

Ms. Natasha Roberts  
CAO/Clerk  
Municipality of Huron Shores  
P.O. Box 460  
7 Bridge Street  
Iron Bridge, ON P0R 1H0

December 5, 2022

Dear Ms. Roberts:

**Subject: Municipality of Huron Shores  
Long-Term Waste Management Plan**

**Introduction**

Thank you for taking the time to meet with us on November 15<sup>th</sup> to review various landfill operational, challenges and upcoming tasks and activities. During that meeting we presented an overview of our proposed work plan to assist the Municipality in undertaking a long-term waste management plan (LTWMP). The intent of the proposed plan is to provide guidance and direction to the Municipality on how to manage waste generated in their communities over a period of approximately 25 years.

The Municipality is in a unique position where it has a relatively small population base but through amalgamation has four individual operational landfill sites. These landfill sites require resources and capital to support their ongoing operation. In addition, each site is unique in terms of residual capacity and projected remaining service life.

**Scope of Services**

The proposed tasks and activities that we plan to undertake to deliver a LTWMP are summarized as follows:

1. Gather all relevant background information and data to assist in understanding the current Municipal waste management system. This would include three years of historical capital and operating cost data for all waste management activities.
2. Develop a project problem and opportunity statement.
3. Conduct a project kick off meeting (Microsoft Teams) with the Municipality to confirm the planned work program and timelines.
4. Identify and summarize the regulatory requirements that dictate Municipal waste management obligations.
5. Summarize the current Municipal waste management programs and services and approved residual capacity at each waste site.
6. Identify future waste management needs including quantities of waste to be managed.
7. Identify options for consideration within the context of the study including waste diversion, waste transfer and waste landfilling strategies. Based on our preliminary discussions with Municipal staff the options to be explored consist of the following:
  - Status quo - four (4) operating waste disposal sites. This is the base option and provides a reference for comparing all other options.

- Continue to operate the Ward 1 and Ward 3 landfill sites while converting the Ward 2 and Ward 4 landfill sites into transfer stations.
  - Continue to operate the Ward 1 and Ward 3 landfill sites only with no transfer stations.
  - Continue to operate the Ward 3 landfill site with transfer stations at the Ward 1 and 4 landfill sites.
  - Continue to operate the Ward 3 landfill site with no transfer stations.
8. Develop evaluation criteria to compare and assess each option inclusive of cost considerations. The initial evaluation will be completed by AECOM and subsequently vetted with Municipal staff through an online workshop.
  9. Select a preliminary preferred option.
  10. The preliminary preferred option will then be presented to the public at a Public Information Centre (PIC). The PIC will provide a forum for residents to provide comments and input into the process. Neighbouring First Nations communities will also be invited to attend (i.e., Thessalon First Nation and Mississauga First Nation).
  11. The project team will subsequently review all input received and modify the evaluation matrix as necessary and confirm a final preferred implementation option.
  12. Document the entire study process in a summary report and submit it to the Municipality in draft form for review.
  13. Comments and input received from the Municipality will be incorporated into the document and a final report will be issued.

## Personnel

This assignment will be undertaken by Rick Talvitie and Tara Abernot who are both very familiar with the unique circumstances and challenges related to the Huron Shores landfill sites. Both Rick and Tara have been involved with these sites since approximately 2014.

## Schedule

AECOM is prepared to initiate work early in 2023 and our preliminary schedule is as follows:

- Issue an interim report identifying the problem statement and summarizing the existing waste management system within 6 weeks of award.
- Develop and evaluate the waste management options over a period of 8 weeks following the submission of the foregoing interim report. We will schedule an online workshop with municipal staff at that time to review the evaluation matrix.
- Conduct the public information session within 5 weeks of reviewing the evaluation matrix with municipal staff.
- Identify a final preferred implementation option and submit a draft final report within 4 weeks of the PIC.
- Finalize the report incorporating municipal staff input within 3 weeks of receiving that input.

The overall estimated timeline for the study is approximately 26 weeks.

## Fee

We previously provided a high-level estimate which we understand was approved by the Municipality. In conjunction with this proposal, we completed a detailed cost estimate and although the detailed estimate is approximately 10% higher, we will honour the budget provided and will undertake this assignment for a lump sum fee of **\$40,000 plus tax**. This fee includes attendance in person at one PIC and all related project disbursements.


We appreciate the opportunity to submit this proposal and look forward to working with you on this important project. Should you have any questions or concerns related to the proposed work program please do not hesitate to contact Tara Abernot or Rick Talvitie.

Sincerely,

**AECOM Canada Ltd.**



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Project Manager  
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RT:ta  
Encl.

cc: Amber Burgler, Municipality of Huron Shores  
Harry Hadikin, Municipality of Huron Shores