

Municipality of Hastings Highlands Waste Recycling Strategy CIF No. 348

Prepared For:



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EXECUTIVE SUMMARY

The Municipality of Hastings Highlands is located within Hastings County situated between Bancroft, ON and Algonquin Provincial Park. Hastings Highlands is characterized by a small population (< 5000 full-time residents), 3614 single family homes including 1200 that are seasonal households. The municipality has been providing this waste management service to its ratepayers since 2001 to divert waste from disposal at its landfill sites. The Municipality of Hastings Highlands is required by Waste Diversion Ontario (WDO) to submit an updated Waste Recycling Strategy (WRS) to ensure the current Blue Box program is in-line with the community's Integrated Waste Management Strategy along with the Province of Ontario's goal of reaching 60% waste diversion. This WRS analyzes the current blue box material recycling program in the Municipality of Hastings Highlands and outlines steps to be taken by the Municipality to ensure an effective and efficient blue box material recycling program is undertaken aligned with WDO's Best Practice questions.

Through analysis of the Municipal WRS the Municipality of Hastings Highlands has a comparatively low rate of program effectiveness as determined by the WDO reported capture rate in 2008 and 2009. In comparison to other municipalities of similar characteristics the current recycling program is more efficient than the Rural Collection South average. Therefore updates to the current recycling program should be directed towards improving the effectiveness of the program without imposing on the programs current efficiency. To improve program effectiveness it is proposed the Municipality utilizes the current P&E grant being provided by the Continuous Improvement Fund. Future WRS updates should take into account effectiveness and efficiency in analysis for continuous improvement.

Potential Promotional and Educational Program Additions

- A) Annual Brochure
- B) Add to and Update Landfill Signage
- C) Provide Municipal Staff Education Program
- D) Website and Recycling blog for Public/Municipality Communication
- E) Provide Blue Boxes to all Municipal Residents

The primary goal of the updated WRS is to increase the blue box material capture rate of the current program therefore increasing the effectiveness of the current program. An evaluation of the effectiveness of the program should be conducted regularly to ensure the program continues to improve as described by the capture rate objectives outlined in the following WRS. Baseline data utilized for monitoring should be taken from the Municipal Waste Diversion Profile described as part of this report. Monitoring of the proposed program should be conducted every five (5) years to remain on track with program goals. If the program is not reaching projected targets, an evaluation of the current waste diversion legislative and promotional and educational (P&E) mechanisms should be completed and modified accordingly.

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1.0 INTRODUCTION

The Municipality of Hastings Highlands is located within Hastings County situated between Bancroft, ON and Algonquin Provincial Park. Hastings Highlands is characterized by a small population (< 5000 full-time residents), 3614 single family homes including 1200 that are seasonal households. The Municipality has been providing blue box recycling service to its ratepayers since 2001 to divert waste from disposal at its landfill sites. The Municipality of Hastings Highlands is required by Waste Diversion Ontario (WDO) to submit an updated Waste Recycling Strategy (WRS) to ensure the current blue box program is in-line with the community's Integrated Waste Management Strategy along with the Province of Ontario's goal of reaching 60% waste diversion. The following report analyzes the current blue box Program in the Municipality of Hastings Highlands and outlines steps to be taken by the Municipality to ensure an effective and efficient blue box material recycling program is undertaken aligned with WDO's Best Practice questions. This report seeks to satisfy the WDO's requirements for; an updated Municipal Waste Recycling Strategy, establishment of performance measures, progression towards multi-municipal planning approaches, training of key municipal staff, and establishment of potential promotional and educational (P&E) programs and waste diversion legislation. The following report is structured in accordance with the *Guidebook for Creating a Municipal Waste Recycling Strategy* provided by the Continuous Improvement Fund (CIF).

1.1 Planning Process

The planning process utilized for developing the updated Waste Recycling Strategy primarily involved the Hastings Highlands municipal staff working together with Jp2g Consultants Inc. through the identification and evaluation of reasonable alternatives, public consultation and reporting. The process involved an initial meeting between municipal staff and Jp2g Consultants Inc. in which the current and historical blue box material recycling program was discussed along with potential directions for an updated WRS, the meeting minutes are provided in **Appendix A**. After the initial meeting a draft report was completed in which interim legislative, promotional and educational (P&E), and program monitoring options were discussed. At this point final decisions were determined as to the recycling program for the Municipality of Hastings Highlands and a Final Report was produced by Jp2g Consultants Inc.

1.2 Multi Municipal Planning

The Municipality of Hastings Highlands has been involved with multi municipal waste management discussions regarding Municipal Hazardous and Special Waste (MHSW) and Waste Electrical and Electronic Equipment (WEEE). Municipality of Hastings Highlands currently is involved in a Multi Municipal MHSW program, the contract is provided in **Appendix B**. Parties involved include:

Town of Bancroft;
Township of Carlow Mayo;
Township of Faraday;
Township of Limerick;
Township of Tudor/Cashel;
Township of Wollaston; and
Municipality of Highlands East.

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Minutes from the Multi Municipal Waste Meeting on January 12, 2011 have been provided in **Appendix B**. It is recommended that the Municipality of Hastings Highlands continues to seek multi-municipal/regional waste management solutions to satisfy WDO's best practice guidelines.

2.0 MUNICIPAL WASTE DIVERSION PROFILE

The Municipality of Hastings Highlands provides curbside collection of waste and blue box materials for all residential and IC&I establishments via private contracting. There are no available records of the number of IC&I establishments in Hastings Highlands however curbside collection is provided. Municipal demographic and waste management statistics have been summarized in **Tables 1 – 5** below.

**Table 1 – Municipality of Hastings Highlands Demographics 2009
(Ministry of Municipal Affairs)**

Total Population	Single Family Households (incl Seasonal)	Multi Family Households	Seasonal HHLDS	IC&I Establishments	HHLDS per Serviced Road km
3519	3614	0	1200	N/A	7.3

As indicated above in **Table 1** the Municipality of Hastings Highlands has a total population below the number of households in the municipality. This is due to the high number of seasonal residents that come to the area primarily during the summer months. Curbside collection is offered to seasonal residents as well as full time residents.

Table 2 – Municipal Waste and Recycling Collection Services 2008

Curbside Collection	Public / Private	Public Fee (ie User Pay)	Residential	IC&I	Tonnes Collected
Garbage	Private	No	Yes	Yes	1374 (1786 total)
Blue Box Recycling	Private	No	Yes	Yes	237.75 (317 total)

The Municipality of Hastings Highlands utilizes private collection services for the curbside retrieval of both blue box materials and garbage. Collection of blue box material and garbage is provided for all residents on a weekly basis throughout the year. Seasonal residents do not receive curbside collection throughout the year, therefore have fewer collection events. As indicated in the 2009 WDO Datacall reports for the Municipality, there are 52 collection events per year. Collection of garbage material once retrieved is disposed of in one of the nine (9) Municipal landfill sites. Collection of blue box material is diverted to the David Moore and Sons processing facility in Roslin, Ontario. As indicated above in **Table 2**, in 2008 a total of 1611.75 tonnes of material was retrieved via curbside collection 237.75 tonnes of which was blue box material.

Table 3 – Blue Box Program Cost Analysis 2008

Blue Box Activity	Cost/Tonne (\$)	Cost/Household (\$)	Total Cost (\$)
Collection	133.51	11.71	42 342
Processing	0	0	0
Transfer Station/Material Handling	259.78	22.78	82 350
Promotion and Education	6.78	0.59	2150 (500 Blue Box specific P&E)
Revenue	0	0	0
Total Program Cost	415.21	36.40	131 621.72

Table 3 illustrates the cost of individual activities in the 2008 blue box material recycling program for the Municipality of Hastings Highlands. The program currently in place does not include a processing facility nor does it produce any revenue. The primary costs of the program are associated with curbside collection and transfer station/material handling. Curbside collection costs are relatively high due to the weekly collection of blue box materials along with a relatively low population density in the Municipality. Transfer station/material handling costs are primarily associated with; transfer station staffing (\$25 000), bin/roll off container rental (\$12 000), and bin/roll off container transfer (\$45 350). Promotional and Educational (P&E) aspects of the program consist of approximately 1.6% of the total program costs. Additional costs associated with the Municipal blue box material recycling program are attributed to administrative costs.

Ontario Regulation 101/94 outlines a list of mandatory blue box materials to be included in every blue box material recycling program. **Table 4** compares O.Reg 101/94 with the materials included in Hastings Highlands Blue Box program.

Table 4 – Blue Box Materials

Recyclable Material	Required by O.Reg 101/94	Included in Hastings Highlands Blue Box Material Recycling Program
Newsprint	√	√
Other Printed Paper		√
Magazine/Catalogues		√
Phone Books		√
Corrugated cardboard		√
Boxboard		√
Gable Top Cartons		√
Tetrapak cartons		√
Aluminum Cans	√	√
Other Aluminum Packaging and Foil		√
Steel Cans	√	√
Empty Aerosol Cans		√
Empty Paint Cans		√
Clear Glass	√	√
Coloured Glass	√	√
PET Bottles (#1)	√	√
Other Bottles and Containers (#3, #5, #7)		√
LDPE/HDPE film (#2, #4)		√
HDPE containers (#2)		√
Polystyrene Foam (#6)		
Polystyrene Crystal (#6)		
Tubs & Lids (#2, #4, #5)		
Thermoform PET (#1)		

Outlined in **Table 4**, the current Municipal blue box material recycling program accommodates for collection of more materials than required by O. Reg 101/94. It should be noted that along with the required materials as stated by O.Reg 101/94, two (2) supplementary materials are to be added to the blue box material recycling program. Currently the variety of material collected exceeds provincial legislative requirements.

**Table 5 – Blue Box Program Efficiency 2009
(Waste Diversion Ontario)**

Study Area	Blue Box Material Capture Rate (%)	Blue Box Diversion Rate (%)	WDO E&E Factor	Blue Box Residue (tonnes)	Program Cost/Tonne (\$)
Municipality of Hastings Highlands	35.5	25	13.71	157.4 20%	486.44
Provincial Average for Rural Collection South Municipal Groupings (WDO 2010)	52.9	21 (CIF)	28.11		535.25

Table 5 provides a comparison between the Municipality of Hastings Highlands blue box material recycling efficiency and effectiveness statistics versus the Rural Collection South Municipal groupings in Ontario. As indicated in **Table 5** the blue box material capture rate is 13% lower in the Municipality of Hastings Highlands in comparison to the Rural Collection South Ontario average. The cost/tonne of the program in Hastings Highlands is significantly lower than the Rural Collection South Municipal grouping. The results of this comparison demonstrate that the efficiency of the program is comparatively high however the programs effectiveness is lower than the Provincial Rural Collection South average. In determining an updated WRS for the Municipality of Hastings Highlands program effectiveness improvements should be pursued. Mechanisms for an increase in set-out rate, public participation, capture rate, and a decrease in blue box residue should be considered. Program amendments in Legislation and P&E have been proven effective by other Ontario Municipalities and should be considered to improve the current program effectiveness.

3.0 PROPOSED BLUE BOX PROGRAM MODIFICATIONS

3.1 Reason for Blue Box Program Updates

Through analysis of the Municipal WRS the Municipality of Hastings Highlands has a comparatively low rate of program effectiveness as determined by the WDO reported capture rate in 2008 and 2009. The efficiency of the program is relatively poor as compared against the provincial average due to a low population density. However in comparison to other municipalities of similar characteristics the current recycling program has a greater degree of efficiency than the Rural Collection South average. Therefore updates to the current recycling program should be directed towards improving the effectiveness of the program without imposing on the programs current efficiency. A Promotion and Education Plan designed as part of the CIF One-Stop P&E Shop would allow for an increase in program effectiveness. Future WRS updates should take into account effectiveness and efficiency for analysis and continuous improvement.

3.2 Proposed Blue Box Program Priority Legislative Modifications

During a meeting between the Municipality of Hastings Highlands Municipal staff and Jp2g Consultants Inc. potential legislative modifications to the current WRS were discussed. Due to relatively low current program effectiveness, legislation regarding the decrease of disposed recyclable material was considered. Often to improve public participation, the set out rate and overall program effectiveness legislative means are implemented. To ensure the effectiveness of the program is improved without decreasing the program efficiency a negative feedback loop program should be considered during future evaluations of the WRS. Revenue acquired from the 'Pay as You Throw' legislation should then be put towards Promotion and Education (P&E) of the WRS for municipal staff and the general public. A system whereby revenue generated is allocated directly back into the program establishes a negative feedback loop by which program efficiency is preserved and program effectiveness is improved. The legislative means discussed include a partial user-pay system as well as additional tipping fees for disposing of recyclable materials. These legislative means should be considered and evaluated in future WRS monitoring events.

Option A)

A partial user-pay system whereby bag tags are required for curbside garbage disposal exceeding two (2) bags of material was determined an adequate mechanism to improve program effectiveness. The partial user-pay system is to include only curbside collected materials. Additional bags exceeding the two (2) bag limit will require bag tags purchased from the municipality for a charge of \$1.00 per additional garbage bag. Revenue generated from the partial user pay system should be allocated primarily towards P&E and a communication plan for the general public and municipal staff regarding program amendments and the benefits of blue box recycling.

Option B)

The local landfill sites receive significant amounts waste through drop off of materials (approximately 30% of total disposed waste). A tipping fee for the disposal of waste containing recyclable material would inevitably improve the effectiveness of the current WRS. To enforce tipping fees for recyclable materials clear garbage bags must be utilized and education for municipal landfill site attendants must be provided. Disposal of household waste material will only cost an individual if a clear bag is not used or if recyclable material is contained in the household waste. Further discussions on program enforcement are included in **Section 3.4**.

3.3 Proposed Blue Box P&E Modifications and Communication Strategy

Promotional and Educational efforts are crucial mechanisms for increasing the set-out rate, public participation, capture and diversion rates, and decreasing residue rate of a blue box Waste Recycling Strategy. Currently in the Municipality of Hastings Highlands \$500.00 is allocated towards P&E efforts specifically regarding the Municipal Blue Box Program. The P&E mechanisms currently utilized in the Municipality include the production of newsletters which are distributed to the public and ads in the local newspaper. **Table 6** summarizes the cost distribution associated with the current P & E program in the Municipality of Hastings Highlands.

Table 6 – Current Blue Box Program P & E Costs

P & E Mechanisms	Material Expense	Staff Expense	Total Cost
Newsletter	200	100	300
Paid Print	100	100	200
Total	300	200	500

Updates to the P&E program in the Municipality of Hastings Highlands would ensure public awareness of Recycling and Solid Waste Diversion. Increasing the level of effort associated with P&E could lead to an increase in public participation and public understanding of the need to recycle.

P&E mechanisms should consider both the permanent and seasonal public, therefore in designing new amendments accessibility to the information is of primary consideration. P&E mechanisms for a Waste Recycling Strategy would be effective if located at the municipal office (brochure/newsletter), at Municipal landfill sites (signage), and at home (newsletter and municipal website). It is proposed that the Municipality of Hastings Highlands updates the current promotional and educational efforts through utilizing the mechanisms outlined in **Table 7**.

Table 7 –P&E Mechanisms

P & E Mechanisms	Description
Option A Brochure	Develop a blue box specific Brochure to be sent to Hastings Highlands residents. The Brochure should also be available at the Municipal office and Municipal landfill sites.
Option B Landfill Signs	Landfill Signs indicating Municipal waste management legislation be erected displaying associated recyclables tipping fees, the need for recycling etc.
Option C Municipal Staff Education	A brief seminar on blue box diversion rate and capture rate, municipal goals, along with legislation implementation options undergone for key municipal personnel and landfill site attendants.
Option D Municipal Website	Municipal website should: Include legislative amendments Include an educational notice with regards to reasons for recycling Include blog for Municipal Staff and General Public to voice their opinions and concerns regarding the WRS
Option E – New Blue Boxes	Provide blue boxes for all municipal residents

Note: above described mechanisms are intended to be in addition to P&E mechanisms currently in place.

3.4 Enforcement Mechanisms

Enforcement mechanisms are required to ensure WRS legislation, if implemented, is upheld in the Municipality of Hastings Highlands. There are two locations in which the updated Waste Recycling Strategy would require enforcement. Enforcement mechanisms would be required for curbside collection and at the landfill site/transfer station. The following section summarizes enforcement mechanisms that should be utilized pending WRS amendments.

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3.4.1 Curbside Collection Enforcement Mechanisms

Collection of curbside garbage should be continued on a weekly basis and collected by a private contractor. If a pay as you throw (PAYT) system is implemented during future evaluations of the WRS, bag tags will be required for any garbage bags additional to the two free bags per weekly collection. Enforcement mechanisms will rely on the collection crew to omit pick up of any bags over the two bag limit and that do not have bag tags. Free disposal of additional waste at municipal landfill sites could be permitted provided the material does not contain recyclables.

3.4.2 Landfill Site Enforcement Mechanisms

In the early stages of implementation free disposal of garbage should be continued at the nine (9) municipal landfill sites under the condition clear bags are utilized for disposal. Enforcement would be dependent on site attendant's ability to identify recyclables through clear bags. Garbage bag disposal would be free unless:

- A) Recyclables are identified by the site attendant through the clear bags
- B) Clear bags are not used

For enforcement of proposed legislative amendments site attendant education is required as outlined in **Table 7**. Enforcement of tipping fees would be the responsibility of the site attendant.

3.5 Anticipated Outcome and Proposed Timeline

The proposed additions to the current P&E program are directed towards improving the Waste Recycling Strategy program effectiveness. P & E for municipal staff and the public will be crucial for participation and understanding regarding the Municipalities WRS. It is projected that the updates to the program will result in improved program effectiveness through increasing capture rate without significantly increasing annual program costs. Indirectly, an increase in capture rate without corresponding increases in program costs leads to greater program efficiency (cost/tonne). The eventual capture rate from the updated blue box Waste Recycling Strategy program over the next 25 years is anticipated to be 52% under the condition legislative amendments are made in future WRS monitoring events. As previously discussed 1786 tonnes of waste is disposed of in the Municipality of Hastings Highlands annually. The population of Hastings Highlands is not projected to increase significantly, and the generation of 1786 tonnes of total waste is expected to undergo minimal fluctuation. Based on 52% Blue Box material in the total waste stream there is approximately 929 tonnes of Blue Box material available, therefore the goal of Hastings Highland's updated WRS is to achieve 483 tonnes (52%) of diverted blue box material. The following tables describe the steps to be taken in order to reach the goals of the Municipality. Long-term goals, legislation implementation, program monitoring and projected diversion rates are portrayed in general in **Table 8**.

Table 8 – Blue Box Program Long Term Timeline

Year	Legislation/P&E Implementation	Program Monitoring	Projected Total Diversion Rate (approximate)	Projected Capture Rate (approximate)
2011	Design P & E Program utilizing CIF Grant	Completed by this Report	18%	35%
2012			18%	36%
2013			19%	37%
2014			19%	37%
2015			19%	38%
2016	Determine Feasibility of WRS Legislative Amendments	Program Evaluation	20%	39%
2017			20%	39%
2018			21%	40%
2019			21%	41%
2020			21%	41%
2021	Consider P&E programs and further Legislative Amendments	Program Evaluation	22%	42%
2022			22%	43%
2023			22%	43%
2024			23%	44%
2025			23%	45%
2026	Consider P&E programs and further Legislative Amendments	Program Evaluation	23%	45%
2027			24%	46%
2028			24%	47%
2029			24%	47%
2030			25%	48%
2031	Consider P&E programs and further Legislative Amendments	Program Evaluation	25%	49%
2032			25%	49%
2033			26%	50%
2034			27%	51%
2035			27%	51%
2036	Consider P&E programs and further Legislative Amendments	Program Evaluation	27%	52%

Note: Projections above based on 52% Blue Box recyclable material in waste stream as taken from Sample Municipality Blue Mountain Rural Collection South classification from Stewardship Ontario's Waste Audit Program. Greater diversion rate is anticipated through inclusion of WEEE and MHSW programs

The above table illustrates the long term projections of the proposed WRS, as the Municipality of Hastings Highlands seeks to achieve a blue box material capture rate of 52%. The overall diversion rate in the waste stream (assuming waste stream quantities remain constant) would be 27% assuming only

blue box materials are diverted. It is projected that through the aforementioned multi-municipal MHSW program and the current WEEE program a greater degree of total solid waste diversion will occur.

4.0 BLUE BOX PROGRAM CONTINGENCIES

In commencing and conducting eventual legislative amendments to the current WRS in the Municipality of Hastings Highlands, projected contingencies must be outlined in order to prepare for foreseen and unforeseen program dilemmas, set backs, and inefficiencies. The updated WRS focuses primarily on P&E and, in the long term, legislative amendments. Contingencies with regards to these aspects of the blue box program are outlined below.

4.1 Promotional and Educational Contingencies

Foreseen promotional and educational contingencies are primarily with relation to staff availability, education, and ability to enforce the proposed legislative amendments to the current program. A list of potential contingencies that may arise regarding the promotional and educational aspects of the WRS are listed and discussed below in **Table 9**.

Table 9 – Promotional and Educational Contingencies

P&E Contingencies	Description and Solution
Public Access to Email or Municipal Drop Box	The programs general public feedback system is a crucial part of public communication and involvement in the program. It is anticipated that there may be select members of the community that do not have access to the internet or have the ability to travel to the Municipal office to provide feedback. For these select community members consideration of alternate feedback mechanisms should be considered. (ie telephone, mail, etc.)
Staff Availability and Program Understanding	<p>The WRS requires educated/trained staff to have the ability and understanding of the program to enforce bag tag and clear bag policies where required. These key staff may not always be available.</p> <p>The collection of blue box materials and household waste is conducted by a private contractor. It must be ensured that, if implemented, bag tags are recognized and enforcement is carried out as required.</p>
Budget Requirements	The public feedback system in order to be effective must include screening and documenting of blue box program concerns and questions from the public. Staff expenses must be considered for the assessment of public feedback.
P & E effectiveness	The effectiveness of the blue box program and including the P & E program is to be evaluated every five (5) years during WRS program monitoring, should certain P & E mechanisms be determined inefficient an evaluation of alternate methods will be required.

4.2 Legislative Implementation Contingencies

Contingencies with respect to implementation of potential WRS legislation include public disapproval of the program and bag tag/user pay limitations. A summary of the potential contingencies associated with implementing the WRS legislation is included below in **Table 10**.

Table 10 – Legislative Implementation Contingencies

Legislative Implementation Contingencies	Description and Solution
Public Disapproval	The Municipality of Hastings Highlands does not currently charge for the disposal of household waste. It is predicted that implementing a user pay program to increase the effectiveness of the WRS may be met with some opposition. Promotion and education directed towards the need for blue box recycling and the Municipal benefits of the program must be included as a part of this legislation implementation.
Public inability to pick up bag tags	It is anticipated that there may be select individuals in the Municipality that are unable to travel to the Municipal Office to pick up bag tags. Bag tags ordered from the Municipal website, or by mail, could be considered for select residents.

5.0 MONITORING AND REPORTING

Monitoring and reporting of the WRS must be conducted in order to evaluate the proposed program against baseline capture rate, diversion rate and public participation. The primary goal of the updated WRS is to increase the capture rate of the current program therefore increasing the effectiveness of the current program. An evaluation of the effectiveness of the program should be conducted to ensure the program continues to improve as described by the capture rate objectives outlined in **Table 8**. Baseline data utilized for monitoring should be taken from the Municipal Waste Diversion Profile described in this report. Monitoring of the proposed program should be conducted every five (5) years to remain on track with the above specified program goals. Monitoring is to include an assessment of annual WDO reports to ensure the WRS goals are being reached. If the program is not reaching projected targets, an evaluation of the proposed legislative and P&E mechanisms should be undergone and modified accordingly. In addition to assessment and monitoring of the program, methods of program improvement should be considered to obtain greater levels of program effectiveness and efficiency. To ensure continuous improvement of the program, monitoring, assessment and reporting of the program should be completed every five (5) years and should take into account; capture rate and diversion rate goals, public input and participation, program costs, legislative mechanisms, technological advancements, multi-municipal planning approaches, and provincial legislation.

6.0 CONCLUSION

The Municipality of Hastings Highlands is required by Waste Diversion Ontario (WDO) to submit an updated Waste Recycling Strategy (WRS) to ensure the current blue box program is in-line with the communities Integrated Waste Management Strategy along with the Province of Ontario's goal of reaching 60% waste diversion.

Through analysis of the Municipal WRS the Municipality of Hastings Highlands has a comparatively low rate of program effectiveness as determined by the WDO reported capture rate in 2008 and 2009. In comparison to other municipalities of similar characteristics the current recycling program is more efficient and less effective than the Rural Collection South average. It is proposed that P&E mechanisms are utilized by the Municipality to increase capture rate and decrease residue rate. P & E programs should be considered for 2011. Future WRS monitoring and updates should take into account effectiveness and efficiency in the analysis for continuous improvement.

We trust that the contents of this report are satisfactory, please do not hesitate to contact the undersigned should you have any questions.

Yours truly,

Jp2g Consultants Inc.
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APPENDIX A
MEETING MINUTES

THE MUNICIPALITY OF HASTINGS HIGHLANDS
Waste Recycling Strategy Meeting

MINUTES July 27th, 2010

A meeting of the Waste Recycling Strategy was held on the above date.

Present: Frank Mills, Deputy Administrator CBO/BLEO
Wayne Olmstead, Manager of Transportation Services
Joan Neiman, Assistant to Manager of Transportation Services
Cathy Bujas, Planning Secretary
Patrick Judge, Environmental Technologist for Jp2g Consultants Inc.

Patrick Judge had questions for the municipality in order to obtain information for his report. Patrick will prepare a draft report and send to us for review.

Q When did we start a blue box program?

A 2001 – 2002

Q Did that program collect the same material as we collect now?

A Yes

Q What types of promotion/education to the public?

A Advertise in newsletter, newspaper, reminders (notice). Hazardous waste event 4 – 5 times per year.

NOTE: put on website.

Q Municipalities over 5,000 residents must submit Recycle Report to Waste Diversion Ontario. Do we report?

A Yes – email.

Q How long have we been reporting?

A 2007, 2008 and 2009.

Q can we send 2007 to him?

A WESA 2008 will have 2007 figures (gave him copies of 2009 final reports we had)

Q Amount of recycled material collected and diverted doubled from 2008 to 2009.

A Error on our part, was caught by Ron Lance from Waste Diversion Ontario, 2009 was wrong. 2009 was given to Patrick.

Q Is there a bag limit

A No. No bag tags either, just tipping fees at Landfill.

Q Any tipping fees for recycle?

A No

Q We had a communal bin or depot for recycled material in 2008 but not in 2009, why?

A No, it was for scrap metal pick up and we saved it until 2010 because the price was down in 2009.

Q Do we do curb side pickup for seasonal residents?

A Yes

Q Are most people participating in blue box program?

A Yes, but it would be more if we required clear bags, that is the theory behind tags, pay for garbage, recycling is free.

Q Where are recyclables diverted to?

A Contractor takes it, he will tell where it goes.

Q Any public awareness groups to consult with?

A No rate payers association, but cottage associations would like to be contacted.

Q Where do you want the targets to be in the coming years? What efficiency would you like over the next 10 years?

A We have 35% now, 80-90% would be nice, but we would have a lot to change. We have to be realistic about our figures. Bag tags would increase efficiency and perhaps also clear bags. At the landfill sites we get a lot of “drop offs”.

Q At landfill could we increase the tipping fee if the attendant looks through the bag and sees recyclables in it and charge double?

A Dumping household waste at Landfill is free.

Q How many landfills?

A Nine (9). Lots of capacity, some sites are massive. However, South Baptiste, North Baptiste and Hickey sites are almost full.

In Jp2g’s fee Schedule it doesn’t include applying for 75% funding, want Jp2g to do it to pay for his costs from continuous improvement fund.

2009 final WESA reports for Musclow-Greenvew, South Baptiste, North Baptiste and Papineau wastes sites were given to Patrick Judge to review. He will return them in approximately one month when he submits the report to us.

Adjourned.

Cathy Bujas, Planning Secretary

MULTI-MUNICIPAL WASTE MEETING
HELD IN THE TOWN OF BANCROFT
AUGUST 25 2010

Members Present:

Don Taylor	Town of Bancroft	dtaylor@town.bancroft.on.ca
Jennifer Trumble	Limerick	clerk@township.limerick.on.ca
Bernice Crocker	Tudor & Cashel	clerk@tudorandcashel.com
Dylinna Brock	Wollaston	dylinna@bellnet.ca
Glen Covert	Highlands East	gcovert@highlandseast.ca
Lois Ward	Carlow/Mayo	carlowmayo@hughes.net
Frank Mills	Hastings Highlands	cbo@hastingshighlands.ca

Members Absent:

With regrets Brenda Vader	Faraday	faraday@reztel.net
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Meeting chaired by Don Taylor 1pm
Discussed items recorded by Dylinna Brock

Items discussed

Data call requirements from Waste Diversion Ontario

Each member shared how their data call is completed. Some do their own reporting. Some have their consultant do it for them. Others have their recycling service provider submit on their behalf. There were no consciences to the preferred method. One member does not submit to the data call. The percentage of rebate funding is now determined by “Best Practices” questions. Each question having an assigned %. Example 12.5% is assigned to the question have you developed a Waste Recycling Strategy Plan.

CIF {Continuous Improvement Fund}

This fund is provided from monies collected through stewardship Ontario as per Waste Diversion Ontario. CIF is currently offering funding up to 75% to maximum \$15,000 for individual Municipalities to develop a waste recycling strategy plan. Or 90% to maximum of \$45,000 for a joint Municipal Integrated Waste Recycling Plan.

Contact information: Clayton Sampson CIF project manager csampon@wdo.ca

Side bar note:

Quite Waste Solutions just completed and released an Integrated Waste Management Plan for Centre and South Hastings Waste Services Board this plan was funded through the above mentioned CIF. The document can be accessed from their web site. www.quinterecycling.org . I have a copy and will be reviewing it at a later date.

Page two

Extended Producer Responsibility

Through changes to the Waste Diversion Act by the Ministry of the Environment producer will be responsible for 100% for blue box materials. The projection is that in the future these Stewards will take over the blue box program and phase in regional collection sites and large urban Material

Recovery Facilities {MRF's} Large MRF's don't always mean better service or quality . Larger MRF's usually have higher rates of residual wastes and except less items for recycle as they are usually profit driven.

Other proposed changes would be the ban of certain materials from land filling such as Construction and Demolition materials.

Contact information: National Grinding 1179 Jamieson Lane Renfrew ON K7V 3Z4
Telephone no: 613 432 2425

Side bar note:

The complete document can be downloaded from the Ministry of the environment Environmental registry web site no: 010-8164 title From Waste to Worth: the role of waste diversion in the green economy.

Ministers report on the waste diversion act 2002 {review}, it should also be noted that as of last week a new minister of the Environment was appointed. John Wilkinson replaced John Gerretsen.

Municipal Household Special Waste

Municipal Household Special Waste program {MSHW} update provided by Don Taylor
Final rebates for 3rd quarter of 2009 should be arriving soon and than disbursement will take place.
We will receive a shared cost invoice for 2nd quarter of 2010 3rd quarter of 2010 should be revenue neutral. We told that Stewardship Ontario has the responsibility to provide this service. No confirmation of events for 2011.

There maybe an opportunity to join a program that currently recycles empty oil containers further information will be provided by Don Taylor.

Electronic Waste Collection

The upcoming collection day event at the Township of Wollaston was discussed. The possibility of holding rotating collection events for 2011 was discussed as well as the C O A amendments required to participate in the municipal roll off collection of e-waste.

Contact information; Cynthia Hyland Steward Edge 613 264 2457 chyland@stewardedge.ca

Glen Covert briefly discussed expansions of landfill sites in Highlands East
Perhaps this can be discussed in more detail at a future meeting.

The consensus was that the first meeting seemed productive and that future meetings could be held at different municipalities on a rotating basis

It was also suggested that Mr. Sampson the project manager for CIF be invited to one of our meeting and/or one of the monthly Hastings County Clerk/Treasurer's Association meetings

The meeting adjourned at approx 2:30

Don will contact us with information of future meetings

APPENDIX B
MULTI-MUNICIPAL CONTRACTS AND DISCUSSION

MULTI-MUNICIPAL WASTE MEETING
HELD IN THE TOWN OF BANCROFT
AUGUST 25 2010

Members Present:

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Bernice Crocker	Tudor & Cashel	clerk@tudorandcashel.com
Dylinna Brock	Wollaston	dylinna@bellnet.ca
Glen Covert	Highlands East	gcovert@highlandseast.ca
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chyland@stewardedge.ca

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It was also suggested that Mr. Sampson the project manager for CIF be invited to one of
our meeting and/or one of the monthly Hastings County Clerk/Treasurer's Association
meetings

The meeting adjourned at approx 2:30

Don will contact us with information of future meetings

Mult-Municipal Waste Meeting Minutes

January 13, 2011

9:30 a.m.

A meeting was held on January 13, 2011 at the Township of Faraday Council chambers with the following present:

Dog Taylor – Town of Bancroft
Dylinna Brock – Township of Wollaston
Lois Ward – Township of Carlow / Mayo
Jason Post – Township of Limerick
Brittany Ellis – Municipality of Highlands East
Frank Mills – Municipality of Hastings Highlands
Brenda Vader – Township of Faraday

Absent:

Bernice Crocker – Township of Tudor and Cashel
Jennifer Trumble – Township of Limerick

Regrets:

Glen Covert – Municipality of Highlands East

Meeting was called to order at 9:30 a.m. with Don Taylor as Chair

Agenda for meeting was reviewed

Moved by: Lois Ward Seconded by: Brittany Ellis
Be it resolved that the Agenda for the Multi-Municipal Waste Meeting be approved as circulated.
- Carried -

Minutes from the December 8, 2010 Multi-Municipal Waste Meeting were reviewed and discussed as circulated.

Moved by: Dylinna Brock Seconded by: Lois Ward
Be it resolved that the Minutes from the December 8, 2010 Multi-Municipal Waste Meeting be approved as circulated.
- Carried -

Business Arising from Minutes:

Don Taylor advised that Dylinna Brock and himself would be alternating as Chair for future meetings

Presentations:

Steve Tebworth – HHW Coordinator – Drain-All Ltd

Everyone introduced themselves to Mr. Tebworth

Chair Don Taylor explained that at the last meeting he had been asked to invite Mr. Tebworth to come and speak to the group about the HHW program and costs for hosting the events.

Mr. Tebworth explained his years of experience in HHW, 18 – 19 yrs. with the City of Kingston and 14 yrs with Drain-All.

Drain-All has a Mobile Certificate of Approval for HHW (Household Hazardous Waste)

Mr. Tebworth explained what items were accepted at the HHW Events (Phase 1 and Phase 2 Materials) *“hand-out had been given out at the last meeting defining Phase 1 and Phase 2 materials”*

Mr. Tebworth explained that Drain-All has made an application to amend their Certificate of Approval to be able to accept Phase 3 materials as well.

Lengthy discussion took place in regards to the **COST** to the North Hastings Group for hosting events.

Mr. Tebworth explained what was involved in hosting an event:

- Purchase of Lab Packs
- Transportation to and from event
- Staffing / Overhead
- Sorting of material during and after events

Discussion took place on extension of current RFQ (Request for Quotation) for another year and increase.

Consumer Price Index (CPI) applies to any extension *(based on CPI from end of April of previous year)*

Group agreed to extension of current RFQ for another year.

Mr. Tebworth to provide Don Taylor with Addendum to Current RFQ as soon as possible.

Cost savings would be realized by having Highlands East Staff input information into DATA CALL instead of Greenview Environmental.

Mr. Tebworth agreed to assist Brittany Ellis with the initial start of the input of DATA.

Dates of 2011 events had already been discussed with Don Taylor.

Mr. Tebworth agreed to provide NEW information Sheet to Brenda Vader, Secretary whom would prepare a Tax Bill Insert with list of materials accepted and dates of 2011 events. This would then be circulated to participating municipalities.

Discussion on Propane Cylinder pick-up.

Dylinna Brock had contact information for Simcoe Energy (pick up at no charge)

Don Taylor advised that Chris Ray, Public Works Superintendent for the Town of Bancroft had renewed the Permit for the Bancroft Public Works Yard for hosting the HHW Events.

Clayton Sampson – CIF (Continuous Improvement Fund) Waste Diversion Ontario

Mr. Sampson explained CIF (Continuous Improvement Fund) was a Committee from Waste Diversion Ontario that funded projects to help improve the Blue Box Program (increase cost-effectiveness, improve performance and/or increase diversion of blue box materials)

Mr. Sampson explained that CIF was currently accepting REOI (Request for Expressions of Interest). CIF Funding for Priority Projects Booklet was available on-line at www.wdo.ca/cif

Mr. Sampson explained the % of funding available for various types of projects. (i.e. Waste Recycling Strategy – 75% up to a maximum of \$15,000.00 for municipalities who have never developed a strategy or who have a strategy that is older than five years; 90% up to a maximum of \$45,000.00 for joint integrated waste recycling plans with neighbouring municipalities)

“Town and Bancroft and Municipality of Hastings Highlands had applied and were approved funding in the passed for Waste Recycling Strategies”

Mr. Sampson discussed other projects that were eligible for funding *(all of which are listed in the CIF Funding for Priority Projects Booklet available on-line at www.wdo.ca/cif)*

Mr. Sampson explained that the Priority Projects were all related to identifying and implementing best practices, which in turn were related to funding received from WDO (Waste Diversion Ontario) Data Call program.

Mr. Sampson explained the Forms for submission were all available on-line and he was available to address any questions about the REOI (Request for Expression of Interest). Mr. Sampson handed out his business card to everyone (contact email address and telephone number)

Mr. Sampson advised that at this point and time there would be no NEW monies added to the CIF Money Pot in 2011, and that REOI's were due by March 11, 2011 by 4:00 p.m.

Only those municipalities that use DATA CALL and are recognized by WDO (Waste Diversion Ontario) are qualified to submit REOI.

Dylinna Brock advised that Quinte Waste Recycling did her DATA CALL input and questioned if Wollaston would be eligible.

Mr. Sampson advised NO Wollaston would not be eligible.

Don Taylor asked if CIF would come up to North Hastings and conduct a Multi-Municipal Waste Survey for handling of Recycling Materials.

Mr. Sampson advised they would only come if there was some kind of commitment from the municipalities to do something together (from the Survey findings).

Don Taylor asked how Effectiveness and Efficiencies (of small municipalities like those in this group) were measured in the Funding Ratio (Data Call).

Mr. Sampson advised that we were under the Rural Collection South Group and not being compared to more Urban Centre's.

Discussion evolved as to the fairness of this as we may be grouped with Township of Madoc and / or Centre Hastings and they were much closer to a Processing Facility.

Mr. Sampson advised that it would be very advantageous to the Group to Co-Operate on a Transfer Facility (this would help cut down on the cost to each individual municipality for removal of materials to Processing Facility out of town)

Questions arose on the feasibility of a Processing Plant in the North Hastings area.

Mr. Sampson advised that approximately 50,000 tonnes of material or more would be required.

Mr. Sampson advised that the Province's Focus is on collection of MORE materials not less, and that they are expanding the LIST of items.

Mr. Sampson advised that FIBRE being recycled is down 60% and dropping each year as there is more plastic packaging being used.

Mr. Sampson advised there were tools available on WDO (i.e. Communications Plan) that would help meet some of the Best Practice questions that are now part of the DATA CALL input, and having these in place will increase Funding received from WDO.

Anyone interested in getting access to the Communications Plan can send Mr. Sampson an email at csampson@wdo.ca and he will email you a username and password.

Chair Don Taylor thanked Mr. Sampson and Mr. Tebworth for attending the meeting and for the providing the Group with information on both the Continuous Improvement Funding and Household Hazardous Waste.

Round Table Discussion:

Municipalities having Pnewko Brothers Ltd. Plastic Recycling pick-up their "Empty Containers" (Oil / Anti-Freeze / WW Fluid...)

- Approximately 3 of those at the table were having Penoko pick up containers
- No amendment required to Certificate of Approval
- Others at the table advised the Ministry of Environment required an amendment to Certificate of Approval before they would allow this program

E- Waste Days in 2011

- Wollaston and Carlow / Mayo were the only municipalities hosting events
- Municipality of Hastings Highlands was in the process of amending their Certificate of Approval at one of their sites to allow this
- Town of Bancroft and Municipality of Highlands East already had approvals for permanent sites

Next Meeting March 10, 2011 at 9:30 a.m.

Dylinna Brock to contact someone from Pnewko Brothers Ltd., and Don Taylor to contact someone from Ministry of the Environment to attend next meeting to discuss the issue of "Empty Container Pick-up" (Oil / Anti-Freeze / WW Fluid...)

Moved by: Jason Post

Seconded by: Frank Mills

Be it resolved that meeting adjourn at 12:00 noon to meet again on March 10, 2011 at 9:30 a.m. at the Township of Faraday Council Chambers.

- Carried -

**Brenda Vader
Secretary**



REQUEST FOR PROPOSAL

**MUNICIPAL HAZARDOUS OR SPECIAL WASTE
(MHSW) SERVICE PROVIDER
TOWN OF BANCROFT**

March 9, 2009

REQUEST FOR PROPOSAL CLOSING DATE

MARCH 27, 2009; 2:00 PM LOCAL TIME

**THE CORPORATION OF THE TOWN OF BANCROFT
24 FLINT AVENUE
BANCROFT, ON K0L 1C0**

(613) 332 – 3331

PROPOSAL CHECK LIST:

- ☒ Form 1 (also to be submitted upon receipt of RFP package)
- ☒ Proof of Stewardship Ontario MHSW Service Provider Registration
- ☒ A completed Table 3
- ☒ A completed Table 4
- ☒ A completed Table 5
- ☒ A completed Table 6
- ☒ A completed Table 7
- ☒ A completed Table 8
- ☒ A completed Table 9
- ☒ A completed Table 10
- ☒ Three (3) signed, hardcopies of your proposal, including the above items, by March 27, 2009, 2:00 PM local time

Please see 3.1.1 Scope of work
page 2 for dates & times
of events with Drum-All



REQUEST FOR PROPOSAL

MUNICIPAL HAZARDOUS OR SPECIAL WASTE (MHSW) SERVICE PROVIDER

March 9, 2009

1.0 PURPOSE

The Town of Bancroft (Town) is requesting proposals from qualified, certified, and registered Municipal Hazardous or Special Waste (MHSW) service providers for MHSW event days for the Town of Bancroft and regional municipal partners in the north Hastings County area (Town of Bancroft).

This request for proposals (RFP) is based on the Town's recently established MHSW Shared Responsibility Agreement with Stewardship Ontario.

2.0 PROJECT BACKGROUND

In recent past, the Town of Bancroft has hosted MHSW (formerly HHW) event days once per month for the months May, June, July, August, and September annually, at the Town's Public Works Yard located at 125 Monck Street, in Bancroft, Ontario.

Commencing in 2009, the Town is seeking to contract with a Stewardship Ontario-approved MHSW service provider for MHSW event day servicing, including transportation, and collected material management.

The MHSW service area for this RFP includes the following municipalities and estimated population and households:

Municipality	Estimated Population (StatsCan 2006)	Estimated Households (StatsCan 2006)
Bancroft, Town Of	3,838	1,665*
Carlow/Mayo, Township Of	950	370
Faraday, Township Of	1,578	675*
Limerick, Township Of	364	175
Tudor/Cashel, Township Of	682	285
Wollaston, Township Of	730	320
Highlands East, Municipality Of	3,089	1,375
Hastings Highlands, Municipality Of	4,033	1,690*
Totals	15,264	6,555*

* includes an additional 20 multi-family households: 10 in Bancroft, 5 in Faraday, and 5 in Hastings Highlands.

For the purposes of this RFP, the "Town" will be used to reference all municipal parties identified in the Service Area, as listed above.

3.0 SCOPE OF WORK

The following sections present a general scope of services for this RFP.

3.1 MHSW Event Day(s)

- 3.1.1 The Proponent will supply all necessary labour, equipment, and materials to execute MHSW collection event days at the Town's Public Works Yard (125 Monck Street, or other suitable site location in the Town of Bancroft) on the following schedule:

Preferred Event Date	Event Time (local time)
Saturday, May 16, 2009	9 am - 2 pm 10 AM - 3 PM
Saturday, June 20, 2009	9 am - 2 pm 10 AM - 3 PM
Saturday, July 18, 2009 JULY 11	9 am - 2 pm 10 AM - 3 PM
Saturday, August 15, 2009	9 am - 2 pm 10 AM - 3 PM
Saturday, September 19, 2009 SEPT 26	9 am - 2 pm 10 AM - 3 PM

- 3.1.2 The Proponent will execute each MHSW event day as a contract representative of the Town for all activities associated with each event on behalf of the Town (reference attached Table 1), with the exception of those tasks listed as "General" in Table 1.
- 3.1.3 The Proponent will execute each MHSW collection event day in accordance with pertinent federal, and provincial (including Ministry of the Environment) standards, and in accordance with the Contract Terms (Section 4.0) of this RFP.

4.0 CONTRACT TERMS

The following sections provide a general description of the contract terms for this RFP and MHSW service to the Town.

4.1 Definitions and Description of Responsibilities

- 4.1.1 The following definitions of terms are provided for clarification in this RFP process:

- "**3Rs solutions**" means waste management options for MHSW that involve reduction, reuse and recycling.
- "**Agreement**" means the Municipal Shared Responsibility Agreement between the Town and Stewardship Ontario and includes all schedules and amendments thereto.
- "**Collection Services**" means all the activities, including those conducted at Depots and Events operated by or on behalf of the Town for the purpose of receiving, classifying and

storing MHSW including the manifesting of the MHSW after the MHSW is loaded into the transportation vehicle prior to transportation away from the Depot or Event, but not including Value-Added Collection Services; (from MHSW Agreement).

- d. **"Depot"** means a collection facility/location, at an address for which a Certificate of Approval has been issued, for receiving MHSW from the public and/or Exempt Small Quantity IC&I Generators within the Town's service area; (from MHSW Agreement).
- e. **"Disposal"** means non – 3Rs solutions such as landfilling and incineration, with or without energy recovery.
- f. **"Event"** means a one-day or other mobile collection event conducted to receive MHSW from the public and/or Exempt Small Quantity IC&I Generators operated for or on behalf of a Town; (from MHSW Agreement).
- g. **"Municipal Hazardous or Special Waste"** or **"MHSW"** means waste materials defined under Ontario Regulation 542/06 and includes both Municipal Hazardous and Special Waste as defined therein (from MHSW Agreement).
- h. **"Municipal Hazardous or Special Waste Program Plan"** or **"MHSW Program Plan"** means the waste diversion program approved by the Minister of the Environment on February 19, 2008, pursuant to section 26 of the Act, and any amendments thereto; (from MHSW Agreement).
- i. **"MHSW Services"** means Collection Services and Post-Collection Services for Phase 1 MHSW; (from MHSW Agreement).
- j. **"Phase 1 MHSW"** means MHSW designated as such in the Minister's Program Request Letter and further defined in the MHSW Program Plan; (from MHSW Agreement).
- k. **"Phase 2 and Phase 3 MHSW"** means MHSW designated as such in the Minister's July 22, 2008 Program Request letter.
- l. **"Post-Collection Services"** means activities relating to the management of MHSW after the point of manifesting, including but not limited to transportation of waste from collection facilities, processing, recycling, and disposal of waste and other waste management activities; (from MHSW Agreement).
- m. **"Proponent"** means Service Provider that submits a Tender or Proposal in accordance with a Town's RFP.
- n. **"Request for Proposal"** or **"RFP"** means a competitive process conducted by the Town to obtain tenders, price bids, quotations and/or proposals from Service Providers for the provision of MHSW service to the Town.
- o. **"Recycling"** means to treat or process a material, otherwise destined for disposal, in such a way that it creates (or is incorporated into) a new, useable product.
- p. **"Reuse"** means repeated use of a product or packaging of a product without a material change to the form of the product or packaging between uses.
- q. **"Service Provider"** means a third party that provides services to the Town in relation to the MHSW Services; (from MHSW Agreement).

- r. **“Service Provider Contract”** means the contract between the Town and the Service Provider pursuant to which the Service Provider provides some or all of the MHSW Services of the Town; (from MHSW Agreement).
- s. **“Town”** means the Corporation of the Town of Bancroft and its partner MHSW municipalities as defined in Section 2.0 of this RFP.

4.1.2 The MHSW Program Plan sets out the respective responsibilities of municipalities and Stewardship Ontario. Proponents are required to outline separate costs for various Phase 1 MHSW items and activities so that the Town can apply to Stewardship Ontario for reimbursement of costs. Proponents (i.e. Service Providers) shall make themselves familiar with the MHSW Program Plan and the costs eligible for reimbursement from Stewardship Ontario.

4.2 Registration of all Transporters and Processors

- 4.2.1 The successful Proponent, prior to execution of the MHSW Services contract, must be registered with and approved by Stewardship Ontario as a Transporter and/or Processor of MHSW in accordance with the Stewardship Ontario registration system for Transporters and Processors.
- 4.2.2 The successful Proponent must maintain its approved status as an approved Transporter and/or Processor for the term of this Contract.
- 4.2.3 Each Proponent shall be aware of and compliant with the Stewardship Ontario Manual for Transporters and Processors requirements available at: http://www.stewardshipontario.ca/mhsw/pdf/transporters_processors/T_P_Manual.pdf.
- 4.2.4 The successful Proponent shall conform to all requirements of the Stewardship Ontario Material Tracking System including, but not limited to:
 - The use Bills of Lading as supplied by Stewardship Ontario in accordance with the Stewardship Ontario requirements for Bills of Lading; and,
 - The Stewardship Ontario MTS Reporting System.

4.3 Compliance with 3Rs

- 4.3.1 Table 2 lists the MHSW Phase 1 items for which recycling is considered to be available and technically feasible as at the date of preparation of this RFP. Table 2 is subject to revision by Stewardship Ontario, from time to time, and is posted on the Stewardship Ontario website at the following address: http://www.stewardshipontario.ca/mhsw/pdf/municipal/recycle_status_phase1.pdf.

Where Table 2 and the table on the Stewardship Ontario website differ, the table posted by Stewardship Ontario shall apply to the RFP.

- 4.3.2 The successful Proponent is required to recycle each of the Phase 1 items (containers and/or contents) shown to be “recyclable” in Table 2.
- 4.3.3 The Town may also, from time to time, exceed the requirements of the Table 2 and require an MHSW item to be recycled rather than disposed, as new recycling technologies emerge.

- 4.3.4 If any items are added or removed from the Table 2, or in the case of where the Town specifies additional materials to be recycled, the successful proponent shall provide to the Town, within 30 days of written notification, a price to recycle that item. The successful Proponent shall, upon receiving written acceptance from the Town have 30 days to ensure that the material or container stream is recycled rather than disposed.

4.4 Contractor Performance

- 4.4.1 The Proponent shall ensure that transport containers are packed to their maximum capacity, including packing material as necessary for safe transport, except during a collection event where there are insufficient items of a particular waste class to fill a transport container.

4.5 Audits

- 4.5.1 The successful Proponent shall, upon reasonable notice, allow the Town, the Town's agent, Stewardship Ontario or Stewardship Ontario's agent to enter upon any facility utilized by the Proponent for the MHSW Program Plan for the purpose of conducting inspections or compliance audits and shall ensure the same access to any downstream processor utilized by the Proponent.
- 4.5.2 Information obtained by Stewardship Ontario pursuant to such inspections and audits shall only be used for the purposes of the Agreement between Stewardship Ontario and the Town.

4.6 Insurance/Indemnification Requirements

- 4.6.1 The successful Proponent shall indemnify and save harmless both the Town and Stewardship Ontario, their directors, officers, contractors, employees and agents, from and against any and all manner of actions or causes of actions, damages (but not including consequential damages), costs, loss or expenses of whatever kind (including related legal fees on a full indemnity basis) which the Indemnified Party, its directors, officers, contractors, employees and agents may sustain, incur or be put to by reason of or directly or indirectly arising out of any willful misconduct or negligence of the Proponent or any person for whom the Proponent is, at law, responsible, in relation to matters arising out of the contract.
- 4.6.2 The successful Proponent shall, during the term of the Contract, maintain at its expense Comprehensive General Liability coverage with limits of not less than \$5,000,000 (five million dollars) per occurrence.
- 4.6.3 The Comprehensive General Liability policy of insurance referred to in this section shall include the Town and Stewardship Ontario as an additional insured for acts committed by the named insured.
- 4.6.4 The successful Proponent shall deliver, to the Town and Stewardship Ontario, a copy of Certificate(s) of Insurance maintained by the successful Proponent, pursuant to this Agreement, upon the effective date of this Contract, and annually upon renewal of the successful Proponent's insurance, naming the Town and Stewardship Ontario as an Additional Insured with the following language:

"The Town, Stewardship Ontario and its affiliated entities, officers, partners, directors, employees, representatives and agents are included as Additional Insureds for Comprehensive General Liability. Such coverage is primary and non-contributing."

- 4.6.5 The Certificate(s) of Insurance, referred to above, must also provide that the successful Proponent shall provide the Town and Stewardship Ontario with thirty (30) days advance written notice of cancellation, termination, non-renewal or material change

4.7 Assignment of Contract Restrictions

- 4.7.1 The successful Proponent shall not subcontract or assign any of its rights or obligations under this Agreement or any part thereof without the prior written consent of the Town.
- 4.7.2 The Town reserves the right, without cause and without penalty, to assign the contract to Stewardship Ontario with a minimum 30 days notice.
- 4.7.3 The Town shall reserve the right, without cause and without penalty, to assign the requirements for payment of any or all parts of the contract to Stewardship Ontario. Should this occur, the successful Proponent shall apply to Stewardship Ontario for payment for any of the MHSW items that have been assigned to Stewardship Ontario. All of the same Terms and Conditions of payment that apply to the Town shall apply to Stewardship Ontario should any of these items be assigned to Stewardship Ontario.

4.8 Elimination of Materials

- 4.8.1 The Town shall reserve the right to remove, from time to time, any MHSW material from the MHSW Services contract, without cause and without penalty, with a minimum of 30 days written notice to the successful Proponent.

4.9 Termination of Contract

- 4.9.1 The Town reserves the right, without cause and without penalty, with a minimum of 30 days written notice to the successful Proponent, to terminate the entire contract.

4.10 Term of Contract

- 4.10.1 The term of the Contract shall be for a one (1) year term, commencing May 1, 2009, ending April 30, 2010.
- 4.10.2 Prior to the end of the one (1) year term, with a minimum of 30 days written notice, the Town has the right to extend the contract, for an additional twelve (12) month period, upon the same terms and conditions.
- 4.10.3 Prior to the end of a second one (1) year term, with a minimum 30 days written notice, the Town has the right to extend the contract, for an additional twelve (12) month period, upon the same terms and conditions.

4.11 Cost Escalation Index

- 4.11.1 In the event that the Town opts to extend the Contract term, all unit costs will be adjusted on the anniversary of the date of commencement of the Contract for each

subsequent year of the Contract to account for increases in the cost of living. The increase will be equal to the increase for the published Statistics Canada CPI (Consumer Price Index) for Ontario (all items) as published for the most recent twelve (12) calendar months.

4.12 Cost Proposal Forms: Collection Events

4.12.1 The proponent shall use the Cost Proposal Forms provided as the attached Tables 3, 4, 5, 6, and 7 with this RFP. The following definitions apply to the items in the aforementioned forms.

- a. **Transport container:** is the UN-approved container used to transport MHSW from the Town's events/depots to a Ministry of the Environment-approved facility licensed to manage MHSW. e.g. 205 L drum or labpack, 1 m³ tote, or other. The unit price is the cost of one transport container, plus label, liner and packing material.
- b. **Recycling Option:** It is the unit price for recycling one full transport container and includes the cost of the transport container, transporting (in addition to any transportation in Table 3 below) the container to a recycling facility, if applicable. It includes the cost for processing and recycling or disposing of the empty MHSW containers or packaging, unless the bidder chooses to price the processing, recycling or disposing of empty paint containers separately (refer to Recyclability Status table url below). In the case where the contents of a package are recycled but the package itself is disposed the waste is still deemed to be recycled. See http://www.stewardshipontario.ca/mhsw/pdf/municipal/recycle_status_phase1.pdf for a full list of all MHSW waste contents and packaging to determine whether it is mandatory to be recycled.
- c. **Disposal Option:** is defined as the unit price for processing and disposing of one full transport container and includes the cost of the transport container, transporting (in addition to any transportation in Table 3 below) the container to a disposal facility, if applicable. It includes the cost for processing and recycling or disposing of the empty MHSW containers or packaging. In the case where the contents of a package are disposed but the package itself is recycled, (such as steel aerosol cans) the waste product is still deemed to be disposed. See http://www.stewardshipontario.ca/mhsw/pdf/municipal/recycle_status_phase1.pdf (or insert table in tender/RFP) for a full list of all MHSW waste contents and packaging to determine whether it is mandatory to be recycled.
- d. **Estimated Quantities:** are based on estimates and do not necessarily reflect actual quantities that may be received during the collection event.

4.12.2 On Tables 4 and 5, bidders shall bid on either a recycling option, or a disposal option, not both. Where recycling is mandatory, the disposal option has been removed. Note that the cost of manifesting, loading transport containers onto trucks at the event, and transport should not be included in any of the unit costs in Tables 4 and 5. These costs should be included in Table 3, *Activity-Based Costs for the Event Day(s)*.

4.12.3 Bidders should review the Recyclability Status of Phase 1 Materials (attached Table 2) on the Stewardship Ontario website:

http://www.stewardshipontario.ca/mhsw/pdf/municipal/recycle_status_phase1.pdf
for up to date clarification on which Phase 1 MHSW must be recycled.

5.0 PROPOSAL REQUIREMENTS

Three (3) hard copies of the Proponent's proposal are requested for the Town's review.

The following is a list of required components for the Proponent's proposal:

1. A Completed Form 1 of this RFP package for company contact information.
2. Proof of registration and approval with Stewardship Ontario as a Transporter and/or Processor of Phase 1 MHSW, per Stewardship Ontario requirements.
3. A completed set of Cost Tables as follows:
 - Table 3 – Activity-Based Costs for Event Day(s)
 - Table 4 – Phase 1 MHSW Post-Collection Costs
 - Table 5 – Non-Phase 1 MHSW Post-Collection Costs
 - Table 6 – Automotive Channel Products
 - Table 7 – Summary of MHSW Costs
4. A completed Table 8, including a list of five (5) municipalities and related contact information for which the Proponent has provided MHSW (HHW) event day and/or depot collection services in 2008.
5. A completed Table 9, including a list of MHSW materials accepted, and end market/disposal information.
6. A completed Table 10, including a list of proposed subcontractors that are anticipated to be employed by the Proponent for the provision of services identified in this RFP.
7. Upon project award, proof of WSIB clearance for the specific group/company (and any subcontractors) to perform the work.

Signed proposals in a sealed envelope, clearly marked "MHSW Service Provider" will be received at the Town office addressed to the attention of the individual identified below, no later than 2:00 pm local time, Friday, March 27, 2009. Electronic or facsimile proposals will not be accepted.

The Corporation of the Town of Bancroft
24 Flint Avenue, PO Box 790
Bancroft, Ontario
K0L 1C0
Attention: Mr. Barry Wannamaker, CAO/Clerk
Telephone: (613) 332-3331

6.0 INQUIRIES DURING PROPOSAL PREPARATION

Any and all inquiries regarding this RFP are to be directed in writing to the office of the Town's Consultant, Greenview Environmental Management Limited:

Contact Name: Tyler Peters, P.Eng., Project Manager
Telephone: (613) 332 – 0057
Facsimile: (613) 332 – 1767
Email: tyler.peters@greenview-environmental.ca

As deemed appropriate by the Town, any Addenda to this RFP will be forwarded to each invited Proponent.

7.0 EVALUATION OF PROPOSALS

Proposals submitted will be reviewed for completeness and accuracy, as per the requirements of this RFP.

Proposals received will be evaluated by the Town inclusive of the following criteria:

10%	Proponent's ability to meet the preferred event dates (Section 3).
30%	Proponent qualifications, registrations, experience and references.
60%	Lowest price for post-collection costs.
100%	Total

The Town reserves the right to reject any or all proposals which, in the opinion of the Town, do not furnish a satisfactorily complete proposal for the provision of the services specified, and do not meet the submission requirements detailed herein. The Town reserves the right to accept proposals in whole or in part, as the Town deems appropriate to the objectives of the project.

Project award of the work is subject to Stewardship Ontario and/or Town Council approval.

The lowest or any proposal is not necessarily accepted.

8.0 ERRORS OR OMISSIONS

It is understood and acknowledged that the Proponent is responsible for a complete review of this RFP, and any items not specified herein, but obviously required, are to be included in the requested proposal, as if they were requested. Any misunderstanding or misinterpretation of proposal requirements are the responsibility of the individual bidder, and shall not relieve the bidder of the responsibility of providing the requested scope of work detailed herein.

9.0 AGREEMENTS

It is understood and acknowledged by the Proponent that the information presented in this RFP will form the conditions of an agreement between the Town (with Stewardship Ontario) and the

Proponent awarded the work. Specific conditions and/or amendments to the information presented in this RFP will be negotiated, as necessary, upon award of the work to the Proponent.

In the event that the Town and the awarded Proponent are not able to reach an agreement with regard to the conditions of the work within thirty (30) days of the RFP closing date, the Town reserves the right to retain the services of others to complete the work, without penalty, financial or otherwise, to the awarded Proponent.

Form 1

REQUEST FOR PROPOSAL

MHSW SERVICE PROVIDER

CONFIRMATION OF RECEIPT

Upon receipt of this Request for Proposal Package, please complete the Sections below and fax this Form to:

Greenview Environmental Management Limited

Attention: Tyler Peters, P.Eng.

Fax: (613) 332-1767

Company:

DRAIN-ALL LTD

Contact Person:

STEVE TERBORTH

Telephone:

613-549-7995

Fax:

613-549-3579

Email:

stebworth@drainall.com

Comments:

Received March 16/09



TABLES

Table 1 - Municipal and Stewardship Ontario Responsibilities for MHSW

Timing	Activity	MHSW	Cost Covered By
At Collection Site or Event	Provision of shipping containers, liners, packing material, labels (including travel for truck and driver to the site or events)	Phase 1 MHSW	Stewardship Ontario
		Non-Phase 1 MHSW	Town
	Receiving at MHSW depot or collection event including: – Collection staff – Recording information from site/event users – traffic control – Identification of waste – Sorting into appropriate MOE waste classes – Packing into appropriate shipping containers	Phase 1 MHSW	Town
		Non-Phase 1 MHSW	
	Bulking	Phase 1 MHSW	Stewardship Ontario
		Non-Phase 1 MHSW	Town
	Reuse at collection site/event – includes identifying items appropriate for reuse – segregating and setting out – tracking and recording volumes taken by public – use of appropriate waivers and warnings	Phase 1 MHSW	Stewardship Ontario
		Non-Phase 1 MHSW	Town
	Testing – on site	Phase 1 MHSW – if required	Stewardship Ontario
		Non-Phase 1 MHSW	Town
	Loading transport containers onto truck and manifesting	Phase 1 MHSW	Town
		Non-Phase 1 MHSW	
		Non-Phase 1 MHSW	Town

Table 1, continued ...

Timing	Activity	MHSW	Cost Covered By
After Material Leaves Collection	Transportation: from collection site/event to service provider's (MHSW contractor) facility or consolidation site	Phase 1 MHSW	Stewardship Ontario
		Non-Phase 1 MHSW	Town
	Processing – includes de-lab packing – bulking – testing – consolidation	Phase 1 MHSW	Stewardship Ontario
		Non-Phase 1 MHSW	Town
	Recycling	Phase 1 MHSW	Stewardship Ontario
		Non-Phase 1 MHSW	Town
	Disposal	Phase 1 MHSW	Stewardship Ontario
		Non-Phase 1 MHSW	Town
General	Reporting – in accordance with Shared Responsibility Agreement	Phase 1 MHSW	Town
		Non-Phase 1 MHSW	Town
	Tracking System	Phase 1 MHSW	Stewardship Ontario
		Non-Phase 1 materials	Town
	Communications (P&E)	Phase 1 MHSW - provincial	Stewardship Ontario
		Phase 1 MHSW - local	Stewardship Ontario
		Non-Phase 1 MHSW	Town

Table 2 - Recyclability Status Table (subject to change)

Category	Item	Container Contents	Containers		
			Metal	Plastics	Boxboard
Paints and Coatings	Paint – latex	Yes	Yes	No	NA
	Paint – oil-based/alkyd	Yes	Yes	No	NA
	Paint – rust	No	Yes	No	NA
	Paint – metal	No	Yes	No	NA
	Paint – in aerosol containers – latex or water based	No	Yes	No	NA
	Paint – In aerosol containers – oil based/alkyd	No	Yes	No	NA
	Paint - in aerosol containers – rust	No	Yes	No	NA
	Paint - in aerosol containers – metal	No	Yes	No	NA
	Stain – water-based	No	Yes	No	NA
	Stain – oil-based	No	Yes	No	NA
	Coating – clear, e.g., varnish, urethane, polyurethane – water based	No	Yes	No	NA
	Coating – tinted - e.g., urethane, polyurethane – water based	No	Yes	No	NA
	Coating – clear, e.g., varnish, urethane, polyurethane – oil based	No	Yes	No	NA
	Coating – tinted, e.g., varnish, urethane, polyurethane – oil based	No	Yes	No	NA
	Coating – in aerosol container	No	Yes	No	NA
	Coating/sealer – wood preservative	No	Yes	No	NA
	Coating/sealer – wood sealer – water repellant for e.g., decks	No	Yes	No	NA
	Coating/sealer – wood finish/sealer such as linseed oil, tung oil, etc.	No	Yes	No	NA
	Coating/sealer – for concrete and floors	No	Yes	No	NA
	Coating/sealer – for grout	No	Yes	No	NA
	Coating/sealer (non-bitumen based) – for driveways and roofs, e.g., acrylic or latex driveway sealer	No	Yes	No	NA
	Coating/sealer – sanding sealer	No	Yes	No	NA
Solvents		No	Yes	No	NA
Oil filters**		Oil not in MHSW Program and a filter is self contained	Yes	NA	NA
Oil containers**	Original oil containers	Oil not in MHSW	NA	Yes	NA

Category	Item	Container Contents	Containers		
			Metal	Plastics	Boxboard
		Program			
Batteries	Alkaline-manganese	Yes	NA	NA	NA
	Zinc-carbon	Yes	NA	NA	NA
	Lithium batteries	Yes	NA	NA	NA
	Zinc air	Yes	NA	NA	NA
	Silver oxide	Yes	NA	NA	NA
Antifreeze**		Yes	NA	Yes	NA
Pressurized Containers	Propane tanks – designed to be refilled, e.g., 5 lb, 20 lb	No	Yes	NA	NA
	Propane cylinders – designed for single use, non-refillable	No	Yes	NA	NA
	Cylinders – industrial use	No	Yes	NA	NA
	Cylinders – medical use: Oxygen	No	Yes	NA	NA
	Cylinders – laboratory use	No	Yes	NA	NA
	Cylinders – beverage – CO ²	No	Yes	NA	NA
	Cylinders – specialty	No	Yes	NA	NA
	Cylinders – breathing air supply	No	Yes	NA	NA
Fertilizers		No	NA	No	Yes
Pesticides		No	NA	No	Yes

*battery sizes: AAA, AA, C, D, 9V, 6V square lantern, 6V oblong lantern, primary, button cell, button stack, packs

Table 11-1 Legend:

Yes – Means 3Rs Solution must be implemented for the item to be eligible under the MHSW Program.

No – Means 3Rs solutions not available or technically feasible in all locations for this item. A 3Rs solution may be utilized but is not required. Through research and development a 3Rs Solution may become available at all locations in the future.

****** – managed under the transporters and processors incentive system

NA – not applicable

Table 3 – Activity-Based Costs for Event Day(s)

Proponent Company Name	DRAW-ALL LTD
Proponent Signature	

Instructions to Bidder

- Mobilization cost** includes the cost for the Proponent's travel time to and from the event site, loading and unloading times, complying with MTS reporting requirements and trucking costs.
- Collection cost** is the total cost for all activities related to receiving, sorting, packing and manifesting MHSW.

Activity	Total Price
Mobilization Cost (Each Event)	\$ 1,150.00
Collection Cost (Each Event)	\$ 4,800.00
Total	\$ 5,950.00

Table 4 - Phase 1 MHSW Post-Collection Costs (Revised - Addendum #3)

Proponent Company Name	DRAWALL LTD
Proponent Signature	

Phase 1 Materials	Transport Container (TC) ¹	Recycling Option (A)	Disposal Option (A)	Unit Price (B)	Estimated Quantity (C)	Total Price [B x C]
Paint						
145 H LAB PACK	10.00	\$ 125.00		\$ 135.00	150 LP	\$ 20,250.00
145 H PAIL	1.00	\$ 9.00		\$ 10.00	85 x 20L Pails	\$ 850.00
Flammables/ Misc. Organics						
263A LAB PACK	10.00	\$ /	\$ 65.00	\$ 75.00	45 LP	\$ 3,375.00
263A PAIL	1.00	\$ /	\$ 9.00	\$ 10.00	60 x 20L Pails	\$ 600.00
Aerosols						
331 I LAB PACK	10.00	\$ 85.00	\$ /	\$ 95.00	16 LP	\$ 1,520.00
Single use Dry Cell Batteries						
148 A LAB PACK	10.00	\$ 860.00		\$ 870.00	4 LP	\$ 3,480.00
Pressurized Containers: Single use Propane Cylinders						
331 I LAB PACK	10.00	\$ 85.00		\$ 95.00	4 LP	\$ 380.00
Pressurized Containers: Refillable Propane Tanks						
331 I per tank	N/C	\$ N/C		\$ N/C	208 Units	\$ N/C
Oxidisers						
148 A Lab Pack	10.00	\$ /	\$ 85.00	\$ 95.00	1 LP	\$ 95.00
Pesticides						
242 A Lab Pack	10.00	\$ /	\$ 115.00	\$ 125.00	6 LP	\$ 750.00
Total						31,300.00

¹ Bidder to specify

Table 5 - Non-Phase 1 MHSW Post-Collection Costs (Revised – Addendum #3)

Proponent Company Name	DRAIN-ALL LTD
Proponent Signature	

Non-Phase 1 Materials	Transport Container ²	Recycling Option (A)	Disposal Option (A)	Unit Price (B)	Estimated Quantity (C)	Total Price [B x C]
Inorganic Acids (solid & liquid)						
148 A LAB PACK	10.00	\$ /	\$85.00	\$95.00	1 LP	\$ 95.00
Inorganic Bases (solid & liquid)						
148 A LAB PACK	10.00	\$ /	\$85.00	\$95.00	6 LP	\$ 570.00
Rechargeable Batteries						
Rechargeable hhld batteries 121 C	LABPACK 10.00	\$860.00		\$870.00	1 LP	\$ 870.00
Vehicle Batteries 112 C	NIC	\$ NIC		\$ NIC	60 units	\$ NIC
Bulked Fuel						
221 I BULK Drum	10.00	\$85.00	\$ /	\$95.00	1 LP	\$ 95.00
Bulked Oil						
252 T BULK DRUM	10.00	\$25.00		\$35.00	30 x 205L Drums	\$ 1,050.00
Pathological Waste (sharps)						
312 P BOX	10.00		\$50.00	\$60.00	1 LP	\$ 60.00
Pharmaceuticals						
261 A LAB PACK	5.00		\$25.00	\$30.00	3 x 20L Pails	\$ 90.00
Fluorescent tubes						
146 T PER FOOT	0.05	\$0.30		\$0.35	750 LF	262.50
Compact Fluorescents						
146 T PER BULB	0.10	\$0.65		\$0.75	30 Units	\$ 22.50
Total						3,115.00

² Bidder to specify

Table 7 - Summary of MHSW Costs (Tables 3, 4, 5, and 6)

Proponent Company Name	DRAIN-ALL LTD
Proponent Signature	

Item	Table	Total
Activity-Based Costs for Event Day(s)	3	\$ 29,750.00
Phase 1 MHSW Post-Collection Costs	4	\$ 31,300.00
Non-Phase 1 MHSW Post-Collection Costs	5	\$ 3,115.00
Automotive Channel Products	6	\$ Ø
Goods and Services Tax (GST)		\$ 3,208.25
Grand Total		\$ 67,373.25

* THIS COST REPRESENT THE TOTAL
FOR ALL FIVE (5) EVENTS

Table 7 - Summary of MHSW Costs (Tables 3, 4, 5, and 6)

Proponent Company Name	DRAIN-ALL LTD
Proponent Signature	

Item	Table	Total
* Activity-Based Costs for Event Day(s)	3	\$ 29,750.00
Phase 1 MHSW Post-Collection Costs	4	\$ 31,300.00
Non-Phase 1 MHSW Post-Collection Costs	5	\$ 3,115.00
Automotive Channel Products	6	\$ 0
Goods and Services Tax (GST)		\$ 3,208.25
Grand Total		\$ 67,373.25

* - THIS COST REPRESENT THE
TOTAL COST FOR ALL FIVE (5) EVENTS
AS REQUESTED BY TYLER PETERS,
GREENVIEW ENVIRONMENTAL MANAGEMENT
ON MARCH 19, 2009

Steve Tebworth

From: Tyler Peters (Greenview) [tyler.peters@greenview-environmental.ca]
Sent: Wednesday, March 18, 2009 7:45 AM
Cc: 'Barry Wannamaker'; 'Cynthia Hyland'; 'Joseph Hall'
Subject: Addendum #3: Town of Bancroft - MHSW Service Provider RFP
Importance: High
Attachments: Addendum #3 - Revised Tables 4, 5, 6.pdf

Good morning;

On behalf of the Town of Bancroft, Ontario, please be advised of Addendum #3 regarding this RFP.

Please note the revised Tables 4, 5, and 6 replacing:

- **Addendum #2 Tables 4 and 5.**
- **Addendum #1 Tables 4, 5, and 6.**

We apologize for any inconvenience. Please do not hesitate to contact me with any questions or for clarification.

Cheers,

Tyler Peters, P.Eng.

Greenview Environmental Management

69 Cleak Avenue, PO Box 100

Bancroft, Ontario K0L 1C0

tel: (613) 332 - 0057

fax: (613) 332 - 1767

mobile: (613) 334 - 6330

email: tyler.peters@greenview-environmental.ca

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Steve Tebworth

From: Tyler Peters (Greenview) [tyler.peters@greenview-environmental.ca]
Sent: Wednesday, March 18, 2009 7:31 AM
Cc: 'Barry Wannamaker'; 'Cynthia Hyland'; 'Joseph Hall'
Subject: Addendum #2: Town of Bancroft - MHSW Service Provider RFP
Importance: High
Attachments: Addendum #2 - Revised Tables 4, 5.pdf

Good morning;

On behalf of the Town of Bancroft, Ontario, please be advised of Addendum #2 regarding this RFP.

Please note the revised Tables 4, and 5, replacing the Addendum #1 Tables 4, 5, and 6. The revised Tables 4, and 5 include total estimated annual quantities of MHSW materials to be managed.

Please be advised that containers for non-hazardous, solid, recyclable and refuse waste materials will be provided by the Town for each event day.

If you have any questions regarding this message, please contact me.

Cheers,

Tyler Peters, P.Eng.

Greenview Environmental Management

69 Cleak Avenue, PO Box 100

Bancroft, Ontario K0L 1C0

tel: (613) 332 - 0057

fax: (613) 332 - 1767

mobile: (613) 334 - 6330

email: tyler.peters@greenview-environmental.ca

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3/18/2009

Steve Tebworth

From: Tyler Peters (Greenview) [tyler.peters@greenview-environmental.ca]
Sent: Monday, March 16, 2009 10:16 AM
Cc: 'Barry Wannamaker'; 'Cynthia Hyland'; 'Joseph Hall'
Subject: Addendum #1: Town of Bancroft - MHSW Service Provider RFP
Importance: High
Attachments: Addendum #1 - Revised Tables 4, 5, 6.pdf

Good morning;

On behalf of the Town of Bancroft, Ontario, please be advised of Addendum #1 regarding this RFP.

Please note the revised Tables 4, 5, and 6, replacing the original Tables 4, 5, and 6. The revised Tables 4, 5, and 6 include estimated quantities of MHSW materials to be managed.

If you have not completed Form 1 of the RFP, please do so and fax back to (613) 332-1767.

If you have any questions regarding this message, please contact me.

Cheers,

Tyler Peters, P.Eng.

Greenview Environmental Management

69 Cleak Avenue, PO Box 100
Bancroft, Ontario K0L 1C0
tel: (613) 332 - 0057
fax: (613) 332 - 1767
mobile: (613) 334 - 6330
email: tyler.peters@greenview-environmental.ca

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