



**The Corporation of the County of Wellington  
Solid Waste Services Committee  
Agenda**

September 6, 2016

10:30 am

County Administration Centre

Keith Room

Members: Warden Bridge; Councillors McKay (Chair), Brianceau, Davidson, Williamson

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	Pages
1. Call to Order	
2. Declaration of Pecuniary Interest	
3. Financial Statements as of July 31, 2016	2 - 3
4. Rural Collection Progress Report	4 - 13
5. Mobile Household Hazardous Waste Depot Service	14 - 16
6. Closed Session	
7. Rise and Report	
8. Adjournment	

Next meeting date October 12, 2016 or at the call of the Chair.



**County of Wellington**  
**Solid Waste Services**  
Statement of Operations as of  
31 Jul 2016

	<b>Annual Budget</b>	<b>July Actual \$</b>	<b>YTD Actual \$</b>	<b>YTD Actual %</b>	<b>Remaining Budget</b>
<b>Revenue</b>					
Grants and Subsidies	\$701,800	\$6,563	\$179,234	26%	\$522,566
Licenses, Permits and Rents	\$12,900	\$0	\$9,068	70%	\$3,832
User Fees & Charges	\$2,250,000	\$215,975	\$1,607,452	71%	\$642,548
Sales Revenue	\$765,400	\$11,341	\$327,224	43%	\$438,176
Internal Recoveries	\$405,800	\$104	\$170,001	42%	\$235,799
<b>Total Revenue</b>	<b>\$4,135,900</b>	<b>\$233,983</b>	<b>\$2,292,978</b>	<b>55%</b>	<b>\$1,842,922</b>
<b>Expenditures</b>					
Salaries, Wages and Benefits	\$2,365,300	\$207,651	\$1,309,559	55%	\$1,055,741
Supplies, Material & Equipment	\$898,200	\$320,689	\$592,829	66%	\$305,371
Purchased Services	\$4,406,100	\$339,627	\$2,145,613	49%	\$2,260,487
Insurance & Financial	\$137,300	\$3,032	\$88,486	64%	\$48,814
Internal Charges	\$405,400	\$167	\$151,125	37%	\$254,275
<b>Total Expenditures</b>	<b>\$8,212,300</b>	<b>\$871,166</b>	<b>\$4,287,612</b>	<b>52%</b>	<b>\$3,924,688</b>
<b>NET OPERATING COST / (REVENUE)</b>	<b>\$4,076,400</b>	<b>\$637,183</b>	<b>\$1,994,634</b>	<b>49%</b>	<b>\$2,081,766</b>
<b>Transfers</b>					
Transfers from Reserves	\$(264,200)	\$0	\$0	0%	\$(264,200)
Transfer to Capital	\$200,000	\$0	\$200,000	100%	\$0
Transfer to Reserves	\$800,000	\$0	\$800,000	100%	\$0
<b>Total Transfers</b>	<b>\$735,800</b>	<b>\$0</b>	<b>\$1,000,000</b>	<b>136%</b>	<b>\$(264,200)</b>
<b>NET COST (REVENUE)</b>	<b>\$4,812,200</b>	<b>\$637,183</b>	<b>\$2,994,634</b>	<b>62%</b>	<b>\$1,817,566</b>



# County of Wellington

17-August-2016

## Solid Waste Services Capital Work-in-Progress Expenditures By Departments All Open Projects For The Period Ending July 31, 2016

	LIFE-TO-DATE ACTUALS						
	Approved	July	Current	Previous	Total	% of	Remaining
	Budget	Actual	Year	Years		Budget	Budget
Elora Transfer clsd Nichol LF	\$1,300,000	\$0	\$0	\$1,042,856	\$1,042,856	80 %	\$257,144
Aberfoyle Closed Site	\$200,000	\$4,683	\$4,683	\$160,897	\$165,580	83 %	\$34,420
Site Impr - Rd Maint All Sites	\$100,000	\$0	\$3,676	\$0	\$3,676	4 %	\$96,324
Waste Management Study	\$100,000	\$0	\$9,169	\$0	\$9,169	9 %	\$90,831
Belwood Closed Site	\$360,000	\$447	\$447	\$6,411	\$6,858	2 %	\$353,142
<b>Total Solid Waste Services</b>	<b>\$2,060,000</b>	<b>\$5,130</b>	<b>\$17,975</b>	<b>\$1,210,164</b>	<b>\$1,228,139</b>	<b>60 %</b>	<b>\$831,861</b>



# COUNTY OF WELLINGTON

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## COMMITTEE REPORT

**To:** Chair and Members of the Solid Waste Services Committee  
**From:** Gordon J. Ough, P.Eng., County Engineer  
**Date:** Tuesday, September 06, 2016  
**Subject:** Rural Collection Progress Report

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### Background:

At the March Solid Waste Services (SWS) and County Council meetings, the decision was made to expand rural collection of waste and recyclables throughout the County. Planning for the service expansion commenced immediately following the decision, and staff made a successful rollout of rural collection a top priority. Expanded rural collection began the week of July 5.

Since the March meetings, reports have been received for information at the May and June SWS Committee and Council. These provided updates on the noteworthy developments of the expanded rural collection rollout. The following report presents the highlights of the final preparations and early results of the expanded service.

### Operations Update:

#### Blue Box Delivery

From late May until mid-June a number of SWS staff participated in delivering the new, larger 22-gallon blue boxes. The larger blue box will better accommodate recyclable volumes with consideration of the bi-weekly rural collection schedule. With the addition of flower pots and planter trays to the blue box programme this year, and with packaging trends of having bulky plastic containers, the larger blue box will be a convenient tool for County residents and will now be the standard size box for future County orders.

Over 7,000 rural homes and businesses received boxes with a total of 14,056 blue boxes and introductory packages delivered throughout the County.

A small number of households contacted SWS to advise that they did not receive blue boxes or the introductory packages. Blue boxes were dropped off to residents who didn't receive them initially. After a period of time the extra boxes were distributed to waste facilities where they were available to be picked up by residents. Introductory packages were mailed to those who misplaced or did not receive the information.

#### Programme Start-up

With any service expansion of a large scale, it can be expected that there will be some issues or problems associated with implementation. Hearing feedback from the contracted Waste Management (WM) drivers and from County staff, this rollout went relatively well compared to rural collection expansions in the past.

During the first several weeks of rural collection there was some confusion amongst the public which was anticipated. The misunderstandings in the rural areas were primarily due to residents not being aware of which side of the road to set their materials on. SWS staff were on the road and in contact with WM staff. Where waste and recyclable set-outs were noted to be on the wrong side of the road, the items were moved to the correct side and information was left advising the resident of proper placement instructions.

Due to WM overhauling their routes to accommodate the rural areas, some urban residents experienced a different time of collection than they were accustomed to in the past. This led to some instances of materials not being collected. This provided SWS an opportunity to reinforce the message for residents to set out their waste and recyclables by 7am to better ensure their materials are collected.

### Initial Participation Statistics

Participation data is gathered by monitoring selected areas within a Town/Township for a month at a time on a quarterly basis throughout the year. Every year new areas are selected to be monitored. Some community's data may be under or over-stated depending on the areas selected. Participation tracking reflects a snapshot in time but as there are more areas monitored over the years, the statistics become more accurate and refined.

The participation numbers below display initial results from rural collection since the expansion, as well as the data from the end of the rural collection pilot in Guelph/Eramosa and Minto in 2008. The 2016 results from Guelph/Eramosa and Erin have been tracked for all of 2016, as opposed to only since the July 5 expansion.

Rural Collection Participation Rates - 2016 vs 2008 Pilot

<b>Town/ Township</b>	<b>2016 Garbage</b>	<b>2016 Recycle</b>	<b>2008 Garbage</b>	<b>2008 Recycle</b>
Mapleton	21%	64%	-	-
Minto	27%	52%	17%	38%
Centre Wellington	20%	40%	-	-
Wellington North	20%	46%	-	-
Puslinch	21%	46%	-	-
<b>Overall</b>	<b>22%</b>	<b>46%</b>	-	-
Guelph- Eramosa	48%	72%	32%	58%
Erin	68%	80%	-	-
<b>Overall</b>	<b>58%</b>	<b>76%</b>	<b>25%</b>	<b>49%</b>

The above statistics from the beginning of the 2016 expanded rural service compare closely to the participation at the end of the 2007-2008 Rural Collection Pilot in Minto and Guelph/Eramosa. This suggests an early adoption of the expanded service by rural residents.

The long-term trend, which has been observed in Wellington County, has been that as the service becomes more established it is utilized by many more residents. The above table shows the relatively higher current rural collection participation rates in the Town of Erin and Township of Guelph/Eramosa, which have been receiving the service for a number of years.

### Promotion and Education Update:

#### Public Feedback

From May 1 until August 23 the topic of rural collection accounted for 30% of the 1,570 calls and 27% of the 108 emails SWS received during that time. While a small minority was not in favour of the expanded service, the majority of calls and correspondence were supportive of the change and/or simply had questions on how to participate.

Residents using County waste facilities have also been largely supportive and receptive to County-wide rural collection.

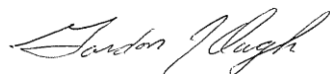
As with any significant change in service, SWS and Communications staff coordinated a comprehensive communications programme to inform residents of the changes. A summary of the key components of the plan is provided in the table below. Copies of completed and approved media are attached for Committee's information.

Media Tool	Approximate Start Date	Status
Media Release - decision	March 31	Complete
County Page ads – April to September	April 8	Complete
Spring Newsletter in Wellington Advertiser	April 29	Complete
County Website	May 9	Complete
eNews Notices – May through September	May 18	On-going
Posters	May 18	Complete
Postcards	May 18	Complete
Introductory package delivered to each home along with two blue boxes, includes: <ul style="list-style-type: none"> <li>• introduction to service</li> <li>• municipal collection map</li> <li>• collection schedule</li> <li>• participation information</li> <li>• list of user pay bag distributors</li> </ul>	May 30	Complete
Radio commercials – 4 weeks	June 13	Complete
Fall Newsletter in Wellington Advertiser	October 28	

### Recommendation:

That the report titled "Rural Collection Progress Report" be received for information.

Respectfully submitted,



Gordon J. Ough, P.Eng.  
County Engineer





# COUNTY OF WELLINGTON

Connecting Citizens with County News



@your library®

## Teen Summer Reading Challenge

### Go wild for books this summer!

Our Teen Summer Reading Challenge takes place from July 4 to August 13 and is for teens ages 12 to 19. Read for a chance to win movie passes in July and August or our grand prize tablet. You could also win an iPod Shuffle by submitting short reviews of your books!

### Wild About Upcycling (Pre-teen)

Be creative with something "old". Please register.

**Drayton Branch, 519.638.3788**

Wednesday, July 13

4:00 pm - 5:00 pm

### Creative Endeavours (Grades 7 - 12)

Join us weekly throughout July to let your inner creativity develop as we experiment with different artistic mediums. Please register.

**Erin Branch, 519.833.9762**

Monday, July 11 and 25

4:00 pm - 5:00 pm

### Teen MakerSpace (Teen and Pre-teen)

Don't miss the chance to explore upcycling, new tech toys, and a variety of other hands-on projects. Please register.

**Hillsburgh Branch, 519.885.4010**

Thursday, July 21

6:30 pm - 7:30 pm

### Wild about Colour! (Teen and Pre-teen)

Bring a plain white t-shirt, socks or old pillow case and come get creative with tie-dye. Please register.

**Palmerston Branch, 519.343.2142**

Tuesday, July 12

2:00 pm - 3:00 pm

For more information or a complete list of programmes happening this summer, please visit [www.wellington.ca/Library](http://www.wellington.ca/Library).

## Solid Waste Services Update



### Rural Curbside Collection Reminder

Expanded rural curbside collection started this week in Mapleton and the west half of Centre Wellington this week. Next week, collection will be in Minto, the east half of Centre Wellington, Wellington North, and Puslinch. Check the map from your information package for which side of the road to place it on.

**Remember to have your materials out by 7:00 am on your day of collection.**

### 2015 Annual Report

The SWS Annual Report provides an overview of the various activities, services, and tonnages managed by the SWS Division.

For example, in 2015:

- 23,241.75 tonnes of waste were buried at our landfill site.
- 163.13 tonnes of household hazardous waste was collected.
- SWS Clerks answered 2,563 calls and emails from residents.

The report also includes a list of future planned initiatives for the Division.

Visit [www.wellington.ca/sws](http://www.wellington.ca/sws) to read the full report. Click on the "General Information" link located in the menu box.

### Garbage Bag User Fee Change

Garbage bag user fees increased as of July 1.

Curbside collection, large bags are \$2.00 each, small bags are \$1.50 each. Waste facilities, individual garbage bags are \$2.00 each.

**T 519.837.2601**

**T 1.866.899.0248**

**W [www.wellington.ca/sws](http://www.wellington.ca/sws)**

## June County Council Highlights

On Friday, June 17, the Cottontail Road Trail officially opened.

The County was awarded a grant in the amount of \$115,219 under the Social Housing Electricity Efficiency Programme. This funding will be used to improve energy efficiencies in eligible social housing units and buildings in Guelph and Wellington County.

On July 1, waste and recyclable collection will expand to all rural households in Wellington County

The Government of Ontario has awarded the County of Wellington with the David C. Onley Award for Leadership in Accessibility.



## Ignite Your Weekend!

### MOUNT FOREST FIREWORKS FESTIVAL

**Presented by the Mount Forest and District Chamber of Commerce**

**July 15 to 17**

**Top 100 Festival in Ontario for 9 consecutive years!**

Weekend Event Schedule, Wristband Information and more!

Family fun for all ages: Amusements, live entertainment, classic car show, kids' zone, a demolition derby, great food, great fun, and of course a spectacular fireworks display!

**[www.mountforestfireworks.ca](http://www.mountforestfireworks.ca)**

**1.877.323.4480**

**#MyFireworksFestival #MountForest**

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Accessibility Clerk

519.837.2600 x 2373 or [accessibility@wellington.ca](mailto:accessibility@wellington.ca)



FEEDBACK - HOW ARE WE DOING?

Do you have an idea for an upcoming issue?

Andrea Ravensdale, Communications Manager

519.837.2600 x 2320\* or [andrear@wellington.ca](mailto:andrear@wellington.ca)

\*ALL CALLS CAN BE MADE TOLL FREE TO 1.800.663.0750







# COUNTY OF WELLINGTON

Connecting Citizens with County News



## Civic Holiday Closure

All Wellington County offices, library branches and the Museum and Archives will be closed on Monday, August 1.

## @your library®

TD Summer Reading Club ends August 13! Kids, hurry in and claim your book buck prizes. Book bucks and teen ballots received by August 13 will be entered into the grand prize draw. Teens, don't forget to submit reviews of your books for your chance to win an iPod shuffle.

### Wild About Colour (Grades 5-8)

Mix, drip, swirl and blend and make wild colourful creations. Please register. Harriston Branch, 519.338.2396  
Tuesday, August 2  
10:30 - 11:30 am

### Wet and Wild (All Ages)

What could be more fun than exploring with water when it's the hot and sunny summertime? I can't think of anything, can you? Please register. Clifford Branch, 519.327.8328  
Wednesday, August 3  
4:00 - 5:00 pm

### Wild Science

Bang! Pop! Fizz! Explore some wild and wacky science. Please register. Elora Branch, 519.846.0190  
Tuesday, August 2  
10:30 - 11:30 am (Grades K- 6) and  
Wednesday, August 3  
10:30 am - 11:00 am (3-5 years)

### Wild Canada (Grades K- 6)

Take a walk on the Wild Canadian Side! Please register. Mount Forest Branch, 519.323.4541  
Friday, August 5  
10:30 - 11:30 am

### Grow Wild! (Grades K - 8)

Wild about gardens and gardening? Join us for games and activities. Please register. Rockwood Branch, 519.856.4851  
Friday, August 5  
2:00 - 3:00 pm

For more information or a complete list of programmes happening this summer, please visit [www.wellington.ca/Library](http://www.wellington.ca/Library).

## Please have your materials out by 7:00 am

Attention All County Residents:  
Collection times can and do change without notice.



- Please always have your blue boxes and user pay garbage bag(s) at the curb by 7:00 am on your collection day.
- Collection routes and your pick up time may change for many reasons. Some reasons include:
  - Construction delays and detours.
  - Vehicle breakdowns.
  - Drivers covering different routes due to illness, vacation, or training.
  - Rural collection schedules change on a weekly basis and can affect ban area collection times.

T 519.837.2601  
T 1.866.899.0248  
W [www.wellington.ca/sws](http://www.wellington.ca/sws)



## "Bringing Loved Ones Home" In Wellington County



Victim Services in coordination with the Wellington County Ontario Provincial Police (O.P.P.) and the Guelph Police Service (GPS) would like to remind residents of Wellington County about Project Lifesaver. This programme is dedicated to assisting caregivers with finding their loved ones that have wandered off due to suffering from Alzheimer's, Autism and other forms of cognitive impairment.

With Project Lifesaver, every participant wears a bracelet that is a battery operated wrist transmitter that emits a unique radio frequency every second, 24 hours a day. Project Lifesaver is initiated when the caregiver notifies Wellington County O.P.P. of a loved one who has gone missing. Specially trained police officers will then use a portable directional antennae to search for and locate the missing person.

**For additional information on Project Lifesaver, please contact:**  
**Victim Services**  
**T 519.824.1212 x 205**



## Are you ready for tea with the Queen?

**Mind Your Manners Tea Party**  
**August 10, 2016**

Workshop/Tea will begin at 1:30 pm  
Wellington County Museum and Archives

Most of us could use an etiquette lesson! Why not bring your friends and do it here! Etiquette Expert, Tina Manousos will guide this tea and workshop with a lesson on table manners and general social graces. Suitable for families, registration is required, space is limited.

**To register, call 519.846.0916, ext 5221.**  
\$15.00 per person.

Youth participants will receive a certificate at the end of the tea.

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Accessibility Clerk

519.837.2600 x 2373 or [accessibility@wellington.ca](mailto:accessibility@wellington.ca)



FEEDBACK - HOW ARE WE DOING?

Do you have an idea for an upcoming issue?

Andrea Ravensdale, Communications Manager

519.837.2600 x 2320\* or [andrear@wellington.ca](mailto:andrear@wellington.ca)

\*ALL CALLS CAN BE MADE TOLL FREE TO 1.800.663.0750





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## Blue Box Deliveries Are Now Complete!

Posted on Friday June 24, 2016

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0

Tweet

G+

0

Subscribe

We would like to remind everyone that expanded rural collection will start on the week of July 4<sup>th</sup> for everyone who is on the Week 1 collection schedule.

That includes:

Tuesday – Mapleton

Wednesday – Centre Wellington West (the west side of Highway 6)

Thursday – Erin

Friday – Guelph/Eramosa

For everyone who is on the Week 2 collection schedule, collection will start for you on the week of July 11.

That includes:

Tuesday – Minto

Wednesday – Centre Wellington East (the east side of Highway 6)

Thursday – Wellington North


Friday – Puslinch

We would also like to remind everyone to place your garbage and blue boxes out by 7:00am on your collection day to ensure you are not missed.

We look forward to a successful launch of the expanded rural curbside collection service.

If you have any questions, please contact our office at 519.837.2601 or check out the website at [www.wellington.ca/sws](http://www.wellington.ca/sws)

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## Expanded Rural Curbside Collection Starts This Week!

Posted on Monday July 04, 2016

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The expanded rural curbside collection starts this week for residents receiving collection on Week 1. This includes:

- Tuesday, July 5 – Mapleton
- Wednesday, July 6 – Centre Wellington West (the west side of Highway 6)
- Thursday, July 7 – Erin
- Friday, July 8 – Guelph/Eramosa

Please have your user pay garbage bag(s) and blue boxes at the curbside by 7:00 am on your collection day.

If you have any questions, please contact our office at 519.837.2601 or 1.866.899.0248 or visit our website at [www.wellington.ca/sws](http://www.wellington.ca/sws)

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## We Would Like to Clear Up Some Confusion Regarding Curbside Collection

Posted on Thursday July 07, 2016

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To all residents of Wellington County,

We have had many calls in our office and thought it would be helpful to address some of the common questions for everyone's benefit.

If you live in an area that has always received weekly curbside garbage and blue box collection please continue to set out your material weekly. This service has not changed for you. You will still receive weekly curbside collection.

If you live in a rural area that is brand new to curbside collection, please take a few minutes to look at your information package. It was delivered to your driveway along with two blue boxes (it was placed between the two boxes).


This information package has a schedule for which week you will receive collection, a map of your Town or Township, and gives you very important set-out instructions, including which side of the road you need to place your garbage and blue boxes on. In rural areas, homes on Town and Township roads are collected on one side of the road only. To help ensure your material is collected, please check your map to verify which side of the road you need to put your materials on.

We would like to take this time to remind everyone to make sure they place their garbage and blue boxes to the road or curbside by 7:00am. Collection takes place between 7:00 am and 6:00pm, and may change from week to week. Always having your materials at the curbside by 7:00 am will help ensure that you are not missed.

We thank you for your patience and cooperation in the coming weeks as we roll out this new service, and work out all of the kinks.

If you have any questions, please contact our office at 519.837.2601 or toll-free at 1.866.899.0248. Or check out our website at [www.wellington.ca/sws](http://www.wellington.ca/sws)

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## **Appendix F – Radio Ad Script Rural Collection Expansion**

**Announcer:** “An important announcement from County of Wellington Solid Waste Services Division.”

**Woman 1:** “Hi Joyce. Did you know curbside garbage and recycling collection is happening in all seven Wellington County municipalities, even in the rural areas?”

**Woman 2:** “Hi Lisa, I heard that! My Mom is really excited to get curbside collection at her place now.”

**Woman 1:** “Be sure to tell her to check the information package that came with her blue boxes. It has lots of information and a map for which side of the road to put her materials out on.”

**Woman 2:** “She told me she read everything in the package. She also reminded ME that we all need to have our materials out by 7 a.m. She heard collection times in the urban areas can change, so we don’t want to be missed.”

**Woman 1:** “Thanks for the advice!”

**Announcer:** “A message from the County of Wellington Solid Waste Services Division.”



## **Appendix G – Radio Ad Script 7 am Reminder**

**Announcer:** “An important announcement from County of Wellington Solid Waste Services Division.”

**Man 1:** “Hi Joe. Didn’t your garbage and recycling get picked up today?”

**Man 2:** “Oh hi Frank. No, they didn’t collect anything. I don’t understand why my stuff was left behind.”

**Man 1:** “Really? Mine was picked up. What time did you put it out?”

**Man 2:** “I put it out at 8:30 before I left for work, like I do every week.”

**Man 1:** “That might be the problem. You need to put your stuff out by seven o’clock every week. The trucks can come any time after seven.”

**Man 2:** “I didn’t know that. I will make sure I put my garbage and recycling out by 7 o’clock from now on. Thanks Frank!”

**Announcer:** “A message from the County of Wellington Solid Waste Services Division.”

Radio ad posted on the County’s website on these two SWS pages:

- <http://www.wellington.ca/en/SWSBlue-Box-Collection.asp>
- <http://www.wellington.ca/en/SWSCurbside-Collection.asp>



# COUNTY OF WELLINGTON

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## COMMITTEE REPORT

**To:** Chair and Members of the Solid Waste Services Committee  
**From:** Gordon J. Ough, P.Eng., County Engineer  
**Date:** Tuesday, September 06, 2016  
**Subject:** **Mobile HHW Depot Service**

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### Background:

During the September 2015 Solid Waste Services (SWS) and County Council meetings, the decision was made to implement a new programme to collect and divert Household Hazardous Waste (HHW) from landfill in the County of Wellington. This new service combines a Mobile HHW Depot unit with a dedicated staff person to accept a full list of HHW materials from County residents. This service will be available year-round and will provide service to all six waste facilities over the course of the year.

In May, SWS hired an HHW Technician to staff the new depot to receive, sort, and package HHW materials. The HHW Technician and transfer staff received additional training in the appropriate and safe handling of the expanded list of hazardous materials the Depot would accept. The Mobile HHW Depot was constructed to our specifications and outfitted with all of the required supplies.

The preparations had the new HHW Mobile Depot service ready for its target start date of Saturday July 2 where it debuted at the Aberfoyle Waste Facility. A Grand Opening for the depot was held the following Wednesday, July 6, where members of the public, press and County Council gathered to see and utilize the service.

The Mobile HHW Depot is a custom-made enclosed 40 cubic yard bin with appropriate drums and storage containers to safely receive and store HHW materials. The bin is located at a waste facility for approximately one month before being moved to another County waste facility. SWS contracts the removal, transport, processing, recycling and/or disposal of collected materials to an approved contractor. The empty Depot bin is then moved by the County's Roll Off operation to the next waste facility.

The Mobile HHW Depot replaced the HHW Event Days in the member municipalities which have a waste facility. The annual event days were continued in the two member municipalities that currently do not have a waste facility within the municipality.

With the mobile depot being available three days a week, the opportunities for residents to divert the full complement of HHW materials increased from seven days per year to over 150 days per year. With the added convenience, and initial reception and utilization of the service, staff expect there to be a significant increase in the quantity of HHW materials diverted and properly disposed of each year.

The following report will provide some information regarding the initial usage of the service, quantity of materials collected and diverted to date, and an analysis of the option of expanding the depot service to the Township of Guelph/Eramosa and the Town of Erin.

### Utilization of the Service

The Mobile HHW Depot has been eagerly anticipated among County residents. In the lead-up to July of this year, there have been many questions and comments received at the waste facilities and over the phones inquiring about the new service.

The depot was at the Aberfoyle Waste Facility for the month of July, and at Harriston through August. It has recently been moved to Belwood for the remainder of September. The following table identifies the types and weight of materials collected at the depot to date:

**Kilograms Diverted by Material Type and Location**

<b>Materials</b>	<b>Aberfoyle</b>	<b>Harriston</b>
Acids (e.g. photo chemicals)	105	160
Bases (e.g. household cleaners)	275	260
Oxidizers (e.g. fertilizers)	70	80
Chlorine Pucks	4	0
Pesticides	150	180
Flammables (e.g. solvents)	1,575	5,965
Paint	2,348	3,560
Fluorescent bulbs	150	14
Compact Fluorescents (CFL's)	35	10
Pharmaceuticals	15	9
Fire Extinguishers	30	50
Lighters	5	2
<b>Total KG's</b>	<b>4,762</b>	<b>9,790</b>
<b>Total Customers</b>	<b>203</b>	<b>308</b>

### Analysis – Expanding the Service

In preparing for the Mobile Depot, it was thought to be prudent to schedule the depot to be located at the six waste facilities for the first six months of operation. If there were any logistical issues or unintended operational issues, they would be better dealt with at County waste sites.

With two months of experience operating the Mobile Depot, the operation of the service has proceeded as planned. At the June SWS Committee meeting, there was a request to consider expanding the service to the Town of Erin and Township of Guelph/Eramosa. SWS has done an analysis on the feasibility of stationing the Mobile Depot in the two municipalities that do not have a waste facility.

### Operational Considerations and Costs

During the months the depot is stationed at locations other than the waste facilities, a second staff person will be required to assist in the operation of the Mobile Depot. The additional employee is

required for health and safety considerations and to allow the HHW Technician to take time to complete and verify records and files, as well as assisting in traffic control.

The additional staff shifts can be accommodated through the existing Part-Time Casual employee pool at an estimated cost of \$2,000 per month. Assuming the depot would be located in each municipality for one month, the additional staffing would cost approximately \$4,000 a year.

Continuing the remaining two Event Days in these communities would be a duplication of service. By eliminating the two Event Days, the County would see a savings of \$14,480 in site administration costs which would more than offset the required additional staff time.

The Event Days do offer an opportunity for residents to drop off waste electronics for recycling. However, there are many other options and locations to drop off waste electronics in Erin and the City of Guelph. In addition, electronics are accepted at all of the County's waste facilities, including at Belwood, Elora and Aberfoyle, which attract residents from Guelph/Eramosa and Erin.

The County Roads Garages in Erin and Brucesdale (Guelph/Eramosa) are listed on the Environmental Compliance Approval for the Mobile Depot. The Roads Division is willing to assist SWS in hosting the depot at these locations during warm weather months. This would eliminate concerns with negatively impacting snow removal operations during the months from November to April.

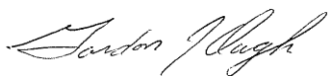
Minimal costs of \$1,000-\$2,000 would allow for increased communications to advise residents of Erin and Guelph/Eramosa utilizing advertising, mobile signage etc.

Any additional costs or savings beyond those mentioned previously are likely to be relatively minor, but are unknown due to pending funding negotiations. The funding discussions with the relevant authorities have been ongoing for a number of months and are expected to be finalized in the near future. Speculating on the final results of these discussions would be premature at this point.

### **Recommendation:**

That the Mobile HHW Depot service be expanded to include a location for one month at a time in the Town of Erin and the Township of Guelph/Eramosa, limited to between May and October, starting in 2017.

Respectfully submitted,



Gordon J. Ough, P.Eng.  
County Engineer