



MEMO / NOTE DE SERVICE

Information Previously Distributed / Information distribuée auparavant

To / Destinataire	Mayor and Members of Council	File/N° de fichier: ACS2023-PWD-SWS-0006
From / Expéditeur	Alain Gonthier General Manager, Public Works	
Subject / Objet	Third Party Review of data used to inform the draft Solid Waste Master Plan	Date: November 9, 2023

The purpose of this memo is to provide Members of Council with a response to Councillor Motion 2023-16-06 brought forward at the June 14, 2023 meeting of Council. This motion directed staff to undertake an independent third-party review to verify data being used to inform the development of the City's Curbside Diversion Option (CDO) recommendation as well as the draft Solid Waste Master Plan (SWMP). This memo highlights the findings of all data used to inform the development of the draft SWMP.

The report detailing the findings of the independent review of CDO data and staff's response to the recommendations made will be included in the CDO implementation plan, which will be presented to Committee and Council in Q1 2024.

Staff retained Paul van der Werf as the independent external consultant to conduct this review. Mr. van der Werf is an adjunct professor at Western University's Department of Geography and the Ivey Business School and is a recognized waste management expert with more than 30 years of experience. Mr. van der Werf's key areas of expertise include waste management data collection, analysis and modelling, and specialized waste diversion expertise in the areas of organic and recyclables management.

Mr. van der Werf was the successful bidder in an invitational Request for Proposal (RFP) process which was conducted in partnership with Procurement Services. In July 2023, an invitational RFP was issued to several external, qualified consultants with relevant data analysis expertise specific to the Waste Management Industry and who had not previously been retained by the City to conduct work on both the Solid Waste Master Plan and the Curbside Diversion Options Project to avoid any potential conflict of interest. The independent review of the SWMP data was conducted between September 6 and September 26, 2023, and a final report of findings was received by Staff on November 2, 2023. The report detailing the findings of the independent review is attached to this memo.

The scope of the independent review included an assessment of all data collection methods, audit methodologies, projection development and analysis used by the City in the development of the draft SWMP to determine if it is in-line with municipal best practices and that it can be relied on for both long-term planning purposes and shorter-term initiatives.

In summary, the independent auditor found that the data and documents used as part of the SWMP process appear appropriate, reasonable, in line with industry best practices, and using qualified waste management consultants to help collect this data. This includes long-term waste projections and the impact of garbage disposal on the life-cycle of the Trail Waste Facility Landfill.

The report makes several recommendations which focus on keeping City data up-to-date and in some cases strengthening the representativeness of data samples. The table below provides staff responses to each of the recommendations of the independent auditor.

Independent Review Finding	Staff Response
Update Single-Family Waste Audits and consider adding more households	An update to the Four-Season Curbside Waste Audit Study was planned for and will begin in January 2024 and will conclude in fall 2024. This update was previously committed to in the May 2021 Source-Separated Organics Program Update report . At the time, staff recommended postponing an updated 4-season waste audit until such time that waste setouts normalized following the pandemic which impacted the quantity and types of waste set out by households. The number of households included in the 2024 Four Season Waste Audit Study is being expanded to improve the representativeness of this data collection now that the City is no longer partnering with the Continuous Improvement Fund to undertake these studies. The methodology is being developed by a professional waste audit firm in consultation with City staff to ensure it follows industry best practices.
Update Multi-Residential Waste Audits and ensure it is expanded to four seasons. Also consider expanding the number of buildings in this waste audit	An update to the Multi-Residential Waste Audit will begin in January 2024 and will conclude in fall 2024. This update was previously committed to in the May 2021 Source-Separated Organics Program Update report . At the time, staff recommended postponing an updated 4-

	<p>season waste audit until such time that waste setouts normalized following the pandemic which impacted the quantity and types of waste set out by households. The methodology for data collection has been updated to take place over four seasons to measure any seasonal impacts to waste generation and to expand the number of households that are included in the 2024 audit to improve the representativeness of this data collection. The methodology is being developed by a professional waste audit firm in consultation with City staff to ensure it follows industry best practices.</p>
<p>Update City Facilities Waste Audits and use this process to develop an average waste generation, disposal and diversion estimate for all City facilities</p>	<p>An update to the City Facilities Waste Audits was completed this past summer, August/September 2023.</p>
<p>Update Parks Waste Audit to better understand waste generation and composition.</p>	<p>An update to the Parks Waste Audit was planned for and will be conducted in 2024.</p>
<p>Refine landfill cover usage and update projected landfill airspace usage, if necessary</p>	<p>Staff will engage with Dillon Consulting on the findings of this review to determine if updates are required.</p>
<p>In general, compare actual waste generation, by waste stream, annually</p>	<p>Following the approval of the Solid Waste Master Plan, staff will produce an annual report to Council documenting service performance. As part of this annual reporting, staff will include the comparison of projections against actual waste generation, by stream.</p>
<p>Undertake a detailed update of waste projections at least every five years</p>	<p>The needs assessment conducted in Phase 2 of the SWMP identified that waste projections will require regular updating every 5-years, based on industry best practice. This informed the recommendation for the refresh cycle of the Waste Plan, planned for every 5-years.</p>

To address any questions Council may have on the independent review and final report, Mr. van der Werf will be available, virtually, for the November 21, 2023 meeting of the Environment and Climate Change Committee and the December 6, 2023 meeting of Council, when the draft SWMP will be tabled.

If you have any questions on the draft Solid Waste Master Plan, please contact Shelley McDonald, Director, Solid Waste at shelley.mcdonald@ottawa.ca or by phone at extension 20992.

Original signed by

Alain Gonthier
General Manager
Public Works Department

CC: Senior Leadership Team
Public Works Department Leadership Team
Director, Public Information and Media Relations
Program Manager, Media Relations and Outreach