

Type of Decision									
Meeting Date	Friday, September 18, 2009				Report Date	Tuesday, Sep. 15, 2009			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction Only	X	Information Only			Type of Meeting	X	Open		Closed
REPORT TITLE									
Disposal Site Hours Review Report #18/09/09/207									

**SUBJECT:** A review of the current disposal site hours and suggested amendments.

**RECOMMENDATION:** That Council pass the following resolution amending the current schedule for the disposal site hours. It is recommended that Council change the hours for the disposal sites for something that more accurately reflect the needs of the majority of the community. It seems that the move to provide access 7 days a week is serving a minute percentage of the population at increased costs to everyone.

**WHEREAS** the current disposal site schedule is excessive and is difficult to staff;

**AND WHEREAS** it has been determined that larger neighbouring municipality's function successfully with limited site hours and no collection;

**AND WHEREAS** our residents are being serviced with weekly curbside collection for waste and bi-weekly curbside collection for recyclables;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria do hereby adopt staffing option #\_\_ as outlined in the staff report #18/09/09/207 amending the disposal site hours within the municipality.

**AND BE IT FURTHER RESOLVED THAT** this change be made effective as soon as the changes can be properly advertised.

**Background/Executive Summary:** Our attendant has become used to working 11 days and taking 3 days off – was initiated in 2008 and Earl Francoeur, who had been filling in, has decided he no longer wants the position. There have been challenges locating interested individuals to fill in for the disposal site attendant due to the site hours.

Further, last week I had the opportunity to participate in a review of the waste management practises of several of our neighbours to the west. Papineau/Cameron and the Town of Mattawa are renegotiating a new recycling contract and wanted to discuss the possibility of joint programs. As it turns out, distances etc. would preclude us from participating at this time; however I did forward Recyclage Universel's information. Should they contract with Mattawa it may result in reduced transportation fees for us in the future.

In any event, the meeting was very informative. The Township of Calvin has an amazing operation and success story. The costs for operating their disposal site and recycling programs for a permanent population of approximately 600 are minimal. Their recycling program cost around \$5,000 for 2007 after WDO funding was received. They set a good example and many communities from Northern Ontario are using them as a model. In order to ensure that only their residents access the site, they require passes to be

presented at the site when depositing material. The passes are obtained from the municipal office. Food for thought.

Pertinent to this discussion is Calvin’s garbage collection process. Although the costs were not available (meeting focused on recycling) the hours of operation and services offered were interesting. The only Calvin disposal site is open on Tuesday (1:00 – 4:00) and Saturday (10:00 – 3:00) ONLY. Tuesday evenings in the summer they open from (1:00 – 6:00). They do not have curbside collection. They do offer access by appointment for a straight fee of \$50. They collect waste from a number of commercial establishments including Pimisi Campgrounds, Eau Claire Gorge, and the Kiosk Campground. They have an influx of cottagers as we do around Lake Nosbonsing, the Mattawa and the Ottawa Rivers. When asked, their representative responded that they have no challenges or major complaints about their system that in fact, people appreciate the service and enjoy the trip to the dump as a “social” outing.

Upon review of our system it has been determined that the current hours are excessive. We must appreciate that this system was initiated to provide service and convenience to the commercial operators. Changing our hours will have a negative impact on them. The question is, is that our challenge or theirs? Reduced hours work in other places. Review of our visitation stats for the past 4 years show many days when 2 or fewer people attended each site, often there is no one. The following chart shows the total number of people who attend at the sites in two categories – 0 or only 1 person – or – only 2 people. The 2 person category means that on 46 days in 2008 there were a total of 2 people who attended the dumps. That is a combined total of both sites and excludes those months when the sites were closed Sunday and Monday.

Year	0-1 persons/day total both sites	2 people/day total both sites
2006	Changed to daily	
2007	47	43
2008	40	46
2009 - YTD	63	34

Expenses for Disposal Sites have increased annually – some due to increased hours. Some of the increase is due to COLA and salary grid position.

Year	Annual Cost of Salary Expense
2006	\$16,881.63
2007	\$19,092.16
2008	\$23,306.41
2009 - YTD	\$17,884.66

Expenses for Disposal Site Vehicle have increased annually – again some due to increased hours of use. Some increase is due to the rising cost of fuel and the age of the vehicle.

Year	Annual Cost of Vehicle Expense
2006	\$3,412.75
2007	\$5,124.11
2008	\$6,031.12
2009 - YTD	\$5,642.45

The reduction in the number of days that the disposal site attendant is to work would result in more individuals being receptive to filling in when needed or in filling the position should it become vacant. All options would result in fewer hours per week for the disposal site attendant but would be sufficient to maintain health benefits.

**Option #1** - Collection dates and times would be maintained. We would eliminate the daily 1 hour site opening and replace it with fewer, longer periods – two for each site. Bissett would be open Tuesday and Saturday, Stonecliffe – Thursday and Saturday. Curbside collection for waste and recyclables is available. This would offer three opportunities to take larger items or special items to either site per week; more than adequate. Please see attached schedules of current hours and proposed hours.

This would reduce the disposal site hours by 9.25/week, resulting in approximately \$8,000 savings per year from salary alone. Other savings would be from reduced wear and tear on the vehicle and fuel expenses. It would also result in the attendant having two days off in a row each week and reduce the need to find alternate employees.

**Option #2** - Collection dates and times would be maintained. We would eliminate the daily 1 hour site opening and replace it with fewer, longer periods – three for each site (except for Sunday). Bissett would be open Tuesday, Saturday, and Sunday; Stonecliffe – Thursday, Saturday and Sunday. Curbside collection for waste and recyclables is available. This would offer an additional opportunity to take larger items or special items to either site offering the Sunday afternoon for campground operators and cottagers leaving after the weekend.

This would reduce the disposal site hours by 5.25/week, resulting in approximately \$4,500 savings per year from salary alone. Other savings would be from reduced wear and tear on the vehicle and fuel expenses. It would result in the attendant having three days off per week but not ever having two in a row.

**Option #3 and #4** would be either of the two schedules above but with the pick up for Bissett and Deux Rivieres being changed to the Wednesday allowing for the attendant to have Monday, Tuesday and Friday off each week. (and Sunday if option #3 selected.) No change in costs.

Options/Discussion:

1. Maintain current schedule.
2. Select one of the above options.
3. Make alternate suggestions.

Financial Considerations/Budget Impact: As indicated above. Each change will have different implications. Not any would increase the budget for this year or the next.

Policy Impact: None – we are following policy by reviewing the disposal site hours. We would have to have our signs changed. I anticipate minimal costs due to reuse of existing signs, simply amending them.

Approved and Recommended by the Clerk

Melinda Reith,  
Municipal Clerk

*Melinda Reith*

## CURRENT HOURS - SEPTEMBER 2006- SEPTEMBER 2009

<b>September 15 – May 15 - winter</b>			
<b>Monday, Wednesday, Friday, Saturday, Sunday - Each Evening – site open</b>			
Travel Time	1:15-1:30	.25	
Bissett open	1:30-2:30	1	
Travel Time/break	2:30-3:00	.5	
Stonecliffe open	3:00-4:00	1	
Travel Time	4:00-4:15	.25	3 Hours (x 5 days)
<b>Tuesday</b>			
Travel Time	9:30-10:00	.5	
Pick up Deux Rivieres	10:00-11:00	1	
Travel Time/Break	11:00-11:30	.5	
Pick up Bissett	11:30-12:00	.5	
Travel time	12:00 – 12:15	.25	
Lunch	12:15 – 12:45		
Clean Truck	12:45-1:15	.5	
Travel time	1:15-1:30	.25	
Bissett open	1:30-2:30	1	
Travel Time/break	2:30-3:00	.5	
Stonecliffe open	3:00-4:00	1	
Travel Time	4:00-4:15	.25	7.25 hours
<b>Thursday</b>			
Travel time/Clean up	8:00-9:00	1	
Pick up – Mackey	9:00 – 11:00	2	
Pick up – Stonecliffe	11:00-12:00	1	
Lunch	12:00-12:30		
Travel Time and empty truck at Bissett	12:30-1:30	1	
Bissett open	1:30-2:30	1	
Travel Time/break	2:30-3:00	.5	
Stonecliffe open	3:00-4:00	1	
Travel Time	4:00-4:15	.25	
Clean Truck	4:15-5:00	.75	8.5 hours
<b>Total time for week</b>			<b>30.75 hours</b>
<b>May 16 – September 14 - summer</b>			
<b>Tuesday</b>			
Travel Time	8:30-9:00	.5	
Site open Deux Rivieres	9:00-10:00	1	
Pick up Deux Rivieres	10:00-11:00	1	
Travel Time	11:00-11:30	.5	
Pick up Bissett	11:30-12:00	.5	
Travel Time/ Clean Truck	12:00-1:00	1	4.5 hours
<b>Thursday</b>			
Travel time/Clean up	8:00-9:00	1	
Pick up – Mackey	9:00 – 11:00	2	
Pick up – Stonecliffe	11:00-12:00	1	
Lunch	12:00-12:30	.5	
Travel Time	12:30-1:00	.5	
Clean Truck	1:00-2:00	1	5.5 hours
<b>Each Evening – site open</b>			
Travel Time	5:45 – 6:00	.25	
Bissett open	6:00 – 7:00	1	
Travel Time/break	7:00 – 7:30	.5	
Stonecliffe open	7:30-8:30	1	
Travel Time	8:30 – 8:45	.25	3 hours (x 7 days)
<b>Total time for week</b>			<b>31 hours</b>

## SUGGESTED CHANGES - SEPTEMBER 2009

<b>Option #1 - PERMANENT HOURS</b>			
<b>Tuesday</b>			
Travel Time	9:30-10:00	.5	
Pick up Deux Rivieres	10:00-11:00	1	
Travel Time	11:00-11:30	.5	
Pick up Bissett	11:30-12:00	.5	
Lunch	12:00 – 12:30	Unpaid	
Site Open	12:30-3:30	3	
Travel Time/ Clean Truck	3:30-4:30	1	6.5 hours
<b>Thursday</b>			
Travel time	8:45-9:00	.25	
Pick up – Mackey	9:00 – 11:00	2	
Pick up – Stonecliffe	11:00-12:00	1	
Lunch	12:00-12:30	Unpaid	
Travel Time	12:30-12:45	.25	
Site Open	12:45 – 4:15	3.5	
Clean Truck	4:15-5:00	.75	7.75 hours
<b>Saturday</b>			
Travel Time	8:15 – 8:30	.25	
Stonecliffe open	8:30 – 12:00	3.5	
Lunch	12:00 – 12:30	Unpaid	
Travel Time	12:30-12:45	.25	
Bissett open	12:45 – 3:45	3	
Travel Time	3:45 – 4:00	.25	7.25 hours
<b>Total time for week</b>			<b>21.5 hours</b>

## Option #2 - PERMANENT HOURS

<b>Tuesday</b>			
Travel Time	9:30-10:00	.5	
Pick up Deux Rivieres	10:00-11:00	1	
Travel Time	11:00-11:30	.5	
Pick up Bissett	11:30-12:00	.5	
Lunch	12:00 – 12:30	Unpaid	
Site Open	12:30-3:30	3	
Travel Time/ Clean Truck	3:30-4:30	1	6.5 hours
<b>Thursday</b>			
Travel time	8:45-9:00	.25	
Pick up – Mackey	9:00 – 11:00	2	
Pick up – Stonecliffe	11:00-12:00	1	
Lunch	12:00-12:30	Unpaid	
Travel Time	12:30-12:45	.25	
Site Open	12:45 – 4:15	3.5	
Clean Truck	4:15-5:00	.75	7.75 hours
<b>Saturday</b>			
Travel Time	8:15 – 8:30	.25	
Stonecliffe open	8:30 – 12:00	3.5	
Lunch	12:00 – 12:30	Unpaid	
Travel Time	12:30-12:45	.25	
Bissett open	12:45 – 3:45	3	
Travel Time	3:45 – 4:00	.25	7.25 hours
<b>Sunday</b>			
Travel Time	2:45 – 3:00	.25	
Bissett open	3:00 – 4:00	1	
Travel Time/break	4:00 – 4:30	.5	
Stonecliffe open	4:30 - 5:30	1	
Travel Time	5:30 – 5:45	.25	3 hours
<b>Total time for week</b>			<b>24.5 hours</b>

Option #3 – Same as #1 except that collection has changed to Wednesday from Tuesday.

Option #4 – Same as #2 except that collection has changed to Wednesday from Tuesday.