



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

June 14, 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 and Variance Projections as of May 31, 2016	2 - 5
4. Solid Waste Services Annual Report	6 - 15
5. Rural Collection Progress Report	16 - 28
6. Waste Free Ontario Act Update	29 - 30
7. Closed Session	
8. Rise and Report	
9. Adjournment	

Next meeting date September 6, 2016 or at the call of the Chair.



# COUNTY OF WELLINGTON

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## COMMITTEE REPORT

**To:** Chair and Members of the Solid Waste Services Committee  
**From:** Ken DeHart, County Treasurer  
**Date:** Tuesday, June 7, 2016  
**Subject:** **Solid Waste Services Financial Statements and Variance Projections as of May 31, 2016**

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### Background:

This report is respectfully submitted in accordance with the County's Budget Variance Reporting policy, and provides a first projection to year-end based on expenditures and revenues to May 31, 2016 for the Solid Waste Services Division. Highlights are as follows:

### Operating

- Grants and subsidies are well under budget as the first WDO grant amount has been not yet been received for the year, no variance is expected
- The remaining land rental revenue will be received later in the year.
- Bag sales recorded to May 31 are at 47% of the total budget of \$1,035,000. Based on previous years experience only a small variance should result by year-end (all other things being equal – see separate section below on curbside collection and user pay bag increase).
- Tipping fees are tracking below targeted levels to this point, sitting at 40% of the budgeted level of \$1.22 million for landfills and transfer stations. Tipping fees traditionally pick up in the summer months. If revenues follow a similar path as in 2015, tipping fees should track to budget.
- Sales revenues are well under budget at this time as a result of timing of revenues received, it is expected that there will be no variance
- Salaries and wages are currently under budget as a result of staffing vacancies, a positive variance between \$70,000 and \$90,000 is anticipated
- Total expenditures recorded to May 31 are at 42% of the total budget of \$8.2 million
- Insurance and financial includes the complete insurance payment for 2016, the remaining budget relates to retailer compensation and is expected to be expended by year end
- Under spent areas include supplies, materials and equipment and purchased services
- In some cases a line item may appear under spent due to timing differences (i.e. work complete but not invoiced) while in other cases the planned work has yet to be performed
- The capping materials allocation is expected to be expended by the end of the year; any savings will be transferred to the Capping Materials Reserve

### Curbside Collection and User Pay Bags

At the March 31<sup>st</sup> County Council meeting, the decision was made to expand curbside collection of waste and recyclables to the rural areas of the five member municipalities not currently receiving the service. In the report staff estimated that the annual cost of implementing this service would be \$1,040,000. Council also approved an increase to user fee garbage bag prices that is expected to generate a significant increase in revenue. Staff anticipate that the costs of expanding rural collection

will be largely offset by the user fee increase. One-time costs for the new 22 gallon blue boxes and promotion and education expenses are expected to cost around \$150,000. Staff will report back to Committee in the fall regarding the financial impact as more information becomes available.

### **Capital**

- Work at the Elora Transfer Station Closed Nichol Landfill continues in 2016 to re-grade the site for improved water management.
- The Aberfoyle closed site project will remain open to complete post-closure mound and ditching repairs as needed in 2016 and beyond.
- The delivery van included in the 2016 SWS Equipment project has been ordered and should be arriving over the next month. No significant variance is expected.
- Site Improvements for road work at all sites: road improvements and repairs have begun for County Waste Facilities on an as needed basis. Funds are expected to be fully utilized by the end of 2017.
- Waste Strategy costs have been minimal to date with the majority of the work to date being completed by internal staff. In order to support later stages of the Strategy any unused funds for 2016 will be rolled over with additional budget in the forecast years.
- Belwood closed site: County staff are working with GRCA on several outstanding issues. Pending approval for the current plan construction work will commence in October 2016.

The year-end variance for Solid Waste Services will depend primarily on the cost to implement the expanded rural collection to all of its member municipalities and the extent to which these costs are offset by the new user pay bag prices. At this stage, staff are projecting a negative variance of \$120,000 for the implementation of rural collection – which is largely due to the one-time costs of purchasing new blue boxes and for promotion and education. The remaining variance will depend on tipping fee levels through the rest of the year and expenditures on services provided in the summer months. The overall Solid Waste Services year end variance is anticipated to be negative in the range of \$30,000 to \$50,000.

### **Recommendation:**

That the Financial Statements and Variance Projections as of May 31, 2016 for the Solid Waste Services Division be approved.

Respectfully submitted,



Ken DeHart, CPA, CGA  
County Treasurer



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

	<b>Annual Budget</b>	<b>May Actual \$</b>	<b>YTD Actual \$</b>	<b>YTD Actual %</b>	<b>Remaining Budget</b>
<b>Revenue</b>					
Grants and Subsidies	\$701,800	\$135	\$6,666	1%	\$695,134
Licenses, Permits and Rents	\$12,900	\$0	\$9,068	70%	\$3,832
User Fees & Charges	\$2,250,000	\$310,641	\$981,951	44%	\$1,268,050
Sales Revenue	\$765,400	\$7,047	\$186,813	24%	\$578,587
Internal Recoveries	\$405,800	\$25,036	\$169,842	42%	\$235,958
<b>Total Revenue</b>	<b>\$4,135,900</b>	<b>\$342,858</b>	<b>\$1,354,339</b>	<b>33%</b>	<b>\$2,781,561</b>
<b>Expenditures</b>					
Salaries, Wages and Benefits	\$2,365,300	\$194,544	\$893,960	38%	\$1,471,340
Supplies, Material & Equipment	\$898,200	\$13,200	\$173,955	19%	\$724,245
Purchased Services	\$4,406,100	\$347,384	\$1,439,014	33%	\$2,967,086
Insurance & Financial	\$137,300	\$6,632	\$102,124	74%	\$35,176
Internal Charges	\$405,400	\$25,062	\$150,862	37%	\$254,538
<b>Total Expenditures</b>	<b>\$8,212,300</b>	<b>\$586,822</b>	<b>\$2,759,915</b>	<b>34%</b>	<b>\$5,452,385</b>
<b>NET OPERATING COST / (REVENUE)</b>	<b>\$4,076,400</b>	<b>\$243,964</b>	<b>\$1,405,576</b>	<b>34%</b>	<b>\$2,670,824</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>\$243,964</b>	<b>\$2,405,576</b>	<b>50%</b>	<b>\$2,406,624</b>



# County of Wellington

30-May-2016

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

	Approved Budget	May Actual	Current Year	Previous Years	LIFE-TO-DATE ACTUALS		Remaining Budget
					Total	% of 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	\$0	\$0	\$160,897	\$160,897	80 %	\$39,103
2016 SWS Equipment	\$40,000	\$0	\$0	\$0	\$0	0 %	\$40,000
Site Impr - Rd Maint All Sites	\$100,000	\$0	\$0	\$0	\$0	0 %	\$100,000
Waste Management Study	\$100,000	\$0	\$9,169	\$0	\$9,169	9 %	\$90,831
Belwood Closed Site	\$360,000	\$0	\$0	\$6,411	\$6,411	2 %	\$353,589
<b>Total Solid Waste Services</b>	<b>\$2,100,000</b>	<b>\$0</b>	<b>\$9,169</b>	<b>\$1,210,164</b>	<b>\$1,219,333</b>	<b>58 %</b>	<b>\$880,667</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, June 14, 2016  
**Subject:** **SWS 2015 Annual Report**

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### Background:

Attached for information is the 2015 Annual Report.

### Recommendation:

That the document titled "SWS 2015 Annual Report" be received.

Respectfully submitted,

A handwritten signature in cursive script, reading "Gordon J. Ough".

Gordon J. Ough, P.Eng.  
County Engineer

# SWS 2015 Annual Report

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The Solid Waste Services (SWS) Division provides waste management services and planning with a focus on;

- Excellent customer service
- Effective and efficient financial management
- Environmental stewardship

Our goal is to provide a safe, cost effective service to County of Wellington residents while protecting the air, water and land through environmentally sound practices. All operations, services and programmes are, and will continue to be, evaluated on an on-going basis to attempt to identify and implement efficiencies and improvements wherever possible.

## Quick Fact:

In 2015, County residents put 80% of their blue box materials in the blue box programme. We are just 5% short of our goal of an 85% recyclable capture rate.

## Customer Service

### Programmes and Services

- Aberfoyle Waste Facility up to full operating schedule of three days per week for the whole year. The number of customers served in 2015 was actually 2% higher than in 2012 when the facility was open five days per week as a landfill site.
- Improved customer experience at waste facilities:
  - Purchased lower-walled roll-off bins at the Aberfoyle site. These bins are more accessible for residents with physical limitations and make off-loading easier for everyone.
  - Relocated a storage shed as well as the appliance and tire bunkers at the Rothsay site. This has increased space and improved traffic flow and safety.
  - Relocated and enlarged appliance and tire bunkers at the Riverstown site for easier customer access.
  - All small waste loads are being directed to use the roll-off bins at Riverstown. Keeping customers away from the landfill tipping face keeps their vehicles clean and has enhanced on-site safety.
  - All site attendants completed a presentation to their colleagues on examples of “Customer Service Success”. These frontline staff were then challenged by their supervisor to work towards exceeding customer service expectations.



- Household Hazardous Waste and Electronics Event Days were combined to provide more convenience to residents and reduce operating costs. 23% of participants brought both types of materials.
- A full review of recycling at multi-residential buildings was completed with funding provided by Waste Diversion Ontario's Continuous Improvement Fund. The study found 93% of multi-residential households (in buildings with seven or more units) are recycling. 93% of those recycling are using the County's curbside collection programme.

Key Customer Service Statistics	2014	2015	% change
number of calls and emails	1,507	2,563	70.1%
number of customers at waste facilities	266,677	277,514	4.1%
number of garbage curbside stops	402,187	413,828	2.9%
number of garbage bags picked up at curbside	613,379	626,937	2.2%
number of blue box curbside stops	668,702	675,695	1.0%
number of recycling carts picked up at curb	14,066	14,952	6.3%

**Quick Fact:**

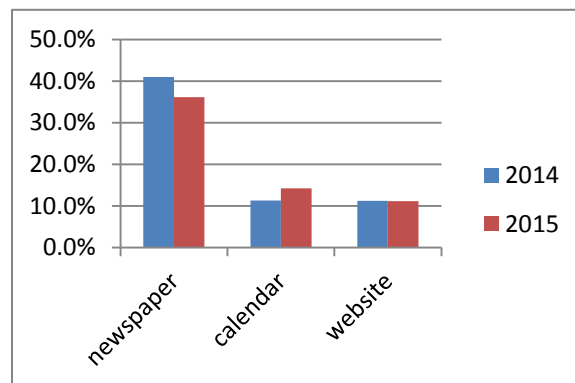
There were 78 Gold Boxes awarded to County residents as part of the Gold Box Reward programme recognizing outstanding recyclers.





## Promotion and Education

- Launched eNews service on May 1, 2015. As at December 31, SWS had 40 subscribers.
- SWS uses many forms of media to communicate information to our residents. A customer survey was conducted at the seven Special Collection Event Days for hazardous wastes and electronics on where residents got their information for these events. Results showed a slight shift from newspaper ads to the SWS Calendar for this information, compared to 2014.
- Continue to hold annual backyard composting workshops in the community in partnership with the County Library Branches. 19 residents attended two workshops in 2015, up from 14 in 2014. Feedback provided showed a 97% overall satisfaction with the workshop.
- The SWS Hours and Locations page was once again the fifth most frequently visited page on the County's website in 2015.
- The top three SWS website pages visited are: waste facility hours and locations, garbage and recycling (SWS home page), and waste facilities (no change from 2014 to 2015 in ranking).



County Website – SWS Pages (unique visitors)	2014	2015	% change
most visited 1 – hours and locations	18,852	21,949	16.4%
most visited 2 – garbage and recycling (home page)	10,510	12,750	21.3%
most visited 3 – waste facilities	6,755	7,437	10.1%
<b>Reuse Website (total number of visits)</b>			
# of visits	3,149	1,731	-45.0%
# of pages	22,813	20,615	-9.6%
average time spent on website (minutes)	3.90	1.75	-55.1%

## Financial

- The use of our Alternative Daily Cover tarping machine at the landfill reduces daily cover requirements. This leads to savings for hauling the cover material (dirt) to the tipping face and yields long-term returns by conserving landfill capacity.
- SWS staff have implemented anti-idling procedures saving on fuel costs and are doing more in-house repairs and maintenance of equipment.

### Quick Fact:

Received \$2,470,898 in revenue from user fees. This accounted for 56% of the total revenue received in SWS in 2015 (not including property taxes).

- SWS has combined urban and rural waste and recycling collection routes which increases routing efficiency. This change will lead to less vehicle emissions and will lead to better contract pricing in the next curbside collections tender.
- Combined Household Hazardous Waste with Electronics Event Days. This reduced logistical and staff costs due to operating seven combined events in 2015 compared to 14 individual material events in 2014.
- Realized a reduced cost of \$15,800 for residential waste audits due to new contract pricing, a 40% cost savings.

<b>SWS Operating Budget</b>	<b>2014</b>	<b>2015</b>	<b>% change</b>
Total Revenue	4,019,200	4,324,300	7.6%
Total Expenditure	8,150,900	8,236,800	1.1%
Net Operating Budget	4,131,700	3,912,500	-5.3%
Total Transfers to and from Reserves	680,100	527,300	-22.5%
<b>Overall Operating Budget</b>	<b>4,811,800</b>	<b>4,439,800</b>	<b>-7.7%</b>

## Environmental Stewardship

With the encouragement and support of the SWS Committee and County Council, the SWS Division developed a “Green Strategy” and works to protect and enhance the natural environment whenever possible. Our goal is to promote green practices in all daily activities, operation plans and the overall work strategy. We incorporate “Green Principles” into all areas of waste management decisions and actions. The core green principles are:

- To protect and enhance the natural environment.
- To reduce the carbon footprint of our operations.
- To practice a “Life Cycle” approach.

All operations are tracked over time to determine if any activity or practice assists in:

- Reducing negative environmental impacts created in providing service.
- Reducing the carbon footprint created in providing service.
- Improving life cycle performance through reduction, reuse and recycling practices.
- Enhancing environmental health.



In 2015, the following projects and initiatives were implemented or enhanced:

- Re-grading activities at the Elora Waste Facility. The closed landfill site at Elora has been receiving clean fill to re-grade the top and side slopes of the waste mound. This enhancement better manages storm water on the site.
- Continued utilizing improved landfilling methods at the Riverstown Waste Facility. Enhanced waste compaction and the use of a large tarp as Alternate Daily Cover, reduces the need for soil to be used as cover material. These practices both maximize landfill capacity and revenues.
- Re-initiated the topsoil generation project at the Riverstown landfill site. In partnership with All Treat Farms, compost is transported to Riverstown and is placed on top of windrows of fill and clay in order to enrich the material. The following year the windrows are mixed by turning them over. In time the fill/clay mix has become topsoil, suitable for final cover on the capped portions of the landfill mound. This reduces the need for purchasing and stripping native topsoil.
- Relocated litter fences at Riverstown for superior litter control. This reduces the ability of litter to blow off site and more efficiently utilizes staff time by decreasing time spent collecting litter.



<b>Tonnes Landfilled</b>	<b>2014</b>	<b>2015</b>	<b>% change</b>
Total tonnes disposed	23,094.21	23,241.75	0.6%

<b>County Diversion Programmes</b>	<b>2014</b>	<b>2015</b>	<b>% change</b>
blue box recyclables	5,499.00	5,453.30	-0.8%
wood, brush, Christmas trees	2,843.93	2,089.86	-26.5%
scrap metal	401.15	442.04	10.2%
electronics	170.89	164.14	-3.9%
tires	101.43	117.22	15.6%
rubble and concrete for reuse	527.13	0.00	-100.0%
household hazardous waste	134.31	163.13	21.5%
clothing and textiles	20.18	18.28	-9.4%
reuse centres and website	14.21	12.83	-9.7%
backyard composting (estimate)	1,455.90	1,465.40	0.7%
<b>total tonnes diverted from landfill</b>	<b>11,168.13</b>	<b>9,926.20</b>	<b>-11.1%</b>

- All staff were trained on the waste screening process in 2014. Staff screen customers in order to identify out of area waste and redirect those customers as required. They also identify household hazardous waste and recyclable materials to ensure they are diverted from landfill. In 2015, the waste screening process was strengthened at the “tipping face” at the Riverstown landfill in order to identify and remove more hazardous and recyclable materials from the waste stream.

- A University of Guelph Landscape Architecture Master's student generated a report in 2014 with recommendations and suggestions to rehabilitate the Riverstown Waste Facility property by improving wildlife habitat, integrating the site with its surroundings and enhancing the natural environment. In 2015 native species were selected for planting in 2016. This will rehabilitate and naturalize portions of the site, while also establishing and improving wildlife habitat and corridors.
- SWS staff have implemented anti-idling procedures to reduce vehicle emissions.

## SWS Strategy

In 2001, at the request of the local municipalities, the County of Wellington accepted responsibility for all solid waste services from its seven member municipalities. Over the past 15 years, many changes have been made to the waste services and programmes provided to County residents.

In 2015, County Council directed SWS staff to undertake a review of waste services to help direct the future of waste management and diversion in the County. The goal of this project is to provide the County with a long term strategy for all its waste operations and services, and how they are provided.

Staff and Committee developed the framework and broad outline of the Strategy. Guiding principles, goals and priorities will need to be established to provide direction for the Strategy. These principles will reflect a balance of customer service, economic considerations, and environmental stewardship.



One of the first tasks was to generate a list of topics and issues that require review and investigation within the Strategy project. Topics were grouped in terms of inter-relationships with other topics on the list. A timeline was then produced to prioritize the topics and develop a schedule for when these groups of issues would be examined.

The foundational work for the Strategy was completed in November 2015 with County Council resolutions providing direction to staff. Feedback to the SWS Committee and Council will be provided at appropriate times during the study process. The overall Strategy is expected to be completed in 2018.

## Future Initiatives

The following tables provide a list of potential projects that have been identified to continue to meet the SWS Division Green Strategy goals. The projects are continually re-evaluated and modified depending upon the County and Division priorities, budget availability, site construction requirements, potential benefits, and other factors. This is not an exhaustive list and will be adjusted as new opportunities are identified and developed.

## 2016-2020

Project Details	Year	Estimated Cost
<b>Treeplanting at Active and Closed Sites</b> Continue and expand partnership with Green Legacy. Identify locations amongst the 17 sites and plant trees where appropriate.	2016	\$5,000
<b>Riverstown Waste Facility Rehabilitation</b> Enhance biodiversity and rehabilitate the site's forests. Improve wildlife habitat and corridors.	2016	\$10,000
<b>Riverstown Topsoil Generation</b> Continue topsoil generation project.	2016	\$10,000
<b>Enhancing customer service social marketing and web-based tools.</b> Continue GIS mapping initiative with Planning and IT. Explore opportunities for social marketing and applications	2016	\$0
<b>Introduce Mobile HHW Depot Programme</b> Improve resident access to hazardous materials diversion opportunities. Increase the amount of hazardous materials accepted at Waste Facilities.	2016	\$40,000
<b>Investigate additional payment options for customers.</b> On-line ordering for user pay bag distributors. Debit and credit payment options at waste facilities.	2016	TBD
<b>Waste Management Strategy</b> Review waste operations, services, programmes, and facilities. Start development of long-term plan for direction and goals of SWS. To be completed in 2018.	2016	\$100,000
<b>Riverstown Waste Facility Rehabilitation</b> Invasive species management. Rehabilitate the waste mound meadows and make stream improvements.	2017	\$10,000
<b>Investigate Waste Facility Rehabilitation for Other Closed Sites</b> Invasive species management and rehabilitate waste mound meadows. Better integrating sites with surrounding environment to foster wildlife habitat.	2017	\$5,000
<b>Master Composter Programme Enhancement</b> Develop volunteer groups for master composters. Develop training programme for master composters.	2017	\$10,000
<b>Public Outreach and Education Enhancement</b> Develop Outreach Coordinator position and explore educational opportunities. Develop and deliver workshops, coordinate promotional activities.	2017	\$70,000
<b>Waste Management Strategy</b> Continue development of long-term plan for direction and goals of SWS. To be completed in 2018.	2017	\$100,000

## 2016-2020 (continued)

Project Details	Year	Estimated Cost
<b>Liquid de-icing programme</b> Monitoring for reduced chloride impacts.	2017	\$5,000
<b>Waste Management Strategy</b> Continue development of long-term plan for direction and goals of SWS. To be completed in 2018.	2017	\$100,000
<b>Continuation of Waste Facility Rehabilitation for Other Closed Sites</b> Invasive species management and rehabilitate waste mound meadows. Better integrating sites with surrounding environment to foster wildlife habitat.	2018	\$15,000
<b>Explore leachate collection/treatment options as required</b> Determine if Riverstown Phase I system is needed and research and cost options. Research and cost Phase II leachate system options.	2018	TBD
<b>Master Composter Programme Enhancement</b> Vermi-composting programme. County building composting initiatives.	2018	\$3,000
<b>Interpretive opportunities developed as appropriate</b> Develop sites for interpretive studies and tours at sites. Develop relations with local naturalists and university groups.	2018	\$10,000
<b>Waste Management Strategy</b> Completion of long-term plan for direction and goals of SWS. Begin implementation of Strategy recommendations.	2018	\$100,000
<b>Wetland creation opportunities developed as appropriate</b> Determine if using a wetland for on-site leachate treatment is a viable option. Do field and laboratory tests and develop as appropriate.	2018	\$50,000
<b>Continuation of Implementation of Strategy Recommendations</b> Continue implementation and evaluation of strategy recommendations.	2019	TBD
<b>Continuation of Implementation of Strategy Recommendations</b> Continue implementation and evaluation of strategy recommendations.	2020	TBD



## 2021 and Beyond

Project Details	Estimated Cost
Methane utilization study	\$30,000
Methane control opportunities developed as needed	\$200,000
Possible leaf/yard waste composting opportunities revisited	TBD
Recognition/Rewards programme initiated	\$5,000
Presentations (schools and community options) initiated	\$5,000
Media tool opportunities developed	\$1,500
General displays & booths initiated	\$2,000
Tours programme initiated	\$2,000
Interpretive facility developed	TBD





# COUNTY OF WELLINGTON

## COMMITTEE REPORT

**To:** Chair and Members of the Solid Waste Services Committee  
**From:** Gordon J. Ough, P.Eng., County Engineer  
**Date:** Tuesday, June 14, 2016  
**Subject:** Rural Collection Progress Report

### Background:

At the March Solid Waste Services (SWS) and County Council meetings, the decision was made to expand rural collection of waste and recyclables to the five member municipalities not currently receiving the service, beginning in early July. Planning for the service expansion commenced immediately following the decision, and staff have been making a successful roll-out of rural collection a top priority.

A report was received for information at the May SWS Committee and Council, which provided an update on the noteworthy developments of the expanded rural collection roll-out. The following report highlights some of the further progress made to date, and also details what remains to be accomplished between now and July 5.

### Operations Progress Update:

#### Week of Collection

Due to having a bi-weekly rural collection schedule, and in order for WM to best utilize their staff and truck fleet, the County has agreed to a Week 1 and a Week 2 schedule. This schedule was presented as a draft in the May report, and has since been finalized.

Day of Collection	Week 1	Week 2
Tuesday	Mapleton	Minto
Wednesday	Centre Wellington West of Highway 6	Centre Wellington East of Highway 6
Thursday	Erin	Wellington North
Friday	Guelph/Eramosa	Puslinch

Note that the rural areas of Centre Wellington have been split up between Week 1 and Week 2 with Highway 6 being the dividing line. Due to the large population of Centre Wellington, the rural area parts of the township need to be separated to be able to accommodate the volume.

#### Blue Box Delivery

20,000 22-gallon blue boxes have been ordered for the benefit and convenience of rural residents which will be newly receiving the service in July. Beginning in late May, truckloads of blue boxes began being received by SWS staff. Similar to past rural collection service roll-outs, two blue boxes are being delivered to each household complete with an introductory package which includes information on how to participate in the service.

By the Committee meeting date, blue boxes are anticipated to have been delivered to rural residents of; Puslinch, Mapleton and Centre Wellington. Residents of Minto and Wellington North will receive their blue boxes and information package before the end of June.



### Servicing Private Roads

While preparing to initiate the rural collection expansion SWS staff observed several private roads and private developments. The County has long sought to provide collection service to private roads/developments if it can be done safely. SWS currently services a number of private roads, condo corporations etc. throughout the County.

Not all private areas are interested in receiving collection service. Some have existing waste collection arrangements, and some may not necessarily desire to have large trucks traversing their roads, out of concern for potential road damage, noise, pedestrian and child safety, etc.

These private areas are all unique in that they differ in terms of condition and width of roads, whether there is space to turn around for a large vehicle, and whether residents or a resident association has requested the service. As in the past, SWS plans to wait for requests from residents or resident associations to receive the collection service.

Upon receiving the request, individual areas will be assessed by both the County and its collection contractor, Waste Management, in order to determine whether collection service can be safely provided. Staff will make efforts to attempt to provide service where possible.

### Promotions and Education Progress Update:

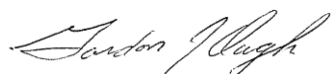
As with any significant change in service, SWS and Communications staff are coordinating a comprehensive communications programme to inform residents of the upcoming changes. A summary of the key components of the plan is provided in the table below. Copies of completed and approved media are attached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

Media Tool	Approximate Start Date	Status
Media Release - decision	March 31	Complete
County Page ads – April to June	April 8	On-going
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	On-going
Radio commercials – 4 weeks	June 13	
Media Release – blue box deliveries complete	June 13	
Local Newspaper Ads – starting soon	June 17	

**Recommendation:**

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

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Gordon J. Ough".

Gordon J. Ough, P.Eng.  
County Engineer



## County of Wellington Solid Waste Services Division

74 Woolwich Street  
Guelph ON N1H 3T9  
T 519.837.2601  
T 1.866.899.0248  
F 519.837.8138



Dear Rural Resident of the County of Wellington:

The Solid Waste Service (SWS) Division is pleased to announce that bi-weekly curbside blue box and garbage collection will be provided to all rural residents in the County of Wellington beginning the week of July 5<sup>th</sup>.

To get you started on this expanded rural curbside collection service, SWS has provided your household with two blue boxes and this information package. In this information package, you will find:

- information on how to participate in this service
- a curbside collection schedule
- a curbside collection map for your municipality
- a list of user pay bag distributors in your municipality.

### Collection Days

Rural curbside collection will be provided on a bi-weekly basis, please see the enclosed schedule for your collection week. The day of collection is the same as in the urban areas, as listed below:

Tuesday – Mapleton and Minto  
Wednesday – Centre Wellington  
Thursday – Erin and Wellington North  
Friday – Guelph/Eramosa and Puslinch

### Garbage Collection

Curbside garbage collection in Wellington County is provided through a **yellow user pay garbage bag system**. Garbage bags are available in two sizes, large bags are 30"x38", and small are 24"x28", and both are sold in packages of 10. As of July 1, 2016, large bags will be \$2.00 each (\$20.00 per package) and small bags will be \$1.50 (\$15.00 per package). There is no HST on the garbage bags.

A list of distributors in your municipality is provided in this information package. A full list of distributors is available on our website at [www.wellington.ca/sws](http://www.wellington.ca/sws).

please turn over.....

## Blue Box Collection

The use of blue boxes is required to receive curbside recycling collection. Each household has been delivered two blue boxes at no charge. Additional Blue Boxes may be purchased at any County Waste Facility at a cost of \$5.00 each.

## General Set-Out Instructions

- To ensure your material is collected, blue boxes and user pay garbage bags must be placed within 1 metre (3 ft) of the curb/roadside on the morning of collection by **7:00 a.m.**
- Place your user pay garbage bag(s) and blue box(es) in a highly visible location.
- Do not place your material on or behind snow banks, behind a tree, or in a ditch.
- All garbage must be placed within the user pay garbage bag.
- Each user pay garbage bag or blue box must weigh less than 18 kg (40 lbs).
- There is no bag limit.
- Rural residents may use a garbage can if desired. Please ensure that:
  - the container is rigid, with a removable lid and has handles that are attached or molded to the exterior of the container;
  - the container is no larger than 135L volume (36g), 60cm wide, or 95cm in height;
  - please note you may only place one yellow County user pay garbage bag in each container.

## Collection “News”

Collection “news”, such as holiday schedule changes, is advertised in local papers, on the Wellington County website, through the SWS eNews notices (sign up on our website), and on our SWS semi-automated 24-hour phone system.

We look forward to providing curbside garbage and blue box collection service to you. If you have any questions, please refer to the enclosed information sheets, visit our website at [www.wellington.ca/sws](http://www.wellington.ca/sws), or call Solid Waste Services at 519.837.2601 or toll-free at 1.866.899.0248.

Sincerely,

Solid Waste Services



Alternate formats available upon request.

# Rural Curb/Roadside Collection

## 2016 Garbage and Blue Box Schedule



### CURBSIDE COLLECTION DAYS



**Week 1**



**Week 2**

Blue boxes and user pay garbage bags are picked up every other week. Place materials at the roadside by 7:00 am. Materials may be collected up until 6:00 pm.

### Week 1 Collection

**Tuesday – Mapleton**  
**Wednesday – Centre Wellington**  
**West of Hwy 6**  
**Thursday – Erin**  
**Friday – Guelph/Eramosa**

### Week 2 Collection

**Tuesday – Minto**  
**Wednesday – Centre Wellington**  
**East of Hwy 6**  
**Thursday – Wellington North**  
**Friday – Puslinch**

### July

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24 31	25	26	27	28	29	30

### August

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### September

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

### October

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23 30	24 31	25	26	27	28	29

### November

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

### December

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31



ALTERNATE FORMATS AVAILABLE UPON REQUEST.

**QUESTIONS? Contact Solid Waste Services**

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

Wellington County has a full user pay system for **garbage**. There is a fee for every bag of garbage picked up at curbside or dropped off at a waste facility. This system encourages people to practice the 3Rs (Reduce, Reuse, Recycle) and gives them some control over how much they spend on their garbage each week.

- Tie bags securely closed
- Sharp objects will not be collected at curbside
- There is no limit to the number of bags that can be set out
- Each bag must weigh less than 18 kg (40 lb)
- Any item which does not fit within a user pay bag will not be collected
- Larger items may be taken to any County waste facility (fees apply)
- Garbage bags can be purchased at the distributor locations found under the Garbage tab on our website [www.wellington.ca/sws](http://www.wellington.ca/sws)



In Wellington County **recyclables** are collected in two streams. All paper products are collected in one blue box and all containers are collected in the other blue box. There is no charge to participate in the Blue Box Recycling Programme.

- Each blue box must weigh less than 18 kg (40 lb)
- Check our website under the Recycling tab for details of what items are accepted in our blue box recycling programme
- The County will provide each household with two free blue boxes. Additional blue boxes may be purchased for \$5 each at any one of our waste facilities



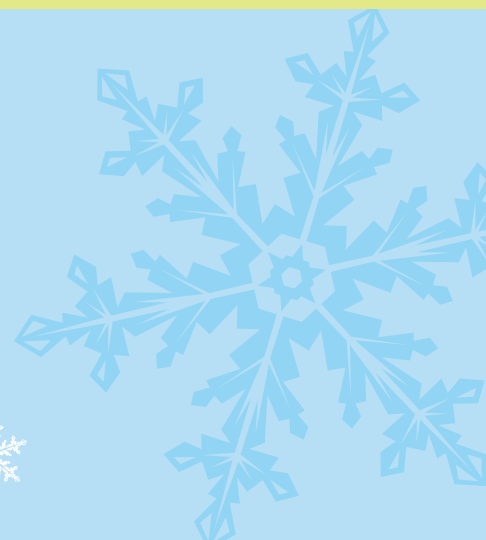
## Hints to Reduce Wildlife Issues:

1. Rural residents may use a garbage can:
  - Place lid on top of can
  - Put mothballs in bottom of can
  - Place only one user pay garbage bag in each can
2. Compost organics:
  - Composters available at all County Waste facilities for \$30 each
3. Use your freezer:
  - Freeze meat, bones and dairy products before placing in your garbage bag on collection day (do not compost)



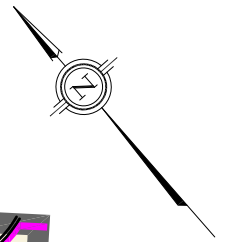
## Winter Collection Reminders:

1. Please ensure that your blue boxes and user pay garbage bags are:
  - At street level (not on or behind snowbanks)
  - In a visible location at the roadside
  - Accessible to the collectors
2. Collection may be delayed or cancelled if roads are:
  - Closed due to winter road conditions
  - Deemed unsafe for travel by County officials
3. If your blue boxes or user pay garbage bags are not collected:
  - Hold onto them until your next collection day
  - Take them to any County waste facility at no charge



**Please ensure materials are placed at the curb/roadside by 7:00 am on your collection day.**

# TOWNSHIP OF PUSLINCH FRIDAY COLLECTION AREA MAP



## LEGEND

- COUNTY OF WELLINGTON ROAD
- PROVINCIAL HIGHWAY
- RURAL COLLECTION ON FRIDAY EVERY OTHER WEEK
- "URBAN" WEEKLY COLLECTION AREAS

- COLLECTION ON TOWNSHIP OF PUSLINCH SIDE OF ROAD ONLY
- COLLECTION ON ODD CIVIC ADDRESS SIDE
- COLLECTION ON EVEN CIVIC ADDRESS SIDE
- COLLECTION ON BOTH SIDES OF ROAD
- CONTACT SWS FOR SPECIFIC DETAILS

## QUESTIONS ?

CONTACT SOLID WASTE SERVICES (SWS)  
T 519.837.2601 OR 1.866.899.0248  
W [www.wellington.ca/sws](http://www.wellington.ca/sws)



## User Pay Garbage Bag Distributors in the Township of Puslinch and the City of Guelph

Residents and businesses must use yellow County user pay garbage bags to receive collection. Please note this list of distributors is subject to change and only shows the retailers in your local area. For a full list of user pay garbage bag distributors visit our website at [www.wellington.ca/sws](http://www.wellington.ca/sws).

Town	Name	Address
ABERFOYLE	Aberfoyle Waste Facility	6922 Concession 4
	Lincoln Mushrooms at Aberfoyle Farmers' Market (seasonal)	23 Brock Rd. S.
	Township of Puslinch Municipal Office	7404 Wellington Rd. 34
GUELPH	Canadian Tire	10 Woodlawn Rd. E.
	County of Wellington, Solid Waste Services	74 Woolwich St., 3 <sup>rd</sup> Floor
	Domenic's No Frills	35 Harvard Rd., Unit 9
	TSC Stores	545 Silvercreek Pkwy N.
	Zehrs Markets, Clairfield	124 Clair Rd. E.
	Zehrs Markets, Eramosa Road	297 Eramosa Rd.
	Zehrs Markets, Hartsland Market Square	160 Kortright Rd.
	Zehrs Markets, Imperial Road	1045 Paisley Rd.

### COST as of July 1, 2016:

- Large bags (30" x 38") are \$2.00 each, sold 10 per package for \$20.00, no HST
- Small bags (24" x 28") are \$1.50 each, sold 10 per package for \$15.00, no HST

Note, by paying only for the waste you produce, your household has the ability to control your costs by reducing waste.

### Hints to Reduce Wildlife Issues:

1. Rural residents may use a garbage can:
  - Place lid on top of can
  - Put mothballs in bottom of can
  - Place only one user pay garbage bag in each can
  - Can must be no larger than 135L volume (36 gal), 60cm wide, or 95cm in height
2. Compost organics:
  - Composters available at all County Waste facilities for \$30 each
3. Use your freezer:
  - Freeze meat, bones and dairy products before placing in your garbage bag on collection day (do not compost)

Questions? Please call the Solid Waste Services office at 519.837.2601 or 1.866.899.0248. Or visit our website at [www.wellington.ca/sws](http://www.wellington.ca/sws).



Alternate formats available upon request.





# COUNTY OF WELLINGTON

Connecting Citizens with County News



## May County Council Highlights

- County-wide rural collection will be starting in July. Visit [www.wellington.ca/sws](http://www.wellington.ca/sws) for more information.
- Cottontail Road Trail will hold an official opening event on Friday, June 17 at 11:00 am. Public welcome.



## Drinking Water Source Protection

### SEPTIC SYSTEMS

Septic systems can pose a risk to private or municipal drinking water systems if not properly maintained.

Learn about septic maintenance and inspections at Septic Socials hosted by your local municipality and Wellington Source Water Protection, in partnership with the Ontario Rural Wastewater Centre.

Septic Socials are free of charge for County of Wellington residents.

- Wednesday, June 22, 2016 at 7:00 pm - Puslinch Community Centre, Aberfoyle
- Tuesday, June 28, 2016 at 7:00 pm - Centre Wellington Sportsplex, Fergus
- Please check website for date Marden Community Centre, Marden

Please visit [www.wellingtonwater.ca](http://www.wellingtonwater.ca) for information on dates and locations.

For further information, please contact your local building department or Wellington Source Water Protection: T 1.844.383.9800

WELLINGTON  
Source Water  
PROTECTION  
[wellingtonwater.ca](http://wellingtonwater.ca)

## @your library

### Digital Literacy at the Library

Not so comfortable with an iPad? Want to know more about our brand new catalogue? Just not feeling up to speed? Register for one of our how-to programmes and let us provide you with a gentle introduction to new technology and online resources.

**Internet Basics for Adults and Seniors (Adult)**  
Learn about how to set up and use an email account, Google, popular social media sites, as well as some online safety tips that everyone should know about.

**Fergus Branch, 519.843.1180**  
Fridays, June 3, 10, 17 and 24  
**Marden Branch, 519.763.7445**  
Wednesday, June 8, 2:00 pm - 3:00 pm or 3:00 pm - 4:00 pm  
**Drayton Branch, 519.638.3788**  
Monday, June 13, 2:00 pm - 3:00 pm  
**Clifford Branch, 519.327.8328**  
Tuesday, June 21, 2:30 - 3:30 pm  
**Rockwood Branch, 519.519.856.4851**  
Tuesday, June 21, 3:00 pm - 4:00 pm

**iPad Basics for Adults and Seniors (Adult)**  
Learn about how iPads work, some basic apps that everyone should know about, and more.

**Elora Branch, 519.846.0190**  
Tuesday, June 7, 10:30 am - 11:30 am  
**Puslinch Branch, 519.763.8026**  
Wednesday, June 22, 2:00 pm to 3:00 pm  
**Erin Branch, 519.833.9762**  
Tuesday, June 21, 6:30 pm - 7:30 pm  
**Harriston Branch, 519.338.2396**  
Monday, June 27, 10:30 am - 11:30 am

**Basic Computer Skills for Adults and Seniors (Adult)**

Book an hour session and learn basic computer skills. Can be one-to-one or a group setting.

**Palmerston Branch, 519.343.2142**  
Wednesday, June 15, 10:00 am - 4:00 pm

**Making the Most of Online Library Resources (Adult)**

The library is open 24/7! Learn more about our online services that you can access free of charge.

**Arthur Branch, 519.848.3999**  
Wednesday, June 15, 2:00 - 3:30 pm  
**Hillsburgh Branch, 519.855.4010**  
Wednesday, June 15, 2:00 pm - 3:00 pm  
**Mount Forest Branch, 519.323.4541**  
Wednesday, June 15, 2:30 pm - 3:30 pm

**Ancestry Library Edition (Adult)**

Learn the basics of navigating Ancestry Library Edition to get started on your genealogy research.

**Aboyné Branch, 519.846.0918**  
Thursday, June 16, 2:00 pm - 3:00 pm

Please register. For a complete list of programmes, visit [www.wellington.ca/Library](http://www.wellington.ca/Library).

## Annual Property Auction

The County of Wellington will hold its annual Property Auction on **Thursday, June 16** at Parr Auctions located at **6866 Highway 6, five kilometres north of Fergus.**

**Viewing of the items recovered by Wellington County O.P.P. will begin at 4:00 pm. The auction begins at 5:00 pm.**

Stop by the Crime Stoppers Guelph Wellington BBQ for a sausage. All donations will be gratefully accepted.

GUELPH WELLINGTON  
**CRIME STOPPERS**  
1-800-222-TIPS (8477)

2016

WELLINGTON COUNTY  
International Plowing Match & Rural Expo  
SEPTEMBER 20-24, 2016 • MINDO HARRISTON, ON

Join us in the Wellington Showcase for an assortment of activities, including:

- Wellington Entertainment Stage
- Artisan Demonstration Stage
- Wellington Farmers' Market
- Member Municipality Features, experiences presented by each Municipality
- Made in Wellington, displays of Wellington County products
- Tour the Taps of Wellington, local drink and food sampling
- Careers in Agriculture Career Fair
- Future Farmers Night

Visit [www.wellington.ca](http://www.wellington.ca) for more information.



ALTERNATE FORMATS OF THIS PUBLICATION AVAILABLE UPON REQUEST.

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



## Blue Box Deliveries Are Fully Underway!

Posted on Thursday June 02, 2016



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Deliveries of blue boxes to rural residents of the five municipalities receiving the expanded rural collection service started in the Township of Puslinch on May 30. Puslinch Township deliveries are now complete, and we will be moving to Centre Wellington (West), which is the west side of Highway 6.

If you live in rural Puslinch Township, and did not receive your blue boxes please contact our office and we will look into it.

As a reminder, blue boxes will be delivered to all affected households prior to the start of collection in July. Along with the two blue boxes, there is an information package on how to participate in the programme (it is placed between the two blue boxes).

We thank you in advance for your patience and cooperation as we roll out the rural collection service expansion.

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

[◀ Back to Search](#)



## Garbage and Recycling

[Garbage](#)
[Recycling](#)
[Hazardous Waste](#)
[Other Materials](#)
[Waste Facilities](#)

### Expanded Rural Collection Info


[General Information](#)

[Reuse Options](#)

[Important Dates](#)

[User Pay Bag  
Distributor List](#)

[Fact Sheets](#)


## Contact

### Solid Waste Services Collection Enquiries

74 Woolwich Street  
Guelph ON N1H 3T9  
Email Solid Waste Services  
Collection Enquiries

T 519.837.2601  
T 1.866.899.0248

## Have your garbage out by 7:00 am

- Unexpected changes to truck routing happen routinely (e.g. bad weather, road closures, accidents, truck breakdowns, changing wait times at waste facilities)
- collectors are not responsible for returning to collect garbage that was placed out after 7:00 am
- if you miss your collection, please store your garbage until your next collection day or take user pay bags to any County waste facility **at no charge**



## Preparation and placement of garbage bags

- tie bags securely closed
- [sharp objects](#) will not be collected curbside
- there is no limit to the number of bags that can be set out
- each bag must weigh less than 18 kg (40 lb)
- place bags beside your blue boxes in a visible location, on the right side of the driveway when looking out at the road, and within one metre (three feet) of the curb or roadside
- do not place bags in ditches, on snow piles, or on the travelled part of the road or sidewalk
- do not place user pay bags in garbage cans
  - pre-authorization is required in special circumstances for collection from garbage cans, contact SWS if you require assistance

## Rural collection

Rural residents have different instructions for placement of materials for collection.

- collection is provided every other week - see the [Expanded Rural Curbside Collection Schedule](#) for 2016
- for rural Erin and Guelph Eramosa residents - see the [Rural Collection Schedule](#) until the end of June
- if you live on a Provincial Highway or a Wellington County Road, place your User Pay bag at the end of your laneway (on the right side when facing the road)
- please view the map of your Township or Town for proper set-out instructions
  - [Township of Mapleton](#)
  - [Town of Minto](#)
  - [Township of Centre Wellington East](#)
  - [Township of Centre Wellington West](#)
  - [Township of Wellington North](#)
  - [Town of Erin Rural](#)
  - [Township of Puslinch](#)
  - [Township of Guelph/Eramosa](#)
- if you are unsure about where to place your materials, please contact SWS
- rural residents may use a garbage can without pre-authorization
  - review the Section 9.0 of the [Curbside Collection By-Law 4546-03](#) for information on acceptable containers





# 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, June 14, 2016  
**Subject:** **Waste-Free Ontario Act Update**

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### Background:

The County of Wellington's Solid Waste Services (SWS) Committee has been receiving periodic updates on Bill 151, the Waste-Free Ontario Act. On June 1, 2016 the Bill passed Third Reading and awaits proclamation to become law. This is expected in the next several months.

The Bill has stated aims of diverting more waste from landfill, creating jobs and fighting climate change. The legislation will enact the Resource Recovery and Circular Economy Act (2016), the Waste Diversion Transition Act (2016) and will repeal the Waste Diversion Act (2002).

From the Province's press release announcing the Act's passage, the legislation will;

- encourage innovation in recycling processes and require producers to take full responsibility for their products and packaging
- lower recycling costs and give consumers access to more convenient recycling options
- help fight climate change by reducing greenhouse gas pollution that results from the landfilling of products that could otherwise be recycled or composted
- overhaul Waste Diversion Ontario into the Resource Productivity and Recovery Authority, a strong oversight body with new compliance and enforcement powers that will oversee the new approach and existing waste diversion programs until transition is complete.

The Act requires the Ministry of the Environment and Climate Change (MOECC) to complete the development of a document titled; Strategy for a Waste Free Ontario: Building the Circular Economy. The draft Strategy explains the Province's vision for turning Ontario into a leader in waste management through; implementing full Producer Responsibility, reducing waste, motivating innovation, strengthening existing recycling markets and creating new ones.

While the draft Strategy does not present a lot of details explaining how these goals will be achieved, it does speak to its vision in general terms. The MOECC has indicated it will finalize the Strategy within 3 months. The draft document can be viewed at the following link;

[http://www.downloads.ene.gov.on.ca/envision/env\\_reg/er/documents/2015/012-5834\\_DraftStrategy.pdf](http://www.downloads.ene.gov.on.ca/envision/env_reg/er/documents/2015/012-5834_DraftStrategy.pdf)

As previously stated in earlier Committee updates, many of the details on how services will be funded and delivered will be determined through Provincial Policy Statements and Regulations which have yet to be released.

It is expected to take 3-5 years to transition from the status quo to the new waste management landscape as conceived by the Act. Certain stewardship programmes will undergo changes more quickly than others. It is thought that the relatively successful Ontario Tire Stewardship and Ontario Electronic Stewardship may transition more quickly than the more complex blue box programme.

The Association of Municipalities of Ontario has recommended that municipalities operate under a “business-as-usual” framework until more information is known about the Act and its impact on municipal programmes and funding.

Staff will continue to be involved in consultation as opportunities are presented and will monitor released information to present updates to Committee as appropriate.

**Recommendation:**

That the report titled “Waste-Free Ontario Act Update” be received for information.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Gordon J. Ough". The signature is fluid and cursive, with the first name "Gordon" being more prominent than the last name "Ough".

Gordon J. Ough, P.Eng.  
County Engineer