
HALIFAX REGIONAL COUNCIL
December 10, 2002

TO: Mayor Kelly and Members of Halifax Regional Council

FROM: *Linda Mosher*
Linda Mosher, Chair
Chebucto Community Council

DATE: December 2, 2002

SUBJECT: Hazardous Waste Depot - Hours of Operation

ORIGIN:

Chebucto Community Council meetings held on November 4, 2002 and December 2, 2002.

RECOMMENDATION:

It is recommended that:

Halifax Regional Council approve the opening of the Hazardous Waste Depot every Saturday, except for Holidays. MOTION PUT AND PASSED UNANIMOUSLY.

ATTACHMENTS:

Excerpts from Chebucto Community Council Meetings of November 4, 2002 and December 2, 2002.

Staff Information Report dated November 26, 2002 presented at the December 2nd meeting of Chebucto Community Council.

Excerpt from the Regional Council meeting of April 9, 2002.

Copy of the Award of RFP No. 02-017 - Household Hazardous Waste Services, presented at Regional Council on April 9, 2002.

HALIFAX REGIONAL MUNICIPALITY
CHEBUCTO COMMUNITY COUNCIL
EXCERPT FROM NOVEMBER 4, 2002 MEETING

5.1.7 Hazardous Waste Depot – Hours of Operation

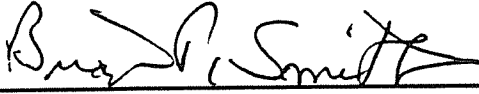
- ▶ An Information Report dated November 26, 2002 was before the Committee. A copy is on file in the Municipal Clerk's Office.
- ▶ Mr. Jim Bauld, Diversion Planning Coordinator, Waste Resources presented the report to the Committee.

The Committee agreed that a motion previously passed by Regional Council was intended to allow for the Hazardous Waste Depot to be open every Saturday, excluding Holidays. Mr. Jim Bauld commented that the budget had been increased by \$100,000 to permit the Depot to open some Saturdays and to offer service to the Mobile Depot Operations in areas such as Middle Musquodoboit and Lake Echo, but there was not sufficient funding to provide service every Saturday. Staff commented that the daily cost of operation for the Household Hazardous Waste Depot is approximately \$10,000.00, which is based upon the number of users and volume of materials received each operating day."

MOVED by Councillor Walker, seconded by Councillor Adams that Chebucto Community Council recommend to Regional Council that the hours of operation for the Hazardous Waste Depot be extended to include they be open every Saturday, excluding Holidays. MOTION PUT AND PASSED UNANIMOUSLY.

**Chebucto Community Council
December 2, 2002**

TO: Councillor Mosher and Members of the Chebucto Community Council

SUBMITTED BY: 
Brian T. Smith, Director of Solid Waste Resources

DATE: November 26, 2002

SUBJECT: 02/03 Household Hazardous Waste (HHW) Program

INFORMATION REPORT

ORIGIN

At the November 4, 2002, Chebucto Community Council meeting, Councillor Linda Mosher, District 17, requested a staff report addressing comments from a Mr. Zinck regarding the Household Hazardous Waste Program.

BACKGROUND

Questions relating to HRM's Household Hazardous Waste Program have been previously raised by Mr. Zinck in December 2001. Attachment's number 1 and 2 are correspondence from Mr Zinck to Councillor Mosher dated December 6, 2001 and a letter to Mr Zinck from HRM staff dated March 4, 2002 respectively.

DISCUSSION

As Attachment # 2 notes, the quantity of hazardous waste received each operating day, not the number of vehicles serviced, influences the cost of the HHW program. The very low volume of household hazardous waste received in a HHW depot in rural areas (as compared to the volume received at HRM's HHW depot), results in a lower cost per vehicle served.

Since the HRM HHW depot opened in 1996, the tender for the operation of the facility has come before Regional Council twice for renewal. On both occasions the competitive procurement process realized a reduction in per unit volume cost for the receipt, management, transportation and reuse or disposal of the materials. The operations of the HHW depot are strictly governed by Provincial and Federal Transport Canada permits and regulations which, when managing a significant volume of HHW, has a direct bearing on the total annual operating costs.

As requested by Regional Council during the 02/03 budget approval process, the HHW budget for this fiscal year was increased by \$100,000. This increase has allowed a significant increase (25%) in the HHW service level, from 27 Saturdays in 01/02 to 32 Saturdays in 02/03, and two HHW mobile depot Saturdays, which were held on September 28th in Lake Echo and on October 26th in Middle Musquodoboit. These communities have never had a mobile HHW event before and they are a great distance from the HHW depot in Bayer's Lake Business Park. This expanded service in rural communities was complimented by the mid-summer launch of the RRFB Paint Program. Used paint represents a significant proportion of HHW, and now these materials can be dropped at twenty-three local bottle return depots (Enviro-Depots) across the Region.

Staff is closely monitoring the HHW volume of materials received to enable the HHW depot in Bayer's Lake Business Park to open a total of 32 Saturdays of the 43 Saturdays in 02/03 which do not fall on a long weekend. Enclosed is a copy of the latest schedule for this facility. The HHW depot in Bayer's Lake Business Park was open on June 8th, and on three of the four Saturdays in July. The 02/03 budget for HHW program does not permit the operation of the depot in Bayer's Lake Business Park on the same Saturday as the mobile HHW depots.

We will consider further increases in the availability of HHW collection services in our proposed 2003-04 budget process, taking into account the anticipated impact of the RRFB Paint Program. We should caution however, that potential budget "room" will be limited by anticipated increases in residential collection contracts next year.

FINANCIAL MANAGEMENT POLICIES / BUSINESS PLAN


This report complies with the Municipality's Multi-Year Financial Strategy, the approved Operating, Capital and Reserve budgets, policies and procedures regarding withdrawals from the utilization of Capital and Operating reserves, as well as any relevant legislation.

ATTACHMENTS

1. Letter of December 6, 2001 from Mr. Bob Zinck to Councillor Linda Mosher
2. Letter of March 4, 2002 from Mr. Brian Smith, Director of Solid Waste Resources to Mr. Zinck
3. Household Hazardous Waste Depot Schedule

Additional copies of this report, and information on its status, can be obtained by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.

Report Prepared by:



Jim Bauld, Diversion Planning Coordinator 490-7176

118 Doull Ave.,
Halifax, NS.
B3N 1Y9

Dec. 6, 01

Ms. Linda Mosher,
Councilor, District 17,
P.O. Box 1749,
Halifax, NS, B3J 3A5

Dear Ms. Mosher:

Thank you very much for your efforts regarding HHW collection hours. There is some hope that these hours may be improved in a new budget year.

I would like to make several comments regarding the staff report of this matter. While the figures presented are undoubtedly accurate, they don't tell the whole story. Consider the following;

	HRM	LUNENBURG	VALLEY
Hours / Year (*)	224	2100	2100
Cost / Year	\$ 300000	\$ 75000	\$ 60000
Cost / Hour	\$ 1339	\$ 36	\$ 29

(*) Based on 50 weeks.

Now if we assume that equal standards are applied at all the above sites, (i.e., "properly managed in accordance with strict provincial and federal regulations", as per the staff report), then it would appear that HRM is not getting anything like good value for their (our) money.

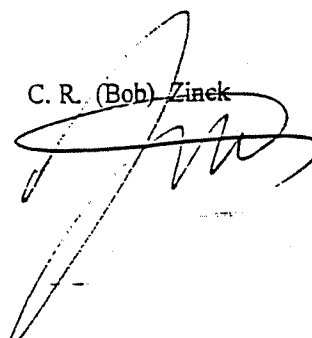
To be fair, HRM services close to three times the number of cars that Lunenburg does, so let's triple Lunenburg's charges, i.e., \$ 108 / hour. So, using these figures, HRM, with its budget of \$ 300000, should be able to provide approximately 2700 hours / year. There are, of course, differences in ancillary costs which would probably modify these estimates somewhat, but all in all, it seems that for the same amount of money, the hours of operation of HRM's depot could be vastly improved.

Thanks again for your consideration of this matter.

Wishing you a very merry Christmas and all the best for the new year.

Yours Truly,

C. R. (Bob) Zinck



Phone 902-477-5713
Fax 902-479-1839
E-mail bzinck@attcanada.ca

Solid Waste Resources
Brian T. Smith, MPA, Director of Solid Waste Resources

March 4, 2002

Mr. C. R. (Bob) Zinck
118 Doull Ave.
Halifax, NS
B3N 1Y9

Dear Mr. Zinck:

Thank you for your letter of December 6, 2001 to Councillor Linda Mosher, following the discussion of our staff report to the December 5 Chebucto Community Council.

You would be pleased to know that the provision of improved Household Hazard Waste (HHW) service continues to be a concern for our staff and Council. I enclosed a copy of the February 19, 2002 report requested by Councillor Keith Colwell. In the proposed 2002-03 operating budget, we have also requested Council to approve an increase in funding for the current HHW Depot, to provide for service every Saturday except holiday weekends.

With respect to the comparative costs of HHW services in Lunenburg and the Valley, I can only say we are always interested in opportunities to reduce costs and expand services for HHW, but the key cost variable is not the hours of operation or number of cars; our costs are dependent upon the quantities of material received, and the February 19 report gives an indication of what these quantities were in 2001.

Thanks again for your letter and for your interest in our program for the safe disposal of Household Hazards Waste.

Sincerely,



Brian T. Smith
Director of Solid Waste Resources

c: Councillor Linda Mosher
Jim Bauld, Diversion Planning Coordinator

Atch: 1

HALIFAX REGIONAL MUNICIPALITY

HOUSEHOLD HAZARDOUS WASTE DEPOT SCHEDULE

The following is the operating schedule for the HHW Depot for the months of February and March of the 2002-2003 fiscal year and April of the 2003-04 fiscal year.

January, 2003	February, 2003	March, 2003	April, 2003
January 4 - Closed	February 1 - Closed	March 1 - Open	April 5 - Open
January 11 - Open	February 8 - Open	March 8 - Open	April 12 - Open
January 18 - Closed	February 15 - Open	March 15 - Open	April 19 - Closed (Easter)
January 25 - Open	February 22 - Open	March 22 - Open	April 26 - Open
		March 29 - Open	

Note: Receiving hours are 9:00 a.m. to 4:00 p.m. Material is only accepted and received from residents of HRM. Industrial, Commercial, Institutional and Business Hazardous Waste is NOT accepted. For more information, contact the Call Centre at 490-4000.

Excerpt from Chebucto Community Council Minutes of November 4, 2002:

14. PUBLIC PARTICIPATION

Mr. Bob Zinck, Doull Avenue, Halifax

Mr. Zinck further commented on the hours of operation for the Hazardous Waste Depot and stated that it was only open 17 of the 26 Saturdays that were not holiday weekends for example; June 6, 2002 and July 13, 2002 the depot was closed but it was not a holiday weekend. Mr. Zinck added that the depot in HRM is also closed when staff travel to other sites in the Municipality. A further concern Mr. Zinck indicated, was in the figures staff supplied to him regarding the cost per vehicles serviced and in the cost per hour of operation for the Hazardous Waste Depot. He stated that the figures for HRM were much higher than other Municipalities.

Councillor Mosher requested a staff report for the December 2, 2002 Chebucto Community Council meeting regarding the issues raised by Mr. Zinck.

- (c) redesignating and rezoning lands within the Sackville Municipal Planning Strategy identified by Map 2 from Commercial Corridor Designation and Commercial Corridor (C-3) Zone to Urban Residential Designation and Multiple Dwelling (R-4) Zone. MOTION PUT AND PASSED UNANIMOUSLY.

10.2 CHIEF ADMINISTRATIVE OFFICER

10.2.1 Award of RFP No. 02-017 - Household Hazardous Waste Services

- A staff report prepared for Dan English, Deputy Chief Administrative Officer, regarding the above, was before Council for its consideration.

MOVED by Councillor Rankin, seconded by Councillor Meade, that Halifax Regional Council engage Matrix Environmental Inc. to operate the Household Hazardous Waste Depot program in accordance with the requirements of and their responses to Request for Proposals No. 02-017.

Councillor Colwell inquired how many mobile depots will be held on the Eastern Shore and when and where will they be held. In response, Mr. Brian Smith, Director, Solid Waste Resources, stated staff are waiting to hear what the impact is of the provincial paint program before making a decision on how many mobile days to hold and how many additional Saturdays to open the Bayers Lake Depot. He noted discussion has taken place regarding having two mobiles on the Eastern Shore. In terms of locations, Mr. Smith stated staff would start by looking at areas close to the transfer stations. Specific locations will depend on available funds. Mr. Smith stated he hoped to have more information within a month or two. In response to a further question of the Councillor, Mr. Smith stated the contract does not address events or hours of service, rather it speaks to volume of material. He stated that staff is trying to add additional Saturdays at the Chain Lake Depot, if possible, and to add two clean-up days for the Eastern Shore area to be held on two different Saturdays at two different locations. Councillor Colwell expressed concern with the process, stating two mobile days is not enough to clean up the area. Mr. Smith responded staff is trying to do as much as they can within the allocated funds.

Councillor Colwell suggested an alternative would be to have a depot open on each side of the harbour on alternating Saturdays to make it more convenient for people to access them. In response, Mr. McLellan noted there are a number of limitations with regard to this issue. He stated these are new measures this year, and it is intended to increase services further incrementally. With regard to illegal dumping, Mr. McLellan stated he has discussed a plan with the Mayor, and staff hope to be in a position to do something further in that regard in the near future.

Councillor Colwell inquired if he could get assurance that this matter will come back to Council before the days and locations of the mobile depots and the additional Saturdays are set. Mr. Smith stated this could be done.

Councillor Rankin stated progress has been made in the fact there will be mobile depots held this year while last year there were not. The Councillor also noted the results from the paint diversion program may permit even more depots to be held.

Councillor Blumenthal stated Council and staff need to be cognizant of the fact that there is household hazardous waste on both sides of the harbour.

Councillor Cooper stated he would like to see a staff report on the costs of actually duplicating the Bayers Lake facility on the eastern side of the harbour and have one open on each weekend. The Councillor asked that staff look at what the implications of such an operation would be.

Councillor Hetherington expressed concern with residents having to transport household hazardous waste in the trunks of their cars over long distances. The Councillor stated that having a facility on both sides of the harbour is the only way to address this.

MOTION PUT AND PASSED UNANIMOUSLY.

10.2.2 Award of Tender No. 02-205, Bancroft Lane - Street Construction and Traffic Signal Installation, Eastern Region

- A staff report prepared for Dan English, Deputy Chief Administrative Officer, regarding the above, was before Council for its consideration.

MOVED by Councillor Smith, seconded by Councillor Hetherington, that Halifax Regional Council:

- 1. Authorize an increase to Capital Account CQE00639, Burnside Expansion: Bancroft Court Development, in the amount of \$300,050.00 to complete Phase 2, with funding provided from Account No. Q121 - Business/Industrial Parks Expansion Reserve, as outlined in the Budget Implications Section of the staff report dated March 25, 2002.**
- 2. Award Tender No. 02-205, Bancroft Lane Street Construction and Traffic Signal Installation to Dexter Construction Limited for materials and services listed at the unit prices quoted for a Tender Price of \$319,100.00, plus net HST and 10% for quality control/quality assurance and unforeseen works for**

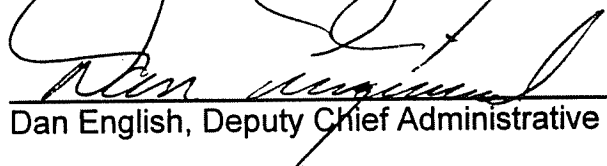
Halifax Regional Council
April 9, 2002

TO: Mayor Kelly and Members of Halifax Regional Council

SUBMITTED BY:



George McLellan, Chief Administrative Officer



Dan English, Deputy Chief Administrative Officer

DATE: April 3, 2002

SUBJECT: **Award of RFP No. 02-017**
Household Hazardous Waste Services

ORIGIN

The Municipality's Solid Waste Resource Management Strategy and the expiry on April 30, 2002 of HRM's existing contract for household hazardous waste services which commenced in May 1999.

RECOMMENDATION

It is recommended that:

Halifax Regional Council engage Matrix Environmental Inc. to operate the Household Hazardous Waste Depot program in accordance with the requirements of and their response to Request for Proposals No. 02-017.

BACKGROUND

The Municipality provides a residential depot service for Household Hazardous Waste located at 50 Chain Lake Drive on scheduled Saturdays throughout the year. The program also includes mobile HHW depots as scheduled by HRM. The depots receive HHW items such as household toilet and drain cleaners, bleaches, automobile batteries, paints, solvents, oil, gasoline, propane tanks, anifreeze and pesticides. Solid Waste Resources uses the program to educate residents to reduce generation of these types of waste, fully use products purchased, buy non-hazardous alternatives and to recycle or reuse these materials. The current HHW service contractor is Atlantic Industrial Services.

DISCUSSION

Request for Proposals No. 02-017 encompasses operation of the HHW Depot and respondents were requested to provide all labour, equipment and materials needed to receive, identify, sort, process, consolidate, bulk, package, transport and manage the HHW materials. Reuse and recycling of materials were requested in the management of materials where possible. Environmental monitoring of the site was included in the contract. The length of the contract is four years (with an option for a fifth year at HRM's discretion). Evaluation of proposals emphasized processing, packaging and management efficiencies as well as cost-effectiveness.

Proponents were requested to provide unit pricing and packaging allocation for the typical volume and categories of materials received at the HHW Depot (Proponents were also asked to provide pricing for a reduced paint volume based on the introduction of the provincial paint recycling program). The packaging units used for the various materials are 75 L lab packs, 205 L bulk drums, 300 L totes, per item or per kg. Labour costs, environmental monitoring costs and mobile depot labour/set-up costs were identified separately. Proponents provided first year costs and any percentage increases in cost components over the contract period (percentage increases in comparison to previous year of contract). Attached is Table 3 which shows the evaluation criteria used for the HHW Depot program RFP submissions.

Staff issued the Request for Proposals for Household Hazardous Waste Services on February 23, 2002 with closing on March 14, 2002.

An evaluation team consisting of three Solid Waste Resources staff and a representative of Procurement Services scored and ranked the proposals. Proposals were received from three respondents: Atlantic Industrial Services, Matrix Environmental and Safety-Kleen. The total score of proponents is the basis of the recommendation and award. All evaluators ranked the recommended proponent highest. For ease of comparison, evaluation criteria have been grouped into similar types (i.e., Ability and Costs) in Table 1. The points total rankings for the proposals are provided in the following table:

Table 1 - Summary of Proposal Scoring

Proponent	Ability - Qualifications, Personnel, References, Facility and Materials Management, Mobile Depots	Costs - Materials Management, Labour, Environmental Monitoring, Mobile Depots	Total Points
Atlantic Industrial Services	82.2	16 ¹	243.2
Matrix Environmental*	87.8	175	262.8*
Safety-Kleen	82.5	159.5	242
Maximum Total	120	180	300

* Recommended Proponent.

For the information of Council, and by way of example only, cost comparisons for receiving and processing the sample average list of materials requested in the RFP, environmental monitoring and mobile depot labour/set-up are provided below:

Table 2 - Cost Comparison for Components

Proponent	Materials Management & Personnel Costs (40 days - Sample material stream - Year 1)	Environmental Monitoring - Year 1	Mobile Depots Labour/Set-up (Per Event) - Year 1
Atlantic Industrial Services	\$399,275.20 (Materials Management Costs increase by 3%, 3% & 3%, Personnel Costs increase by 3%, 3% & 3%)	\$8,640.00 (Increases by 3%, 3.4% & 3.3%)	\$1,875.00 (Increases by 3%, 3% & 3%)
Matrix Environmental**	\$402,625.20 (Materials Management Costs increase by 2%, 3% & 3%, Personnel Costs have no increases)	\$3,500.00 (No Yearly Increases)	\$1,400.00 (No Yearly Increases)
Safety-Kleen	\$416,095.20 (Materials Management Costs increase by 2%, 2.5% & 2.5%, Personnel Costs have no increases)	\$9299.40 (Increases by 2.5%, 2.4% & 2.4%)	\$1,500.00 (No Yearly Increases)

** Note: Extending the unit prices and personnel/labour costs for the sample materials stream over four years and thirty-six operating days per year (average) gives costs as follows by way of example: Atlantic Industrial Services = \$1,503,376.92; Matrix = \$1,497,092.76; Safety-Kleen = \$1,541,893.32. The actual cost for materials management and personnel/labour will depend on the amount and type of material managed and number of operating days, respectively. HST is extra.

Matrix is the recommended proponent and they are both the highest ranked and lowest cost service provider in each year.

BUDGET IMPLICATIONS

Funds for this program are included in the approved 2002-03 Solid Waste Resources Operating Budget. Based on the pricing of the recommended Proposal in this report and budget approval, staff plan to introduce additional Saturdays at the Bayers Lake Depot and a minimum of two rural mobile depots on the Eastern Shore. An announcement on this added service will be made following the introduction of the Provincial Paint Stewardship Program this June.

FINANCIAL MANAGEMENT POLICIES / BUSINESS PLAN IMPLICATIONS

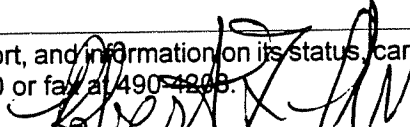
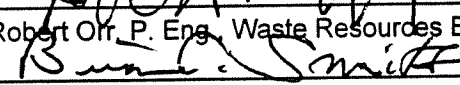
This report complies with the Municipality's Multi-Year Financial Strategy, the approved Operating, Capital and Reserve policies and procedures regarding withdrawals from the utilization of capital and Operating reserves, as well as any relevant legislation.

ALTERNATIVES

N/A

ATTACHMENTS

Tables 3 indicates the Evaluation Criteria for scoring the proposals.

Additional copies of this report, and information on its status, can be obtained by contacting the Office of the Municipal Clerk at 490-4210 or fax at 490-4208.		
Report Prepared by:		
	Robert Orr, P. Eng., Waste Resources Engineer	490-6698
Report Approved by:		
	Brian T. Smith, Director, Solid Waste Resources	490-6606

**Table 3 - Household Hazardous Waste Services
Proposal Evaluation Criteria**

Proposals were evaluated according to the following evaluation criteria with the relative weight indicated in each category:

Evaluation Criteria	Relative Weight
General Qualifications	10
Personnel	10
Reference Projects	10
Permits/Insurance/Bonding	Pass/Fail
Depot Facility - General Components	10
Depot Facility Management	70
Mobile Depots	10
Materials Management Costs	140
Labour Costs	20
Environmental Monitoring Costs	10
Mobile Depot Costs	10
TOTAL	300