

2020 Request for Expressions of Interest Form 1: General Information (mandatory)

Fillable Form instructions: Place your cursor in the first text box. The boxes will expand as necessary to accommodate the information. Use your tab key to jump to the next text box.

Municipality or Program Name	Sparkle City	
Project Contact (name and title)	Mr. Glen Green	
Mailing Address	123 Main St., Sparkle City, ON N2N2T2	
Email Address	ggreen@sparkle.ca	
Phone Number	555.555.5555 x555	
Fax Number	555.555.5556	
Website	Sparklecity.ca	
Population	5,555	
No. of households	2,783	
Annual Blue Box Tonnes Marketed	61	
Type of Collection Service	<input checked="" type="checkbox"/> Single Stream <input type="checkbox"/> Two Stream <input type="checkbox"/> Other (describe): Other	
Collection Contract(s)	Contractor	Contract Expiry Date(s)
Processing Contract(s)	Brown's Solid Waste Collection	Dec. 31, 2021
	Top Sort MRF	Dec. 31, 2021

Do not submit the same project under multiple funding categories. If you wish your project to be considered under more than one funding category, please check this box:



Work through the Form(s) to fill in as many details as you can. **Contact CIF staff** as needed to complete remaining portions. Be sure to review your submission for accuracy and complete every field not marked as "Optional." Please check which (if any) supporting documentation is attached to this submission that will help describe or support your project.

Please note that projects are expected to be commenced and completed within the timelines stated in your application form(s). CIF reserves the right to terminate projects and cease funding for projects not commenced or completed on time.

Supporting documentation attached:

- Collection records
- Processing records
- Contracts or agreements
- Waste management planning documents
- Staff reports (to Council, etc.)
- Council resolutions
- Other – please specify:

[See attached Timeline](#)

Date: May 7 2020
 Month Day Year

Project Contact Glen Green, Waste Management Supervisor

Name of Authorized Signing Officer* Ben Blue

Position of Authorized Signing Officer Waste Management Director

* A typed signature is acceptable for submitting an application. Written signatures will be obtained if/when the application proceeds to the approval stage.

For additional guidance, resources, templates and sample documents are available online.

Email this completed form along with any supporting documentation to:

Laurie Westaway
Project Manager, Continuous Improvement Fund
(705) 868-2719
lwestaway@thecif.ca

For a description of the funding opportunity, refer to REOI section 3.2 Collective Benefit Projects. Work through the Form to fill in as many details as you can. **Contact CIF staff** as needed to complete remaining portions.

Section 1: Details

1. Project Title. Insert the short title of your proposed project:

Sparkle City Recycling Transfer Station

2. Project Description. What are the key features of the project?

Sparkle City is located in Northern Ontario alongside Highway 11 North. The location of the City is central to 11 other similarly sized municipalities. These 12 municipalities are all partners in a newly formed collaborative effort entitled "Recycle Transfer North".

Each of the partner municipalities has signed on, with individual council approvals, to co-fund the capital and operating costs of a central waste transfer station within the municipal boundaries of Sparkle City. This transfer station will consolidate solid waste, organics and blue box collection program materials from each of the member municipalities in preparation for their shipment to end destinations.

Describe how the project meets CIF funding priorities:

The project represents a collective approach to cost savings for the partner municipalities in the "Recycle Transfer North" initiative. The building of a transfer station to handle the solid waste materials generated by each of the partner municipalities is an investment in a centralized infrastructure that optimizes the cost efficiency in consolidating materials for shipment.

The project will provide collective benefit to all Ontario municipalities through the creation of transferable learnings in establishing a shared service model for transfer station and other waste management capital funding and operations.

The short return on investment anticipated for the project addresses the need to avoid the creation of stranded assets when transition to full producer responsibility materializes.

Provide a project budget (including a spreadsheet summarizing project costs and calculating a payback will improve your application):

Three preliminary prices (including applicable taxes) have been obtained for the design/build to support the budget development of the project. The average price was approximately \$150,000. The project budget using the average costs for each item has been included in the application submission in an excel file titled "Recycle Transfer North - Budget and Savings". It is anticipated the project will provide a return on investment in less than four years.

Describe how cost savings will be achieved:

The operation of the waste transfer station will drastically reduce hauling costs for the partner municipalities. Currently, the collection contractor, who services each of the municipalities in the area, is direct hauling materials to the Top Sort MRF facility located ~145 km south of the calculated centre point of the waste shed. The direct haul of materials is costing significant overtime for the contractor and our analyses indicate it is also far less efficient than consolidated transfer hauling (i.e. more tonnes per trip, fewer long hauls required each year).

CIF requires a project to have not started before the approval of the 2020 CIF operations plan:

The City has been appointed as the lead on the transfer station build initiative and will tender for the design and build of the new facility. The RFP is planned for release March 1, 2020 to provide CIF staff with time to review and provide suggestions on adjustments to scope. A timeline for the planning, implementation and measuring and monitoring of this project has been included in the application submission in an excel file titled "Recycle Transfer North - Timeline".

3. Will this project:

- Aid your municipality in preparing for any changes to the Blue Box Program and/or transition to an Individual Producer Responsibility system.

If so, please provide a brief statement as to how this will be accomplished:

This project will help minimize project delivery cost between the time of its implementation until it transitions. It will also help the partners determine whether or not to become a service provider to the stewards (i.e. help determine costs)

- Address Problematic Materials and/or Market Development
- Focus on Collection and Processing Research and Development
- Create Performance Analytics and Better Practices

- Other – please describe:

Describe

Section 2: Collective Benefit

What other effects will this project have on your program or on other communities? Use this section to describe whether you plan to work with other communities to develop and deliver the project and how the costs/savings might compare with other similar projects.

1. Please describe how the project will be transferable to other communities.

This project will help:

1. Create guidance for building successful multi-municipal collaboratives (group terms of reference, governance and oversight and cost sharing models) which will be important for those who hope to remain engaged in the IPR scheme as it is probable that collection of materials will cross municipal boundaries (this project will pilot the crossing of boundaries, sharing of infrastructure and service delivery costs, and document the learnings).
2. Generate updated program analytics for 'consolidation prior to haul' or 'spoke and wheel' models. A better understanding of program logistics (ECAs) and costs related to this model will be important leading up to transition as it will aid municipalities in determining their desired role in the IPR scheme.
3. Create P&E materials aimed at launching collection of a common basket of goods.

2. Will the proposed project: (please select all that apply)

- Help your program adapt to changes in the material mix (i.e. permit collection of more lightweight containers, manage seasonal variations, prepare for future materials)? Describe: [Describe](#)
- Process new materials. Describe: [Describe](#)
- None of the above

3. What other effects will this project have?

Cost savings, learnings of collective benefit, common infrastructure will help contain costs in the years leading up to transition.

4. Will you work with other municipalities/partners to develop and deliver this project?

- Yes. What municipalities will you work with and how will they benefit?

Twelve (12) municipalities have partnered.

- No. Please explain why not:

Explain

5. Are you willing to work with the CIF to find other municipalities to enhance the collective action/benefit of this project? Yes No Maybe

6. How do you plan to share costs or savings with partner municipalities?

Agreements are in place to share costs and decision making within the collaborative framework established until the year ending 2025. The framework clearly identifies the fee structure for both the capital build and ongoing operations of the site. Municipalities will realize their savings through lower costs to collect materials as identified in their respective contracts.

This contract period will ensure the savings proposed in this application are realized in their entirety.

7. At what stage are you in planning your work with other municipalities?

- Preliminary discussions
 Draft agreement
 Awaiting council approval
 Agreement in place. Date: 2019
 Other – please describe: Describe

8. How will this project create new learnings, knowledge and/or improve best practices?

A successful shared service model by the Recycle Transfer North Group, between municipalities not under a regional structure, will provide transferable learnings for others across the province in potentially establishing their own shared service model for transfer station or other types of operations.

Section 3: Project Costs and Payback Period

How much will it cost to implement the project and how long is the expected payback period? (Attach budget detail spreadsheets). A [Sample Payback Calculation Spreadsheet](#) is available for guidance.

1. What is the total cost of completing the proposed project? * \$ 165,000
2. What is the total funding requested from CIF? * \$ 82,500
3. How many months will it take to complete the proposed project from start to finish? * 3.75 months

* *May be left blank if proposing an idea for CIF to investigate.*

Additional comments:

Provide an explanation of how cost savings will be achieved:

The collection contracts for each of the partner municipalities have a harmonized end date of June 30, 2020. The new contracts have been awarded and are set to begin July 1, 2020. The new contracts have collected materials from each municipality dropped off at the transfer site for consolidation and haul to the MRF. A transfer-haul contract will also be awarded and will be in effect come July 1, 2020. In total, this process will provide a net program costs savings for the partner municipalities in the amount of approximately \$45,000 per year.

Projects with detailed accounting of program costs, and projections, will score higher when evaluated:

The project budget has been included in the application submission in an excel file titled "Recycle Transfer North - Budget and Savings". This document also includes the anticipated savings generated by the project and a calculation for return on investment.

Describe what effect this project will have on your overall blue box program financial performance (i.e. tonnes of blue box materials sent to market, impact on revenues, contamination, and/or residue) and any potential implications that this project will have on neighbouring programs (if applicable):

There is no expected impact on program performance beyond a reduction in net operating costs for the partner programs. However, there may be opportunity for transfer site operations staff to remove obvious unsolicited materials from the Blue Box stream when convenient though no formal process has been established (items such as bagged recyclables, C&D waste, etc.).

Municipalities within the group may elect to reinvest their savings into other aspects of programing to improve performance at their own discretion.

Section 4: Project Management and Implementation

In this section, provide as much information as you can about project management, timing and monitoring.

1. Please identify the Project Manager.

Name	Mr. Glen Green
Title	Waste Management Supervisor
Affiliation	Sparkle City
Role in Project	Project Lead
Related Experience	20 years municipal waste management staff experience 9 years project, procurement and capital budget management CET

Additional comments:

Glenn has successfully overseen multi-municipal collaborations. In 2017 he oversaw the consolidation of wastewater services for the same group. In 2018 he was responsible for the consolidation of winter ploughing services for the same group.

2. Additional project team members. Please identify key staff/consultants, their roles and related experience (optional).

Bob Brown, CET, Coordinator, Sparkle City, 7 years' experience on waste management projects

3. How will you monitor, measure and report the project effects on your program's cost effectiveness? Monitoring, measurement and reporting of the project results is a mandatory requirement. Please provide sufficient details including costing or provision for consulting/staff time for this requirement. Review the [Guidance Document for Monitoring & Reporting of CIF Funded Projects](#) for additional information.

Identify the key measurements that will quantify your results:

Invoices for the collection contracts from the year 2020 and 2021 will be provided by each of the partner municipalities to the CIF to verify actual costs pre versus post project implementation. The partner municipalities will also provide copies of the invoices received from the contractors operating the new transfer site and the transfer-haul to demonstrate actual versus expected costs for the initiative.

Historical and future weigh bills will also be provided to verify the volumes of materials previously collected from municipal programs and managed through the future transfer facility.

Identify what other measures might warrant consideration:

No waste auditing or composition studies have been agreed to. However, several of the partner municipalities have submitted applications through the REOI to the CIF for waste composition studies under the CIF/SO funded studies. Should any of the municipalities be successful in their respective asks, agreements are in place to share out this information for project reporting.

4. Project Timing: Upon project approval, how soon can this project be ready to start? Please select your choice below:

- Budget approved by council & project underway \$ Date started:
- Budget approved by council; project not yet started. \$ Date approved:
- Awaiting budget and/or council approval
- Other – please describe:

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and sample documents are available online.**

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