



**AGENDA**  
**SPECIAL MEETING OF THE TOWN OF CARLETON PLACE**

Tuesday, May 5, 2020, 5:00 p.m.  
Virtual Zoom Meeting

**Pages**

**1. CALL TO ORDER**

Call to order of a special meeting of the 131st Council of the Town of Carleton Place.

**2. APPROVAL OF AGENDA**

**Recommended Motion:**

THAT the Agenda be approved as presented.

**3. DISCLOSURE OF PECUNIARY INTEREST AND/OR CONFLICT OF INTEREST AND GENERAL NATURE THEREOF**

**4. BUSINESS**

1. Recyclable Material Collection and Processing Request for Proposal (Communication 131059)

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Dave Young, Director of Public Works

**Recommended Motion:**

THAT Council pass a By-law to authorize the Mayor and Clerk to enter into an agreement with Emterra Environmental for the Collection and Processing of Recyclable Materials based on the Dual Stream Collection Alternating Weekly Basis option.

**5. BY-LAWS**

1. By-law No. 41-2020 Agreement with Emterra Environmental - Recycling Material Collection and Processing

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**6. CLOSED SESSION**

**Recommended Motion:**

THAT Council move into closed session at \_\_\_\_\_ p.m. to discuss a matter subject to:

(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

1. Receive legal advice regarding the Solid Waste Collection and Disposal Tender

AND THAT Diane Smithson, CAO, Stacey Blair, Clerk and Dave Young, Director of Public Works, participate in the discussion.

**7. RISE AND REPORT**

**8. CONFIRMATORY BY-LAW**

1. By-law No. 42-2020 Confirm Council Proceedings

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**Recommended Motion:**

THAT By-law 42-2020 (to confirm Council proceedings) be read a first, second and third time, and finally passed.

**9. ADJOURNMENT**

**Recommended Motion:**

THAT the meeting be adjourned at \_\_\_\_\_ p.m.

**COMMUNICATION 131059**

Received From: Dave Young, Director of Public Works  
 Addressed To: Council  
 Date: May 5, 2020  
 Topic: Recyclable Material Collection and Processing RFP

**SUMMARY**

A Request for Proposal for the provision of services for the collection and processing of recyclable materials was developed and circulated by the Municipality of Mississippi Mills, Township of Montague and the Town of Carleton Place. This municipal group was referenced as the Municipal Waste Group (MWG) in the RFP documents. Submissions were accepted until February 21<sup>st</sup>, 2020. The RFP was structured in a manner that submissions were provided to MWG, but each individual municipality had its own section within the RFP which would allow each individual municipality to enter into a separate agreement with the successful bidder.

The RFP required bidders to submit proposals for review that incorporated both single stream and dual stream options, along with any alternate options that bidders would be able to provide to the municipalities. In order to be prepared for the transition to full Producer Responsibility commencing in 2023, the term of the RFP is for a 2 1/2 year term with the ability to extend the contract for three (3) further one (1) year terms. It is anticipated that the Province will implement the plan to transition to full Producer Responsibility by rolling out phases across the Province between January 1<sup>st</sup>, 2023 and December 31<sup>st</sup>, 2025 and at this time, it is unclear which phase the Town of Carleton Place will be in.

**DISCUSSION**

Bids were received by the RFP deadline as follows:

CONTRACTOR	DESCRIPTION OF SERVICE	SINGLE STREAM OPTION	DUAL STREAM OPTION
Emterra Environmental	Weekly	\$567,139.76	
	Weekly		\$1,025,340.96
	Alternating Weekly Collection		\$ 519,116.80
Waste Management	Weekly	\$1,641,123.88	
	Weekly		\$1,687,304.45
GFL	Weekly	\$504,149.80**	

Note: HST is in addition to above pricing

\*\* Incomplete bid as they did not provide a dual stream option and did not complete all of the required information in the RFP submission

Bids were evaluated based on Corporate Profile, Experience, Organizational Plan, Facilities, Implementation Plan, Environmental Considerations, Communication Strategies, and Contingency Plans. Based on satisfactory scores on the above categories, the financial component was then reviewed.

Emterra Environmental generated the highest scoring of all bidders, based on their submission. They provided three (3) options to the Group which were:

- a. weekly collection, single stream;
- b. weekly collection, dual stream; and
- c. an alternative that would see weekly collection, with alternating dual stream materials collected. This last option would see fibres (cardboard and paper products) collected one week and the other week would have collection of plastics and metals.

Emterra Environmental has been in the industry since 1976, with operations in British Columbia, Saskatchewan, Manitoba, Ontario, and the State of Michigan. Recently Emterra Environmental acquired the Beauman Recycle Processing and Marketing Facility in Renfrew and have completely refurbished the facility. This facility has the ability to process both Single and Dual Stream materials. Emterra's proposal would include a partnership with Topps Environmental Services as the collection service provider.

There are obviously differences with the Single Stream and Dual Stream alternatives. Single Stream Collection (which the Town currently provides) is convenient for residents in that all materials simply go into one container and no separation is required. The typical issues with single stream materials is that there is a higher rate of contamination, and they are more difficult to process and market. This has become a high-profile issue due to the difficulty in finding markets for recyclable materials and the fact is that the cleaner the product, the better chance of finding appropriate markets.

Emterra's proposal would see a three (3) month transition period for residents to switch from Single Stream Collection to Dual Stream Alternating Week Collection. They would propose to work with all municipalities to develop messaging and in fact have offered to front all costs relating to the provision of new bins and would look to receive 50% back at the end of the 2 ½ year term. If any municipal partner exercises the extension option, they would then cover costs on a prorated basis up to full cost recovery based on a full 3-year extension.

It should be noted that both the Municipality of Mississippi Mills and the Township of Montague have made the decision to proceed on the basis of alternating weekly collection, dual stream option with Emterra Environmental.

## **FINANCIAL IMPLICATIONS**

The Town's 2020 budget for recycling collection is \$285,000 with \$100,000 of this amount paid for from revenue from Stewardship Ontario. Staff is recommending approval of Emterra Environmental's dual stream collection on an alternating weekly basis in the amount of \$519,116.80 plus HST which leaves an annual shortfall of \$234,116.80 plus HST (\$238,237.26 by adding in the Town's net share of HST).

The new contract would take effect June 1, 2020 so the increase is for 7/12 of the year. Given this fact and taking into account the Town's net share of HST, the shortfall for 2020 would be \$141,897.74.

Staff contacted Stewardship Ontario (SO) to determine if they would provide additional funding to the Town given that our recycling costs have increased as a result of this procurement process. Currently, the Town receives \$100,000 annually from SO towards its recycling costs. In discussions with SO, they were non-committal about whether we would actually receive any additional funding to offset the increased costs. However, they felt the Town would potentially be eligible for an increase in subsidy in future years. The amount of funding received from SO is dependent on a data call staff completes annually and there is a one-year lag between submitting annual information to when funding is received.

## **STAFF RECOMMENDATION**

THAT Council pass a By-law to authorize the Mayor and Clerk to enter into an agreement with Emterra Environmental for the Collection and Processing of Recyclable Materials based on the Dual Stream Collection Alternating Weekly Basis option.

**BY-LAW NO. XX-2020**

**A BY-LAW OF THE CORPORATION OF THE TOWN OF CARLETON PLACE TO AUTHORIZE THE SIGNING OF AN AGREEMENT BETWEEN THE CORPORATION OF THE TOWN OF CARLETON PLACE AND EMTERRA ENVIRONMENTAL FOR PROVIDING RECYCLING MATERIAL COLLECTION AND PROCESSING SERVICES.**

**WHEREAS** Section 5.3 of the Municipal Act, 2001 (S.O. 2001, c.25) authorizes that municipal powers, including municipality's capacity, rights, powers and privileges under Section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

**AND WHEREAS** Section 9 of the Municipal Act, 2001 (S.O. 2001, c.25), provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

**AND WHEREAS** the Council of the Town of Carleton Place deems it expedient to enter into an agreement with Emterra Environmental to provide recycling material collection and processing services to the Town of Carleton Place based on a dual stream collection alternating week basis option.

**NOW THEREFORE** the Council of the Corporation of the Town of Carleton Place enacts as follows:

1. **SHORT TITLE**

This By-Law is short titled "Recycling Material Collection and Processing Contract".

2. **AGREEMENT**

- (a) **THAT** the Mayor and Clerk shall be and are hereby authorized on behalf of the Corporation of the Town of Carleton Place to execute a two and a half (2.5) year agreement between the Corporation of the Town of Carleton Place and Emterra Environmental.
- (b) **THAT** the parties may extend the agreement for a further three (3), one (1) year periods on the agreement of the parties.
- (c) **THAT** the Clerk shall be and is hereby authorized to affix the corporate seal of the Corporation of the Town of Carleton Place to the said contract.

READ A FIRST TIME, SECOND TIME AND A THIRD TIME AND FINALLY PASSED THIS 5TH DAY OF MAY, 2020.

\_\_\_\_\_  
Doug Black, Mayor

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Stacey Blair, Clerk

**BY-LAW NO. 42-2020**

**BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE TOWN OF CARLETON PLACE**

**WHEREAS** the Municipal Act S.O. 2001, c 25, Section 5(1), as amended, provides that the powers of a municipal corporation are to be exercised by its council;

**AND WHEREAS** the Municipal Act S.O. 2001, c 25, Section 5(3), as amended, provides that a municipal power, including a municipality's capacity rights, powers and privileges under section 9; shall be exercised by by-law;

**AND WHEREAS** the Council for The Corporation of the Town of Carleton Place deems it expedient that the proceedings of meetings of Council be confirmed and adopted by by-law;

**NOW THEREFORE** the Council of the Corporation of the Town of Carleton Place enacts as follows:

1. That the actions of the Council of the Corporation of the Town of Carleton Place at its meeting held on **May 5, 2020**, in respect to each report, motion, resolution or other actions recorded and taken by the Council at its said meeting, except where the prior approval of the Ontario Municipal Board is required, is hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this by-law;
2. That the Mayor and appropriate Manager of the Corporation are hereby authorized and directed to do all things necessary to give effect to the said actions of the Council of the Town of Carleton Place referred to in the proceeding section;
3. That the Mayor and Clerk, and their designates, are hereby authorized and directed to execute all documents necessary on behalf of the Council and to affix the corporate seal of the Corporation of the Town of Carleton Place to all such documents;
4. That the Treasurer, or designate, is hereby directed to execute any documents necessary on behalf of the Council of the Town of Carleton Place and to affix the corporate seal of the municipality to all such documents.
5. That this by-law shall come into effect upon final passage.
6. This by-law may be cited as the "**May 5, 2020 Confirmatory By-Law**"

**READ A FIRST TIME, SECOND TIME AND A THIRD TIME AND FINALLY PASSED THIS 5<sup>th</sup> DAY OF MAY 2020.**

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Doug Black, Mayor

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Stacey Blair, Clerk