



Committee of the Whole

April 14, 2026

Staff Report: #WST-2026-20

REPORT BY: Kathryn Maton, Manager of Public Works

REPORT SUBJECT: Award of Landfill Monitoring and Engineering

DEPARTMENT: Public Works

RECOMMENDATION(S):

*“**THAT**, Council receive Staff Report #WST-2026-20 as information;*

***AND THAT**, Council authorize staff to award the request for proposal (RFP) number PW-2026-01 – Landfill Monitoring and Engineering (4-year contract) to R.J. Burnside & Associates Limited for \$131,301.71 (inclusive of non-recoverable HST, 2026 year costing)*

***AND FURTHER THAT**, the Manager of Public Works report back to Council with an update on waste management and proposed landfilling engineering work as it progresses.”*

1. BACKGROUND

The Township currently owns and maintains seven waste disposal sites (WDS):

Table 1 – Summary of Waste Disposal Sites within the Township of Lanark Highlands

Name	Address	Status
Lanark Village	115 Forbes Road	The landfill was closed in 2010 and capped in 2013. Based on monitoring results, it was suggested that the leachate quality has stabilized in recent years, with reduced parameters and frequencies recommended.
Middleville	4686 Wolf Grove Road	Landfilling was closed in 2014, and the site was converted to a transfer station. No changes in annual monitoring have been recommended in recent years.
McDonald’s Corners	800 10th Con Dalhousie	Only landfill currently accepting waste. Currently in the process of preparing an application to the Ministry of the Environment, Conservation and Parks (MECP) for expansion.

Name	Address	Status
		<p>The MECP authorized an additional 5,000 m³ of capacity in 2023 to support monitoring requirements for the proposed expansion. This capacity was forecasted to be reached by mid-2024. A topographic survey completed in 2025 indicated that 12,176 m³ of capacity remains as of 22 April 2025. The consultant has not provided an update on this; however, the average annual fill rate between 2021 and 2024 has reportedly been 3,574 m³.</p>
Watson's Corners	2240 3rd Con Dalhousie	<p>Landfilling operations were terminated in 2009, and the site continued to operate as a waste transfer station until 31 December 2025. Recommendations from 2024 included that monitoring remain status quo, with geodetic surveying required for monitoring locations and the possibility of eliminating residential well sampling.</p>
Robertson Lake	3962 South Lavant Road	<p>Landfilling operations were closed in 2009, and the site operated as a transfer station. It was scheduled to reopen in 2024. Due to parameter exceedances in the shallow and deep groundwater aquifers, it was recommended that monitoring continue and that the site not be reopened for landfilling activities. It was also recommended that negotiations continue to obtain a CAZ.</p>
Snye Road	171 Snye Road	<p>Landfilling operations were temporarily closed in 2009, and the site operated as a waste transfer station.</p> <p>The site is currently in use as a transfer station, historically scheduled to begin accepting waste in 2021 and then 2026, but this never occurred. MECP requires more work to support the application to reopen filling operations and to determine the effects of leachate on surface and groundwater.</p> <p>An application to purchase the property is currently being reviewed by the Ministry of Natural Resources (MNR)</p>
Flower Station	770 Hills of Peace Road	<p>Landfill was closed in 1992 and continues to be operated as a transfer station. An application to</p>

Name	Address	Status
		terminate the monitoring program was submitted to the MECP in 2025; however, the application was denied by the MECP with the explanation that additional monitoring locations were required to determine potential leachate migration towards the Clyde River. Three (3) additional monitoring wells were installed in 2025 by OGS Drilling and EXP Services (EXP) to address the concerns.

A Waste Master Plan (WMP) developed for the Township back in 2022 provided an overview of existing landfill capacity and life (section 3.1.4):

“Landfill capacity refers to the volume of waste that can be disposed of at a site, including the volume of daily and/or intermediate cover. The site approved capacity is determined through its design when a site is opened, or through a theoretical landfill capacity assessment for historical sites.

In 2008, the Ministry approved the Township’s plan to consolidate all landfilling operations to one site and temporarily close the remaining landfill sites and operate them as depot/transfer stations (Lanark Highlands, 2014). The WDSs with remaining landfill capacity would be successively opened and operated as the Township’s “one landfill site” in the following order: Middleville, McDonald’s Corners, Robertson Lake, and Snye Road. Since the 2014 Integrated Waste Management Plan, the Middleville landfill has reached capacity and been closed and the Township is currently operating the McDonald’s Corners WDS (Lanark Highlands, 2014) as the open landfill site. Two additional WDSs (Robertson Lake, and Snye Road) have landfill capacity remaining.”

An updated overview of the seven landfills and remaining capacity (as of April 2025) is summarized in Table 1 above, and Table 2 below:

Table 2 – Summary of Site Capabilities (Draft)

Site	Approved Capacity (m ³)	Existing Amount of Fill (m ³) ¹	Remaining Site Capacity (m ³)	Years of Remaining Site Life
Flower Station	1,700	1,700	0	Closed
Lanark Village	32,000	43,100	0	Closed
McDonalds Corners	67,000	51,250	8,602 ²	Unknown
Middleville	45,400	44,140	0	Closed

Robertson Lake	33,924	14,500	19,425	4 (upon MECP approval)
Snye Road	29,260	8,615	20,645	4 (upon MECP approval)
Watson's Corners	6,800	6,800	0	Closed
Total	184,084		48,672	8 +

Notes –

1 – The existing amount of fill is based on numbers provided in the WMP (Cambium, 2022).

2 – The remaining capacity in the McDonalds Corners landfill is an estimate made by the Manager of Public Works based on filling estimates and average filling rates provided by EXP. In April 2022.

3 - The above information is considered preliminary at this point and is based on information gathered by former consultants (EXP and Cambium). It is the intention of the Manager of Public Works to have the above reviewed by the new successful proponent for landfill monitoring and engineering. An accurate summary will be provided to Council by the successful proponent after award of the RFP.

2. DISCUSSION

McDonalds Corners WDS

On 10 January 2023, COW and Council received staff report #WST-2023-001 – McDonalds Corners Waste Site Capacity Expansion. The report provided an update on the current landfill receiving waste from Township residents - Located at 800 10th Concession Dalhousie, Lanark Highlands (McDonalds Corners), Ontario. Based on the report review, the landfill was in the process of reaching capacity, and required additional work in support of a proposed expansion.

Based on an amended ECA issued by the MECP on 17 October 2023, the Site had a waste disposal capacity of 67,000 cubic metres. This excludes the final cover. Based on the information provided by EXP (the former consultant for the site), the annual fill rate of the landfill from 2021 to 2024 has been 3,574 m³. Based on the estimates provided to the Township on 22 April 2025, the landfill had 12,176 m³ of capacity remaining. There is a concern with this number, as a portion of this waste has been filled outside of the waste footprint, and analysis of the contaminant attenuation zone (CAZ) indicated that the landfill was reaching capacity.

EXP had identified that additional work was required to determine the ideal design of the expansion. This work included delineating groundwater plumes, developing and updating the groundwater site model, delineating the attenuation zone, providing a groundwater modelling report and liaising with the MECP. The current Manager of Public Works requested that EXP produce a proposal for the work in support of the expansion project and received a high-level summary of the work. It is the opinion of the Manager that the work proposed was minimal, with a high probability that additional work would be required as the project progresses. In addition, internal challenges and delays were experienced when requesting reports, proposals and documentation. For this reason, the Manager reached out to Jamie Hollingsworth, Technical Leader, Solid Waste from R.J. Burnside & Associates Limited (R. J. Burnside) to review the information available for the McDonalds Corners Landfill and provide a second opinion on the ideal approach to address the expansion work.

The approach suggested by EXP was for an additional 40,000 m³, which equates to an additional 11 years of landfilling operations. EXP quoted a minimum of \$22,000 for engineering costs for this additional work. It was also noted that the minimum cost estimate for the work was based on a set of assumptions that had a high potential to increase costs as the work progressed. Based on the Manager’s experience with similar approvals from the MECP, additional work is almost always warranted and usually time sensitive. It should also be noted that the amount quoted was for engineering work only and did not include monitoring costs.

Due to the unpredictable service level offered by EXP and the degree of uncertainty regarding remaining capacity in the landfill, it was concluded that the value of the services offered by RJ Burnside for a landfilling design that could serve the Township for 30+ years was considered good value. The cost includes continued collaboration with the MECP and the application of emergency approvals, which were not budgeted in EXP’s scope of work.

The proposal to authorize RJ Burnside to proceed with the engineering and landfill monitoring work for the 2026 year was approved by the CAO in accordance with By-Law No. 2025-1969, Schedule “B,” Spending Authority; the Treasurer and CAO have the authority to approve spending of \$20,000-\$100,000 for a non-competitive bid. A report to Council was not necessary, as the service was quoted at \$69,795.55 (\$71,023.95 inclusive of non-recoverable HST). The 2026 budget, which was passed by Council on 10 March 2026, included a line item for the work at \$83,475.00.

RFP – Landfill Monitoring and Engineering RFP for the Remaining Six WDS’ (Four Year Contract)

Request for proposal (RFP) for a four-year landfill monitoring and engineering work at the remaining landfills was released on Biddingo on 16 January 2026, and closed on 24 February 2026.

A total of four submissions were received from the following consultants:

Consultant
R.J. Burnside & Associates Limited
WSP Services Inc.
JP2G Consultants Inc.
DM Wills Associates Limited

One additional submission was received but was not accepted by the Township due to the applicant’s failure to follow the RFP submission directions.

After the submissions were received, an evaluation team, which consisted of three Township employees, was established (the ‘evaluation team’). The evaluation team conducted independent reviews and scoring of the proposals. The scoring was based on five

requirements specified in the RFP documents. The first component (Technical) was broken down into the following weighted criteria:

<p>Experience and Qualifications of Team Members – Identify the Project Manager and key team members of the project team to be employed on this assignment, including those from specialist or sub-consultant firms, and describe their individual capabilities, relevant experience, respective roles, availability for this project, and highlight individual experience with regard to similar design work. Resumes should be included where appropriate.</p>	<p>15%</p>
<p>Quality of Approach and Methodology – Describe the approach and methodology to be followed in completing all aspects of the assignment in order to achieve the stated project objectives.</p>	<p>30%</p>
<p>Proposed Work Plan, Schedule and Level of Effort – Provide a work plan and schedule, including a breakdown of the major tasks, and the level of effort of the individual team members in sufficient detail to allow a complete understanding as to how and by whom the work is being carried out.</p>	<p>21%</p>
<p>Project References – Three references listed must be the same as the projects provided under Experience and Qualifications of Team Members section, and must have been substantially completed within the last five years. It is the responsibility of the Proponent to provide current contact information including email addresses and phone numbers, and to ensure that Referees are willing and available to participate in the reference check process. The Township reserves the right to contact them for evaluation of the RFP. It is the Township’s preference not to be included as a reference for the purpose of providing score for this criterion.</p>	<p>9%</p>

If the average score from the evaluation team was at least 52.5 (70%), the team would proceed to evaluate the financial component of the proposal.

The rating of the financial component was conducted as follows:

The lowest fee proposed is awarded the full amount of points available for the fee portion of the evaluation (30). All higher fees proposed shall be awarded points, rounded to the closest full point for the portion of the evaluation by the following:

$$\text{Awarded Price Points} = \left(\frac{\text{Lowest Proposal}}{\text{Evaluated Proposal}} \right) \times \text{MAX POINTS (25)}$$

The results of the RFP evaluation process are outlined below:

Consultant	Technical Rating (75 max)	Pricing (25 max)	Total Points
R.J. Burnside & Associates Limited	69	21	90
WSP Services Inc.	63	25	88
JP2G Consultants Inc.	57	25	82
DM Wills Associates Limited	49	Not Applicable	49

Based on the evaluation team's scoring, **R.J. Burnside & Associates Limited** was determined to have achieved the highest score.

This is considered good value for the Township, with R.J. Burnside & Associates completing the fieldwork for the McDonalds Corners WDS. The award of this contract, in addition to the one above, will help reduce travel time and fieldwork costs.

Based on the successful work completed by R.J. Burnside for neighbouring Municipalities in the past, and the experience of the Manager of Public Works working with them for a very similar expansion project, it is expected that R.J. Burnside will be able to assist the Township in delivering excellent core service delivery for the Township with the assistance of providing advice and engineering to enhance landfilling operations and service for the next 20+ years.

3. FINANCIAL IMPLICATIONS

RJ Burnside indicated the following pricing to complete landfill monitoring:

	Subtotal	Non-Recoverable HST	Total Inclusive of Non-Recoverable HST
Year 1 (2026)	\$ 129,030.77	\$ 2,270.94	\$ 131,301.71
Year 2 (2027)	\$ 131,749.01	\$ 2,318.78	\$ 134,067.79
Year 3 (2028)	\$ 134,320.94	\$ 2,364.05	\$ 136,684.99
Year 4 (2029)	\$ 137,173.30	\$ 2,414.25	\$ 139,587.55
Totals	\$ 532,274.02	\$ 9,368.02	\$ 541,642.04

The 2026 budget lists landfill monitoring at \$76,395.00; however, the 2024 and 2025 actuals were recorded at \$114,350.31 and \$119,260.74, respectively. The discrepancies are likely a result of additional work that the former consultant recommended in the annual monitoring reports and additional engineering work for the individual landfill sites.

The 2026 budget has the following costs for landfill monitoring and engineering:

Recycling and Waste Services	2026 Budget
LANDFILL MONITORING	\$ 76,395.00
MCDONALDS CORNERS LANDFILL EXPANSION	\$ 83,475.00
SNYE ROAD ENGINEERING	\$ 49,440.00
ROBERTSON LAKE AND FLOWER STATION MONITORING APPLICATION	\$ 3,710.00
ROBERTSON LAKE CAZ	\$ 10,510.00
Total	\$223,530.00

With the award of the McDonalds Corners Expansion Project (\$71,023.95 inclusive of non-recoverable HST) and the Landfill Monitoring and Engineering RFP (\$131,301.71 inclusive of non-recoverable HST), the amount of \$21,204.34 remains in the 2026 budget to address outstanding engineering work to be conducted at the WDS.

The Public Works department and RJ Burnside will work together to review WDS engineering needs within the Township for 2026 and stay within the above budget.

4. OPTIONS CONSIDERED

Option 1 (Recommended)

That Council receive Staff Report #WST-2026-20 as information Council and authorize staff to award request for proposal (RFP) number PW-2026-01 – Landfill Monitoring and Engineering (4-year contract) to R.J. Burnside & Associates Limited for \$131,301.71 (inclusive of non-recoverable HST, 2026 year costing), and that the Manager of Public Works report back to Council with an update on waste management and proposed landfilling engineering work as it progresses.

Option 2

Council may choose to release the RFP for procurement. This is not recommended as the four (4) respondents to the RFP are considered sufficient coverage.

Option 3 (Not Recommended)

Do nothing. This is not recommended as landfill monitoring is a requirement under the Environmental Protection Act

5. STRATEGIC PRIORITIES

Excellent Core Service Delivery

6. RELEVANT LEGISLATION AND POLICIES

By-Law No. 2025-1969 – A By-Law to Define Procurement Policies and Procedures Cambium, 2022. *Township of Lanark Highlands – Waste Management Plan.*

Environmental Protection Act (EPA)
Environmental Assessment Act (EAA)

7. OTHERS CONSULTED

CAO
Treasurer
Clerk
EXP
RJ Burnside

8. ATTACHMENTS

R.J. Burnside & Associates, 2026. *Landfill Monitoring and Engineering.*

Prepared By: Kathryn Maton, Manager of Public Works

Approved By: Suzanne Charbonneau-Dent, CAO