



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

April 8, 2014

10:30 am

County Administration Centre

Keith Room

Members: Warden White; Councillors McKay (Chair), Chapman, Lever, Williamson

---

Pages

1. Call to Order
2. Declaration of Pecuniary Interest
3. SWS Financial Statements as of March 2014 2 - 3
4. Property Acquisition Policy 4 - 5
5. 2013 SWS Efficiencies Update Report 6 - 8
6. 2014 SWS Green Strategy Update Report 9 - 15
7. KUDOS From Satisfied Residents 16 - 16
8. Promotion and Education Project - Why Campaign 17 - 17
9. Ice Storm Brush Drop-Off Deadline Extension - Verbal
10. Closed Session
11. Rise and Report
12. Adjournment

Next meeting date May 13, 2014 or at the call of the Chair.



**County of Wellington**  
**Solid Waste Services**  
Statement of Operations as of  
31 Mar 2014

	<b>Annual Budget</b>	<b>March Actual \$</b>	<b>YTD Actual \$</b>	<b>YTD Actual %</b>	<b>Remaining Budget</b>
<b>Revenue</b>					
Grants and Subsidies	\$693,000	\$149,677	\$130,692	19%	\$562,308
Licenses, Permits and Rents	\$12,900	\$0	\$0	0%	\$12,900
User Fees & Charges	\$2,032,900	\$157,125	\$430,502	21%	\$1,602,398
Sales Revenue	\$915,300	\$83,595	\$106,520	12%	\$808,780
Internal Recoveries	\$365,100	\$39	\$39	0%	\$365,061
<b>Total Revenue</b>	<b>\$4,019,200</b>	<b>\$390,435</b>	<b>\$667,753</b>	<b>17%</b>	<b>\$3,351,447</b>
<b>Expenditures</b>					
Salaries, Wages and Benefits	\$2,286,400	\$179,917	\$546,610	24%	\$1,739,790
Supplies, Material & Equipment	\$930,600	\$38,080	\$69,073	7%	\$861,527
Purchased Services	\$4,427,400	\$312,642	\$672,263	15%	\$3,755,137
Insurance & Financial	\$140,100	\$4,477	\$95,837	68%	\$44,263
Internal Charges	\$366,400	\$184	\$427	0%	\$365,973
<b>Total Expenditures</b>	<b>\$8,150,900</b>	<b>\$535,301</b>	<b>\$1,384,210</b>	<b>17%</b>	<b>\$6,766,690</b>
<b>NET OPERATING COST / (REVENUE)</b>	<b>\$4,131,700</b>	<b>\$144,866</b>	<b>\$716,457</b>	<b>17%</b>	<b>\$3,415,243</b>
<b>Transfers</b>					
Transfers from Reserves	\$(274,900)	\$0	\$0	0%	\$(274,900)
Transfer to Capital	\$55,000	\$0	\$55,000	100%	\$0
Transfer to Reserves	\$900,000	\$0	\$900,000	100%	\$0
<b>Total Transfers</b>	<b>\$680,100</b>	<b>\$0</b>	<b>\$955,000</b>	<b>140%</b>	<b>\$(274,900)</b>
<b>NET COST (REVENUE)</b>	<b>\$4,811,800</b>	<b>\$144,866</b>	<b>\$1,671,457</b>	<b>35%</b>	<b>\$3,140,343</b>



## County of Wellington

### Solid Waste Services

#### Capital Work-in-Progress Expenditures by Department

All Open Projects For The Period Ending March 31, 2014

	Approved Budget	March Actual	LIFE-TO-DATE ACTUALS			% of Budget	Remaining Budget
			Current Year	Previous Years	Total		
Elora Transfer clsd Nichol LF	\$1,100,000	\$40,816	\$40,816	\$950,703	\$991,519	90%	\$108,481
Aberfoyle TS Development	\$950,000	\$25,489	\$33,215	\$538,053	\$571,268	60%	\$378,732
Site Scale Replacements	\$105,000	\$0	\$0	\$0	\$0	0%	\$105,000
Aberfoyle Closed Site	\$200,000	\$0	\$0	\$0	\$0	0%	\$200,000
Belwood Closed Site	\$360,000	\$0	\$0	\$0	\$0	0%	\$360,000
<b>Total Capital</b>	<b>\$2,715,000</b>	<b>\$66,305</b>	<b>\$74,031</b>	<b>\$1,488,757</b>	<b>\$1,562,787</b>	<b>58%</b>	<b>1,152,213</b>



# COUNTY OF WELLINGTON

---

## COMMITTEE REPORT

**To:** Chair and Members of the Solid Waste Services Committee  
**From:** Gordon Ough, County Engineer  
**Date:** Tuesday, April 8, 2014  
**Subject:** **SWS - Property Acquisition Policy**

---

### Background:

In 2001 the County assumed responsibility for managing solid waste. The Solid Waste Services Division (SWS) was formed and has been involved in a long term plan and process of developing services and waste facilities into progressive operations based on quality customer service and environmental protection at a practical cost. Under this process a number of decisions on services and facilities have been made. Any decisions on site use or operational programmes are also required to adhere to Ministry of Environment (MOE) standards and regulations. The County has always ensured that minimum MOE requirements and expectations are met and exceeded. This has resulted in positive MOE relations and the willingness by the Ministry to negotiate on site improvement needs and scheduling.

The Ministry has also been undergoing a learning process in dealing with municipal and private waste operations over the last twenty plus years. Technology improvements and MOE experience has resulted in stricter operating standards and specific requirements for waste facilities for approvals, monitoring, and the need for buffer capacity (land) surrounding waste facilities. Original MOE calculations for how much waste could be buried at a site were completed by using the total property area (fence line to fence line) at an assumed height above ground. Larger landfill sites used this volume calculation to design a waste mound most often centered on the site. The surrounding area of land between the waste mound and the property line was used for a number of practices such as drainage control and screening the waste operation. At smaller sites this was not always possible and waste was buried directly beside the property fence line. Over time it was realized that this practice created problems off the property with underground movement of leachate and methane from the decomposing waste.

In response, the MOE began enforcing the need to maintain a set distance between the edge of waste and the property line. This edge of waste property line distance started as a twenty metre buffer and then over time has been extended to 30 metres. Meanwhile off-site environmental issues have often resulted in much larger acreage to keep site operations in compliance. For many facilities this required waste to be excavated back from the property line and/or the need to purchase additional property around the sites.

The County inherited a number of sites with buried waste at or near the property line. Over the years, whenever it was economical and practical, waste has been excavated back the required distance. However in some cases, due to cost or the risk of further environmental damage, excavation has not been possible. As a result, SWS has then purchased property to meet the Ministry thirty metre buffer requirement to keep waste operations in compliance.

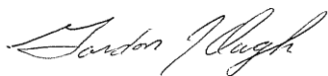
**Issue:**

Looking forward, it is recognized that in many instances impacts from sub-soil leachate and gas migration will necessitate the purchase of portions of adjacent property. This can occur with active or closed sites over an extended period of years. It is noted that the County is legally responsible for long term maintenance of all its active as well as closed waste sites. The potential for further property purchase as a result of environmental issues or an expanded buffer requirement beyond the current thirty metre limit is possible. As a result the County needs to be proactive in securing buffer land around its waste facilities. This will greatly reduce operational and environmental impacts from the waste sites and the need for MOE involvement or future restrictions. The sites currently requiring attention are the closed Arthur landfill and the active Harriston transfer site and Riverstown landfill.

**Recommendation:**

**“That Staff be authorized to enter into negotiations for property acquisitions surrounding County waste facilities, and report back to Committee and Council on any property acquisition agreements; and that funds for the property acquisitions be drawn from the Solid Waste Services Capital Reserve fund.”**

Respectfully submitted,

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

**Gordon J. Ough, P. Eng.  
County Engineer**



# 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, April 8, 2014  
**Subject:** **2013 SWS Efficiencies Update Report**

---

### Background:

Since 2001 the Solid Waste Services (SWS) Division has provided periodic updates to the Committee on efforts to improve operational efficiencies. This 2013 report has been developed as a continuation of this process, and it is presented for the Committee's interest.

### Recommendation:

That the 2013 SWS Efficiencies Update 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

## **2013 - EFFICIENCIES UPDATE REPORT**

The SWS Division conducts daily operations with the view of:

- Using cost effective and efficient management practices
- Making environmentally sound decisions
- Improving customer service
- Improving communications
- Improving safety for customers and staff

The following highlights some key efforts that occurred in 2013.

### **Administration:**

1. Implemented Phase 1 of Aberfoyle landfill operation conversion to a transfer facility.
2. Developed smaller annual calendar of SWS services and started newsletter as overwrap page in Wellington Advertiser saving approximately \$10,800.
3. Developed SWS video pilot for promotion at Service Ontario office locations in Fergus and Arthur
4. Conducted surveys at waste facilities to determine communication needs and customer satisfaction.
5. Began programme working with libraries to promote backyard composting.

### **Collection Operations:**

1. Diverted 4,071 metric tonnes of blue box (curbside) material from landfill (0.25% increase)
2. Diverted 3.9 metric tonnes of batteries (shared programme with Libraries) (43% decrease)
3. Diverted 67.4 metric tonnes of Household Hazardous Waste (events) material (8% decrease)
4. Diverted 13.6 metric tonnes of waste electronics (events) material (34% decrease)
5. Collected \$700 and 479 pounds of food donations from special event days

### **Roll-Off/Site Diversion Operations:**

1. Diverted 1,498.3 metric tonnes of blue box material (site bins) from landfill (2% increase)
2. Diverted 153.4 metric tonnes of waste electronics (45% increase)
3. Diverted 2,006.9 metric tonnes of wood waste (26% increase)
4. Diverted 425.6 metric tonnes of scrap metal (5% increase)
5. Diverted 107.5 metric tonnes of tires (29% decrease)
6. Diverted 69.5 metric tonnes of bale wrap (13% decrease)
7. Obtained \$37,000 in revenue from electronics recycling programme at waste facilities, which was a gain of \$15,000 over previous year.
8. Use of new covered larger recycling bins has increased holding capacity at sites and reduced bin lift frequency for a savings of \$25,000 per year.
9. Reduced environmental impacts with Roll-Off trucks by switching to new exhaust system designs.

**Transfer Site Operations:**

1. Diverted 64.6 metric tonnes of Household Hazardous Waste from landfill (21% decrease)
2. Diverted 17.6 metric tonnes of clothing from Red Bin programme (21% decrease)
3. Diverted 19.1 metric tonnes from Re-Use Centres (34% decrease)
4. New vendor agreement for used motor oil saved approximately \$6,000 for waste sites.
5. Improved communication brochure for customers using Riverstown recycling bins.
6. Improved communication and site signage at Elora and Belwood to assist customers.

**Disposal Operations:**

1. Topsoil development programme continued with construction of second topsoil berm.
2. Tree planting programme for sites continued at sites.
3. Progressive capping and landscaping continued for environmental health of all sites.
4. Progressive fencing plan at closed sites continued.
5. Improved waste compaction with new compactor to maximize capacity and revenues.

**Overall Division:**

1. Continued the joint effort with Green Legacy programme to plant trees at landfill sites.
2. Continued University of Guelph Landscape programme for natural habitat at the sites.
3. Conducted composting courses and investigated ability to tie programme to libraries.
4. As noted previously a combined 8,518.4 tonnes of material diverted from all operations

**Future Initiatives (Next Steps):**

1. Continued development of the SWS Green Strategy.
2. Continued enhancements to Master Composter programme.
3. Determine if further development of solar collection is possible at waste facilities.
4. Continued environmental seal/closure of waste facilities.
5. Continued development of habitat programme.
6. Investigate further opportunities for improvement.





# 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, April 8, 2014  
**Subject:** **2014 SWS Green Strategy Update Report**

---

### **Background:**

The Solid Waste Services (SWS) Division provides annual updates to the Committee on Green Strategy projects that occurred over the last year, along with adjusted plans for future years. This report has been developed as a continuation of this process, and is presented for the Committee's information and interest.

### **Recommendation:**

That the 2014 SWS Green Strategy Update Report be received for information.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Gordon J. Ough".

Gordon J. Ough, P. Eng.  
County Engineer

# **COUNTY OF WELLINGTON SOLID WASTE SERVICES “GREEN” STRATEGY**

## **Our VISION is:**

To ensure all Solid Waste Services (SWS) programmes work 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 strategy.

## **Our OBJECTIVES are:**

- To incorporate “Green Principles” into all areas of waste management decisions and actions.
- To celebrate the successes and accomplishments of these initiatives.

## **The Core Green Principles are:**

- ✓ Protect and enhance the natural environment
- ✓ Reduce the carbon footprint of our operations
- ✓ Practice a “Life Cycle” approach

## **ACTION PLAN TO INCORPORATE “GREEN PRINCIPLES”**

### **Programme Assessment:**

All SWS programmes, projects and services are continuously assessed against the core green principles:

- To determine how each may be impacting the environmental health of the County or the specific workplace.
- To identify any opportunities for improvement.

The information gained from the assessment is used to guide future SWS efforts.

### **Details:**

All SWS operations are broken into essential activities and the key management practices required for each. These practices are assessed against the “Core Green Principles”. This confirms that sound environmental values have been established; are being maintained; and may be enhanced. New activities and practices are added from time to time, as the changing waste industry and other opportunities develop.

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.

## **REPORTING & FEEDBACK**

An annual report is developed for Committee and Council and is posted on the County website to:

- Update main activities performed in the last year.
- Detail opportunities for improvement.
- Show potential budget impacts.
- Lay out possible timelines for implementation.

### **2013 Details:**

In 2013 the following initiatives were pursued:

- Wildlife habitat programme started.
  - University of Guelph Landscape Architecture students assessing each site for opportunities to plant native grasses or other vegetation to assist in improving wildlife habitat or enhancing the natural environment.

### **2014 and Beyond:**

The following plan provides a general approach to achieving Green Strategy goals. This plan should be viewed as a continually evolving process, outlining the potential implementation of a number of potential projects/practices over an extended timeline. Projects will be repositioned depending upon budget availability, site construction requirements or other opportunities that develop.

## **TIMELINES & BUDGETING**

For any “Green” decisions to be successful, they must reflect concern for costs, public benefit, and the political climate. This results in operational changes being rolled out over a practical timeline. Any changes that have political or significant economic impact are presented to Committee and Council for discussion and approval.

### **Details:**

The following recommendations have been developed along with a suggested timeline. The timeline has been developed as a five year plan in an attempt to match County budgeting practices. A longer term outlook has also been provided, but without costing implications. Activities are adjusted as challenges and opportunities arise.

### **2014:**

#### **Landfill Waste load compliance inspection programme initiated =\$1,000 (Ops Budget):**

- Random load inspections started to identify liquid, hazardous or out of area waste.
- MOE standard operational requirement for landfill sites.

### **2015:**

#### **Waste load inspection & education programme initiated =\$5,000 (Operations Budget):**

- Random load inspections started to identify recycling opportunities.
- Customer education process begun.

### **2016:**

#### **Training opportunities programme developed =\$10,000 (Operations Budget):**

- Develop training locations for composting.
- Develop volunteer groups.
- Purchase supplies.

### **2017:**

#### **Liquid de-icing programme =\$5,000 (Operations Budget):**

- Possible trials started for liquid de-icing application at sites.
- Monitoring for reduced chloride impacts.

#### **Leachate collection/treatment systems if needed =\$1,700,000 (Capital Budget):**

- Determine if Phase I Riverstown development is needed.
- Develop plan for Phase II needs.
- Complete collection system construction.

## **2018:**

### **Vermi-composting opportunities initiated =\$1,000 (Operations Budget):**

- Develop educational tools.
- Purchase materials and other supplies as needed.

### **Indoor composting opportunities initiated =\$2,000 (Operations Budget):**

- Work with other County operations like Green Legacy.

### **Leachate collection/treatment systems continued =\$1,700,000 (Capital Budget):**

- Completion of treatment system construction.

### **Interpretive opportunities developed as appropriate =\$10,000 (Operations Budget):**

- Develop sites for interpretive studies and tours at sites.
- Develop relations with local naturalists and university groups.

## **LONG RANGE PLANNING**

## **2019 & Beyond:**

### **Industry awards/recognition initiated =\$2,000 (Operations Budget):**

- Apply for waste industry service and improvement awards.

### **Wetland creation opportunities developed as appropriate =\$30,000 (Capital Budget):**

- Develop water features for wildlife habitat and ground water recharge.

### **Methane utilization study =\$30,000 (Operations Budget)**

- Determine if possible for County sites.
- Determine if private partnerships are available.
- Determine if carbon credits and revenues are possible.

### **Methane control opportunities developed as needed =\$200,000 (Capital Budget):**

- Develop appropriate solutions as needed.
- Explore carbon credit options, possible revenue, and other uses for gas.

### **Possible leaf/yard waste composting opportunities revisited=\$??? (Operations Budget):**

- Explore the possibility of a site specific collection programme.
- Explore the possibility of a curbside collection programme.

### **Assess sites for wind power potential =\$5,000 (Operations Budget):**

- Conduct studies to determine if any financial benefits exist to develop wind power projects.

### **Wind power opportunities developed as appropriate =\$??? (Capital Budget):**

- Explore the opportunities for wind turbines.
- Explore opportunities for revenue and other benefits.

**Recognition/Rewards programme initiated =\$5,000 (Operations Budget):**

- Recognition of local industry for participation efforts in the blue box, composting and diversion programmes.
- Purchase special green boxes, plaques, composters and other reward materials.

**Presentations (schools and community options) initiated =\$5,000 (Operations Budget):**

- Programme developed.
- Supplies purchased.

**Media tool opportunities developed =\$1,500 (Operations Budget):**

- Expand promotion and education programme.

**General displays & booths initiated =\$2,000 (Operations Budget):**

- Specialized display stands, equipment and travel containers purchased.

**Tours programme initiated =\$2,000 (Operations Budget):**

- Site tours for schools, community groups, and residents.
- Possible general operations and environmental themes education.
- Possible virtual tours for operations and “green’ theme.

**Interpretive facility developed =\$??? (Operations Budget):**

- Create interpretive experiences at sites.
- Determine any building renovations required at sites.



# 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, April 8, 2014  
**Subject:** **KUDOS – From Satisfied Residents**

Below, for the Committee's interest and information, are reports of two messages received by telephone from satisfied residents from Rockwood and from Highway 6 related to our waste and recycling collection operation. When we receive these types of compliments we typically email the comments to our contacts our contracted collection provider, Waste Management Inc.

"Hi Murray

I have just received a call from a Guelph Eramosa resident who resides on Highway 6 and they wanted to let us know that the guys are doing a super job at collecting out there and that she's sorry that she does not say thank you often enough.

Please pass this message, along with my personal thanks to the drivers."

-----

Great Way to end the week!

I just had a resident call in from Rockwood to tell us that she stopped a recycling truck driver to thank him for making the extra effort in picking up the recycling that has been blowing around.

She said that he was a great guy and that she appreciates what the drivers do in the horrible weather conditions.

Please pass this message along and Happy Friday everyone! Have a great weekend!

### Recommendation:

That this report, entitled KUDOS – From Satisfied Residents 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

## COMMITTEE REPORT

**To:** Chair and Members of the Solid Waste Services Committee  
**From:** Gordon J. Ough, P.Eng., County Engineer  
**Date:** Tuesday, April 8, 2014  
**Subject:** Promotion and Education Project – Why Campaign

---

### Background:

For the 2014 SWS Calendar, staff took an educational approach to the information being presented on solid waste programmes and services. Each month of the calendar answers one of the common questions staff receive from residents. The approach is to get away from simply telling residents the rules, but to explain why SWS asks for things to be done a certain way. SWS believes that understanding “the why” will help residents participate in our programmes more effectively.

To encourage residents to ask “WHY” for other questions they may have, SWS will be rolling out additional promotional items in April:

- Buttons for staff
- Banners at the six waste facilities
- Signs on the side of the curbside collection vehicles
- Decals on the SWS pickup trucks



We hope residents take us up on this offer to ask SWS staff “Why” about any of our programmes and services.

### Recommendation:

That the Promotion and Education Project – Why Campaign report be received for information.

Respectfully submitted,

Gordon J. Ough, P.Eng.  
County Engineer