

## **CITY OF VAUGHAN**

### **EXTRACT FROM COUNCIL MEETING MINUTES OF JUNE 25, 2013**

Item 24, Report No. 28, of the Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on June 25, 2013.

#### **24        SOLID WASTE MANAGEMENT OPERATIONAL REVIEW – STATUS UPDATE**

The Committee of the Whole recommends approval of the recommendation contained in the following report of the Commissioner of Engineering and Public Works, dated June 11, 2013:

##### **Recommendation**

The Commissioner of Engineering and Public Works, in consultation with the Commissioner of Finance and City Treasurer, the Commissioner of Community Services, the Commissioner of Strategic & Corporate Services, and the Director of Innovation & Continuous Improvement, recommends that:

1. This report be received for information.

##### **Contribution to Sustainability**

This operational review is intended to review the current practices related to the collection of solid waste in the City's Public Works, Parks & Forestry Operations, and Buildings & Facilities Departments. Through this review, there may be opportunities for efficiencies, which will contribute to the overall sustainability of these programs, and the financial outlook of the City.

##### **Economic Impact**

As outlined later in the report, there is a requirement to hire a consultant to assist with reviewing the various municipal solid waste collection services, to determine potential cost savings and/or efficiencies, as well as service delivery options. The cost is expected to be less than \$100,000. Funds have been provided in the 2013 Operating Budget for this work.

##### **Communications Plan**

Once all the phases of the Operational Review have been completed, the results will be put forward to Council in a public report.

##### **Purpose**

To update Council as to the status of the Operational Review concerning solid waste management.

##### **Background - Analysis and Options**

At its meeting of January 31, 2012 (Item 1, Report 21), Council approved the recommendation of the Commissioner of Engineering & Public Works to undertake an operational review of solid waste management collection services.

The Operational Review Steering Committee designed the review as a four-phased undertaking, scheduled to be complete by Q4 of 2013. The four phases of the Operational Review and corresponding time lines are as follows:

- Phase 1 Data Collection (Q2 2012)
- Phase 2 Research (Q4 2012)
- Phase 3 Business Case Development (Q3 2013)
- Phase 4 Approval (Q4 2013)

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#### **Phase 1 of the Operational Review was presented to Council earlier this year and outlined the systematic approach being taken with this review**

On February 26, 2013 (Item 11, Report 9), staff provided an update to Committee of the Whole with respect to the Solid Waste Operational Review. That report identified a systematic approach on how the Solid Waste Operational Review would be carried-out, identified the stakeholders that would participate in the review, and identified all business activities related to solid waste management. The report also indicated that the data collection phase (Phase 1) of the review was completed.

The February 26, 2013 report further stated that there was insufficient staff resources to undertake the subsequent phases of the review, and required the acquisition of professional consulting services.

#### **The Terms of Reference will guide the consultant in terms of addressing various waste related issues and governance**

The terms of reference are designed to look at a number of waste related activities, including, but not limited to, the following:

- Residential waste collection (single family and multi-residential)
- Residential blue box collection (single family and multi-residential)
- Residential green bin collection (single family)
- Residential leaf & yard waste collection
- Garbage tag sales
- Blue box, green bin, composter sales
- Environmental Days
- Park waste and recycling collection
- Sports field recycling collection
- Service in Kind / community events
- Boulevard debris collection
- Waste and recycling collection at City facilities
- Debris at Canada Post mail boxes
- Public Space Waste and Recycling Collection
- Packaging reduction as it relates to the City's Purchasing Policy
- Combining education and promotion programs
- expansion of waste diversion programs at City facilities

#### **The Terms of Reference have been developed with specific expectations of the consultant, as well as defined deliverables**

Working with the Director of Innovation & Continuous Improvement, the Steering Committee for the Solid Waste Operational Review developed the Terms of Reference for the acquisition of professional consulting services to undertake Phases 2 and 3 of the review.

The Terms of Reference require the consultant to provide numerous deliverables, including:

- Develop a business model of city's current waste collection approach
- Conduct a jurisdictional review of all programs previously identified
- Conduct an assessment of the city's waste collection approach
- Develop options to address issues and gaps
- Develop detailed recommendations for moving forward
- Conduct public consultation sessions

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As noted previously, the total cost of the undertaking (excluding HST), is anticipated be under \$100,000 (one-hundred thousand dollars).

#### **The Request For Proposals will be issued in June, and the consultant's report is expected in the Fall**

In the next coming weeks, the Solid Waste Operational Review Steering Committee, in partnership with the Director of Innovation & Continuous Improvement, will work with the Purchasing Services Department to incorporate the Solid Waste Operational Review Terms of Reference into a Request for Proposal (RFP) document.

It is projected that the RFP will be issued in June, and will be awarded in July. An evaluation committee will evaluate each of the RFP's received in accordance with the evaluation criteria as set out in the proposal documents. The consultant who is awarded the RFP is to present the deliverables to the Operational Review Steering Committee in the Fall.

#### **Relationship to Vaughan Vision 2020/Strategic Plan**

This report is consistent with the priorities previously set by Council. Further, the Solid Waste operational review links to the Vaughan Vision 20/20 theme "Demonstrate Excellence in Service Delivery" by ensuring that current service delivery standards are efficient and effective. As well, there is a link with the theme "Lead & Promote Environmental Sustainability" through validating that the current solid waste business processes protect and enhance the natural environment.

#### **Regional Implications**

There are no implications on the Region's waste disposal, transfer, or processing operations, as a result of this report.

City staff continue to work with the Region in developing its long range Integrated Waste Management Master Plan; however, the outcomes of that plan may ultimately impact the City's collection programs.

#### **Conclusion**

To fully review and analyze the potential efficiencies in the various solid waste business activities, staff will be issuing an RFP to undertake Phase 2 and Phase 3 of the Solid Waste Operational Review. The RFP is expected to be issued in June of 2013, with deliverables presented to the Operational Review Steering Committee in the Fall of 2013.

#### **Attachments**

N/A

#### **Report prepared by:**

Caroline Kirkpatrick, Manager of Solid Waste Management, Ext. 6309  
Brian T. Anthony, Director of Public Works, Ext 6116