



**City of Belleville
Finance Department**

PHONE: 613-968-6481
FAX: 613-967-3206

169 FRONT STREET
BELLEVILLE, ON K8N 2Y8

May 19, 2016

To: All Proponents:

**REQUEST FOR PROPOSALS
FOR PROFESSIONAL CONSULTING SERVICES
FOR DESIGN, BUILD, CONSTRUCTION
MANAGEMENT & CONTRACT ADMINISTRATION
FOR A RESIDENTIAL DROP-OFF RECYCLING CENTRE
AT THE THURLOW WASTE DISPOSAL SITE
RFP EOS 2016-20**

RE: ADDENDUM NO. 2

This Addendum forms part of the bid document and it **shall be signed and included with the bid submission.**

- **Please see the attached:
List of Questions & Answers plus three (3) file attachments.**

**Christine Fradley,
Purchasing Supervisor**

I/WE hereby acknowledge receipt of this addendum.

(Signature(s) of Authorized Person(s) Signing for Company)
I/We have the authority to bind the Corporation.

Name & Position

Name of Firm

cc – B. MacWhirter, P. McNulty

May 19, 2016

**REQUEST FOR PROPOSALS
FOR PROFESSIONAL CONSULTING SERVICES FOR DESIGN, BUILD, CONSTRUCTION
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CENTRE AT THE THURLOW WASTE DISPOSAL SITE
RFP EOS 2016-20**

RE: ADDENDUM NO. 2

Questions & Answers

Question No. 1:

I am having trouble accessing the ECA on the Ministry site at present, would you have a digital copy you could provide? If not I would like to arrange to review it at some point as well.

Answer No. 1:

Please find **attached**.

Question No. 2:

To enable us to complete an in depth review of the information relevant to RFP EOS 2016-20, would the City be able to provide Bidder's with a complete copy of the Design and Operations Report, submitted to the Ministry in support of the Environmental Compliance Approval application for the Thurlow Waste Disposal Site Drop-off Recycling Centre?

Answer No. 2:

All that is required for the C of A Amendment is a Design List and a Fire Safety Plan.

Question No. 3:

Will digital copies of the existing site drawings/surveys be provided to the successful proponent?

Answer No. 3:

Yes, the AutoCAD files will be provided to the successful proponent.

Question No. 4:

Can the City provide estimated construction duration for bidding purposes so that all bidders are assuming the same time interval? i.e. the Consultant is to assume 10 weeks of construction supervision is required.

Answer No. 4:

Bidders are to include construction management services for the estimated period identified within the Tentative Schedule outlined in the RFP (September 26 to November 30, 2016).

Question No. 5:

Can the City provide a copy of Schedule A – Item 1 from the revised ECA for review.

Answer No. 5:

Yes, please find Schedule A – Item 1 file name "MOE-Form" - **attached**.

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RE: ADDENDUM NO. 2

Questions & Answers

Question No. 6:

"Build" is referred to in the RFP title and again on page 20 under paragraph 1 of Section 3.1 (Background Information). Build is not however mentioned under Scope of Work nor shown on the fee schedule.

Is the Build portion of this project to be detailed and price included for this RFP?

Answer No. 6:

No, please do not include the Build portion of this project in your response. The consultant will be responsible for design, construction management and contract administration.

Question No. 7:

Under Section 3.1 in paragraph 5 it is stated "The Consultant shall be responsible for providing standard architectural and engineering services....."

The conceptual sketch provided does not specify any buildings nor does the RFP detail any information of if the Recycling Centre is to be enclosed in building(s) or open to the air. For RFP costing purposes can you provide additional detail/direction on the building(s) etc. that the City would like to incorporate into the Recycling facilities to assist with determining design/administration costs for this project.

Answer No. 7:

Enclosing the Recycling Centre in a building is not a requirement of this work. The ultimate design of the Recycling Centre will be determined in the design phase of the project based on best practices for Recycling Centre design and budgetary considerations. The conceptual sketch is not meant to dictate the design of the Recycling Centre. It is meant to give proponents an idea of the potential size and scale of the proposed site. The drawing was submitted to the Ministry of Environment & Climate Change (MOECC) for the Environment Compliance Approval (ECA) regarding surface water flow at the site. The culverts were sized, but the ditching design, ditch elevations, and culvert inverts were not designed for the approvals. The drainage ditch size and grades, as well as the culvert inverts will need to be designed for this project. A revised drawing is **attached** to this email that should provide more clarity in this regard.

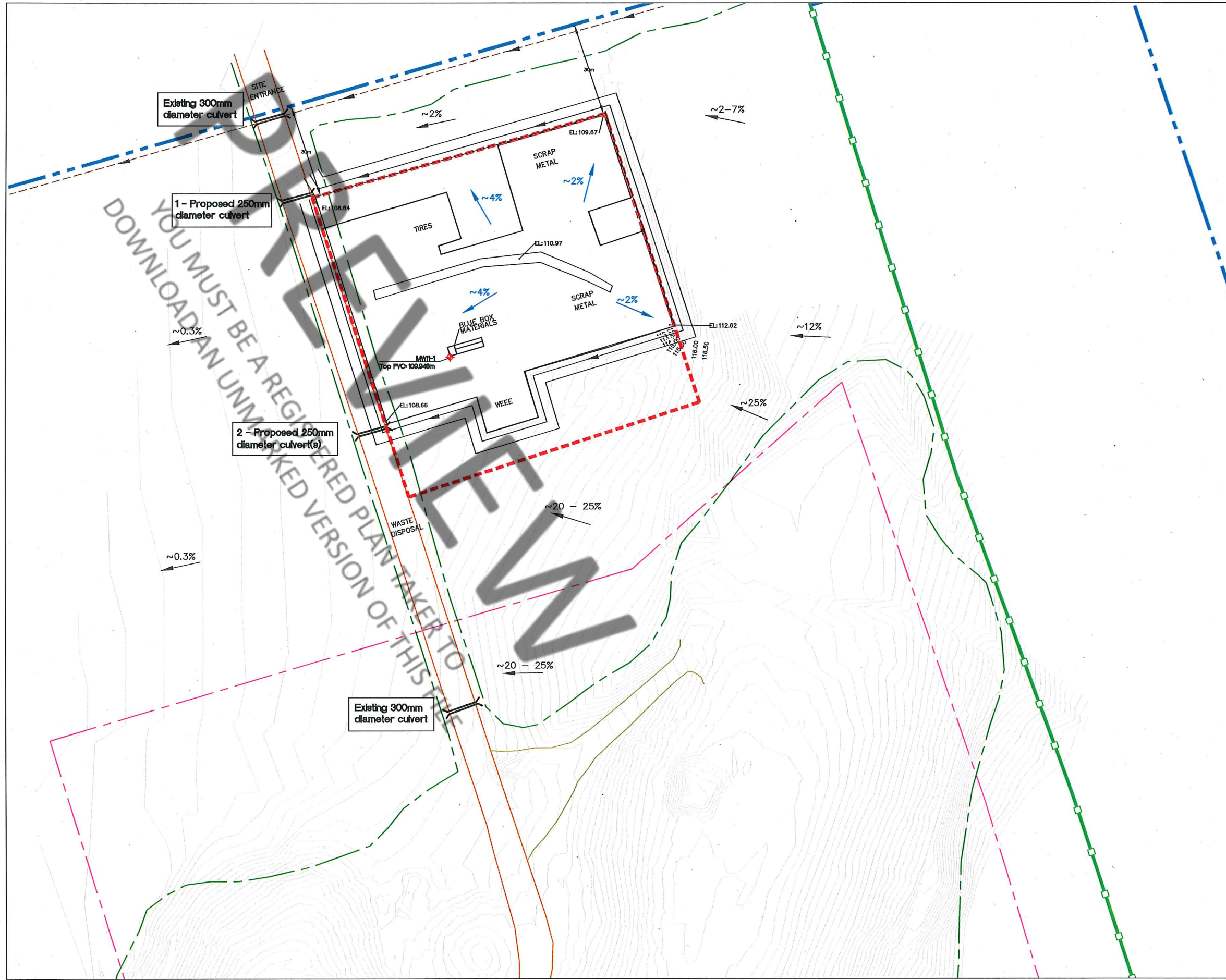
Question No. 8:

From review of aerial photos it is difficult to determine if there is a weigh scale on site but it appears there is not. Will the recycling centre require a weigh scale; scale house, etc. to be installed for the proposed facility in the RFP?

Answer No. 8:

There is not a weigh scale currently on site. The Recycling Centre will not require a weigh scale or scale house.

END OF ADDENDUM



- LEGEND
- BOUNDARY OF LICENSED WASTE DISPOSAL SITE
 - - - BOUNDARY OF DESIGNATED DISPOSAL AREA
 - - - PROPERTY BOUNDARY
 - MAIN ACCESS ROAD
 - SITE ACCESS ROAD
 - - - TREELINE
 - - - MODELLED CONTOURS
 - - - FUTURE RECYCLING AREA
- EL 112.62 PROPOSED PAD ELEVATIONS (METRES)
- GEO-REFERENCE COORDINATES
 MW11-1 EASTING 310339, NORTHING 4906085
 NAD 83 ZONE 18
- ROADSIDE DITCH
- ~2-3% EXISTING DIRECTION AND APPROXIMATE SLOPE OF SURFACE WATER FLOW
- ~2-4% PROPOSED DIRECTION AND APPROXIMATE SLOPE OF SURFACE WATER FLOW

REV.	DESCRIPTION	YY/MM/DD	BY	CHK
3	MIN 5.5m WIDE, 0.7m DEEP DRAINAGE DITCH TO DIVERT SURFACE WATER AWAY FROM RECYCLING AREA	15/04/30	IO	IO
2	ZOOMED OUT SHOWING POTENTIAL CATCHMENT AREAS	15/04/27	IO	IO
1	DELETE LEAF AND YARD WASTE AREA	15/04/24	IO	IO

REFERENCES

PROPRIETARY INFORMATION MAY NOT BE REPRODUCED OR DIVULGED WITHOUT PRIOR WRITTEN CONSENT OF BLUMETRIC ENVIRONMENTAL INC. DO NOT SCALE DRAWING. THIS DRAWING MAY HAVE BEEN REDUCED. ALL SCALE NOTATIONS INDICATED ARE BASED ON 11"x17" FORMAT DRAWINGS.

1:1250 0m 8m 16m 24m 32m 40m

THIS SCALE TO BE USED TO OBTAIN APPROXIMATE DIMENSIONS FOR INFORMATION

CLIENT

CITY OF BELLEVILLE

PROJECT

THURLOW WASTE DISPOSAL SITE

TITLE

FUTURE RECYCLING AREA
POST-DEVELOPMENT SURFACE WATER FLOW

WESA, a division of BluMetric Environmental Inc.

WESA
 4 Cataragui Street
 Kingston, Ontario K7K 1Z7
 TEL: (613) 531-2725 FAX: (613) 531-1852
 Email: info@blumetric.ca
 Web: http://www.blumetric.ca
 BluMetric includes WESA, Seprotech, WESAtech, Envir-Eau, OEL-HydroSys, WESAtechnologies.

a BluMetric company

PROJECT #	C-19270	DATE	2015-04-30
DRAWN	YL	CHECKED	IOC
DWG NO.	06	REV	2



AMENDMENT TO ENVIRONMENTAL COMPLIANCE APPROVAL

NUMBER A362602

Notice No. 4

Issue Date: June 8, 2015

The Corporation of the City of Belleville
 169 Front St
 Belleville, Ontario
 K8N 2Y8

Site Location: Thurlow Waste Disposal Site
 Mudcat Road, 2.5 kilometres west of the Town of Plainfield on County Road No. 5.
 Lot Part of 15, 16, 17, Concession 6
 Belleville City, County of Hastings

You are hereby notified that I have amended Approval No. A362602 issued on October 25, 1982 and amended on September 19, 2001, January 29, 2008 and December 1, 2010 for the use and operation of a 20 hectare Waste Disposal Site (landfill and transfer station) within a 36.25 hectare total site area, as follows:

I. The following definitions are hereby added:

"**Approval**" means this Environmental Compliance Approval and any Notices and Schedules to it, including the application and supporting documentation listed in Schedule "A";

"**Director**" means any Ministry employee pursuant to section 20.3 of Part II.1 of the EPA;

"**District Manager**" means the District Manager, the Belleville/Kingston District Office of the MOECC;

"**Landfill**" means Thurlow Waste Disposal Site, Lot Part of 15, 16, 17 Concession 6, Belleville, County of Hastings;

"**Ministry**", or "**MOECC**" means the Ministry of the Environment and Climate Change;

"**Site**" means the entire waste disposal site, located at Mudcat Road, 2.5 kilometres west of the Town of Plainfield on County Road No. 5., Lot Part of 15, 16, 17, Concession 6, Belleville, Ontario, approved by this Approval;

"**Transfer Station**" means the Residential Recycling Drop-Off Centre limited to the receipt of scrap metal, used tires, WEEE and recyclable blue box items including corrugated cardboard, glass, fibres and plastic containers; and

"**WEEE**" means waste electrical and electronic equipment as defined in Ontario Regulation 393/04 (Waste Electrical and Electronic Equipment) made under the Waste Diversion Act.

II. The following conditions are hereby added:

5.0 Compliance

5.1 The *Owner* and *Operator* shall ensure compliance with all the conditions of this *Approval* and shall ensure that any person authorized to carry out work on or operate any aspect of the *Site* is notified of this *Approval* and the conditions herein and shall take all reasonable measures to ensure any such person complies with the same.

5.2 Any person authorized to carry out work on or operate any aspect of the *Site* shall comply with the conditions of this *Approval*.

5.3 The *Site* shall be operated and maintained at all times including management and disposal of all waste in accordance with the *EPA, Reg. 347* and the conditions of this *Approval*. At no time shall the discharge of a contaminant that causes or is likely to cause an adverse effect be permitted.

6.0 Design, Develop, Build, Operate and Maintain in Accordance

6.1 Except as otherwise provided for in this *Approval*, the *Transfer Station* shall be designed, developed, built, operated and maintained in accordance with the application for this *Notice*, dated October 3, 2014, and the supporting documentation listed in Schedule "A".

7.0 Interpretation

7.1 Where there is a conflict between a provision of any document, including the application, referred to in this *Approval*, and the conditions of this *Approval*, the conditions in this *Approval* shall take precedence.

7.2 Where there is a conflict between the application and a provision in any documents listed in Schedule "A", the application shall take precedence, unless it is clear that the purpose of the document was to amend the application and that the *Ministry* approved the amendment.

7.3 Where there is a conflict between any two documents listed in Schedule "A", other than the application, the document bearing the most recent date shall take precedence.

7.4 The requirements of this *Approval* are severable. If any requirement of this *Approval*, or the application of any requirement of this *Approval* to any circumstance, is held invalid or unenforceable, the application of such requirement to other circumstances and the remainder of this *Approval* shall not be affected thereby.

8.0 Other Legal Obligations

8.1 The issuance of, and compliance with, this *Approval* does not:

(a) relieve any person of any obligation to comply with any provision of any applicable statute, regulation or other legal requirement including, but not limited to:

- (i) obtaining site plan approval from the local municipal authority;
- (ii) obtaining all necessary building permits from the local municipal authority;
- (iii) obtaining approval from the Chief Fire Prevention Officer, local municipal authority: or

(b) limit in any way the authority of the *Ministry* to require certain steps be taken or to require the *Owner* and *Operator* to furnish any further information related to compliance with this *Approval*.

9.0 Adverse Effect

9.1 The *Owner* and *Operator* shall take steps to minimize and ameliorate any adverse effect on the natural environment or impairment of water quality resulting from the *Site*, including such accelerated or additional monitoring as may be necessary to determine the nature and extent of the effect or impairment.

9.2 Despite an *Owner*, *Operator* or any other person fulfilling any obligations imposed by this *Approval*, the *Owner*, *Operator* or any other person remains responsible for any contravention of any other condition of this *Approval* or any applicable statute, regulation, or other legal requirement resulting from any act or omission that caused the adverse effect to the natural environment or impairment of water quality.

10.0 Change of Owner

10.1 The *Owner* shall notify the *Director* in writing, and forward a copy of the notification to the *District Manager*, within thirty (30) days of the occurrence of any changes:

- (a) the ownership of the *Site*;
- (b) the *Operator* of the *Site*;
- (c) the address of the *Owner* or *Operator*;
- (d) the partners, where the *Owner* is or at any time becomes a partnership and a copy of the most recent declaration filed under the Business Names Act, R.S.O. 1990, c. B-17 shall be included in the notification; and
- (e) the name of the corporation where the *Owner* is or at any time becomes a corporation, other than a municipal corporation, and a copy of the most current information filed under the Corporations Information Act, R.S.O. 1990, c. C-39 shall be included in the notification.

10.2 No portion of this *Site* shall be transferred or encumbered prior to or after closing of the *Site* unless the *Director* is notified in advance and sufficient financial assurance is deposited with the *Ministry* to ensure that these conditions will be carried out.

10.3 In the event of any change in ownership of the *Site*, other than change to a successor municipality, the *Owner* shall notify the successor of and provide the successor with a copy of this *Approval*, and the *Owner* shall provide a copy of the notification to the *District Manager* and the *Director*.

11.0 Inspections

11.1 No person shall hinder or obstruct a *Provincial Officer* from carrying out any and all inspections authorized by the *OWRA*, the *EPA*, or the *PA*, of any place to which this *Approval* relates, and without limiting the foregoing:

- (a) to enter upon the premises where the approved works are located, or the location where the records required by the conditions of this *Approval* are kept;
- (b) to have access to, inspect, and copy any records required to be kept by the conditions of this *Approval*;
- (c) to inspect the *Site*, related equipment and appurtenances;
- (d) to inspect the practices, procedures, or operations required by the conditions of this *Approval*; and
- (e) to sample and monitor for the purposes of assessing compliance with the terms and conditions of this *Approval* or the *EPA*, the *OWRA* or the *PA*.

12.0 Information and Record Retention

12.1 Any information requested, by the *Ministry*, concerning the *Site* and its operation under this *Approval*, including but not limited to any records required to be kept by this *Approval* shall be provided to the *Ministry*, upon request, in a timely manner.

12.2 The receipt of any information by the *Ministry* or the failure of the *Ministry* to prosecute any person or to require any person to take any action, under this *Approval* or under any statute, regulation or other legal requirement, in relation to the information, shall not be construed as:

- (a) an approval, waiver, or justification by the *Ministry* of any act or omission of any person that contravenes any term or condition of this *Approval* or any statute, regulation or other legal requirement; or,
- (b) acceptance by the *Ministry* of the information's completeness or accuracy.

12.3 All records required by the conditions of this *Approval* must be retained on *Site* for a minimum period of two (2) years from the date of their creation.

12.4 Any information relating to this *Approval* and contained in *Ministry* files may be made available to the public in accordance with the provisions of the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, C. F-31.

13.0 Burning of Wood Waste and Brush

13.1(a) The *Owner* shall follow the procedures outlined in the MOECC's document entitled "Guideline C-7 Burning at Landfill Sites", dated April 1994;

(b) Only clean wood and brush are permitted to be burned at the *Site*. No burning of pressure treated wood, painted wood or municipal waste shall occur;

(c) No flammable liquids and/or rubber materials shall be employed to initiate the fire;

(d) Burning shall occur in small piles subject to weather conditions;

(e) Each fire event is to be supervised in its entirety by employees of the City of Belleville;

(f) Each fire is to be extinguished at the end of each day;

(g) The *Owner* shall discontinue burning if any complaints are received by the Belleville/Kingston District Office of the MOECC; and

(h) The *Owner* shall provide fire fighting equipment and soil stockpile within or in close proximity of the burning area.

TRANSFER STATION OPERATIONS

14.0 Service Area

14.1 The *Transfer Station* is only approved to accept waste generated from residential sources within the City of Belleville

15.0 Approved Waste Types

15.1 The *Owner* shall only accept solid non-hazardous municipal waste under the following categories:

(a) Scrap metal;

(b) Blue Box Waste;

(c) WEEE; and

(d) Used tires

15.2 (a) The *Owner* shall ensure that all waste is visually inspected prior to acceptance at the *Transfer Station* to ensure that only approved waste types are received at the *Transfer Station*;

(b) If any incoming waste load is known to, or is discovered to, contain unacceptable waste, that load shall not be accepted at the *Transfer Station*; and

(c) If any unacceptable waste is discovered at the *Transfer Station*, that waste shall be immediately be disposed of in accordance with the *Act* and *Reg. 347*.

16.0 Approved Waste Quantities and Storage

16.1 The maximum amount of waste held in the *Transfer Station* at any one time shall not exceed:

(a) 132 cubic metres of scrap metal;

- (b) twenty-five (25) cubic metres of WEEE;
- (c) sixty (60) cubic metres of blue box materials; and
- (d) 300 used tires.

16.2 All waste received at and generated by the *Transfer Station* must be classified, managed and disposed of in accordance with the *Act* and *Reg. 347*.

16.3 All waste (except used tires) shall be stored in clearly labelled covered containers in accordance with Item 2 of Schedule "A".

16.4 Coverage of the outdoor storage bins shall be adequate to restrict contact of precipitation with any waste materials and prevent any waste material from becoming airborne due to winds.

16.5 The Owner shall remove waste from the transfer station at an interval not exceeding the following for each waste type:

- (a) six (6) weeks for scrap metal;
- (b) eight (8) weeks for WEEE;
- (c) four (4) weeks for blue box materials; and
- (d) 26 weeks for tires.

16.6 Blue Box materials shall be properly separated and each area properly identified.

16.7 The *Owner* shall ensure used tires are stored in compliance with the Ontario Fire Code.

17.0 Hours of Operation

17.1 The operating hours of the *Transfer Station* shall be between 8:00 a.m. to 1:00 p.m. Wednesday and Saturday.

17.2 No waste shall be received at the *Transfer Station* except during operating hours when the *Transfer Station* is under the supervision of the trained personnel.

18.0 Signs and Security

18.1 The *Owner* shall install a sign at the main entrance/exit to the *Transfer Station* on which legibly displays the following information:

- (a) the name of the *Transfer Station* and *Owner*;
- (b) the number of this *Approval*;
- (c) the telephone number for the *Ministry's* Spill Action Centre;
- (d) the operating hours of the *Site*;
- (e) a twenty-four (24) hour telephone number that can be used to reach the *Owner* in the event of a complaint or an emergency; and
- (f) the type of waste that is approved for receipt at the *Transfer Station*.

18.2 The *Owner* shall operate and maintain the *Transfer Station* in a secure manner, with access to the *Transfer Station* regulated and perimeter of the *Transfer Station* secured by fencing or natural features. During non-operating hours, the *Transfer Station* entrance and exit gates shall be locked and the *Transfer Station* shall be secured against access by unauthorized persons.

19.0 Nuisance Control

19.1 The *Owner* shall operate and maintain the *Transfer Station* in a manner which ensures the health and safety of all persons and the protection of the environment through active prevention of any possible environmental adverse effects,

including but not be limited to odours, dust, litter, vectors, vermin, rodents and noise.

19.2 The *Owner* shall ensure that the loads of all vehicles entering or leaving the *Transfer Station* are secured and that the exterior of the vehicles are clear of dirt or other contaminants.

20.0 Storm Water Management

20.1 The *Owner* shall manage all discharges from the *Transfer Station*, including storm water run-off, in accordance with appropriate Municipal, Provincial and/or Federal legislation, regulation and by-laws.

21.0 Site Inspections and Maintenance

21.1 The *Owner* shall conduct, on a weekly basis as a minimum, a visual inspection of the *Transfer Station* to ensure security and cleanliness.

21.2 The *Owner* shall develop and implement a preventative maintenance program for all on-site equipment associated with the managing of waste. The preventative maintenance program shall be available for inspection by a *Provincial Officer* upon request.

22.0 Fire Prevention, Safety, Spill and Emergency Response

22.1. (a) The *Owner* shall implement and maintain the Fire Prevention and Safety Plan for the Site amended as Item 3 of Schedule "A".

(b) Prior to any used tires being received at the *Transfer Station*, the *Owner* shall fully develop an Emergency Response Plan which shall include, but not necessarily be limited to:

- (i) emergency response procedures to be undertaken in the event of a spill or process upset;
- (ii) a list of equipment and spill clean up materials available in case of an emergency;
- (iii) contingency procedures to be followed in the event of equipment malfunction, a labour disruption, transportation disruption, inability of receiving sites to accept waste or other business disruption to the operation; and
- (iv) notification protocol with names and telephone numbers of persons to be contacted, including persons responsible for the *Transfer Station*, the Ministry's District Office and Spills Action Centre, the local municipal fire department, the local municipal authority, the local Medical Officer of Health, the Ministry of Labour, and the names and telephone numbers of waste management companies available for emergency response.

(c) The *Owner* shall review the Fire Prevention and Safety Plan and the Emergency Response Plan and shall update the plans if necessary whenever approved modifications are made to the *Transfer Station* to the written satisfaction of the District Manager; and

(d) The *Owner* shall review the Fire Prevention and Safety Plan and the Emergency Response Plan on an annual basis as a minimum, and shall ensure that the names and telephone numbers of the persons to be contacted as required under Condition 22.1b(iv) are up-to-date, and that these numbers are prominently displayed and immediately available to all staff and emergency response personnel.

(e) The District Manager shall be notified within thirty (30) days of any changes to the Fire Prevention and Safety Plan and the Emergency Response Plan.

(f) The equipment, materials and personnel requirements outlined in the Fire Prevention and Safety Plan and the Emergency Response Plan are required to be kept on *Transfer Station* and shall be immediately available on the *Transfer Station* at all times. The equipment shall be kept in a good state of repair and in a fully operational condition.

(g) All spills, as defined in the EPA, shall be immediately reported to the Ministry's Spill Action Centre at 1-800-268-6060 and to the local municipal authority.

(h) The Owner shall promptly take all necessary steps to contain and clean up any spills or upsets which result from this operation. All spills and upsets shall be recorded in a written log or an electronic file format, as to the nature of the spill or upset, and action taken for clean-up, correction and prevention of future occurrences.

(i) All records from complaints shall be kept on-site for a minimum of five (5) years.

23.0 Training

23.1 The Owner shall ensure that all staff having access to the *Transfer Station* are trained, through instruction and practice, in the following:

- (a) terms, conditions and operating requirements of this *Approval*;
- (b) operation and management of the *Transfer Station*;
- (c) an outline of the responsibilities of the *Transfer Station* personnel;
- (d) environmental concerns pertaining to the wastes accepted at the *Site*;
- (e) receiving and recording procedures;
- (f) storage, handling, sorting, sampling and shipping procedures;
- (g) occupational health and safety concerns pertaining to the waste received;
- (h) relevant waste management legislation, including but not limited to *Ontario Regulation 347* and,
- (i) procedures to be followed in the event of an emergency situation.

24.0 Complaints

24.1 If at any time, the Owner receives complaints regarding the operation of the *Transfer Station*, the Owner shall respond to these complaints according to the following procedure:

(a) The Owner shall make a record of each complaint including the following information:

- (i) the date;
- (ii) the nature of the complaint;
- (iii) the name, address and the telephone number of the complainant if the complainant will provide this information;
- (iv) activities occurring during the time of the complaint; and
- (v) meteorological conditions.

(b) The Owner, upon notification of the complaint, shall immediately notify the *Ministry's* Belleville Area Office of the complaint, or the *Ministry's* Spills Action Centre if the complaint is received after the Belleville Area Office's normal operating hours and initiate appropriate steps to determine all possible causes of the complaint, proceed to take the necessary actions to eliminate the cause of the complaint and forward a formal reply to the complainant; and

(c) The Owner shall complete and retain on-site a report written within three (3) weeks of the complaint date, listing the actions taken to resolve the complaint and any recommendations for remedial measures, and managerial or operational changes to reasonably avoid the recurrence of similar incidents.

25.0 Record Keeping

25.1 The Owner shall maintain either electronically or in a log book which shall include the following information:

- (a) the estimated quantity of all waste stored at the *Transfer Station* on a weekly basis;
- (b) the date, type, quantity and destination of all waste transferred from the *Transfer Station*;

- (c) a record of any waste refusals which shall include: generator information, carrier information, waste description, approximate amounts, reasons for refusal and actions taken;
- (d) a running total of the amount of waste received at the *Transfer Station* for the calendar year and a calculation of the average daily amount of waste that has been received at the *Transfer Station* for the calendar year;
- (e) a record of the inspections required by Condition 21.0; and
- (f) a record of any spills or process upsets at the *Transfer Station*, the nature of the spill or process upset and the action taken for the clean up or correction of the spill, the time and date of the spill or process upset, and for spills, the time that the *Ministry* and other persons were notified of the spill in fulfilment of the reporting requirements in the *EPA*.

26.0 Annual Report

26.1 By June 31st of each year, the *Owner* shall prepare and retain on-site an annual report covering the previous calendar year. Each report shall include, as a minimum, the following information:

- (a) a summary of the quantity of all incoming and outgoing wastes;
- (b) any environmental and operational problems, that could negatively impact the environment, encountered during the operation of the *Transfer Station* and during the facility inspections;
- (c) any mitigative actions taken during the course of the previous calendar;
- (d) a summary of any complaints received and actions taken to resolve the complaints; and
- (e) a statement as to compliance with all Conditions of this *Approval* and with the inspection and reporting requirements of the Conditions herein.

27.0 Closure Plan

27.1 (a) The *Owner* shall submit, for approval by the *Director*, a written closure plan four (4) months prior to the permanent closure of the *Transfer Station*. This plan must include, as a minimum, a description of the work that will be done to facilitate closure and a schedule for completion of that work; and,

(b) Within ten (10) days after closure of the *Transfer Station*, the *Owner* must notify the *Director*, in writing, that the *Transfer Station* is closed and that the closure plan has been implemented.

III. The following items are hereby added to Schedule "A":

1. Application for Approval of Waste Disposal Site, residential Drop-off Recycling Centre at Thurlow WDS dated October 3, 2014 from The Corporation of the City of Belleville, including supporting documentation.
2. Email from Iris O'Connor, Project Engineer, BluMetric Environmental dated April 27, 2015 [8:56 AM] to Lucie Guichelaar, Waste Evaluator, Ministry of the Environment and Climate Change, re: MOE Ref: 6392-9PWPCCK - Thurlow Recycling Centre, including attachments.
3. Thurlow Recycling Centre Fire Safety Plan dated June 5, 2015.

The reasons for this amendment to the *Approval* are as follows:

The reason for Conditions 5, 8, 9, 12 and 20 are to clarify the legal rights and responsibilities of the Owner under this Approval.

The reasons for Conditions 6 and 16 are to ensure that the Site is designed, operated, monitored and maintained in accordance with the application and supporting documentation submitted by the Owner, and not in a manner which the Director has not been asked to consider.

The reason for Condition 7 is to clarify how to interpret this Approval in relation to the application and supporting documentation submitted by the Owner.

The reason for Condition 10.1 is to ensure that the Site is operated under the corporate name which appears on the application form submitted for this approval. The Director must be informed of any changes in Site ownership.

The reason for Condition 10.2 is to restrict potential transfer or encumbrance of the Site without the approval of the Director. Transfer of encumbrance can be made only on the basis that it will not endanger compliance with this Approval.

The reason for Condition 10.3 is to ensure that subsequent owners of the Site are informed of the terms and conditions of this Approval. This also applies to all supporting documentation listed in Schedule "A".

The reason for Condition 11 is to ensure that appropriate Ministry staff have ready access to the Site for inspection of facilities, equipment, practices and operations required by the conditions in this Approval. This condition is supplementary to the powers of entry afforded a Provincial Officer pursuant to the EPA and OWRA.

The reason for Condition 12 is to ensure the availability of records and drawings for inspection and information purposes.

The reason for Condition 13 is ensure that any burning that occurs on site is done so in a manner which protects the health and safety of the environment and people.

The reason for Conditions 14 and 15 are to specify the approved areas from which waste may be accepted at the Site and the types and amounts of waste that may be accepted for disposal at the Site, based on the Owner's application and supporting documentation

The reason for Conditions 16 is to ensure that the quantities of waste received at the Site are in accordance with that approved under this Approval based on the Owner's application and supporting documentation.

The reason for Condition 17 is to specify the hours of operation of the Site based on the Owner's application and supporting documentation.

The reason for Condition 18.0 is to minimize the risk of unauthorized entry to the Site.

The reason for Condition 18.1 is to ensure that emergency responders and the public have the necessary contact information in the event of an emergency or complaint.

The reason for Condition 19 is to ensure that the Site is operated in a manner which does not result in a nuisance or a hazard to the health and safety of the environment or people.

The reason for Conditions 21 is to ensure that the Owner follows a plan with an organized set of procedures for identifying and responding to unexpected but possible problems at the Site.

The reason for Conditions 21 is to ensure that all equipment and facilities are maintained in good working order.

The reason for Condition 22 is to ensure that the Owner notifies the Ministry forthwith of any spills as required in Part X of the EPA so that appropriate spills response can be determined.

The reason for Condition 23 is to ensure that the Owner's staff are properly trained in the operation of the equipment used at the Site and in emergency response procedures.

The reason for Condition 24 is to ensure that complaints are properly and quickly resolved and that complaints and follow-up actions have been documented.

The reason for Conditions 25 and 26 are to ensure that accurate records are maintained to demonstrate compliance with the conditions in this Approval, the Act and its regulations.

The reason for Condition 27 is to ensure that the Site is closed in accordance with Ministry standards, and to protect the health and safety of the environment.

This Notice shall constitute part of the approval issued under Approval No. A362602 dated October 25, 1982 as amended from time to time.

In accordance with Section 139 of the Environmental Protection Act, you may by written Notice served upon me and the Environmental Review Tribunal within 15 days after receipt of this Notice, require a hearing by the Tribunal. Section 142 of the Environmental Protection Act provides that the Notice requiring the hearing shall state:

1. The portions of the environmental compliance approval or each term or condition in the environmental compliance approval in respect of which the hearing is required, and;
2. The grounds on which you intend to rely at the hearing in relation to each portion appealed.

Pursuant to subsection 139(3) of the Environmental Protection Act, a hearing may not be required with respect to any terms and conditions in this environmental compliance approval, if the terms and conditions are substantially the same as those contained in an approval that is amended or revoked by this environmental compliance approval.

The Notice should also include:

3. The name of the appellant;
4. The address of the appellant;
5. The environmental compliance approval number;
6. The date of the environmental compliance approval;
7. The name of the Director, and;
8. The municipality or municipalities within which the project is to be engaged in.

And the Notice should be signed and dated by the appellant.

This Notice must be served upon:

The Secretary*
Environmental Review Tribunal
655 Bay Street, Suite 1500
Toronto, Ontario
M5G 1E5

AND

The Director appointed for the purposes of Part II.1 of
the Environmental Protection Act
Ministry of the Environment and Climate Change
2 St. Clair Avenue West, Floor 12A
Toronto, Ontario
M4V 1L5

*** Further information on the Environmental Review Tribunal's requirements for an appeal can be obtained directly from the Tribunal at:
Tel: (416) 212-6349, Fax: (416) 314-3717 or www.ert.gov.on.ca**

The above noted activity is approved under s.20.3 of Part II.1 of the Environmental Protection Act.

DATED AT TORONTO this 8th day of June, 2015

Dale Gable, P.Eng.
Director
appointed for the purposes of Part II.1 of the
Environmental Protection Act

LG/
c: Area Manager, MOECC Belleville
c: District Manager, MOECC Kingston - District
Byron O'Connor, BluMetric Environmental Inc., The Corporation of the City of Belleville

PREVIEW

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