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**MEMORANDUM**

**CL-C 73-2020**

**Subject: Waste Management Long Term Strategic Plan – PWC-C 23-2020**

**Date: July 23, 2020**

**To: Regional Council**

**From: Catherine Habermebl, Director Waste Management Services**

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The intention of this memorandum is to provide further information and clarity regarding the Waste Management Long Term Strategic Plan (WMLTSP), which was presented to Public Works Committee (PWC-C 23-2020) on July 14, 2020.

There is no impact on the 2020 or 2021 Waste Management operating budget by deferring the initiative to next year as the WMLTSP was funded through the 2017 to 2019 operating budgets as part of a multi-year project. A total of \$400,000 for the WMLTSP was encumbered into the 2020 fiscal year from prior approved budget dollars. Due to staff resource availability and additional higher priority work, such as the service level consultation, Recycling Centre Opportunity Review and new collection contract, this project was deferred until the fall of 2020. To date, no spending has occurred on the WMLTSP.

These funds will be utilized to retain a consultant through a Request for Proposals process via our Procurement Office. In an effort to complete the work within the budgeted amount of \$400,000, it is anticipated that staff will:

- Participate in Public (Virtually Accessible) Open Houses/Workshops/Telephone Town halls and other stakeholder engagement;
- Secure and pay for rental fees for the venue, if applicable, coordinate and organize the broadcasting of the Public (virtually accessible) Open Houses/Workshops, develop media releases and monitor Niagara Region's website, Facebook and Twitter pages;
- Manage, develop and issue procurement documents for printing, surveys as applicable and other pieces required for stakeholder engagement; and
- Prepare mailing lists, household counts and mail merges and coordinate required mailings.

The rationale to retain a professional planning and engineering consultant is as follows:

- To provide necessary resources to complete this strategic work on a timely basis
- To provide a knowledge base and technical expertise to:
  - establish a planning framework and strategic direction for waste management in Niagara Region over the next 25 years;
  - recommend sustainable, diverse and innovative long-term waste management practices and systems;
  - complete scientific assessments of alternative technologies using a sustainability framework (economic, environmental and social impacts) and life cycle analysis of any recommended programs and infrastructure;
  - develop an implementation plan that will make recommendations on disposal and diversion infrastructure, including transfer stations, financing, performance indicators and a process for monitoring and reporting.

If the WMLTSP was cancelled completely, the result would be a return of the formerly encumbered \$400,000 back to the 2020 Waste Management operating surplus, which would then become part of the transfer to the Waste Management stabilization reserve, for use in other initiatives.

Council would not require a two thirds vote to cancel or defer the project, however, it would require a majority vote. Staff recommend that the WMLTSP is needed to move forward as planned, to commence in the fall of 2020. A municipality the size of Niagara needs a long-term plan to guide decision making based on longer term strategic goals rather than developing plans and policies for infrastructure and programs/services based on a piece meal or ad hoc approach or short term window of 5 to 7 years. This is more important now than ever as the Province will present its draft regulations in late summer 2020 for the Transition of the Blue Box program to a Full Producer Responsibility model. The WMLTSP will reflect changing legislation/regulation, increasing Provincial targets, population growth, changes in waste composition and promote sustainability.

Respectfully submitted and signed by

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Catherine Habermehl  
Director, Waste Management Services