

# **The Corporation of the City of Kawartha Lakes**

## **AGENDA**

### **WASTE STRATEGY TASKFORCE**

**15**

**Wednesday, April 19, 2017**

**1:00 P.M.**

**William Street Conference Room**

**Public Works**

**12 Peel Street, Lindsay, Ontario**

#### **MEMBERS:**

**Councillor Pat Dunn**

**Councillor Brian S. Junkin**

**Councillor Rob Macklem**

**Councillor John Pollard**

**Councillor Stephen Strangway**

**Accessible formats and communication supports are available upon request.**

1.	<u>CALL TO ORDER</u>	
2.	<u>ADOPTION OF AGENDA</u>	
3.	<u>DISCLOSURES OF PECUNIARY INTEREST</u>	
4.	<u>APPROVAL OF THE MINUTES</u>	3 - 5
5.	<u>NEW BUSINESS</u>	
5.1	Curbside Collection Study Reclay Presentation	
5.2	Clear Bag Program Update	
5.3	Lindsay Ops Reuse Partnerships	6 - 10
5.4	Transitional Operating Agreement Between Ministry of the Environment and Climate Change and Resource Productivity and Recovery Authority	
6.	<u>ADJOURNMENT</u>	

**The Corporation of the City of Kawartha Lakes**  
**MINUTES**  
**WASTE STRATEGY TASKFORCE**

**14**  
**Thursday, February 23, 2017**  
**1:00 P.M.**  
**William Street Conference Room**  
**Public Works**  
**12 Peel Street, Lindsay, Ontario**

**MEMBERS:**

**Councillor Pat Dunn**  
**Councillor Brian S. Junkin**  
**Councillor Rob Macklem**  
**Councillor John Pollard**  
**Councillor Stephen Strangway**

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1. **CALL TO ORDER**

The meeting was called to order at 1:00 pm.

2. **ADOPTION OF AGENDA**

**Moved By** Councillor Pat Dunn

**Seconded By** Councillor John Pollard

**RESOLVED THAT** the agenda be adopted with item 5.3 Options for Curbside Collections Study Update be moved to the first item under new business. Also 5.4 Adopt a Road be added to the agenda.

**CARRIED**

3. **DISCLOSURES OF PECUNIARY INTEREST**

None

4. **APPROVAL OF THE MINUTES**

**Moved By** Councillor Steve Strangway

**Seconded by** Councillor Brian Junkin

**RESOLVED THAT** the minutes of the Waste Strategy Task Force meeting held on February 23, 2017 be adopted as circulated.

**CARRIED**

5. **NEW BUSINESS**

5.1 **Options for Curbside Collection Study Update**

Gordon Day from Reclay attended by teleconference for discussion on this project. Committee discussed project scope, timelines, and different curbside collection options. Reclay to consider in their investigations and provide draft recommendations to committee in May.

**Moved By** Councillor Pat Dunn

**Seconded By** Councillor Steve Strangway

**RESOLVED THAT** the update provided by Reclay be received.

**CARRIED**

## 5.2 Clear Bags Program Update

Provided update on January results which showed 20% increase in recyclables and 20% decrease in waste collected. Continue to work with community and will continue to report on program progress.

**Moved By** Councillor Pat Dunn

**Seconded By** Councillor Steve Strangway

**RESOLVED THAT** the update by Heather Dzurko, regarding clear bags, be received.

**CARRIED**

## 5.3 Backyard Composting Program Update

Staff provided committee with overview of program plans including development of education materials, potential subsidy and timelines.

**Moved By** Councillor Steve Strangway

**Seconded By** Councillor Pat Dunn

**RESOLVED THAT** the update by Heather Dzurko, regarding backyard composting, be received.

**CARRIED**

## 5.4 Adopt a Road

Councillor Strangway made a request for staff to follow up at the next meeting regarding the letters issued for the Adopt a Road Program. Specifically, can letters be issued for an extended time frame verses one letter per clean up event.


## 6. **ADJOURNMENT**

**Moved By** Councillor Pat Dunn

**Seconded By** Councillor Steve Strangway

**RESOLVED THAT** the Waste Strategy Task Force Meeting adjourn at 2:15 pm.

**CARRIED**

	<b>Standard Operating Procedure</b>	SOP-WM045
	Date: January 18, 2017	Revision: 1
	Created By: Kate Brown Approved By: Heather Dzurko Waste Management Operations Supervisor	
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## Lindsay Ops Reuse Item Drop Off – Pilot Project

PPE REQUIRED:	SAFETY VEST/CLOTHING 	SAFETY BOOTS 
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**PURPOSE:** To outline the operation of the Pilot Reuse Partnership with Habitat for Humanity at the Lindsay Ops Landfill Site for May 1 to September 15, 2017.


**TRAINING:**

- Review of this SOP

ACTIONS	DETAILS
<b>Acceptable Reuse Items</b>	<b>Bulky Items</b> <ul style="list-style-type: none"> <li>- Dressers, desks, chairs, cabinets, bed frames, mirrors, tables, outdoor furniture, etc.</li> </ul>
	<b>Houseware/Kitchenware</b> <ul style="list-style-type: none"> <li>- Plates, pots and pans, glasses, mugs, utensils, teapots, etc. (packed in boxes – no loose items)</li> <li>- Paintings, pictures, serving bowls, decorative accessories, small mirrors, etc.</li> </ul>
	<b>Construction/Demolition Materials</b> <ul style="list-style-type: none"> <li>- Doors, windows, used wood in good condition, sinks, vanities, tiles in good condition, etc.</li> </ul>
	<b>Outdoor equipment</b>

This SOP is for review and guidance purposes. Every precaution reasonable must be taken.  
Specific plans and response action may vary.


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	<ul style="list-style-type: none"> <li>- Skiis, golf clubs, snowshoes, bicycles, rollerblades, ski/snowboard boots, shovels, seed spreaders, non-motorized grass mower, etc.</li> <li>- Functioning Power tools</li> </ul>
<b>Unacceptable Reuse Items</b>	<p>Electronics</p> <p>Mattresses</p> <p>Clothing/Footwear</p> <p>Infant Item: (Toys, Safety devices, furniture)</p>
<b>Site Layout</b>	<p>A 40 yard closed top roll off bin will be placed on the tarmac below the sawtooth area where the bins for boat and bale wrap are stored.</p> <p>Signs will be placed on the doors of the reuse bin do indicate that it is a drop off bin only. Items cannot be taken from the bin. Sign or indication of Habitat for humanities involvement and contact information can also be included.</p>
<b>CUSTOMER ARRIVES WITH MATERIAL FOR REUSE DROPOFF</b>	<ul style="list-style-type: none"> <li>• Customer to scale in at the scalehouse and receive weigh ticket. The standard tipping fee will be applied to the load.</li> <li>• If sawtooth landfill attendant identifies a reusable item in the load they can direct the customer to drop off material at reuse bin on their way to scale out of the site.</li> <li>• The customer will be asked to place the item in the bin as far back as possible so not to block space for future items to be put into the bin.</li> <li>• Customer to scale out - obtain final customer weight and charge standard waste tipping fee.</li> <li>• Transaction complete.</li> </ul>
<b>REUSE DROPOFF BIN IS FULL</b>	<ul style="list-style-type: none"> <li>• If the reuse drop off bin is full the attendant will contact waste admin assistant to coordinate pick up with habitat for humanity.</li> <li>• The door for the reuse bin will be closed by equipment operator when they have the opportunity and no other reuse items will be</li> </ul>

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	accepted until Habitat for humanity empties the bin.
<b>HABITAT FOR HUMANITY CLEANS OUT BIN</b>	<ul style="list-style-type: none"> <li>Habitat for humanity will arrive onsite to review contents of the bin on a regular basis tbd (weekly or twice weekly).</li> <li>If the bin is full Habitat for humanity will be notified and may choose to come out more frequently.</li> <li>Items that Habitat for humanity can reuse and take to their store will be loaded into their truck first. Items that they cannot reuse will be loaded into the back of the truck and taken to the sawtooth to be properly disposed in the waste or scrap metal bins.</li> <li>The bin will be left empty by Habitat for humanity and the door left open to start receiving materials again.</li> </ul>
<b>MATERIAL TRACKING</b>	<ul style="list-style-type: none"> <li>An inbound and outbound weight will be taken of the Habitat for humanity pick up and logged in transfer station. (Item to be added).</li> </ul>
<b>POST PILOT PROJECT</b>	<ul style="list-style-type: none"> <li>At the conclusion of the pilot project on September 15, 2017 a review will be completed.</li> <li>Attendants will stop directing customers to the reuse bin. Customers wishing to have items resused may be directed to the ReStore until approval for a permanent drop off program in Lindsay is recommended and approved.</li> <li>The City will request input from Habitat for humanity throughout the project but the end of the project will be an opportunity to summarize any changes and options for program improvement from their end.</li> <li>The City will review diversion quantities, impact on staff and any additional material requirements for continued operation of a reuse drop off program.</li> <li>The City will make recommendations on continuation of the program to the Waste Strategy Task Force and Lindsay Ops PRC.</li> <li>Depending on the outcome staff will also prepare a report to</li> </ul>

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	Council to endorse continuing the program with or without changes. Approval for long term operation from MOECC will be sought if agreed to by Council and required.
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**Public Works Department**  
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**Heather Dzurko**, MSc., Waste Management Operations Supervisor, Solid Waste Services

## **MEMORANDUM**

To: Waste Strategy Task Force

From: Heather Dzurko, Supervisor Waste Management Operations

Cc: David Kerr, Manager of Environmental Services

Date: April 19, 2017

**Subject: Habitat for Humanity Reuse Partnership - Lindsay Ops Landfill Pilot Project**

In the Integrated Waste Management Strategy the City identified building local business partnerships as a short term reuse initiative to be implemented in 2016-2018. The Waste Management Division has been working with Habitat for Humanity and the Kawartha Lakes Environmental Advisory Committee to develop a potential partnership opportunity.

The partnership opportunity would involve the City asking customers visiting the Lindsay Ops landfill site to separate reusable items in their load into a bin located onsite. The bin will be for item drop off only. Items will then be collected by Habitat for Humanity on an ongoing basis to be sold in their store. Details regarding the operation of the pilot project are available in the attached Standard Operating Procedure.

The City has approached the Ministry of Environment for approval to conduct this pilot project. The City has also asked for input from the MOECC on requirements for approval if the City wishes to continue a permanent reuse drop off location at the Lindsay Ops landfill. The Lindsay Ops PRC committee will also be consulted prior to implementation and any concerns they may have will be brought to the attention of the Task Force.

This pilot program will benefit the City by increasing waste that is diverted from the landfill site with no impacts to operating costs. The pilot project will also give us an opportunity to evaluate the amount of reusable material potentially coming to the Lindsay ops landfill site as well as the future potential for this program should the City wish to continue. The program is also a great benefit to the community as the items that Habitat for Humanity collects and sells will benefit their not for profit programs designed to help people in Kawartha Lakes. The Waste Department is seeking endorsement from the task force to complete this 4.5 month pilot project (May-mid Sept), which is in line with the recommendations in the Waste Management Strategy.