

THE CORPORATION OF THE TOWNSHIP OF HORTON

Waste Management Committee Meeting

October 17, 2013

There was a Meeting of the Waste Management Committee held in the Municipal Council Chamber on Thursday October 17, 2013. Present was Chair Jamey Larone, Mayor Don Eady and John Wilson. Staff present was Janet Collins, Public Works Manger, Rod Eady Public Works Superintendent and Mackie McLaren, CAO/Clerk.

1. CALL TO ORDER

Chair Larone called the Meeting to Order at 8:43 a.m.

2. DECLARATION OF PECUNIARY INTEREST

There was no declaration of pecuniary interest by Members of the Committee or Staff.

3. ITEMS TO BE ADDED TO THE AGENDA AND APPROVE AGENDA

The CAO/Clerk requested permission to add the Waste Symposium in Montreal in November 2013. Mayor Eady requested permission to add management of the new section of the landfill site.

Moved by Rod Eady, Seconded by Don Eady that the Waste Management Committee add the two additions to the agenda and approves the agenda for the October 17, 2013 Committee Meeting.

Carried

4. DELEGATIONS

Andrews Shouldice, Beaumen Waste Management

Mr. Shouldice was present on the invitation of the Committee Members. Chair Larone welcomed Mr. Shouldice and told him one of the reasons for the invitation was of recent staff changes in his company who had toured our landfill site operation and had made suggestions for new recycling opportunities. Chair Larone asked if there would be a new contact or would it be Mr. Shouldice himself. Mr. Shouldice said the contact Bev Sparling in his office. Chair Larone also said the Committee wished to build upon the relationship that we had with the former owner.

John Wilson said at the last meeting there was some hopeful discussion about plastic, shingles and sheet rock recycling opportunities. Mr. Shouldice said he did find out that it is difficult to find markets for these products. There is no market at this time for large plastic items (toys, chairs etc.). Their Styrofoam market is no longer taking the product and other companies are not accepting. He is currently in negotiation with an Ontario firm to get it out of landfill sites. He informed the Committee that he has partnered with Lafleche of Moose Creek to potentially manage a local landfill site that is currently accepting proposals.

Chair Larone referenced the "Packaging Association of Canada" and asked if Mr. Shouldice had a contact. Chair Larone described how the industry is changing. New packaging products include bamboo and styrofoam. Mr. Shouldice said the whole packaging industry is out of control with the big boxes. Mayor Eady asked if he had any contact with Stewardship Ontario. Mr. Shouldice said he has but they haven't been

much help. They are mainly a large lobby group to lobby the Province on waste.

Mr. Shouldice said he had some interest in shingles. The problem is no one is putting them into the asphalt mix in the area. Grinding has to be the perfect size. It is happening in Toronto but not in Eastern Ontario. The shingles can't be that old and have to be ground to a powder. Rod Eady said that he has heard that some municipalities put ground shingles into gravel road beds.

John Wilson asked if he had any information on sheet rock – gyprock recycling. Mr. Shouldice said he had some information from Lafleche. They suggest not grinding up the gyprock. Otherwise they are a real challenge to handle.

Mr. Shouldice commented on changes to Beaumen since he purchased the company including the purchase of 7 newer collection vehicles, complete overhaul of the fleet, retained most employees and hired two new full time employees. He has been attempting to partner with Lafleche who have now opened their new collections site in Beckwith Township near Carleton Place. It costs \$80 per tonne to ship garbage and waste to Beckwith. He is renovating his plant in Renfrew and providing safety training for his drivers and plant workers.

Mayor Eady said we ground a lot of large plastic items that we separated in the landfill site. We are planning on shipping a load to Lafleche as a trial. He asked if Beaumen have trucking available. Mr. Shouldice said he is amending his C of A to become a transfer station, so he could accept plastics and organics and then transfer them to Lafleche. Mayor Eady said we have ground up the large plastic products to reduce space/volume in the cell. Mr. Shouldice said he is a licenced hauler and could haul this waste to Lafleche. He asked if we had a loader at the landfill site to load his truck. Rod Eady said we will supply. Mr. Shouldice said that Lafleche had told him that they didn't want any products ground. It would be our waste in doing so. Chair Larone said that the cost is part of our regrind contract so there is really no extra charge to grind plastics at this time. Also we can ship more plastics per load this way.

Chair Larone said when he drives along our roads on collection day he sees bags that have been opened by birds or animals. What is the company's policy of cleaning up the mess? Should we recommend people put their garbage in containers at the road? Mr. Shouldice said containers are always better. The drivers assist in the cleanup. He would also like the homeowner to be responsible so they are not slowing down the drivers. He added that the biggest challenge is the larger recycling bins that some municipalities don't want picked up. Rod Eady suggested Horton could advertise in our Horton Corner space that people should put their garbage in a container at the road.

Janet Collins asked how does their recycling pickup work. Mr. Shouldice said the fiber is separated from the tin and plastics as they are two stream recycling. The public needs to separate the types of products. When it is not there is a problem. Ms. Collins said we will overhaul our recycling calendar mail out to stress this.

Mackie McLaren said he recently had two complaints that recycling wasn't picked up and when checking with their office, learned that it was because the products weren't sorted properly in the blue boxes. Mr. Shouldice said he has staff that will contact and/or visit the property owners having an issue and provide education on what needs to be done.

Chair Larone thanked Mr. Shouldice's company for providing waste bins to the Valley Bluegrass Festival this year. He saw the recycling from the Festival when it was dumped at their facility. The only issue seemed to be some cardboard wasn't sorted correctly. Mr. Shouldice said he will provide a 3rd bin next year for cardboard recycling. He said he is happy to do this as a community service.

John Wilson referred to Mr. Shouldice's discussion on \$65.00 per tonne for large volume waste plus transportation of \$15.00 per tonne as an estimate of taking waste products to Lafleche. Chair Larone added would Lafleche take ground wood chips. Mr. Shouldice said ground wood chips are great around the landfill site for cover. Rod Eady said a Mr. Martin in Whitewater Township took two loads this summer and he seemed happy with the product. Chair Larone asked if we contact Lafleche directly? Could we offer them a tradeoff – wood chips vs. some of the transportation costs? Mr. Shouldice suggested the best Lafleche could do is to take away the wood chips. They do not need to purchase them for their own cover.

Mayor Eady noted that we grind all our C & D waste to use as daily cover. Is there any market for ground waste for cover as we have too much? Mr. Shouldice suggested contacting the Town of Renfrew as their new management contract calls for the successful contractor to provide cover material.

Chair Larone thanked Mr. Shouldice for his attendance at this meeting. John Wilson asked Mr. Shouldice for costs for tipping fees and transportation of plastics at this time. Mr. Shouldice suggested \$375.00 for transporting a roll off container load plus Lafleche's tipping fee.

5. MINUTES – WASTE MANAGEMENT MEETING OF SEPT. 19, 2013

Chair Larone asked the Members to review the September 19th meeting minutes.

6. BUSINESS ARISING

Tender for LFS timber Cutting

The Committee Members noted that Larry Polk is to provide the Members with a sample tender document late in November. The timber cutting is to be done over the winter so that the wet ground is frozen.

Evaluation Report comparing the Landfill Site Expansion Costs, closure Costs vs. trucking to another Municipality.

Chair Larone said at the last Committee Meeting the Committee is trying to get a bench mark on costs at the Landfill Site and a cost of shipping items in our new cell area rather than landfill them. Janet Collins said John Wilson had asked for a cost of air space. She is working on a report and trucking costs. She said she hoped to have this report for the next Committee Meeting. Chair Larone said he will speak to a local flooring supplier in Renfrew on recycling opportunities for carpet.

7. REPORTS

- Renfrew Inn Suites Recycling

Janet Collins reported. She said that the original committee recommendation was sent back by Council for further consideration. She has since spoken with the owner of Renfrew Inns Suites who is satisfied with the 4 roll out carts and the front load container. She suggested that

we give the owner 36 mini blue boxes, one for each unit, to complement their recycling service.

Chair Larone asked if there was any consideration by the owner to construct a small shed to keep the materials out of the weather. The Owner said the tenants in this building don't generate as much waste as other apartment units he has in Renfrew. Mayor Eady suggested we should have some literature or flyer noting that the blue boxes are owned by the Township and should remain in the unit when people move out. Chair Larone said that this information was provided in a good report. He suggested that this Committee may need to work with Planning Committee as proposals for new apartment units come forward.

- Free Dump Day

Janet Collins presented a report on free dump day. Her report recommended that we move from two free dump days to a "free" dump voucher to each property owner. Her report anticipated we will gain additional tipping fees. Advantages include: limit the voucher to 1 ½ ton load of waste, not all waste comes in on two days, assists with staffing requirements, many municipalities have already reduced to 1 free day while others provide a free special pickup of bulky items, the hope is residents will recycle and sort their waste more responsibility.

Rod Eady suggested that lost tipping fees with the current two free days program could lead us to offering 1 free day per year rather than 2.

Mayor Eady asked how we would educate our ratepayers. Can they get their voucher on line or have to come into the office to pick up. He suggested mailing out the voucher as it could be a long drive to the office for some people. Ms. Collins said she doesn't support offering them online as we would have a lack of control. We can mail them out with a tax bill and advertise this on the website and in the Horton Corner ad. She said she believes there are two options mail out or have people pick up if needed. Mayor Eady asked if there was a way someone could phone in to order a voucher and we mail it out to them. Ms. Collins said we could.

Chair Larone suggested we know there could be concerns that we make the process inaccessible to some while we are trying to limit abuse. He likes the phone idea and agrees that mail out would be easier for people but we are not trying to make it easier.

John Wilson said it may too difficult to eliminate the 2 free days at once. Suggested we reduce it to 1 free day in 2014 and no free days in 2015. He also suggested that with clear bags possibly coming which will require people to recycle more products and therefore reduce the number of garbage bags put out to the curb, we should consider reducing the number of "free" garbage bag tags per year. Chair Larone noted that using a voucher gives an opportunity for all to bring in 1 load and suggested we do this for a year.

Mayor Eady said he would like to recommend there be only one free day, mail out a free voucher to each property with a house or cottage. Janet Collins added that with rental properties, the card should go to the owner not the tenant. Chair Larone agreed. Mayor Eady suggested we provide one free voucher for each unit. The Committee suggested a number of options for vouchers for tenants.

Moved by John Wilson, Seconded by Don Eady that the Waste Management Committee recommend to Council that they eliminate the two (2) 'free' Dump Days for 2014 and implement a 'free' Landfill Voucher program whereas:

- Residents be mailed their 'free' Landfill Voucher once per year
- Residents must provide identification to the landfill site attendant to use their 'free' Landfill Voucher
- 'free' Landfill Vouchers expire December 31 annually
- 'free' Landfill Vouchers can only be used during regular landfill site operating hours
- Each 'free' Landfill Voucher allows disposal of up to ½ ton of waste, being disposed of in a ½ ton truck or trailer equivalent to ½ ton
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- 1 'free' voucher per single unit residential dwelling
- 1 'free' voucher per 5 units for multi-residential units
- No 'free' voucher for IC&I (institutional, commercial & industrial) properties
- All 'free' vouchers are provided to the property owner, not lease or renters.

Carried

- Clear Bags

Janet Collins provided the Committee Members with additional information on the option to move to require residents use clear garbage bags which the Committee Members had requested at the last meeting. She presented a proposed implementation process beginning with a notice to property owners in March 2014 with follow up closer to her proposed implementation date of August 1, 2014.

John Wilson suggested there should be limit on size of a privacy bag and reviewed the notice. Mayor Eady said he would like to see if we can implement this with McNab Braeside as they were our partners on a blue box strategy report on increasing blue box collection. We would need to meet with them. He said he supports a clear bag but as we are making other changes, cautioned not to make too many changes at once.

Janet Collins noted that we could bring this report back as "other business" in the future. We could send her report to McNab-Braeside and offer to meet. She said she will discuss this item with Ryan Frew, Public Works Manger in McNab-Braeside to let him decide who from their municipality could meet with this Committee.

Mayor Eady suggested we could give out 1 free bluebox to each residential property when we implement clear bags.

- Municipal Waste Management Shared Services Centre of Excellence Organization (Consortium)

Janet Collins presented a report with the following recommendations:

THAT the Waste Management Committee recommend to Council that the Township of Horton become a member of a Municipal Waste Management Shared Services Centre of Excellence Organization (the Consortium), comprised of municipalities within the County of Renfrew that share an interest in reducing recycling costs, achieving greater diversion rates, standardizing program delivery, and maximizing Blue Box funding.

AND THAT Council enter into an agreement, through the Consortium, to develop a business case related to blue box shared services, with a review of potential 'best practices', program initiatives, funding/program costs, etc., that could be undertaken at a future date by either individual municipalities, or jointly with the Consortium.

FURTHER THAT the funding for the development of the business case be no greater than \$10,000.00, and be paid in full (100%) by the Continuous Improvement Fund.

AND FURTHER THAT Council consider future on-going funding or provision of consortium services upon receipt and/or implementation of the recommendations of the business case.

Ms. Collins reviewed her report and advised that confirmation has been received from CIF that a group of 6 or possibly 7 municipalities are approved for funding in the total amount of \$10,000. If we participate and implement the recommendations it will not cost us. However, if we participate and not implement the recommendation, it will cost us our share of the study costs i.e. \$1,666 if six municipalities were part of the consortium. She recommended that Horton become part of the consortium as the report will be beneficial and there is value with working with the partner municipalities.

Mayor Eady supported this recommendation. John Wilson discussed the funding options. Chair Larone asked if there would be an opportunity to review a recommendation to Council if a number of municipalities that remain in the consortium is small so that our share increases drastically if we decide not to continue.

Moved by Don Eady, Seconded by John Wilson that Council enter into an agreement, through the Consortium, to develop a business case related to blue box shared services, with a review of potential 'best practices', program initiatives, funding/program costs, etc., that could be undertaken at a future date by either individual municipalities, or jointly with the Consortium.

Further, that this recommendation be brought back to the Committee if our potential share of the costs becomes greater than the suggested 1/6th share (\$1,666.66).

Carried

8. FINANCE REPORTS

- Actual vs. Budget Report

Chair Larone reviewed the September Actual vs. Budget report.

Janet Collins suggested we put the stored gyprock into the landfill site rather than separate into a cell. She asked if we had to grind it as we heard earlier best not to grind. John Wilson asked if we could use the gyprock as a dust suppressant. Rod Eady said no as it is very hard to handle. Mayor Eady agreed that the gyprock should be put in the regrind pile or in the garbage area.

Rod Eady said we need to insulate the Attendant's shed this fall and cover it with chipboard. He also asked about the purchase of a small stove. Chair Larone asked about the need to bring power down to the building – do we need to install a buried wire? Do we pre-wire the building with several plugs and switches? Rod Eady said we do have a small propane heater.

- Invoices, Revenue & Receivables Report

The Committee reviewed the report provided by the Finance Manager.

9. MONTHLY REPORTS

- Annual General Calendar

The Committee Members reviewed the Annual General Calendar list of duties for October.

- Project Status Report

The Committee Members reviewed the Project Status Report for September 30, 2013.

- Contaminant Check Lists

The Committee Members reviewed the recycling roll off container contamination checklists for the period Sept 3 to September 28, 2013.

- Monthly Tonnage Report

Janet Collins advised the Committee Members that the September recycling tonnage report has not been received from Beaumen's yet.

10. OUTSTANDING BUSINESS

- Soak Pit

Janet Collins informed the Members that she continues to review what is required to construct the soak pit. She spoke with Gerry Lalonde of Stantec who engineered the design. She reviewed the C of A and no dates were attached to the construction of the soak pit. We are again in the high water table season which will make it difficult to construct in the fall season. Mr. Lalonde agreed. She suggested that she and the Public Works Staff will set out the project area. She has contacted MOE but didn't receive a response as our contact is on maternity leave, but we have done our due diligence. She suggested she remove the project from the project list until next summer and the monies raised in the current budget be put into reserves to be used next year.

- Landfill Site Gate & Lock Report dated September 4, 2013

Janet Collins reported that the Committee Members had requested we hold over a recommendation until we had met with the Beaumen representative. We met today but did not discuss the issue of handing out keys to their drivers. Her recommendation was we provide Beaumen with 3 keys. If they are lost, there will be a \$50.00 charge per key to replace them. If we change the lock we will provide new keys to Beaumen at no cost.

Chair Larone suggested we send a letter to Beaumen to review this recommendation. Ms. Collins further recommended we change the locks now and give the three keys to Beaumen. Rod Eady advised that the lock was changed 2 or 3 weeks ago and Beaumen have their 3 keys, plus the Municipal Office has a key and there is a key in each municipal truck.

The Committee Members accepted this recommendation.

11. CORRESPONDENCE

The Committee Members reviewed the following correspondence:

Letter to Valley Bluegrass re tipping fees/recycling program

The Members received a copy of the letter written by the CAO/Clerk which acknowledges the 50% reduction in garbage brought to the landfill site from the 2013 Festival and included the invoice for 2013 and 2012 tipping fees.

Recycling Council of Ontario – Waste Reduction Week

The Members reviewed information on Waste Reduction Week received from the Recycling Council of Ontario.

Moved by Don Eady, Seconded by Rod Eady that the Waste Management Committee declare October 21-27, 2013 as Waste Reduction Week in Horton Township.

Carried

12. OTHER BUSINESS

Canadian Waste Sector Symposium – Montreal

The CAO/Clerk presented information on the Waste Symposium to be held in Montreal November 18, 19 and 20, 2013. Chair Larone said this is a conference that he attended previously when it was held in Toronto. Mayor Eady said he cannot attend. John Wilson said he would like to attend. Chair Larone said that he has saved his conference expense limit to attend this convention and that there was some funds from the Committee Education budget that would be used to cover a portion of John Wilson's expenses. Mayor Eady said he has conference expense room available that Mr. Wilson could use, as he would be attending in his place.

Moved by Rod Eady, Seconded by Don Eady that Jamey Larone and John Wilson attend the Canadian Waste Sector Symposium to be held November 18, 19, 20, 2013 in Montreal.

Carried

Management of Expansion into New Area

Mayor Eady asked Janet Collins and Rod Eady to start to plan about how we remove the earth from on top of the previously placed waste in the new expansion area. He suggested that the Committee needs a plan on how we do this.

13. NEXT MEETING

The Members agreed to Meeting on Thursday November 14, 2013 at 8:30 a.m.

14. ADJOURNMENT

Moved by Rod Eady, Seconded by Don Eady that this Committee Meeting be adjourned at 12:45 p.m.

Carried

CHAIR

CAO/Clerk