long-term for waste management. The objective to support the development of a healthy and attractive community should be based on the principles of reducing the amount of waste generated and treating the wastes generated as a resource. The County has already adopted many programs consistent with these principles. However, multiple new waste management initiatives should be considered by the County during the development of the WMMP to promote a continued high level of waste diversion by the community, to achieve compliance with current or impending provincial legislation, and attain consistency with best management practices adopted by other municipalities and service providers in Ontario. Continued improvement to the County's existing waste management programs and the implementation of additional programs are essential to the further advancement of these guiding principles.

Management of municipal solid waste is a key responsibility for all municipal governments in Ontario. The factors that encourage or hinder conscientious municipal waste diversion and disposal can vary greatly from circumstance to circumstance and depends primarily on a municipality's size, geographic location, population, and setting. Several issues that will require consideration in the development of the County's updated WMMP include:

- Non-uniform level of service between member municipalities;
- Fluctuating populations (seasonal variations);
- Diminishing life capacity at member municipality landfill sites; and,
- Distinct municipal service areas and potential for County system inefficiencies.

### **4. Assessment Methodology**

The study will consist of the following general components:

#### **4.1. Understanding and Assessing the Current Waste Management System**

Prior to initiating the planning process for a sustainable and long-term WMMP, it is necessary to understand and assess the efficacy of the current waste management system. To achieve this objective, a review of the existing facilities and services will be conducted at the outset of the study. The methodology for conducting this review will include:

- Data collection;
- Analysis of data; and,
- Assessment of current plan components.

Each component of the current waste management system will be assessed for each of the following attributes:

- Performance and capture rates
- Tonnages diverted or disposed
- Opportunities for improvement
- Participation by residents
- Cost
- Benchmarking against other similar programs

#### **4.2. Developing a Vision and Goals for Future Waste Management**

Through review of provincial legislation (Waste Diversion Act) and County objectives and goals, and discussions with stakeholders and members of the public, a common vision and goals for the future will be developed. The vision and goals will be used as the foundation for the development of the WMMP. They will also provide a basis for the development of perpetual performance measures to be used once the WMMP is adopted by the County.

Therefore, the County's new WMMP will be congruent with the vision and goals and will set out a path to achieve the established objectives, identify specific targets, and outline a method for monitoring success.

#### **4.3. Understanding and Assessing the Options**

Subsequent to the completion of the Understanding and Assessing the Current Waste Management System and Developing a Vision and Goals for Future Waste Management, a variety of alternative methods for inclusion in the WMMP will be identified.

The method options identified will be assessed as follows:

- Describing the options and their potential for supporting sustainable waste management;
- Developing criteria against which to assess the options; these criteria will include:
  - Cost/Affordability;
  - Positive social impact and acceptability;
  - Ease of implementation;
  - Scalability – can be expanded over time;

- Net environmental effects;
  - Proven technology; and
  - Extent of local control.
- Development of three (3) broader categories for discussion:
    - Net environmental effects;
    - Social acceptability; and
    - Cost effectiveness.

The results of the assessment of the options will be reviewed and considered. This final assessment will also include input from the public.

#### **4.4. Selecting Waste Management System Components**

In reviewing the results of the assessment of options for the long term waste management system, the key components of the WMMP will be identified and selected. These components will be further reviewed to determine their suitability with the vision and goals identified, individual effectiveness, and compatibility in the over-all WMMP for all member municipalities.

Suggested alternatives for further review will be presented to the County for review and approval before formal commitment to a proposed strategy.

#### **4.5. Development of the Waste Management Master Plan**

The results of the analyses carried out in the preceding tasks will be described in the WMMP report. The intent of this document is to identify existing waste management system aspects and suggest the framework necessary to develop an appropriate system for waste management within the County from environmental, economic, financial, technical, and land use perspectives.

A draft version of the WMMP will be prepared and submitted to the County for review and comment, prior to the finalization of the report.

### **5. Consultation**

An important component of the development of the WMMP will be solicitation of public knowledge, experience, and ideas for potential incorporation into the plan. The community residents, stakeholder organizations, and other interested parties will be invited to participate in the process through public information sessions as key milestones during the project.

It is important that a thorough and balanced public consultation process be developed and conducted for the project. A public consultation program will be designed to ensure that the public is well informed and that recommendations made to County Council adequately reflect the various interests of the community. Ample opportunity will be given to the public to provide input to the project. Public input will be solicited at the consultation events, using comment sheets and sign-in sheets.

This final phase of the planning process will include a community consultation event for member municipalities to provide input and opinion regarding the draft WMMP. The feedback will be taken into consideration prior to finalizing the WMMP that will be presented to the County for approval.

In addition to the Public Consultation Events to be hosted, notices in area newspapers, website pages and links, surveys, and regular newsletters, may be used as effective means of consultation with the public.

## **6. Study Direction**

The Steering Committee (SC) comprised of three (3) County Councillors, whom are also members of the County/City Waste Management Steering Committee, will provide overall direction through the Technical Advisory Committee (TAC) and make recommendations on the acceptance of study “deliverables” to County Council.

The purpose of the SC is to provide an on-going mechanism for feedback and advice to the TAC about key aspects of the study, including:

- Monitoring of individual project tasks.
- Ensuring the project’s scope maintains alignment with the requirements of the County.
- Providing guidance and communication related to project issues arising to those directly involved.
- Addressing issues with major implications to the project.
- Ensure project scope is under control.
- Approval of project-related invoices by the Chair.

TAC responsibilities will include the following:

- Provide available and relevant data and information with respect to waste management in the County.
- Liaise with the SC and recommend interim and final report approvals.
- Meet on an on-going basis with study consultants to review study progress and provide continued study direction and technical input.

The study consultant will report directly to the TAC and meet with the TAC at key stages of the study progress. The study consultant will also attend SC meetings as required.

Consultant responsibilities will include the following:

- Review the existing WMMP.
- Undertake a thorough review of all data requirements, verifying the availability of data and providing sufficient resources to collect data not readily available.
- Develop an appropriate public consultation program to inform the community and interested agencies and provide an opportunity to participate in the study.
- Attend the TAC, SC, public information centres and County Council and Township Council meetings as required.

- Co-ordinate and provide all aspects and materials for public consultation activities including compilation of material received from the public.
- Organize, record and retain minutes of all meetings related to the study.
- Provide suitable “web-ready” documents throughout the study process.
- Quality and time management control including providing regular statements of budget against actual progress costs.

## **7. Study Schedule**

A Project Schedule, provided as Appendix B of the Cambium Environmental Inc. proposal illustrates the projected timing of the tasks and activities to be undertaken. Project activities, meetings, and document deliverables are identified in the schedule. The WMMP process is estimated to require 14 to 18 months to complete. Allowing for contingencies, the study is projected to occur over an 18 month period with expected completion in July 2012.