



# WASTE RECYCLING STRATEGY

**TOWNSHIP OF WOLLASTON**  
**COUNTY OF HASTINGS, ONTARIO**

Prepared for

## **THE CORPORATION OF THE TOWNSHIP OF WOLLASTON**

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*Prepared with assistance from*

**Continuous Improvement Fund and Waste Diversion Ontario**



**Greenview Environmental Management Limited**

69 Cleak Avenue, PO Box 100

Bancroft, Ontario K0L 1C0

tel: (613) 332-0057

fax: (613) 332-1767

email: [solutions@greenview-environmental.ca](mailto:solutions@greenview-environmental.ca)



## **ACKNOWLEDGEMENT**

The Township of Wollaston acknowledges the support of Waste Diversion Ontario's Continuous Improvement Fund for their technical and financial assistance in the development of this Waste Recycling Strategy.

While the Township has made every attempt to achieve accuracy in the initial stages of development of the various aspects of this Strategy, the Township states that this version of the Strategy is a foundational document for review and updating/improvement in the future.

It is the anticipated intent of the municipality to continue with the baseline work summarized in this version of the Strategy, for continuous improvement in the municipality's Blue Box recycling programs.

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## **1.0 INTRODUCTION**

### **1.1 BACKGROUND**

The Township of Wollaston (Township) is situated in rural eastern Ontario, and its largest population base is centred in Coe Hill, approximately seventy-eight (78) kilometres (km) north-east of the city of Peterborough and eighty-seven (87) km north-west of the city of Belleville (Figure 1). The Township is considered rural, and began reporting annual Blue Box recycling statistics to Waste Diversion Ontario (WDO) in 2010 under program code 952.

Currently, the Township operates one (1) Blue Box recycling Depot within the Township at the Wollaston waste disposal site (WDS). All waste (garbage) and recycling generated within the Township is managed at the Wollaston WDS, inclusive of Residential and Industrial, Commercial and Institutional (IC&I) sectors; however, based on the small commercial sector in the Township, the IC&I percentage of total waste and recycling is interpreted to be no more than five (5) percent. All Blue Box recycling is transferred from the Township to Quinte Waste Solutions' (QWS) material recovery facility (MRF) for processing. The Wollaston WDS is also approved for the diversion of scrap metals, white goods and refrigerants, waste tires, and used propane cylinders, in addition to the landfilling of solid, non-hazardous waste and diversion of Blue Box recyclables. Additionally, the Township operates a small re-use centre at the Wollaston WDS for the use of Township residents.

The Township is understood to have 1,176 total single family households within the Township, including 359 single family households occupied by permanent residents. Included in the total single family households are 817 seasonal households that are used primarily between the months of June to September. The largest contributor to the total seasonal households is the Red Eagle Family Campground in Coe Hill, Ontario, that has 226 seasonal household units. The remaining 591 seasonal households include cottages, cabins, and other types of recreational properties.

All Blue Box recycling tonnages, costs, and related data discussed in this Waste Recycling Strategy (WRS) are Residential only, unless otherwise stated.

The Township would like to thank WDO and the Continuous Improvement Fund (CIF) for the funding support and resource material made available to help with the formulation of this WRS.

### **1.2 PURPOSE AND SCOPE**

This WRS was initiated by the Township to develop a plan to increase the efficiency and effectiveness of its Blue Box recycling program and maximize the amount of Blue Box material diverted from disposal.

Specifically, the purpose of this WRS is to maximize waste diversion from disposal to the most feasible extent possible within the Township.

The Township intends to provide waste and Blue Box recycling services to all residents, property owners, and IC&I generators within the Township limits in the most cost-effective and efficient manner as possible, as part of the long-term sustainability and self-sufficiency of the Township.

The Township faces a number of waste management challenges, which this WRS will help address. In particular, the priority factors and drivers for the Township's development of a WRS are to extend the lifespan of the landfill at the Wollaston WDS, to encourage environmental sustainability within the Township in accordance with the municipality's Five (5) Year Strategic Plan (Strategic Plan), and to maximize available Best Practice funding from WDO in accordance with the established WDO Best Practices.

This WRS was developed with support from the Council of the Township of Wollaston, WDO, and CIF, using the CIF's *Guidebook for Creating a Municipal Waste Recycling Strategy (Guidebook)*.

## **2.0 OVERVIEW OF THE PLANNING PROCESS**

### **2.1 WASTE RECYCLING STRATEGY PLANNING PARTICIPANTS**

This WRS was prepared through the efforts of:

- Township of Wollaston (Township).
- Greenview Environmental Management Limited (Consultant).
- Continuous Improvement Fund (CIF).
- Waste Diversion Ontario (WDO).

### **2.2 WASTE RECYCLING STRATEGY METHODOLOGY AND TIMELINE**

The Township recognized its need for a WRS in order to maximize funding from WDO and as a means to promote increased diversion of Blue Box material within the municipality. Consequently, the Township included the preparation of a WRS as part of its 2011 waste management planning activities.

On April 8, 2011, the Township was approved for funding by WDO and CIF for the formulation of a WRS, and discussions between the Township and Greenview Environmental Management Limited (Greenview) for the preparation of the WRS began in spring 2011 and continued through November 2011. From spring to late fall 2011, the WRS worksheets and WRS document were prepared, with the assistance of CIF's *Guidebook*.

Also in April 2011, the Township submitted its annual 2010 Datacall to WDO, and which was subsequently amended by WDO at a later date. The final Residential Generally Accepted Principles (GAP) Diversion Rate for the Township in 2010, as calculated and amended by WDO, was reported as 53% (WDO, 2010).

On June 2, 2011, a meeting was held between the representatives of the Township and Greenview, which focused on a review of background information and the WRS Worksheets. Following the meeting, it was agreed that a Questionnaire related to waste services within the Township and Blue Box recycling participation would be created and released to the public at the Township's Open House on July 16, 2011. Each resident/ratepayer who completed a Questionnaire was given a voucher redeemable for a free Blue Box from the Township. Similarly, the Questionnaire was also distributed to residents/ratepayers who visited the Township's Depot at the Wollaston WDS, and those who completed a Questionnaire were given a free Blue Box at that time. A total of ninety-two (92) surveys were completed by residents/ratepayers of the Township.

On November 1, 2011, a second meeting was held between the representatives of the Township and Greenview, which focused on the review and results of the Questionnaire and to complete additional WRS Worksheets.

On November 24, 2011, a preliminary Stakeholder Meeting was held between representatives of the Township and the owners of the Red Eagle Family Campground (Red Eagle). The meeting focused on updating of Blue Box-related signage at the Wollaston WDS and the potential for similar signage at the Red Eagle, a co-operative approach to Promotion and Education (P&E) materials relative to Blue Box recycling, and the potential for free distribution of Blue Boxes within the Red Eagle in 2012. Additional Stakeholder Meetings are planned between the Township and Red Eagle in early 2012.

This WRS is considered a dynamic strategy, and revisions and updates to the WRS are anticipated by the Township as per the Township's commitment to continuous improvement.

The next steps in the WRS process may include, but are not limited to:

- Continued discussion, amendments, and implementation of the WRS.
- Review, consideration and/or implementation of Priority Initiatives.



### 3.0 STUDY AREA

The study area for this WRS includes the entire Township of Wollaston (Figure 1), County of Hastings, which encompasses a total land area of 215.22 square kilometres (km<sup>2</sup>) and a population density of 3.4 people per km<sup>2</sup> (Statistics Canada, 2006). The permanent population in 2010 was reported by the Township to be 730, and with an estimated equivalent population of 2,115 which includes estimations of the seasonal population in the summer months of June through September and winter seasonal population during January and February.

The Township is understood to have 1,176 single family households, zero (0) multi-family households, and 1,176 Total Households. Included in the Total Households are 817 seasonal dwellings. Based on information provided by the Township, there are 117 km of municipally-serviced roads in the Township, and the number of permanent households per serviced road kilometre (hh/km) is 3.1 hh/km.

This WRS will address the Residential sector; however, the Township also provides waste (garbage) and Blue Box recycling services to the IC&I sector, including small business, commercial, industrial, and institutional enterprises operating within the Township's limits. Any improvements with regards to waste diversion in the Township that are attained with this WRS are interpreted to benefit both the Residential and IC&I sectors, despite the focus being on Residential waste diversion.

All Residents and IC&I generators in the Township are permitted to bring waste (garbage), Blue Box recycling and other bulk recyclables to the Township's Wollaston WDS. The Table 1 (below) indicates a conservative interpreted split between the Residential and IC&I Blue Box recycling percentages for Depot collection within the Township.

**Table 1 Depot Collection Percentages of Total Blue Box Recycling**

Depot Collection	
Residential	95%
IC&I	5%
<b>Total</b>	<b>100%</b>

## **4.0 PUBLIC CONSULTATION PROCESS AND STAKEHOLDER OUTREACH**

To date, the Township has not conducted any Public Consultation Events (PCE) specifically related to the formulation of the WRS.

The Township is committed to continuous improvement and the involvement of the public in municipal decision making. The role of future PCEs as part of the future development of the WRS will be discussed by the Council of the Township of Wollaston in 2012. In the event that PCEs are used by the Township to determine public interest and/or involvement in future initiatives of the WRS, the hamlet of Coe Hill should be considered for any potential PCE location.

On July 16, 2011, the Township held its annual Open House in Coe Hill to all residents and ratepayers. At the Open House, the Township distributed Questionnaires to interested people to gauge their understanding, interest, and participation in municipal waste management activities, with a particular focus on Blue Box recycling. Following the Open House, Questionnaires were also distributed at the Township's Wollaston WDS Depot. A total of ninety-two (92) Questionnaires were completed by residents/ratepayers and reviewed by the Township.

On November 24, 2011, a preliminary Stakeholder Meeting was held between representatives of the Township and the owners of the Red Eagle. The meeting was conducted as part of the Township's commitment to continuous improvement with respect to Blue Box diversion, and focused on updating Blue Box-related signage at the municipality's transfer station at the Wollaston WDS and the possibility of similar signage at the Red Eagle, co-operative P&E programs including a focused campaign for seasonal residents, and the potential for free Blue Box distribution within the Red Eagle in partnership with the Township. Based on the success of the preliminary Stakeholder Meeting, the Township anticipates additional Stakeholder Meetings within the municipality in 2012, and may expand the scope of the Meetings to include additional Stakeholders/groups/organisations.

## **5.0 STATED PROBLEM**

Management of municipal solid waste, including the diversion of Blue Box materials, is a key responsibility for all municipal governments in Ontario. The factors that encourage or hinder municipal Blue Box recycling endeavours can vary greatly and depend on a municipality's size, geographic location and population.

The priority drivers that led to the development of this WRS include:

1. To extend the life of Wollaston WDS in a responsible manner.
2. To encourage environmental sustainability within the Township in accordance with the Strategic Plan and on direction from Council.
3. To maximize Best Practice funding from WDO in accordance with WDO Best Practices.

## 6.0 GOALS AND OBJECTIVES

This WRS has identified a number of goals and objectives for the Township. These are presented below:

**Table 2 Waste Recycling Goals and Objectives**

Goals	Residential Objectives
To maximize diversion of Residential/IC&I solid waste through the Blue Box and bulk recycling programs.	<ul style="list-style-type: none"> <li>• Maintain a Residential GAP Diversion Rate of 50% within the Township.</li> <li>• Attain a Residential Blue Box Diversion Rate of 37% by 2016 (Worksheet 7c).</li> </ul>
To maximize the Capture Rate of Blue Box materials through existing and future programs.	<ul style="list-style-type: none"> <li>• Attain a 70% Residential Capture Rate by 2016.</li> <li>• 2009 Capture Rate = Not available (First WDO Datacall in Township = 2010).</li> </ul>
To improve the cost-effectiveness of recycling in our community.	<ul style="list-style-type: none"> <li>• Reduce recycling costs per tonne by 10%.</li> </ul>
To increase participation in the recycling program.	<ul style="list-style-type: none"> <li>• Raise participation in Blue Box program to 90%.</li> </ul>
To expand the lifespan of our landfill.	<ul style="list-style-type: none"> <li>• Extending the existing capacity allows for additional planning time for future waste management needs.</li> </ul>
To manage our waste in our community or as close to home as possible.	<ul style="list-style-type: none"> <li>• Dispose of all locally generated waste within municipal borders.</li> </ul>
To increase community knowledge/awareness of the current Blue Box recycling program.	<ul style="list-style-type: none"> <li>• Increase Blue Box Promotion and Education (P&amp;E) spending integrated with "Communications Plan" on a per project basis.</li> </ul>

An additional aspect of the WRS the municipality may consider broader community goals and objectives. To date, this has not been reviewed in detail as part of the WRS development.

## 7.0 CURRENT SOLID WASTE MANAGEMENT PROGRAM

### 7.1 COMMUNITY CHARACTERISTICS

In 2010, the Township was reported to have a permanent population of 730. The municipality is home to 1,176 Total Households or dwellings. Of these, 359 are permanent single-family households. Included in the Total Households are 817 seasonal dwellings, which are generally occupied during the summer months of June to September, and to a lesser extent the winter months of January and February. The Equivalent Population of the Township of Wollaston, based on permanent and seasonal Residential populations, was estimated to be 2,115 in 2010.

### 7.2 CURRENT WASTE GENERATION AND DIVERSION – RESIDENTIAL

In 2010, the Township of Wollaston generated approximately 400 tonnes of Residential solid waste. Of this, approximately 67 tonnes, or 17% percent, was diverted through the Residential Blue Box program. In 2010, 19 tonnes of Containers, 11 tonnes of old corrugated cardboard (OCC), and 37 tonnes of Fibres were collected by the Township. IC&I solid waste and Blue Box recycling tonnages are not included in the reported data above.

Table 3 (below) summarizes the current waste generation and Blue Box Diversion Rates.

**Table 3 Residential Solid Waste Generated and Diverted Through Blue Box (2010)**

Residential Waste Stream/Blue Box Material (2010)	Tonnes	Percent of Total Waste
Total Waste Generated	399.88	100%
Fibres + OCC (ONP, OMG, OCC, OBB and fine papers)	47.82	12.0%
Containers	18.76	4.7%
<b>Total Blue Box Material Currently Diverted (2010)</b>	<b>66.58</b>	<b>16.6%</b>

As Table 4 (below) indicates, the Township's 2010 Blue Box Diversion Rate was below average for its WDO municipal grouping.

**Table 4 Average Blue Box Diversion Rate (2010)**

Location	Blue Box Diversion Rate (2010)
Township of Wollaston	16.6%
Municipal Grouping: Rural Depot - South	21.3%

## 7.5 POTENTIAL WASTE DIVERSION

To determine the Township's 2010 waste composition, the composition of the Blue Box recycling stream was estimated using the approximations from the CIF *Guidebook*.

Based on the *Guidebook* and CIF worksheets, a total of approximately 148 tonnes of Blue Box recyclable materials were available for diversion in 2010, of which approximately 82 tonnes remained in the waste stream. Estimates of Blue Box material available for diversion are listed in Table 5 (below).

**Table 5 Current (2010) and Potential Diversion**

Material	Total Available in Waste Stream (2010) (tonnes/year)	Currently Recycled (2010) (tonnes/year)	Potential Increase (tonnes/year)
Fibres + OCC (ONP, OMG, OCC, OBB and fine papers)	83.97	47.82	36.15
Containers	64.38	18.76	45.62
<b>Total</b>	<b>148.36</b>	<b>66.58</b>	<b>81.78</b>

Based on Table 4 and Table 5 (above), 20.5% of the Total Residential Waste Generated remains available for Blue Box recycling, which could raise the Town's Blue Box Diversion Rate to 37.1% (Appendix A; Worksheet 7c).

## 7.6 EXISTING PROGRAMS AND SERVICES

In 2010, the Township had the following policies and programs in place to manage Residential solid waste:

1. Tipping Fees
2. Mandatory Recycling (Waste Management By-law #50-07; Appendix B)

For this WRS, Waste and Recycling Coverage is defined as the percentage of Total Households that are serviced by the Depot. Depot services for Residential waste (garbage) and Blue Box recycling are available for all 1,176 Total Households (100%) at the Wollaston WDS.

Disposal and recycling services are paid for primarily through municipal property taxes and through User Fees at the Wollaston WDS Depot. All Blue Box recyclables from the Wollaston WDS Depot are transported to the QWS MRF in Trenton, Ontario.

Upcoming important collection-related milestones that may affect how collection services are administered are included in Table 6 (below).

**Table 6 Collection Service Milestones**

Material	Service Provider	Contract Start	Contract End
Blue Box Recycling (MRF)	Quinte Waste Solutions (QWS)	06/30/2011 (renewal)	12/31/2012

In 2010, the total Net Annual Recycling costs for the Township were \$30,721.42. This amounts to \$461.42 per tonne, or \$14.53 per capita. As Table 7 (below) shows, net annual Blue Box recycling costs for the Township are below average for its WDO municipal grouping.

**Table 7 Net Recycling Cost (per tonne per year - 2010)**

Location	Cost per Tonne (2010)
Township of Wollaston	\$461.42
Rural Depot - South	\$597.56

## 7.7 ANTICIPATED FUTURE WASTE MANAGEMENT NEEDS

Solid waste generated rates in the Township of Wollaston are expected to increase over the next twenty (20) year planning period, based on a 7.5% increase in population in the Township from 2001 to 2006 (Statistics Canada, 2006). Table 8 (below) depicts the expected growth rates for solid waste generation and Blue Box material recovery (based on projected population growth rates).

**Table 8 Anticipated Future Solid Waste Generation and Available Blue Box Material**

	2010 (Current)	2015 (+5 Years)	2020 (+10 Years)
<b>Equivalent Population</b>	2,115	2,274	2,444
<b>Total Waste (tonnes)</b>	399.88	429.87	462.11
<b>Blue Box Material Available (tonnes)</b>	148.36	159.48	171.44



## 8.0 SELECTED INITIATIVES OF THE WASTE RECYCLING STRATEGY

### 8.1 OVERVIEW OF PLANNED INITIATIVES

The Township reviewed a number of options for consideration in the development of its WRS. The options were then scored based on a Priority Level:

**Table 9 Planned Initiative Priority Levels**

Priority Level	Description
5	High
4	Medium High
3	Medium
2	Medium Low
1	Low

A detailed overview of the options reviewed and their scoring are provided on Worksheet 8 in Appendix A, and a summary of the options are included in Worksheet 9 in Appendix A and Table 10 and Table 11 (below).

Once scored, the top ranking WRS options were organized into Priority Initiatives and Future Initiatives. The estimated cost for implementing the Priority and Future Initiatives are listed in Table 10 and Table 11 if available; however, if no cost is listed, the value is to be determined as part of the continuous improvement and evaluation of the WRS. An assessment of these initiatives and their steps for implementation are reviewed on the following pages.

**Table 10 Priority Initiatives**

Priority Initiatives	Priority Level	Approximate Total Costs	Anticipated Start Date	Anticipated Completion Date
Public Education and Promotion Program (P&E)	<b>5</b>	General P&E Program = Blue Box Recycling (~ \$1 per person) 2011 Budget = \$1,200 2012 Budget = \$3,800	May 2011 (P&E Plan)	December 2012 (P&E Plan)  Ongoing
Diversion Incentive Program	<b>4</b>	Bag Tag Program to be considered in future Cost per Bag Tag = ~ \$0.05	Potential for 2013	Ongoing
Enhancement of Recycling Depots	<b>4</b>	Visual Signage = \$1000 Part-time / Student Staffing	June 2011 To be determined	Winter 2012 To be determined
Multi-Municipal Planning	<b>4</b>	Multi-Municipal Recycling RFP recommended budget = ~ \$5,000 Area Managers Meetings = no cost	2010	Ongoing  Ongoing
Following GAP for Effective Procurement and Contract Management	<b>4</b>	No Cost – Stewardship Ontario Model Tender Tool is free to use Stewardship Ontario Model Tender Tool should be used to prepare a Multi-Municipal Recycling RFP	Potential for 2012	Potential for December 2012
Training of Key Program Staff	<b>3</b>	Variable; Course Specific	Next in 2012	On-going

**Table 11 Future Initiatives**

Future Initiatives	Priority Level	Approximate Total Costs	Anticipated Start Date	Anticipated Completion Date
Provision of Free Blue Boxes	<b>2</b>	~ \$5,900 @ \$5 per unit ~ \$8,800 @ \$7.50 per unit (dependent on available funding)	Potential for future (if available funding)	Potential for future (if available funding)
Optimization of Collection Operations	<b>1</b>	N/A	Not anticipated for future (Curbside Collection)	Not anticipated for future (Curbside Collection)

## 8.2 PRIORITY INITIATIVES

The following is a review the Priority Initiatives identified during the formulation of the WRS, and as identified on Worksheets 8 and 9 in Appendix A. Each Priority Initiative is listed below, in order of Priority Level:

### ***Initiative: Public Education and Promotion (P&E) Program (Priority Level = 5)***

#### Overview:

- Increase Blue Box-specific P&E spending in Township.
- 2011 budget = \$1,200 / 2012 budget = \$3,800.
- Minimum annual P&E programs cost should be \$1 per household (~\$1,200).

#### Implementation:

- Develop budget and schedule for P&E Program.
- Determine P&E materials/concepts/tools to be utilized.
- Hire specialist(s) to assist with selected promotional aspects of P&E Program.
- Initiate P&E Program.

***Initiative: Diversion Incentive Program (Priority Level = 4)***

Overview:

- Encourage Residents towards increased diversion of Blue Box recyclables.

Implementation:

- Initiate discussion with Township on specific Diversion Incentive options.
- Discussion on the potential for implementation of Bag Tag policy in future (potential for 2013?).
- If Diversion Incentive Program is approved, include new Diversion Incentives in P&E Program, and on concepts/materials/tools.
- Conduct a Participation Rate Field Survey; potential for two (2) Participation Rate Field Surveys, one (1) before implementation of Bag Tag policy and one (1) after implementation. To be completed at Wollaston WDS Depot.

***Initiative: Enhancement of Recycling Depots (Priority Level = 4)***

Overview:

- In comparison to Curbside collection, Blue Box recycling Depots provide an inexpensive means to divert Blue Box recycling from disposal.
- A clean, well maintained, and visually communicative Depot improves site effectiveness.

Implementation:

- Upgrade Depot to include “Visual” signage; anticipated for winter 2012.
- Review option of enhancing site conditions (landscaping, general cleanliness, maintenance).
- Staffing options include part-time staffing and/or summer students (funding availability?).
- Review potential for future upgrades to Blue Box recycling Depot (ie. roll-off containers?).

***Initiative: Multi-Municipal Planning (Priority Level =4)***

Overview:

- Multi-Municipal planning and collaboration can increase economies of scale and help reduce costs for smaller municipalities for their recycling programs.

- Township is currently engaged in Multi-Municipal Group with northern Hastings County municipalities.

Implementation:

- Continue participation in Multi-Municipal Group.
- Budget for approximately \$5,000 for Township of Wollaston's share in future Multi-Municipal Recycling Request for Proposal.
- Attempt to have each Multi-Municipal Group members' Blue Box recycling contract end at approximately the same date, in order to coordinate the drafting of a Multi-Municipal Recycling Request for Proposal (RFP).

***Initiative: Following GAP for Effective Procurement and Contract Management (Priority Level = 4)***

Overview:

- Stewardship Ontario Model Tender Tool available to all municipalities engaged in RFP development to ensure completeness and accuracy.

Implementation:

- The Stewardship Ontario Model Tender Tool should be used to develop a Multi-Municipal Recycling RFP for the Group.

***Initiative: Training of Key Program Staff (Priority Level = 3)***

Overview:

- As courses become available, Environmental and Safety Services Manager is most appropriate candidate for additional training.
- Applicable associations/organizations for training: WDO, Municipal Waste Association (MWA), Association of Municipalities of Ontario (AMO), Stewardship Ontario (SO), and Solid Waste Association of Ontario (SWANA). A review of all courses available in a given year should be completed in order to determine the course's applicability to WDO Best Practices (ie. minimum four (4) day course, etc.).
- Training of Key Program Staff required every three (3) years by a minimum of one (1) staff member.

Implementation:

- Include potential training program costs in municipal budget.

- Monitor training programs available each year and evaluate applicability/benefit to Township Blue Box recycling program.
- The next year that training is required is 2012, in accordance with WDO Best Practices.

### 8.3 FUTURE INITIATIVES

The following is a review of the Future Initiatives identified during the formulation of the WRS, and as identified on Worksheets 8 and 9 in Appendix A. Each Future Initiative is listed below, in order of Priority Level:

#### ***Initiative: Provision of Free Blue Boxes (Priority Level = 2)***

##### Overview:

- By providing free large Blue Boxes (20+ Gallon) to residents, increases in Capture Rate, Blue Box Diversion Rate, and Participation Rate are anticipated.
- Helps to ensure residents have sufficient storage capacity for Blue Box Recyclables.
- Maximizes sorting at source.

##### Implementation:

- Research available funding opportunities for 2012.
- Initiate the tender process for the manufacture of large Blue Boxes.
- Integrate large Blue Box distribution into P&E Program.
- Distribute large Blue Boxes to all Households (Depot pickup/door-to-door delivery/other).

#### ***Initiative: Optimization of Collection Operations (Priority Level = 1)***

##### Overview:

- Optimizing collection operations can reduce financial, capital and human resources involved in waste diversion management.

##### Implementation:

- Not applicable to current services; Curbside collection not a priority in Township.

## 8.4 CONTINGENCIES

Even the best planning can be delayed by a variety of foreseen and unforeseen circumstances. Predicting and including contingencies can help to ensure that these risks are managed for minimal impact or delay. Table 12 (below) identifies a set of contingencies for possible planning delays.

**Table 12 Waste Recycling Strategy Contingencies**

Risk	Contingency
Insufficient funding	<ul style="list-style-type: none"> <li>• Explore and apply for other funding sources.</li> <li>• Delay lower-priority initiatives.</li> <li>• Increase proportion of municipal budget to solid waste management.</li> <li>• Raise/implement user fees (ie. Bag Tags).</li> </ul>
Public opposition to planned recycling initiatives	<ul style="list-style-type: none"> <li>• Improve public communications.</li> <li>• Engage community/stakeholders to discuss initiatives/recycling strategy.</li> </ul>
Lack of available staff	<ul style="list-style-type: none"> <li>• Prioritize department/municipal goals and initiatives.</li> <li>• Hire summer students to help with planning (may be available funding).</li> <li>• Co-op programs with local educational institutions?</li> </ul>
Permitting and Approval Requirements	<ul style="list-style-type: none"> <li>• Identify permit requirements early on in process.</li> <li>• Establish a “permit requirements” checklists.</li> </ul>
Public apathy and non-compliance	<ul style="list-style-type: none"> <li>• Increase P&amp;E spending.</li> <li>• Create reward structure for compliance/participation.</li> <li>• Increase enforcement – Fines.</li> </ul>
Enforcement of recycling policies	<ul style="list-style-type: none"> <li>• Increase enforcement of Waste Management By-Law (#50-07).</li> </ul>

## 9.0 MONITORING AND REPORTING

The monitoring and reporting of the Township's recycling program is considered a Blue Box program fundamental Best Practice and will be a key component of this WRS. Once implementation of the strategy begins, the performance of the WRS will be monitored and measured against the baseline established for the current system. Once the results are measured, they will be reported to Council and the public.

The approach for monitoring the Township's WRS is outlined in Table 13 (below).

**Table 13 Waste Recycling Strategy Monitoring**

Monitoring Topic	Monitoring Tool	Frequency
Diversion Rates Achieved (by type and by weight)	<u>Residential Blue Box Diversion Rate:</u> <ul style="list-style-type: none"> <li>(Blue Box materials ÷ Total Waste Generated) * 100%.</li> </ul> <u>Residential GAP Diversion Rate:</u> <ul style="list-style-type: none"> <li>Calculated by WDO in annual Datacall</li> <li>[(All Diversion) ÷ Total Waste Generated] * 100%.</li> </ul>	<ul style="list-style-type: none"> <li>Annually</li> <li>Annually</li> </ul>
Program Participation	<ul style="list-style-type: none"> <li>Ratepayer surveys (ie. by mail in tax mailings).</li> <li>Monitoring Depot Set-out (Participation) Rates.</li> <li>MRF Tonnages Tracking – spreadsheets/graphs.</li> </ul>	<ul style="list-style-type: none"> <li>Every five (5) years</li> <li>On-going</li> <li>Annually (minimum)</li> </ul>
Ratepayer Satisfaction / Opportunities for Improvement	<ul style="list-style-type: none"> <li>Ratepayer survey (by mail in tax mailings).</li> <li>Tracking calls/complaints received to the municipal office/Depot.</li> </ul>	<ul style="list-style-type: none"> <li>Every 1 to 3 years</li> <li>On-going</li> </ul>
Planning Activities	<ul style="list-style-type: none"> <li>Prepare "Annual Waste Diversion Monitoring Report".</li> </ul>	<ul style="list-style-type: none"> <li>Annually (Winter)</li> </ul>
Review of WRS	<ul style="list-style-type: none"> <li>A periodic review of the WRS to ensure that the selected initiatives are being implemented and to move forward with continuous improvement.</li> </ul>	<ul style="list-style-type: none"> <li>Annually</li> </ul>
Waste Disposed (Garbage)	<ul style="list-style-type: none"> <li>Capacity Surveys (integral for determining Total Waste Generated).</li> </ul>	<ul style="list-style-type: none"> <li>Annually</li> </ul>
Depot Participation	<ul style="list-style-type: none"> <li>Waste Site Records (record book).</li> <li>Depot Set-out rates.</li> </ul>	<ul style="list-style-type: none"> <li>Daily</li> <li>On-going</li> </ul>



## 10.0 CONCLUSIONS AND RECOMMENDATIONS

This WRS was initiated by the Township to develop a plan to increase the efficiency and effectiveness of its Blue Box recycling program and maximize the amount of Blue Box material diverted from disposal. Specifically, the purpose of this WRS is to maximize Blue Box diversion from disposal to the most feasible extent possible within the Township. The WRS was prepared with assistance from CIF using the *Guidebook* and Worksheets made available by CIF to municipalities in order to facilitate continuous improvement of municipal Blue Box recycling programs in accordance with the Best Practices identified by WDO.

Currently, the Township provides Depot waste (garbage) and Blue Box recycling services to all Residents and IC&I generators within the Township. The Priority Factors/Drivers that led to the development of the WRS were to extend the life of the Wollaston WDS in a responsible manner, to encourage environmental sustainability within the Township in accordance with the Strategic Plan and on direction from Council, and to maximize available Best Practice funding from WDO.

In 2010, the Township was determined by WDO to have a Residential GAP Diversion Rate of 53% (WDO, 2011), and using Worksheet 7b (Appendix A) was determined to have a Residential Blue Box Diversion Rate of 16.6%. A WDO-calculated Capture Rate was not available for the 2009 year, as the 2010 WDO Datacall completed by the Township of Wollaston was their first Datacall submission; a 2010 Capture Rate will be available following completion of the 2011 Datacall in April 2012.

The Township has identified that the main areas of improvement for the Blue Box recycling program include:

- Increasing Blue Box-specific P&E spending.
- Discussion on increased enforcement of municipal Waste Management By-law #50-07 (Appendix B).
- Addition of “Visual Signage” at the Wollaston WDS.
- Further participation in the Multi-Municipal Group in northern Hastings County, aiming towards a Multi-Municipal Recycling Request for Proposal.
- Investigating the potential for a Bag Tag program within the Township to further promote Blue Box recycling diversion (potential for 2013).
- Potential for additional Stakeholder Meetings on Blue Box diversion.
- Increasing Blue Box and Residential GAP Diversion Rates within the Township.
- Increasing Capture Rate within the Township.

In order to achieve improvement in the Blue Box recycling program, the Township has indentified Priority Initiatives as a means to achieve their diversion goals including:

- Public Education and Promotion (P&E) Program.
- Diversion Incentive Program.
- Enhancement of Recycling Depot.
- Multi-municipal Planning.
- Following GAP for Effective Procurement and Contract Management.
- Training of Key Program Staff.

Future Initiatives will be reviewed consistent with continuous improvement activities and review of the WRS on an on-going basis. The Township intends to develop a detailed work plan in order to meet the goals of the Priority Initiatives of the WRS.

## 11.0 CLOSING

Greenview has prepared this *Waste Recycling Strategy* in accordance with Blue Box Best Practice Activities, Section 3.4 of the 2010 WDO Municipal Datacall for the Township of Wollaston.

This report is governed by the attached Statement of Service Conditions and Limitations (Appendix C).

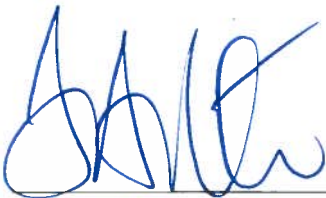
All respectfully submitted by,

### GREENVIEW ENVIRONMENTAL MANAGEMENT LIMITED



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Dan Hagan, B.Sc.  
Project Geologist



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Tyler H. Peters, P.Eng.  
Project Manager

## 12.0 REFERENCES

Hastings GIS, 2011. <http://gis.hastingsnavigator.ca/imf/sites/PUBLIC/jsp/launch.jsp>. Accessed November 8, 2011

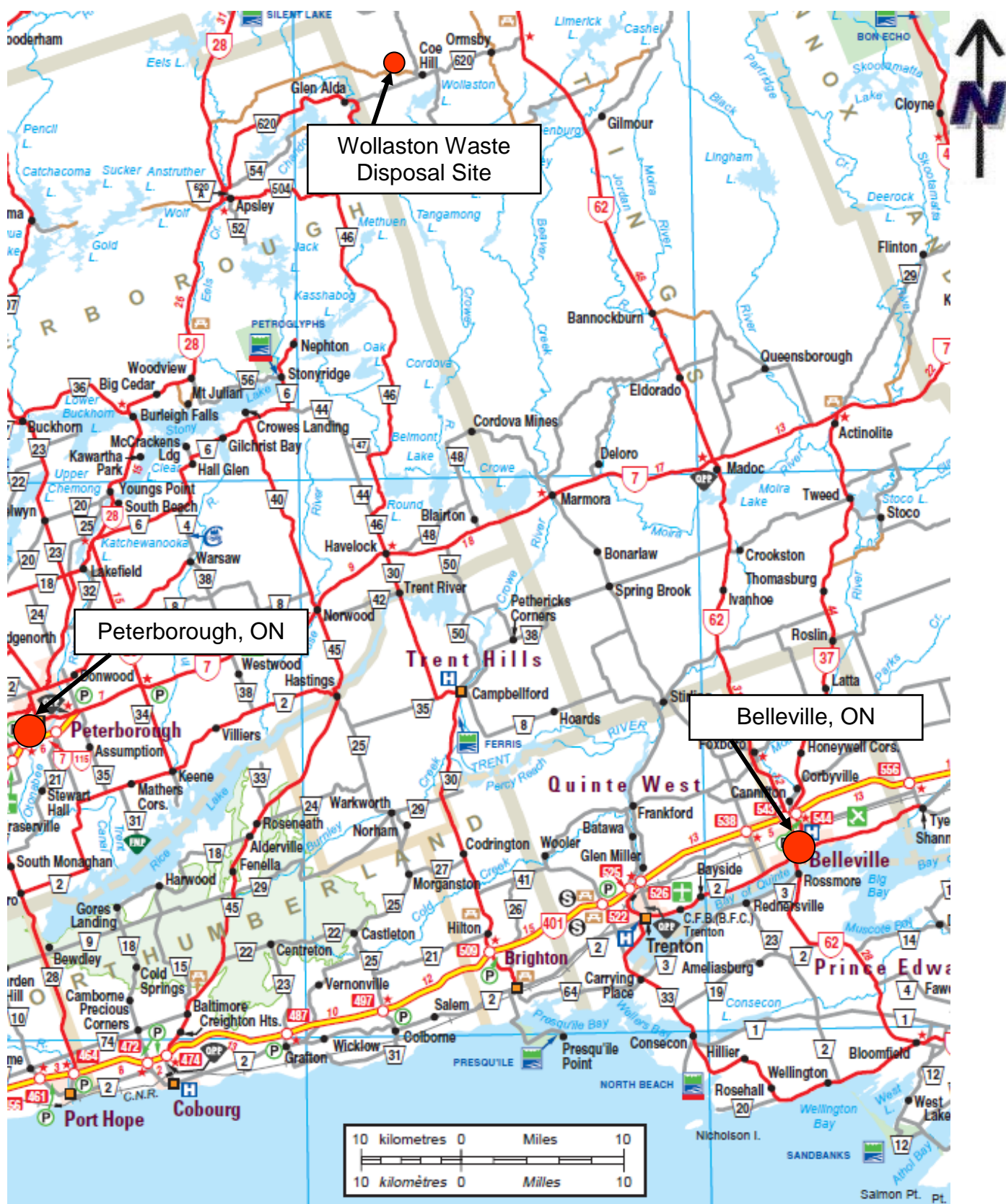
Ontario Ministry of Transportation, 2011.  
<http://www.mto.gov.on.ca/english/traveller/map/images/pdf/southont/sheets/Map6.pdf>. Accessed December 6, 2011.

Statistics Canada, 2006. <http://www.statcan.gc.ca/>.

Trow Associates Inc., 2010. *Continuous Improvement Fund (CIF) - Guidebook for Creating a Municipal Waste Recycling Strategy*. March 2010.

Waste Diversion Ontario, 2011. *2010 Waste Diversion Ontario Municipal Datacall Summary Report (Revised) – Township of Wollaston*. June 14, 2011.

## **FIGURES**



Source: Ontario Ministry of Transportation.



Greenview Environmental Management Limited  
69 Cleak Avenue, P.O. Box 100  
Bancroft, Ontario K0L 1C0  
tel: (613) 332-0057  
fax: (613) 332-1767  
email: solutions@greenview-environmental.ca

CREATED BY:  
DMH

CHECKED BY:  
THP

DATE:  
DECEMBER 2011

SCALE:  
1.0 cm : 5.6 km

CLIENT:

TOWNSHIP OF WOLLASTON

SITE/TITLE:

WOLLASTON WASTE DISPOSAL SITE  
REGIONAL LOCATION PLAN

PROJECT NO.:

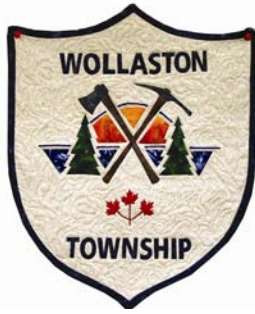
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FIGURE:

1

## **APPENDIX A**

### **Continuous Improvement Fund Waste Recycling Strategy Worksheets**



**Worksheet 1**  
**Introduction Summary**  
**Municipal Waste Recycling Strategy**  
**Township of Wollaston**

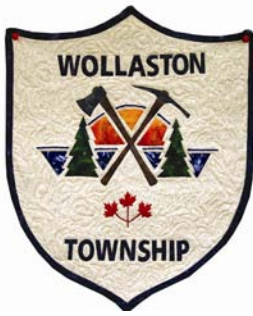
Introduction Elements	
<b>Municipalities Involved</b>	Township of Wollaston County of Hastings, Ontario
<b>Description of municipal obligation for managing municipal waste</b>	The Township of Wollaston intends to continue to provide waste and recycling services to all residents, property owners and IC&I generators within the township limits, further to the Waste Diversion Act (as amended), in the most cost-effective and efficient manner as possible, as part of the long-term sustainability of the township.
<b>Purpose and goals of Waste Recycling Plan</b>	To maximize waste diversion from disposal to the most feasible extent possible within the Township of Wollaston.
<b>Reasons for developing Waste Recycling Strategy</b> (summarize from worksheet 5)	The priority factors/drivers for the Township of Wollaston to formulate a Waste Recycling Strategy (WRS) are to extend the lifespan of the landfill at the Wollaston waste disposal site (WDS), to encourage environmental sustainability within the Township in accordance with the Strategic Plan and on direction from Council, and to maximize available Best Practice funding from Waste Diversion Ontario (WDO).
<b>Support received to prepare the plan</b>	The Council of the Township of Wollaston. <ul style="list-style-type: none"> <li>Resolution of Council = #16 (November 8, 2011)</li> </ul> Continuous Improvement Fund (CIF). <ul style="list-style-type: none"> <li>Funding approval received from CIF</li> </ul>





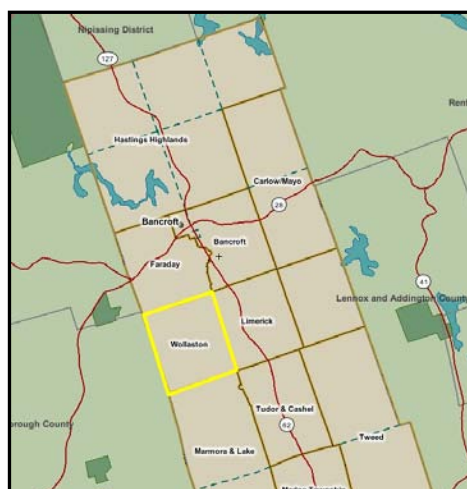
**Worksheet 2**  
**Planning Process**  
**Municipal Waste Recycling Strategy**  
**Township of Wollaston**

<b>Planning Process</b>	
<b>Plan Development Participants</b>	<ul style="list-style-type: none"> <li>• Township of Wollaston (Municipality)</li> <li>• Greenview Environmental Management Limited (Consultant)</li> <li>• Continuous Improvement Fund (CIF)</li> <li>• Waste Diversion Ontario (WDO)</li> </ul>
<b>Completed Steps</b>	<ul style="list-style-type: none"> <li>• Secured funding for WRS development (CIF Project #: 674-11)</li> <li>• Preliminary WRS Worksheets</li> <li>• Preliminary meeting with Township/Greenview</li> <li>• Public Consultation (July 16<sup>th</sup>, 2011)</li> <li>• Updates to WRS Worksheets</li> <li>• Second meeting with Township staff to discuss updates to WRS Worksheets and Council direction/support for WRS</li> <li>• Stakeholder meeting with Red Eagle Family Campground.</li> <li>• Version 1.0 of the Waste Recycling Strategy</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>• Meetings with Township Staff to discuss implementation and amendments.</li> </ul>
<b>Public Engagement</b> (may include information from worksheet 4)	<ul style="list-style-type: none"> <li>• Township of Wollaston Open House on July 16<sup>th</sup>, 2011 was used for public engagement (Resident Questionnaire)</li> <li>• Resident Questionnaires were available to residents at Township Office and Wollaston WDS</li> </ul>



**Worksheet 3**  
**Study Area**  
**Municipal Waste Recycling Strategy**  
**Township of Wollaston**

Study Area Characteristics	
<p><b>Our study area includes the following municipality:</b></p>	<p><b>Township of Wollaston</b>  <b>County of Hastings</b></p> <p><u>Land Area</u> = 215.22 km<sup>2</sup> (Statistics Canada, 2006)</p> <p><u>Population Density</u> = 3.4 per km<sup>2</sup> (Statistics Canada, 2006)</p> <p><u>Permanent Population (2010)</u> = 730 (Statistics Canada, 2006)</p> <p><u>Equivalent Population (2010)</u> = 2,115</p> <p><u>Total Households (2010)</u> = 1,176 Single Family units</p> <p><u>Seasonal Dwellings (2010)</u> = 817 units  (included in Total Households)</p>
<p><b>Our Waste Recycling Strategy will consider the following sectors:</b></p>	<p>Residential Single Family</p> <p>Seasonal Residences</p> <ul style="list-style-type: none"> <li>• Red Eagle Family Campground – 226 Residential Units</li> <li>• Island View Cottages – 20 Residential Units</li> <li>• Other Seasonal (ie. cottages) = 571 Residential Units</li> </ul> <p>IC&amp;I – small business, institutional, commercial</p> <ul style="list-style-type: none"> <li>• Contractors</li> </ul> <p>Township Information: <a href="http://www.wollastontownship.ca">www.wollastontownship.ca</a></p>

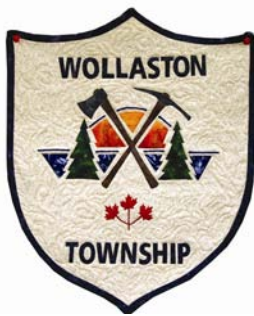


Source: Hastings GIS



**Worksheet 4**  
**Public Consultation Options**  
**Municipal Waste Recycling Strategy**  
**Township of Wollaston**

Applicable? Y/N	Public Consultation Options	Comments
Yes	Stakeholder Outreach	Interview key local stakeholders (e.g., resident associations, community groups, small business associations or leaders, etc) to identify key issues, concerns, and opportunities.
Yes	Public Consultation Events  (Township Open House: July 16 <sup>th</sup> , 2011)	Public Consultation Events (PCE) are excellent ways to update the public on your planning activities and to obtain their feedback. <ul style="list-style-type: none"> <li>•Diversion</li> <li>•Best Practices (WDO)</li> <li>•Promotion and Education (P&amp;E)</li> </ul>
Yes	Website Feedback (Town Website)	Township of Wollaston Website: <a href="http://www.wollastontownship.ca">www.wollastontownship.ca</a>  The Township website is used to publish important information regarding waste management activities and can be used to promote the WRS and disseminate information to the public.  Please see the above link for available information.
Yes	Meetings	Meetings could be used as a forum for discussion on the WRS.
Yes	Notices, Mail-outs, Surveys	Notices/mail-outs are regularly sent to residents in tax mailings, and could be used as part of the WRS to inform the public on diversion-related subjects. Surveys/questionnaires could be used to consult the public with regards to the WRS. The surveys/questionnaires could be sent by mail to residents across the Township.

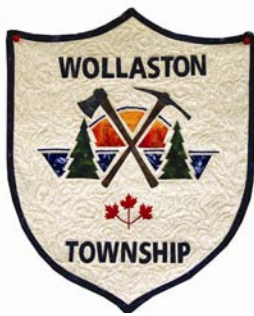


**Worksheet 5**  
**Waste Diversion Factors and Drivers**  
**Municipal Waste Recycling Strategy**  
**Township of Wollaston**

Relevant in our case? Yes/No	Factor/Driver	Comments
Yes	WDO requirements	WDO requires municipalities to have a Waste Recycling Strategy (WRS) in place (Best Practice Funding).
Yes	Population growth	Population growth can lead to increases in waste generated. Increases in seasonal and transient population can lead to increases in waste generated.  Potential population growth is anticipated to increase consistent with the Statistics Canada's reported 7.5% increase (2001 to 2006) over the next 5 year period in the Township of Wollaston.
Yes	Extend the life of Wollaston WDS in a responsible manner	Extending the life of the Wollaston WDS for landfilling is the most cost-effective waste management option for the Township and its ratepayers.
Yes	Council direction	Council Resolution # = #16 (November 8, 2011)
Yes	Encourage environmental sustainability	Increased environmental awareness of public. Municipal service demands. Council direction.
Yes	Improving cost/service efficiencies	Decreasing costs and improving efficiencies of Depot Collection is important for the sustainability of the Township.
Yes	Restricting factors (e.g., Local MRFs )	Available MRFs/Service Providers: <ul style="list-style-type: none"> <li>• Quinte Waste Solutions 270 West Street, Trenton, ON K8V 2N3</li> <li>• BFI Canada Inc. Bracebridge District 580 Ecclestone Drive, Bracebridge, ON P1L 1V7</li> <li>• BFI Canada Inc. (Waste Services (CA) Inc.) – Peterborough District 688 Harper Road, Peterborough, ON K9J 6Y8</li> <li>• HGC Management Inc. 555 Station Street, RR#6, Belleville, ON K8N 4Z6</li> <li>• Scaletta Group 50 Mineral Road, Belleville, ON K8N 4Z5</li> <li>• Northumberland County Material Recovery Facility Edwardson Road, Grafton, ON</li> </ul>

**Priority Factors/Drivers**

1. Extend the life of Wollaston WDS in a responsible manner.
2. Encourage environmental sustainability within the Township in accordance with the Strategic Plan and on direction from Council.
3. To maximize available Best Practice funding from WDO.



**Worksheet 6**  
**Waste Recycling Goals and Objectives**  
**Municipal Waste Recycling Strategy**  
**Township of Wollaston**

Recycling Specific Goals and Objectives			
Relevant? Yes / No	Goals	Objectives	Comments
Yes	To maximize diversion of residential/municipal solid waste through the blue box/recycling program	Maintain a Residential GAP Diversion Rate of 50% within the Township.  Attain a Blue Box Diversion Rate of 37% by 2016 (Worksheet 7c)	<u>2010 Residential GAP Diversion Rate = 53%</u>  <u>2010 Residential Blue Box Diversion Rate = 16.6%</u> (Worksheet 7c)
Yes	To maximize capture rates of blue box materials through existing and future programs	Attain a 70% Capture Rate within the Township by 2016  2009 Capture Rate = Not Available (First WDO Datacall = 2010)	A 70% Capture Rate within the Township appears to be an achievable target.  <ul style="list-style-type: none"> <li>Increased P&amp;E as part of a Communications (P&amp;E) Plan</li> <li>Increased enforcement of Waste Management By-Law # 50-07</li> </ul>
Yes	To improve the cost-effectiveness of recycling in our community	<ul style="list-style-type: none"> <li>Reduce recycling costs per tonne by 10%</li> </ul>	<ul style="list-style-type: none"> <li>Compaction?</li> <li>New MRF Contract?</li> <li>Decrease Residual content of recycling materials?</li> <li>Multi-Municipal Group?</li> </ul>
Yes	To increase participation in the recycling program	<ul style="list-style-type: none"> <li>Raise participation in Blue Box program to 90%</li> </ul>	<ul style="list-style-type: none"> <li>Additional P&amp;E Campaigns</li> <li>Schools, etc – demonstrations, education</li> <li>Free Blue Boxes? (funding?)</li> <li>Penalties/Rewards (Waste Management By-Law # 50-07)</li> <li>Participation Rate Field Survey?</li> </ul>
Yes	To expand the lifespan of our landfill	<ul style="list-style-type: none"> <li>Extending the existing capacity allows for additional planning time for future waste management needs</li> </ul>	<ul style="list-style-type: none"> <li>Extensive Blue Box P&amp;E campaign required</li> </ul>
Yes	To manage our waste in our community or as close to home as possible	<ul style="list-style-type: none"> <li>Dispose of all locally generated waste within municipal borders</li> </ul>	<ul style="list-style-type: none"> <li>Restricting Factors = Local MRFs, Site Capacity, Ontario Ministry of Environment (MOE)</li> </ul>
Yes	To increase community knowledge/awareness of current Blue Box Recycling programs	<ul style="list-style-type: none"> <li>Increase BB P&amp;E spending as part of a "Communications Plan"</li> </ul>	<u>P&amp;E Program (budget)</u>  2010 = \$0.00 (\$212.72 Non-Blue Box related) 2011 = \$1,200 (CIF P&E Grant) 2012 = \$3,800 (CIF P&E Grant)  Minimum annual P&E cost should be \$1 per household (~\$1,200)



**Table 7a**  
**Community Characteristics (for municipalities working individually)**  
**Municipal Waste Recycling Strategy**  
**Township of Wollaston**

Characteristic	Value
Permenant Population (2010) <sup>1</sup>	730
Seasonal Population <sup>2</sup>	Summer (4 month) = 3,770 / Winter (2 month) = 770
Equivalent Population	2,115
Total Households/ Dwellings	1,176
Single-Family Households	359
Multi-Family Households	0
Total Seasonal Dwellings (included in Total Households)	817
Months of Seasonal Increase	Summer = June to September / Winter = January to February
Municipal Grouping	Rural Depot - South

Notes:

1. From Statistics Canada (2006).
2. Based on Seasonal Population estimates from Township of Wollaston.



**Table 7b**  
**Waste Generated and Blue Box Materials Diverted (for municipalities working individually)**  
**Municipal Waste Recycling Strategy**  
**Township of Wollaston**

Residential Waste Stream - TOTALS		
Residential Waste Stream/ Blue Box Material	Tonnes Currently Diverted	Percent of Total Waste
Total Waste Generated <sup>1</sup>	399.88	-
Fibres + OCC (ONP, OMG, OCC, OBB and fine papers)	47.82	12.0%
Containers - commingle (aluminum, steel, mixed metal, plastic, glass)	18.76	4.7%
<b>Total Blue Box material diverted</b>	<b>66.58</b>	<b>16.6%</b>

Residential - TOTAL; amended (tonnes)	
Fibres + OCC (ONP, OMG, OCC, OBB and fine papers)	47.82
Containers - commingle (aluminum, steel, mixed metal, plastic)	18.76

Residential - TOTAL (tonnes)		
OCC <sup>2</sup>	11.00	66.58
Fibres <sup>2</sup>	36.82	
Containers (commingle) <sup>2</sup>	18.76	

Notes:  
1. From 2010 Waste Diversion Ontario Municipal Datacall Summary Report (Revised) - Township of Wollaston - Section 7.  
2. From 2010 Waste Diversion Ontario Municipal Datacall Summary Report (Revised) - Township of Wollaston - Section 6.1.  
\* All tonnages are Residential only.



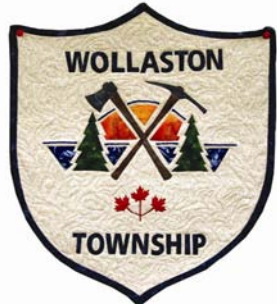


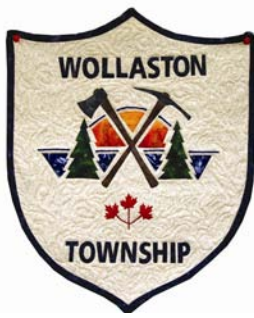
Table 7c  
Calculating Material Available for Recycling (for municipalities working individually)  
Municipal Waste Recycling Strategy  
Township of Wollaston

Table 1: Reasonable Blue Box Diversion Goals		
Municipal Grouping	Capture Rate Target for Blue Box Materials	Net Cost Target (\$/tonne)
Rural Depot – South	70%	\$390.00

Potential Future Blue Box Diversion Rate - TOTAL								
Waste/Resource Material	Composition (%) (from local or sample audit)	Total Residential Waste Generated (tonnes)	Total Blue Box Material in Waste Stream (tonnes)	Target Blue Box Capture Rate (%) (see Table 1, above)	Blue Box Material Available for Diversion (tonnes)	Blue Box Material Currently Diverted (tonnes)	Blue Box Material Remaining in Waste Stream (tonnes)	Material Remaining in Waste Stream for Diversion (% of total waste stream)
Fibres + OCC (ONP, OMG, OCC, OBB and fine papers)	30.00%	399.88	119.96	70%	83.97	47.82	36.15	9.0%
Containers -commingle (aluminum, steel, mixed metal, plastic, glass)	23.00%		91.97		64.38	18.76	45.62	11.4%
Total Blue Box Materials	53.00%		211.94		148.36	66.58	81.78	20.5%
Current Blue Box Diversion Rate						16.6%		
Additional Blue Box Diversion Rate								20.5%
Potential Future Blue Box Diversion Rate								37.1%

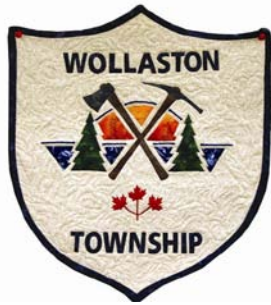
Notes:  
\* All tonnages are Residential only.





**Worksheet 7d**  
**Existing Programs and Services**  
**Municipal Waste Recycling Strategy**  
**Township of Wollaston**

What policies or programs are currently in place at the local or regional level for managing residential solid waste in your area?			
<input type="radio"/> User Pay  <input checked="" type="radio"/> Tipping fees  <input type="radio"/> Bag limits ____ /week		<input checked="" type="radio"/> Mandatory recycling ( <b>By-Law # 50-07</b> )  <input type="radio"/> Solid Waste utility  <input type="radio"/> Take backs	
How are waste and recycling collection services provided to the residential sector?			
Collection Service	Waste Coverage (%)	Recycling Coverage (%)	Upcoming Milestones (e.g., contracts, etc)
Drop-off (at Depot) Wollaston WDS	100%	100%	<ul style="list-style-type: none"> <li><u>Blue Box Recycling Contract</u>  <u>End Date = 12/31/2012</u>            (Quinte Waste Solutions)</li> </ul>
How are waste and recycling services financed?			
	Waste	Recycling	
Payment Type (fixed or variable user fees, tax base, a mix of above, etc)	Tax Base User Fees	Tax Base	
Where are recyclable materials taken after collection at the Depot at Wollaston WDS?			
<input checked="" type="radio"/> Directly to Materials Recycling Facility (Quinte Waste Solutions)			



**Table 7e**  
**Program Costs (for municipalities working individually)**  
**Municipal Waste Recycling Strategy**  
**Township of Wollaston**

Blue Box Recycling Costs	\$/Year
<b>Total Net Residential Recycling Costs <sup>1</sup></b>	\$30,721.42
<b>Net Residential Recycling Costs per tonne</b>	\$461.42
<b>Net Residential Recycling Costs per capita</b>	\$14.53
<b>Net Residential Recycling Costs per household</b>	\$26.12

Notes:

1. From 2010 Waste Diversion Ontario Municipal Datacall Summary Report (Revised) - Township of Wollaston - Section 6.2.

\* All tonnages are Residential only.



**Table 7f**  
**Anticipated Future Waste Management Needs (for municipalities working individually)**  
**Municipal Waste Recycling Strategy**  
**Township of Wollaston**

	<b>Current Equivalent Population</b>	<b>Total Waste Generated (tonnes)</b>	<b>Waste per Person (kg/person/year)</b>
<b>Solid Waste Generated per Capita (kg/person/year)</b>	2,115	399.88	189.07

	<b>Current Equivalent Population</b>	<b>Blue Box Material Available (tonnes)</b>	<b>Blue Box Material per Person (kg/person/year)</b>
<b>Blue Box Material Available per Capita (kg/person/year)</b>	2,115	148.36	70.14

	<b>Current Year</b>	<b>Current Year + 5</b>	<b>Current Year + 10</b>
<b>Equivalent Population <sup>1</sup></b>	2,115	2,274	2,444
<b>Total Waste (tonnes) <sup>2</sup></b>	399.88	429.87	462.11
<b>Blue Box Material Available (tonnes) <sup>3</sup></b>	148.36	159.48	171.44

Notes:

1. Population increased based on 7.5% increase from 2001 to 2006 in Township of Wollaston (Statistics Canada)

2. Total Waste (tonnes) - Current Year +5/+10 calculated using ("Equivalent Population" x "Waste per Person" / 1000)

3. Blue Box Material Available (tonnes) - Current Year +5/+10 calculated using ("Equivalent Population" x "Blue Box Material per Person"/1000)

\* All tonnages are Residential only



Worksheet 8  
Overview of Recycling Plan Options  
Municipal Waste Recycling Strategy  
Township of Wollaston

Suitable? Y/N	Description of Options/Best Practices	Priority Level	Estimated Costs	Schedule for Completion		
		5 – High 4 – Medium High 3 – Medium 2 – Medium Low 1 – Low		Anticipated Start Date	Anticipated Completion Date	Actual Completion Date
Yes	<p><b>Public Education and Promotion (P&amp;E) Program</b></p> <p>Public education and promotion programs are crucial for ensuring the success of local recycling programs. Well-designed and implemented education and promotion programs can have impacts throughout the municipal recycling program, including participation, collection, processing, and marketing of materials. Furthermore, having a P&amp;E plan contributes toward the amount of WDO funding a municipality receives as identified in best practice section of the WDO municipal Datacall. For example, benefits of public education and promotion programs include:</p> <ul style="list-style-type: none"><li>• Greater participation levels and community involvement</li><li>• Higher diversion rates</li><li>• Less contamination in recovered materials, potentially leading to higher revenues</li><li>• Lower residue rates at recycling facilities</li></ul> <p>Stewardship Ontario has prepared a Recycling Program Promotion and Education Workbook (<a href="http://vubiz.com/stewardship/Welcome.asp">http://vubiz.com/stewardship/Welcome.asp</a>).</p> <ul style="list-style-type: none"><li>• <b>New visual signage planned for Depot = Winter 2012</b></li><li>• <b>P&amp;E Plan to focus on Blue Box recycling at Red Eagle Trailer Park and other seasonal residents</b></li></ul>	5	<p>2010 P&amp;E = \$212.72</p> <p>(Non-Blue Box-specific)</p> <hr/> <p>2011 = \$1,200 2012 = \$3,800</p> <p>(\$5,000 CIF P&amp;E Grant)</p> <p>Minimum annual P&amp;E Costs should be approximately \$1,200</p> <p>(\$1 per household per year minimum)</p>	May 2011	<p>December 2012 (P&amp;E Plan)</p> <hr/> <p>Ongoing (future P&amp;E activities)</p>	
Yes	<p><b>Training of Key Program Staff</b></p> <p>A well-trained staff can lead to greater cost and time efficiencies and improved customer service. Knowledgeable staff (including both front line staff and policy makers) have a greater understanding of their municipal programs and can perform their responsibilities more effectively. There are a number of low-cost training options available. The CIF holds periodic Ontario Recycler Workshops that discuss recycling program updates (<a href="http://www.wdo.ca/cif/orw.html">www.wdo.ca/cif/orw.html</a>). The MWA, Waste Diversion Ontario (WDO), the association of Municipalities of Ontario (AMO), Stewardship Ontario and the Solid Waste Association of Ontario (SWANA) can also be sources of information guides, workshops, or training on recycling or solid waste management.</p> <ul style="list-style-type: none"><li>• <b>Environmental and Safety Services Manager (last course taken in 2009)</b></li><li>• <b>Review any rural-specific course options</b></li></ul>	3	<p>Variable</p> <p>* Course Specific</p> <p>(Prepare in 2012 Municipal Budget)</p>	Next in 2012	Ongoing	



Worksheet 8  
Overview of Recycling Plan Options  
Municipal Waste Recycling Strategy  
Township of Wollaston

Suitable? Y/N	Description of Options/Best Practices	Priority Level	Estimated Costs	Schedule for Completion		
		5 – High 4 – Medium High 3 – Medium 2 – Medium Low 1 – Low		Anticipated Start Date	Anticipated Completion Date	Actual Completion Date
Yes	<p><b>Optimization of Collection Operations</b></p> <p>The purpose of optimizing collection operations is to collect more recyclables using fewer financial, capital and human resources. This requires critically assessing both collection and processing operations (as the two are closely linked) and making changes that reduce costs while at the same time increases capture of blue box materials. The relevant options for optimization vary according to the size, composition and location of municipalities, as well as their available processing options.</p> <ul style="list-style-type: none"><li>Negotiating more favorable Blue Box material list with MRF? <b>N/A</b></li><li>Multi-municipal approach?</li><li>Start Curbside collection activities? <b>N/A</b></li></ul> <p><b>Note: Township of Wollaston currently engaged with Multi-Municipal Group.</b></p>	1	N/A	Not currently a priority	N/A	
Yes	<p><b>Diversion Incentive Program</b></p> <p>Bag limits restrict the number of bags of garbage a resident can dispose of per collection. This encourages residents to divert more recyclable materials in order to not exceed the bag limit.</p> <p>Bag limits can also be used in conjunction with bag tags (e.g., user fees). For example, some municipalities allow residents to dispose of a number of bags for free, with additional bags requiring a purchased bag tag.</p> <p>Clear Bags can help with determining Capture Rate/Blue Box recycling in waste stream.</p> <ul style="list-style-type: none"><li>Bag Limits?</li><li>Clear Bag program already existing (Implemented = Summer 2007)</li><li>If recycling, no Bag Tags required?</li><li>Determine Participation Rate of Township of Wollaston<ul style="list-style-type: none"><li>Participation Rate Field Survey?</li></ul></li><li>Ratepayer surveys?</li></ul> <p><b>Note: Bag Tags to be considered (possible for 2013) at \$1 to \$2 per Bag Tag.</b></p>	4	Cost to print Bag Tags  = \$0.06 per Tag	To be considered for 2013	On-going	



Worksheet 8  
Overview of Recycling Plan Options  
Municipal Waste Recycling Strategy  
Township of Wollaston

Suitable? Y/N	Description of Options/Best Practices	Priority Level	Estimated Costs	Schedule for Completion		
		5 – High 4 – Medium High 3 – Medium 2 – Medium Low 1 – Low		Anticipated Start Date	Anticipated Completion Date	Actual Completion Date
Yes	<p><b>Enhancement of Recycling Depots</b></p> <p>Where curbside collection programs are not feasible, recycling depots provide an inexpensive means for municipalities to divert recyclable materials from disposal. Enhancements to recycling depots may include (but are not limited to):</p> <ul style="list-style-type: none"><li>• Re-design of Operations Area to include Roll-off Containers? (Potential for future)</li><li>• Enhancing the conditions at the landfill depot (e.g., landscaping, general cleanliness, maintenance); many site condition enhancements completed in 2011.</li><li>• Incorporating friendly, easy-to-read, visual signage (implementation = Winter 2012).</li><li>• Providing additional part-time staff to address seasonal fluctuations and visiting traffic.</li><li>• Supplemental staffing - Co-op Program with local Educational Institutions (High School/College/University)?</li><li>• Visual signage upgrades proposed for Public Space Recycling containers.</li></ul>	4	<p>Depot Enhancements = Visual Signage (2012) = \$1000</p> <hr/> <p>Part-Time Staffing = Government Subsidized Programs for Summer Students</p>	<p>Visual Signage June 2011</p> <hr/> <p>Summer Students?  To be considered for 2012</p>	<p>Visual Signage Winter 2012</p> <hr/> <p>Ongoing</p>	
Yes	<p><b>Provision of Free Blue Boxes</b></p> <p>Providing free blue boxes helps to ensure that residents have sufficient storage capacity for recyclables. While this is initially done at the roll-out of the blue box program, many municipalities offer free boxes to new residents or residents moving into new homes. Some municipalities also offer one extra free box or bin for residents per year. However, in municipalities offering only basic recycling services, one blue box container may be sufficient.</p> <ul style="list-style-type: none"><li>• Research/review available funding options in 2012?</li><li>• 20+ Gallon Blue Boxes are a requirement of program</li><li>• Potential for Township subsidized Blue Boxes?</li><li>• Potential for additional Blue Boxes at Red Eagle Family Campground?</li></ul>	2	<p>To be considered in future</p>	<p>To be considered in future</p>		



Worksheet 8  
Overview of Recycling Plan Options  
Municipal Waste Recycling Strategy  
Township of Wollaston

Suitable? Y/N	Description of Options/Best Practices	Priority Level	Estimated Costs	Schedule for Completion		
		5 – High 4 – Medium High 3 – Medium 2 – Medium Low 1 – Low		Anticipated Start Date	Anticipated Completion Date	Actual Completion Date
Yes	<p><b>Multi-Municipal Planning</b></p> <p>Small and medium-sized municipalities often face considerable cost and capital challenges when looking to collect and transfer recyclables from its residents. However, working collaboratively with other municipalities to provide these services can increase economies of scale and allow for the sharing of resources.</p> <p>A committee comprised of representatives from local municipalities can help municipalities work toward common regional goals. Committee members can identify opportunities for beneficial collaborations between municipalities and can provide support and feedback on each other's waste diversion programs.</p> <ul style="list-style-type: none"><li>• Potential Municipal Partners = North Hastings County</li><li>• Coordinate Blue Box Recycling with Town of Bancroft?</li><li>• Area Managers Meetings – Peterborough County, Northumberland County, City of Kawartha Lakes, City of Peterborough, Quinte Waste Solutions, Wollaston Township</li></ul>	4	<p>Multi-Municipal Recycling Request for Proposal</p> <p>=</p> <p>Recommended budget for 2012 (Approximately \$5000)</p>	<p>Multi-Municipal Group started meeting in 2010</p> <hr/> <p>Area Managers Meetings</p>	<p>Ongoing (bi-monthly meetings)</p> <hr/> <p>Ongoing (Quarterly Meetings)</p>	
Yes	<p><b>Following Generally Accepted Principles for Effective Procurement and Contract Management</b></p> <p>A considerable number of municipalities in Ontario contract out the collection and processing of recyclables. To ensure that municipalities obtain good value for money, Municipalities should follow generally accepted principles (GAP) for effective procurement and contract management. Key aspects of GAP include planning the procurement well in advance, issuing clear RFPs, obtaining competitive bids, and including performance-based incentives.</p> <ul style="list-style-type: none"><li>• All future tenders/RFPs should use the <u>Stewardship Ontario Model Tender Tool</u> (Best Practice Questions WDO Datacall)</li><li>• New Blue Box Recycling Contract – June 2011 (renewed to December 31, 2012)</li></ul>	4	<p>No Cost – Stewardship Ontario Model Tender Tool is free to use by all municipalities</p>	<p>January 2012?</p>	<p>End of 2012 (December 31, 2012)</p>	

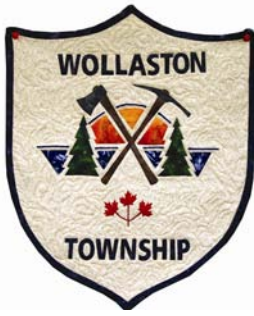




**Worksheet 9**  
**Summary of Priority and Future Initiatives**  
**Municipal Waste Recycling Strategy**  
**Township of Wollaston**

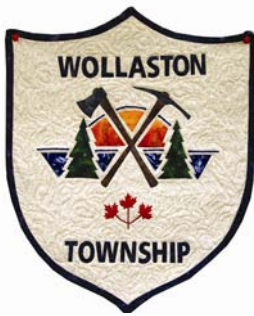
Priority Initiatives	Score	Approximate Total Cost
Public Education and Promotion (P&E) Program	<b>5</b>	<ul style="list-style-type: none"> <li>2011 Budget = \$1,200</li> <li>2012 Budget = \$3,800</li> <li>Minimum Budget for P&amp;E should be ~ \$1,200</li> </ul>
Diversion Incentive Program	<b>4</b>	<ul style="list-style-type: none"> <li>To be determined</li> <li>The possibility of implementing a Bag Tag program to be considered in future (ie. 2013?)</li> </ul>
Enhancement of Recycling Depot	<b>4</b>	<ul style="list-style-type: none"> <li>Depot Enhancements = Visual Signage (2012)</li> <li>Part-time Staffing/Students = To be determined</li> </ul>
Multi-Municipal Planning	<b>4</b>	<ul style="list-style-type: none"> <li>Multi-Municipal Planning = on-going</li> <li>Recommended budget for 2012 = \$5,000</li> </ul>
Following Generally Accepted Principles (GAP) for Effective Procurement and Contract Management	<b>4</b>	<ul style="list-style-type: none"> <li>No cost – Stewardship Ontario Model Tender Tool is free to use by municipalities</li> <li>Should be used for a Multi-Municipal Recycling RFP</li> </ul>
Training of Key Program Staff	<b>3</b>	<ul style="list-style-type: none"> <li>Variable; course specific</li> <li>Next in 2012 (last course taken in 2009)</li> </ul>
Future Initiatives	Score	Approximate Total Cost
Provision of Free Blue Boxes	<b>2</b>	<ul style="list-style-type: none"> <li>Research/review potential funding sources</li> <li>Minimum = ~ \$5,900 to \$8,800</li> </ul>
Optimization of Collection Operations	<b>1</b>	<ul style="list-style-type: none"> <li>Not currently a priority; curbside collection not expected within Township.</li> </ul>





**Worksheet 10**  
**Contingencies**  
**Municipal Waste Recycling Strategy**  
**Township of Wollaston**

Risk	Contingency
Insufficient Funding	Explore and apply for other funding sources
	Delay lower-priority initiatives
	Increase proportion of municipal budget to solid waste management
	Raise/implement user fees (ie. Bag Tags)
Public Opposition to Planned Recycling Initiatives	Improve public communications
	Engage community/stakeholders to discuss initiatives/recycling strategy
Lack of Available Staff	Prioritize department/municipal goals and initiatives
	Hire contract staff (students) to help with planning (may be available funding?)
	Co-op students from local educational institutions?
Permitting and Approval Requirements	Identify permit requirements early on in process
	Establish a "permit requirements" checklist
Public Apathy/Non-compliance	Promotion and Education (P&E)
	Create reward structure for compliance/participation
Enforcement of Recycling Policies	Increased enforcement of Waste Management By-Law for Township (By-Law # 50-07)



**Worksheet 11**  
**Monitoring and Reporting Program Outline**  
**Municipal Waste Recycling Strategy**  
**Township of Wollaston**

Monitoring Item / Criteria	Monitoring Tools	Frequency
Diversion Rates Achieved  (by type and by weight)	<u>Residential Blue Box Diversion Rate:</u> <ul style="list-style-type: none"> <li>(Residential Blue Box Materials ÷ Total Residential Waste Generated) X 100%</li> </ul> <u>Residential GAP Diversion Rate:</u> <ul style="list-style-type: none"> <li>Calculated by WDO in annual Datacall</li> <li>[(All Residential Diversion) ÷ Total Residential Waste Generated] X 100%</li> </ul>	<ul style="list-style-type: none"> <li>Annually</li> <li>Annually</li> </ul>
Program Participation	<ul style="list-style-type: none"> <li>Ratepayer survey (e.g., by mail in tax mailings)</li> <li>Monitoring Depot set-out rates</li> <li>MRF Tonnages Tracking – using spreadsheets/graphs</li> </ul>	<ul style="list-style-type: none"> <li>Every 5 years</li> <li>On-going</li> <li>Annually (minimum)</li> </ul>
Ratepayer Satisfaction / Opportunities for Improvement	<ul style="list-style-type: none"> <li>Ratepayer survey (e.g., by mail in tax mailings);</li> <li>Tracking calls/complaints received to the municipal office / Depot sites</li> </ul>	<ul style="list-style-type: none"> <li>Every 1 to 3 years</li> <li>On-going</li> </ul>
Planning activities	<ul style="list-style-type: none"> <li>Prepare an “Annual Waste Diversion Monitoring Report” for Township</li> </ul>	<ul style="list-style-type: none"> <li>Annually (Winter)</li> </ul>
Review of Waste Recycling Strategy (WRS)	<ul style="list-style-type: none"> <li>A periodic review of the WRS to monitor and report on progress, to ensure that the selected initiatives are being implemented, and to move forward with continuous improvement</li> </ul>	<ul style="list-style-type: none"> <li>Annually</li> </ul>
Waste Disposed (garbage)	<ul style="list-style-type: none"> <li>Capacity Surveys (integral for determining Total Waste Generated)</li> </ul>	<ul style="list-style-type: none"> <li>Annually</li> </ul>
Depot Participation	<ul style="list-style-type: none"> <li>Waste Site Records (record book)</li> <li>Depot Set-out Rates</li> </ul>	<ul style="list-style-type: none"> <li>Daily</li> <li>On-going</li> </ul>

## **APPENDIX B**

### **Waste Management By-Law #50-07**

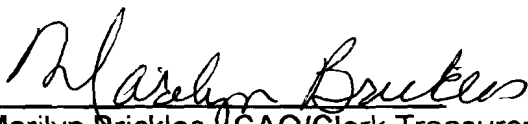
**The Corporation of the Township of Wollaston**

**By-Law 50-07**

Being a by-law to prohibit the unauthorized disposal of waste, regulate a recycling system and regulate the disposal of waste at the Wollaston Waste Site within Municipal jurisdiction and to repeal By-Law #13-88. Schedule of detailed by-law attached.

Read a first, second and third time and finally passed this 19<sup>th</sup> day of June, 2007.  
Passed sealed numbered and entered into the by-law book.

  
\_\_\_\_\_  
Dan McCaw, Reeve

  
\_\_\_\_\_  
Marilyn Brickles, CAO/Clerk Treasurer

THE CORPORATION OF THE TOWNSHIP OF WOLLASTON  
BY-LAW # 50-07  
Effective date: June 19<sup>th</sup>, 2007

Being a by-law to prohibit the unauthorized disposal of waste, regulate a recycling system and regulate the disposal of waste at the Wollaston Waste Site within Municipal jurisdiction and to repeal By-Law # 13-88.

WHEREAS, Section 11(2) of the Municipal Act, 2001, as amended, gives municipalities the authority to pass by-laws respecting matters within the spheres of jurisdiction as described in the Table to this Section.

AND WHEREAS, the Table in this Section lists waste management as a "sphere of jurisdiction" for lower tier municipalities.

AND WHEREAS the Council of the Township of Wollaston deems it necessary to establish rules and regulations governing policies relating to the disposal of waste, mandatory recycling and to implement tipping fees (see Schedule "C").

NOW THEREFORE, the Municipal Council of the Township of Wollaston enacts as follows:

**SECTION 1 – DEFINITIONS**

- 1) "Biomedical waste" shall mean whether solid or liquid, including but not limited to, any animal or human organ or part thereof, bone, muscle, or animal or human tissue or part thereof, used bandages, poultices, dressings, vials, syringes or any other similar material or substance which contains or may contain pathogenic micro-organisms or which may be hazardous or dangerous;
- 2) "Council" shall mean the Council of the Township of Wollaston;
- 3) "Domestic Waste" shall mean the waste produced by residents in their homes;
- 4) "Household Hazardous Waste" shall mean waste requiring special care as itemized in Schedule "A" to this By-Law;
- 5) "IC&I" shall mean waste produced by the Industrial Commercial and Institutional Sector;
- 6) "Recyclable" shall mean those classifications of waste capable of being diverted from the normal waste stream as specified in Schedule "B" to this By-Law;
- 7) "Refuse" shall mean the same as "garbage" or "waste";
- 8) "Salvaging" shall mean the licenced removal of material for the purpose of reuse;
- 9) "Scavenging" shall mean the process of finding items for the purpose of reuse;

- 10) "Special Area" shall mean an area at the Waste Site, designated for a particular purpose;
- 11) "Township" shall mean the Corporation of the Township of Wollaston;
- 12) "User" shall mean an individual or corporate identity entitled to place refuse into the Township of Wollaston Waste Site;
- 13) "Waste" shall include domestic, commercial and solid non-hazardous, non-recyclable refuse and other wastes as designated by the Township, as approved by the Ministry of the Environment;
- 14) "Recyclable Material" shall mean discarded materials and goods incidental to the operation of households, business establishments and public places that can be reused or recycled;
- 15) "Waste Site" shall mean the lands located at 70 Rose Island Rd. in the Township of Wollaston under the supervision and care of the Township of Wollaston, designated for the disposal of waste;
- 16) "Waste Site Attendant" and "Waste Site Manager" shall mean the persons duly appointed and responsible for supervision and control of operations at the Waste Site and are referred to in this By-Law as the Operating Authority;
- 17) "Unacceptable Waste" shall mean waste not accepted at the waste site as itemized in Schedule "A" to this By-Law;

## **SECTION 2 "MANDATORY CLEAR WASTE BAGS" AND "TIPPING FEES"**

- 1) All waste must be brought to the landfill waste site in clear bags effective Monday September 17, 2007;
- 2) Tipping fees for building materials, tires etc. shall be as prescribed in Schedule "C" to this By-Law;

## **SECTION 3 – SITE OPERATION**

- 1) The Township of Wollaston operates a landfill site  
(hours of operation attached as Schedule "D" to this By-Law) described as follows:
- 2) 70 Rose Island Rd. - being part of lot 17, Concession 9,  
Provisional Certificate of Approval No. A362901;
- 3) The Waste Site shall be available for the depositing of waste produced within the Township in accordance with this by-law;
- 4) No person shall enter and/or leave the Waste Site without:
- a) giving their name and address to the Operating Authority upon request; and
  - b) declaring the nature and origin of the waste if requested; and
  - c) showing a valid Wollaston Waste Disposal Site pass upon request;

The Operating Authority may request Council to suspend, terminate or restrict the privilege of using the waste site if it is reasonably believed that a Waste Disposal pass is being used by an unauthorized person or the Rules and Regulations are being violated and the person refuses to correct the violation when requested to do so.

The waste disposal site pass may only be used by the person to whom it was issued or an employee, tenant, spouse or member of the household of such person acting with the knowledge or consent of such person. If the Operating Authority forms the opinion that the holder of a Wollaston Waste Disposal Site pass has

- Allowed unauthorized persons to use his/her waste site pass
- Seriously and deliberately violated the Rules and Regulations
- Established a pattern of violating the Rules and Regulations
- Permitted someone using her/her waste site pass to do any of the above

then the Operating Authority may request Council to restrict or terminate the privilege of such person to use the waste site and revoke his/her site pass. Every decision of the Operating Authority to terminate or restrict the right of someone to whom a waste site pass was previously issued shall be set down in writing by Council and delivered to the person at the address shown on the Assessment Roll.

5) The waste disposal site/transfer station shall only be used when a Township Attendant (Operating Authority) is on duty; persons entering into the waste disposal site at any other time will be considered by the Municipality of Wollaston as trespassing and will be prosecuted. The attendants will be on duty and the site open as outlined in Schedule "D" to this by-law; all persons using the Waste Disposal Site shall not under any circumstances deposit garbage of any description in front of, in behind or near the gates leading into the waste disposal site. Waste must be deposited in its designated place.

6) All waste material shall be transported to the Waste Site in a manner so as to prevent scattering or losing of waste while en route to the waste site; persons intentionally dumping domestic and/or IC &I wastes at the roadside will be prosecuted.

7) All waste must be brought to the waste site in clear plastic bags (effective September 17, 2007) and effective immediately, all persons are required to separate recyclable material from non-recyclable waste prior to disposing of same at the waste site; no person shall bring recyclable materials or prohibited materials to the waste site concealed or packaged in such a way as to make them appear to be items, substances or materials which are not recyclable materials or prohibited substances and materials;

8) Users shall separate, sort and place each type of waste in particular areas of the waste site at the discretion of and as directed by attendants; metal items, white goods, building materials, tires, furniture, porcelain fixtures, etc. will be evaluated at the discretion of the Waste Site Manager or attendant and a tipping fee paid for at the waste site (no wood will be accepted);

9) "Household Hazardous Waste" as identified in Schedule "A" to this by-law shall not be accepted at the Wollaston Township waste site. This waste must be disposed of at a licenced facility designated for that purpose such as the Bancroft area Hazardous Waste Collection Site, (dates posted at the Wollaston Waste Site).

10) Other unacceptable items, in Schedule "A to this by-law will not be accepted at the Waste Site;

11) Salvaging may be permitted, but must be authorized by Council; no one shall remove material from the site except with the knowledge and consent of the Operating Authority;

12) Scavenging for the purpose of reuse may be authorized by the Operating Authority but must be conducted in a manner which will not interfere with the normal operations of the Waste Site and all items processed through the Reuse Centre;

13) All on-site health, sanitary and site operations shall be maintained in accordance with the current Ministry of the Environment and Certificates of Approval;

14) Regulations of the Ministry of the Environment, the Environmental Protection Act and Certificates of Approval shall be observed at all times;

15) The Township reserves the right to prohibit any person, firm or Corporation from using the Wollaston Township waste site or to place a surcharge on high volume users;

#### **SECTION 4 - Enforcement, Repeal and Enactment**

1) At the discretion of the Waste Site Manager, the process to deal with the contravention of this By-Law shall be as follows: a) verbal warning from the Operating Authority; b) 2<sup>nd</sup> warning in writing issued by the Wollaston Township CAO at the request of the Operating Authority; c) Waste Site Manager requests Council to formally revoke contravener's waste site pass and levy a fine or recover costs on a municipal tax bill as described below.

2) THAT any person, firm or corporation who contravenes any of the provisions of this By-Law may be charged under the Provincial Offenses Act and is liable to a fine not exceeding the sum of \$2,000.00, excluding costs for each offence. Where any person fails to comply with the requirements of this By-law, such matter or thing may be done at such person's expense by the Municipality, and the Municipality may recover the expense incurred in doing it by action, or the same, with interest, may be recovered in like manner as municipal taxes.

2) THAT all Schedules attached hereto form part of this By-Law.

3) THAT By-Law 13-88, being a by-law to close up and regulate the disposal of garbage and other refuse in the Township of Wollaston is hereby repealed.

4) THAT this by-law shall come into force and effect on the date of final passing.

READ A FIRST AND SECOND TIME THIS \_\_\_\_ DAY IF \_\_\_\_\_, 2007.

READ A THIRD TIME AND PASSED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2007.

Reeve – Dan McCaw \_\_\_\_\_

CAO/Clerk Treasurer – Marilyn Brickles \_\_\_\_\_



Schedule "A"  
To By-Law # 50-07

**HOUSEHOLD HAZARDOUS WASTE**  
**(effective June 19, 2007)**

The following are considered to be Household Hazardous Waste and will NOT be accepted at the Wollaston Landfill Waste Site. They must be disposed of at a licenced facility designed for that purpose.

1. Batteries (all types)
2. Bleach
3. Drain Cleaner
4. Gasoline mixtures
5. Household cleaners
6. Medication
7. Oil
8. Paint
9. Paint Solvents, turpentine, etc.
10. Pesticides and Herbicides
11. Propane and gas cylinders (other than those used for cooking)
12. Used needles, lancets and syringes (must be placed in a sealed plastic bottle, clearly labeled as containing needles – add some bleach to bottle)

**OTHER UNACCEPTABLE WASTE**

1. Asphalt
2. Biomedical wastes
3. Earth – rock
4. Explosives or combustible material (other than Household Hazardous Waste)
5. Hay or straw
6. Hazardous and Toxic Waste (other than Household Hazardous Waste)
7. Human excrement
8. Motor vehicles
9. PCB related material
10. Radioactive Waste
11. Raw or processed sewage
12. Unknown Waste
13. Waste from other landfill sites, former dumps and waste disposal areas except by special agreement and negotiated costs.
14. Fibreglass/Wood boats
15. Wood & wood products (examples of wood products: brush, paneling, painted wood, wood siding, plywood, leaves, pressure treated lumber, pine needles, untreated lumber, wooden furniture etc.)

**Schedule "A", annexed hereto, may be amended from time to time  
by resolution of Council without an  
amendment to this By-law, identifies  
Household Hazardous Waste that will not be accepted  
at the Wollaston landfill site**

Schedule "B"  
To By-Law # 50-07

**MANDATORY RECYCLING LIST**  
**(effective June 19, 2007)**

**PLASTIC & METAL CONTAINERS**

Metal Cans & Foil

Empty aerosol and paint cans

Plastic Containers:

Soft drinks

Detergents

Juice

Bleach

Shampoo

Dairy products

Clear and foam cups, trays and packaging

**BOTTLES & JARS**

remove caps & lids, rinse  
bottles

separate clear & coloured  
glass bottles

**PAPER FIBERS**

Corrugated Cardboard (flattened, no soiled pizza boxes or waxed boxes)

Boxboard and mixed paper:

Cereal boxes

Shoe and detergent boxes

Rinsed milk and juice cartons

Paper bags

Tetra paks

Sugar and flour bags

Cardboard tubes

Books

Egg cartons

Junk mail

Household paper

(no paper towel or tissue)

**Schedule "B", annexed hereto,  
may be amended from time to time  
by resolution of Council without an  
amendment to this By-law, identifies  
items which shall be disposed of in  
appropriate municipal recycling centre  
at the landfill waste site as recyclable  
materials**

Plastic Bags:

Rinsed milk pouches

Grocery, bread, dry cleaning bags

Frozen vegetable and blue newspaper bags

Outer wrapper from toilet and hand tissues

(no meat, cheese or stretch wrap, cereal box liners or chip bags)

Newspapers & Magazines

Newspapers

Inserts

Phone books

Magazines, catalogues

Schedule "C"  
To By-Law # 50-07

**WASTE DISPOSAL SITE FEES**  
**(effective November 20, 2007)**

Waste Disposal Permit – no charge to all taxpayers in Wollaston Township.  
Outside the Township – permit cost is \$150.00 per year

Composters (order at township office)	Wholesale cost & gst
Blue Recycling Boxes (available at office and Waste disposal site)	Wholesale cost & gst

**TIPPING FEES:** (to be evaluated by Operating Authority and paid for at the site by  
cash/cheque – NO WOOD OR WOOD PRODUCTS WILL BE ACCEPTED)

Dumping of Shingles, Drywall, Insulation (building materials) (to be evaluated by waste site attendant and paid for at the Waste site – NO WOOD WILL BE ACCEPTED)	\$15.00 per cubic yard
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Tires (car tires, trike, ATV, Motorcycle, Light trucks under 16")	\$5.00 per tire
Tires over 16"	\$18.00 per tire
Tractor, Skidder, Backhoe, etc.	\$22.00 per tire
Rims on any tire	\$2.00 per tire

Televisions, Computer Monitors, Porcelain sinks, toilets, etc.	\$5.00 per item
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Rugs, Upholstered Furniture, Mattresses, Box Springs, Futons, etc.	\$10.00 per item
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Refrigerated Equipment (Refrigerators, Freezers, Air conditioners)	\$15.00 per item
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**Schedule "C", annexed hereto, may be amended from time to time  
by resolution of Council without an  
amendment to this By-law, identifies  
fees that will be charged  
at the Wollaston landfill waste site**

Schedule "C"  
To By-Law # 50-07

**WASTE DISPOSAL SITE FEES**  
**(effective June 19, 2007)**

Waste Disposal Permit – no charge to all taxpayers in Wollaston Township.  
Outside the Township – permit cost is \$150.00 per year

Composters (order at township office)	\$36.00 + pst
Blue Recycling Boxes (available at office and Waste disposal site)	\$7.00

**TIPPING FEES:** (to be evaluated by Operating Authority and paid for at the site by  
cash/cheque – NO WOOD OR WOOD PRODUCTS WILL BE ACCEPTED)

Dumping of Shingles, Drywall, Insulation (building materials) (to be evaluated by waste site attendant and paid for at the Waste site – NO WOOD WILL BE ACCEPTED)	\$15.00 per cubic yard
---	------------------------

Tires (car tires, trike, ATV, Motorcycle, Light trucks under 16")	\$5.00 per tire
Tires over 16"	\$18.00 per tire
Tractor, Skidder, Backhoe, etc.	\$22.00 per tire
Rims on any tire	\$2.00 per tire

Stoves, Washers, Dryers, Woodstoves, Furnaces, Hot Water Tanks, BBQ's, Televisions, Computers/ Monitors, Sinks, Tubs, Toilets, etc.	\$5.00 per item *
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Rugs, Upholstered Furniture, Mattresses, Box Springs, Futons, etc.	\$10.00 per item
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Refrigerated Equipment (Refrigerators, Freezers, Air conditioners)	\$15.00 per item
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**Schedule "C", annexed hereto, may be amended from time to time  
by resolution of Council without an  
amendment to this By-law, identifies  
fees that will be charged  
at the Wollaston landfill waste site**

Schedule "D"  
To By-Law # 50-07

**WOLLASTON WASTE DISPOSAL SITE**  
**HOURS OF OPERATION**  
**(effective June 19, 2007)**

**MAY 1 – OCTOBER 31**

Monday, Wednesday, Friday, Saturday

9:00am to 4:00pm

Sunday 9:00am to 5:00pm

**Closed – Tuesday and Thursday**

**NOVEMBER 1 – APRIL 30**

Wednesday, Friday, Saturday, Sunday

9:00am – 4:00pm

**Closed – Monday, Tuesday, Thursday**

**MUST HAVE CARD TO ENTER WASTE SITE**

Schedule "D", annexed hereto, may be amended from time to time  
by resolution of Council without an  
amendment to this By-law, identifies  
hours of operation  
at the Wollaston landfill waste site

## **APPENDIX C**

### **Statement of Service Conditions and Limitations**



## **GREENVIEW ENVIRONMENTAL MANAGEMENT LIMITED - STATEMENT OF SERVICE CONDITIONS AND LIMITATIONS**

### **Provision of Services and Payment**

Upon documented acceptance of Greenview's proposed services, costs and associated terms by the client, Greenview may commence work on the proposed services directly. Upon retention of Greenview's services related to this project, the client agrees to remit payment for the services rendered for the specified period within (30) days of receipt as invoiced by Greenview on a typical monthly basis, unless otherwise arranged between the client and Greenview. In the event of non-payment by the client, Greenview reserves the right, without external influence or expense, to discontinue services and retain any documentation, data, reports, or other project information until such time as payment is received by Greenview.

### **Warranty, Limitations, and Reliance**

Greenview relies on background and historical information from the client to determine the appropriate scope of services to meet the client's objectives, in accordance with applicable legislation, guidelines, industry practices, and accepted methodologies.

Greenview provides its services under the specific terms and conditions of a specific proposal (and where necessary formal contract), in accordance with the above requirements and the *Limitations Act 2002*, only.

The hypotheses, results, conclusions, and recommendations presented in documentation authored by Greenview are founded on the information provided by the client to Greenview in preparation for the work. Facts, conditions, and circumstances discovered by Greenview during the performance of the work requested by the client are assumed by Greenview to be part of preparatory information provided by the client as part of the proposal stage of the project. Greenview assumes that, until notified or discovered otherwise, that the information provided by, or obtained by Greenview from, the client is factual, accurate, and represents a true depiction of the circumstances that exist related to the time of the work.

Greenview relies on its clients to inform Greenview if there are changes to any related information to the work. Greenview does not review, analyze or attempt to verify the accuracy or completeness of the information or materials provided, or circumstances encountered, other than in accordance with applicable accepted industry practice. Greenview will not be responsible for matters arising from incomplete, incorrect or misleading information or from facts or circumstances that are not fully disclosed to or that are concealed from Greenview during the period that services, work, or documentation preparation was performed by Greenview.

Facts, conditions, information and circumstances may vary with time and locations and Greenview's work is based on a review of such matters as they existed at the particular time and location indicated in its documentation. No assurance is made by Greenview that the facts, conditions, information, circumstances or any underlying assumptions made by Greenview in connection with the work performed will not change after the work is completed and documentation is submitted. If any such changes occur or additional information is obtained, Greenview should be advised and requested to consider if the changes or additional information affect its findings or results.

When preparing documentation, Greenview considers applicable legislation, regulations, governmental guidelines and policies to the extent they are within its knowledge, but Greenview is not qualified to advise with respect to legal matters. The presentation of information regarding applicable legislation, regulations,

governmental guidelines, and policies is for information only and is not intended to and should not be interpreted as constituting a legal opinion concerning the work completed or conditions outlined in a report. All legal matters should be reviewed and considered by an appropriately qualified legal practitioner.

Greenview's services, work and reports are provided solely for the exclusive use of the client which has retained the services of Greenview and to which its reports are addressed. Greenview is not responsible for the use of its services, work or reports by any other party, or for the reliance on, or for any decision which is made by any party using the services or work performed by or a report prepared by Greenview without Greenview's express written consent. Any party that uses, relies on, or makes a decision based on services or work performed by Greenview or a report prepared by Greenview without Greenview's express written consent, does so at its own risk. Except as set out herein, Greenview specifically disclaims any liability or responsibility to any third party for any loss, damage, expense, fine, penalty or other such thing which may arise or result from the use of, reliance on or decision based on any information, recommendation or other matter arising from the services, work or reports provided by Greenview.

### **Site Assessments**

A site assessment is created using data and information collected during the investigation of a site and based on conditions encountered at the time and particular locations at which fieldwork is conducted. The information, sample results and data collected represent the conditions only at the specific times at which and at those specific locations from which the information, samples and data were obtained and the information, sample results and data may vary at other locations and times. To the extent that Greenview's work or report considers any locations or times other than those from which information, sample results and data were specifically received, the work or report is based on a reasonable extrapolation from such information, sample results and data but the actual conditions encountered may vary from those based on extrapolations.

Only conditions, and substances, at the site and locations chosen for study by the client are evaluated; no adjacent or other properties are evaluated unless specifically requested by the client. Any physical or other aspects of the site that were not chosen for study by the client, or any other matter not specifically addressed in a report prepared by Greenview, are beyond the scope of the work performed by Greenview and such matters have not been investigated or addressed.

### **Confidentiality**

Greenview provides proposals, reports, assessments, designs, and any other work for the sole party identified as the client or potential client in the case of proposals.

For proposals specifically, the information contained therein is confidential, proprietary information, and shall not be reproduced or disclosed to any other party than to that of the addressee of the original proposal submission, without prior written permission of Greenview.