

JOINT RECYCLING COMMITTEE
August 22nd, 2022
Hawkesbury Town Hall

PRESENT: Normand Riopel, Chairperson, Mayor, Township of Champlain
Robert Kirby, Mayor, Township of East Hawkesbury
André Chamaillard, Councillor, Town of Hawkesbury
Luc Lalonde, Administrator-Treasurer, Township of East Hawkesbury
Jonathan Wilson, Director of Public Works, Town of Hawkesbury
Jennifer Ashfield, Public Works, Town of Hawkesbury
Robert Lefebvre, Recycling Coordinator

ALSO PRESENT: Robert Lessard, Manager, Recycle Action Inc.

ABSENT: Kevin Tessier, Treasurer and Interim Chief Administrative Officer;
Benjamin Lalonde, Public Works, Township of Champlain

Chairperson Normand Riopel called the meeting to order at 8:33am.

Declaration – Conflict of Interest

Robert Lefebvre declared a pecuniary interest in the accounts for consulting services.

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Recycle Action Inc.

Robert Lessard mentioned that the operations of Recycle Action Inc. are continuing normally with minor issues and proceeded to identify these items:

- Difficulty in recruiting employees including summer students;
- Prices for plastic bottles have dropped significantly from \$1100/tonne to \$27/tonne. As such, Robert Lessard mentioned that he is storing the product on-site until prices increase; and
- Paper and cardboard prices are down slightly.

Robert Lessard also mentioned that all processing facilities for blue box material will have to respond to a “Request for Proposals” in order to continue their operations. Robert Lessard stated that Circular Material will be issuing a “Request for Proposals” on August 28, 2022 for the processing of blue box recyclable material for various collection catchment areas. Robert Lefebvre indicated that Circular Material has already determined the number of catchment areas with “Catchment 2” being the area for Prescott and Russell, the City of Ottawa including the County of Lanark.

JOINT RECYCLING COMMITTEE

August 22nd, 2022

Hawkesbury Town Hall

Recycle Action Inc. (continuation)

Robert Lessard mentioned that it was evident that Recycle Action Inc. could not submit a proposal for the entire Catchment Area for the processing of recyclable material and that the “Request for Proposals” did not provide for submitting for only a portion of a catchment area. However, Robert Lessard also stated that there is a company called “Cascade Canada” which could possibly file a Proposal for the processing of recyclable material for the catchment area and, if successful, in turn could subcontract the proposing of recyclable material to various smaller processing facilities.

It was also stated by Robert Lessard that he was aware of the current Agreement that is in effect until October 31, 2022 between Recycle Action and the Recycling Committee and that the Agreement may be renewed on an annual basis. Robert Lessard further mentioned that the Agreement can also be terminated by a three (3) month notification which Robert Lefebvre confirmed as being correct. Robert Lessard also stated that regardless of the outcome regarding the transition process as it relates to the processing of material that Recycle Action will continue to honour their contracts with their municipal clients with the last contract terminating March 31, 2024 which is also the last transitional date for one of their municipal clients.

Chairperson Riopel thanked Robert Lessard for his continual updates on their operations.

Adoption of minutes – June 20th, 2022

After a review as to these minutes it was subsequently

Moved by: Luc Lalonde
Seconded by: André Chamaillard

THAT the minutes of the meeting of June 20th, 2022 be adopted.

CARRIED

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JOINT RECYCLING COMMITTEE
August 22nd, 2022
Hawkesbury Town Hall

Tonnage Reports

Robert Lefebvre stated that the tonnage for the collection of recyclable material continues to be based upon estimates, being 29.40 tonnes per week or 5.88 tonnes per day, and that Recycle Action Inc. continues to accept this estimate for payment for the processing of the recyclable material.

The total tonnage collected and processed for the months from January to July 2022 was 840.84 tonnes in comparison to 876.12 tonnes for the same period for previous year and indicated that the reduction was due to Recycle Action Inc. being closed for 6 days in January due to a number of employees having COVID-19.

The Recycling Coordinator also indicated that the tonnage collected of the electronic and electrical waste and diverted from landfill sites by Recycle Action Inc. for the period from January to July 2022 was 46.75 tonnes in comparison to 44.72 tonnes for the same period for the previous year.

Moved by: Robert Kirby
Seconded by: André Chamaillard

THAT the Tonnage Reports, as presented by Robert Lefebvre, be received.

CARRIED

Update – Recycling Vehicles

Luc Lalonde provided the following updates of the recycling vehicles:

- 1 - Vehicle #16 – 2014 model – in current operation;
- 2 - Vehicle #17 – 2015 model – had been in repairs since January 2022 and has been returned but is awaiting a safety check in order to begin operation;
- 3 - Vehicle # 18 – being the refuse (garbage) truck – the compacting mechanism had been repaired and returned to operation;
- 4 - Leased vehicle – the existing vehicle, which is a 2-compartment box, will be replaced for a 1-compartment box and will have a hydraulic arm for the retrieving of rollout containers. Luc Lalonde stated that there would be an additional cost of \$500 per month, however, would improve the collection process.

JOINT RECYCLING COMMITTEE
August 22nd, 2022
Hawkesbury Town Hall

Accounts

Robert Lefebvre declared his pecuniary interest with respect to the accounts and withdrew from any discussion regarding the declared conflict of interest.

The accounts were presented to the Members of the Committee and it was

Moved by: **André Chamaillard**
Seconded by: **Robert Kirby**

BE IT RESOLVED THAT the accounts paid, as per Schedule “A” attached hereto and forming part of these minutes, be approved as presented to the Committee.

CARRIED

2022 Financial Update

Robert Lefebvre proceeded to give a financial update as to the current operations of the Committee as of August 2022 including year-end projections with the same being as follows:

- **THAT** a saving of the “tipping-fee” paid to Recycle Action Inc. would probably occur since the amount of 1,600 tonnes of material to be processed had been budgeted, however, the projected amount to be collected during the year is only 1,530 tonnes thereby resulting in an item surplus of approximately \$10,000;
- **THAT** the items for salaries and benefits for the employees were currently “on track” as to the amount budgeted for the year;
- **THAT** the budgeted amount of \$30,000 for equipment (truck) rental due to mechanical failures of the recycling vehicles had expenditures to date of \$17,980 and therefore an item surplus of approximately \$10,000 could also be projected;
- **THAT** the budgeted amount of \$100,000 for the leasing of a recycling vehicle including the additional cost of \$500 per month for the hydraulic arm would possibly result in a surplus of approximately \$5,000 being realized;
- **THAT** a total budgeted amount of \$81,000 for the repairs of all owned recycling vehicles for the year 2022 had been allocated with expenditures to date amounting to \$55,435 leaving a balance of over \$25,000 which should be sufficient for the balance of year for repairs; and
- **THAT** as of July 2022 an amount of \$43,000 had been expended for fuel in comparison to the amount of \$65,000 that had been budget for the year leaving for a potential deficit of \$9,000 for this year.

Robert Lefebvre concluded by mentioning that barring any issues that a potential operating surplus of approximately \$16,000 could be realized which does not include the “Transfer to the Reserve” in the amount of \$40,000 that had been budgeted and that can be completed.

JOINT RECYCLING COMMITTEE

August 22nd, 2022

Hawkesbury Town Hall

2023 Recycling Budget

Robert Lefebvre requested direction from the Committee as to the preparation of the 2023 budget estimates of the Hawkesbury and Area Joint Recycling Committee.

Robert Lefebvre mentioned to the Committee Members that for the present, the transition to “full producer responsibility” is currently scheduled and projected for July 1st, 2023 whereby full financial responsibility will be the responsibility of the Producer Organization, being Circular Material of Ontario.

Robert Lefebvre stated that even though provincial regulation still requires that in the case of the three (3) participating municipalities of the Hawkesbury & Area Joint Recycling Committee to transition as of July 1st, 2023, possible delay could occur thereby requiring us to continue operations.

Robert Lefebvre continued by mentioning that should a 6-month operational budget be approved and that the municipal treasurers only levy for 6-months that a “shortfall” would occur if delays in transitioning occurs. Robert Lefebvre indicated that should a 12-month budget be prepared and approved and that transition occurs as projected, then each municipality would have additional reserves that could be transferred to the reserve account for eventual distribution. Robert Lefebvre further mentioned that each municipality currently levies an approximate amount of between \$50-\$60 for the blue box recycling program including the household hazardous waste day activity and therefore this amount is not necessarily significant and could be used for each municipality for other waste diversion activities should transitioning occur as projected.

After a brief discussion on this matter, it was

Moved by: Robert Kirby
Seconded by: André Chamaillard

THAT Robert Lefebvre be directed to prepare a 12-month calendar budget for the year 2023 for the Hawkesbury and Area Joint Recycling Committee.

CARRIED

Household Hazardous Waste Day Activities

Robert Lefebvre mentioned that he had again re-confirmed with the company Drain-All Limited as to the household hazardous waste day collection event scheduled for Saturday, October 1, 2022 between the hours of 8:30 am to 4:00 pm at the Hawkesbury Waste Treatment Facility.

Robert Lefebvre also mentioned that he had been in contact with the Director of the Vankleek Hill Collegiate Institute and it was stated that either their Environmental Science class or Environment Club would wish to participate in the collection of material for this year’s event.

JOINT RECYCLING COMMITTEE
August 22nd, 2022
Hawkesbury Town Hall

Existing Agreements

Robert Lefebvre provided to each Member of the Committee various agreements that currently exists and need to be considered and/or re-negotiated and extended as a result of the transitioning that is scheduled to occur July 1st, 2023. The Agreements are as follows:

- a) The Agreement that the Township of Champlain has with Mike's Waste Disposal Inc. for the collection of recyclable material for a section of the former Township of West Hawkesbury;
- b) The Agreement and its Amending Agreement with Recycle Action Inc. for the processing of recyclable material; and
- c) The Agreement with the Township of East Hawkesbury for the leasing of space in their heated garage for the recycling vehicles.

After a further discussion on this matter the following updates were provided:

- 1 - With respect to the Agreement between the Township of Champlain and Mike's Waste Disposal Inc., Chairperson Riopel would verify as to the extension of the termination date from March 31, 2023 to June 30, 2023;
- 2 - With respect to the Agreement between the Township of Champlain and the Township of East Hawkesbury for the leasing of a heated garage, Luc Lalonde stated that it had been approved by the Municipal Council of the Township of East Hawkesbury and that he would be providing a copy to the Township of Champlain for their record; and
- 3 - With respect to the Agreement with Recycle Action Inc., Robert Lessard confirm that the existing Agreement had an expiry date of October 31, 2022 but included an annual automatic renewal clause with a 3-month cancellation clause therefore the same not being an issue.

JOINT RECYCLING COMMITTEE

August 22nd, 2022

Hawkesbury Town Hall

WASTE-FREE ONTARIO ACT 2016

Robert Lefebvre stated that Circular Material would be in the process for requesting proposals for the collection of recyclable material.

Robert Lefebvre reminded the Members of the Committee that the local municipalities of the Hawkesbury and Area Joint Recycling Committee were not interested in providing collection services during the transitional period, being from July 1st, 2023 to December 31st, 2025.

Robert Lefebvre also mentioned that he had provided Circular Material with the names of three (3) local garbage collection contractors who could be interested in providing collection services during this transitional period. Robert Lefebvre mentioned, however, that the terms and conditions of the Master Agreement including the Schedule of Works Agreement are extremely demanding and would not necessarily interest the local contractors.

Correspondence

Robert Lefebvre provided to the Members of the Committee two (2) letters of exchange between Circular Material and the Association of Municipalities of Ontario (AMO), including its partners, regarding the Master Service Agreement for the collection of blue box material.

Robert Lefebvre stated that AMO and their municipal clients had concerns and issues regarding the certain terms and conditions of the Master Service Agreement, for example

- Travelling distances by collectors to processing facilities;
- The 4% contamination threshold and potential penalty clauses;
- The amount allocated to municipalities (collectors) for Promotion & Education, being \$1.50 per household only;
- The amount allocated to municipalities (collectors) for administration costs being from 3-5% of costs in lieu to administration costs normally being recognized as between 10-15%; and
- The termination clause being a 30-month period.

Robert Lefebvre provided a brief explanation as to the response by Circular Material to the Association of Municipalities of Ontario (AMO) and stated that this did not affect the Member Municipalities of the Recycling Committee since it had been agreed that none of the municipalities would be providing collection services during the transitional period.

JOINT RECYCLING COMMITTEE

August 22nd, 2022

Hawkesbury Town Hall

Waste Diversion Activities

There were no discussions regarding future waste diversion activities but it was mentioned by Messrs. Jonathan Wilson and Luc Lalonde that they would continue to investigate the potential for joint cooperation for waste diversion activities.

Next Meeting

The next meeting is scheduled for November 21, 2022 at 8:30 am. at the Council Chambers of the Town of Hawkesbury.

Adjournment

This meeting of the Recycling Committee was adjourned at 9:16 a.m. by Luc Lalonde and seconded by André Chamaillard.



**NORMAND RIOPEL
CHAIRPERSON**

**ROBERT LEFEBVRE
RECYCLING COORDINATOR**

Schedule "A" to the minutes of the Joint Recycling Committee dated August 22nd, 2022

CANTON DE CHAMPLAIN TOWNSHIP

Cheque Release List - Summary

Bank Code : 2 - HAWK. REGIONAL BOARD OF WASTE M



AP4020

Page : 1

Date : Jun 14, 2022

Time : 8:24 am

Supplier Code & Name

Invoice No.	Batch No.	Batch Description	Invoice AMT	Released AMT	Cheque AMT
BENS03 BENSON					
11770375	166	MAINTENANCE AND REPAIRS TRU	457.16	457.16	
11771030	166	MAINTENANCE AND REPAIRS TRU	200.42	200.42	
Supplier Inv. Total :			657.58	657.58	657.58
GILL01 GILLES R. MAYER SANITATION LTD					
60041	165	COLLECTION OF BLUE BOX DURIN	1,101.75	1,101.75	
Supplier Inv. Total :			1,101.75	1,101.75	1,101.75
LEFE01 LEFEBVRE ROBERT					
06-2022	165	ADMINISTRATION FEES - AS PER 2	2,578.66	2,578.66	
Supplier Inv. Total :			2,578.66	2,578.66	2,578.66
MACE01 MAC EWEN PETROLEUM INC.					
125647	165	CLEAR DIESEL- PURCHASE OF 88	1,875.51	1,875.51	
131162	166	CLEAR DIESEL- PURCHASE OF 77	1,625.86	1,625.86	
138749	166	CLEAR DIESEL- PURCHASE OF 65	1,491.29	1,491.29	
Supplier Inv. Total :			4,992.66	4,992.66	4,992.66
Grand Total : 7 Invoice(s) 4 Cheque(s)			9,330.65	9,330.65	9,330.65

CANTON DE CHAMPLAIN TOWNSHIP

Cheque Release List - Summary



AP4020

Page : 1

Date : Jun 24, 2022

Time : 8:44 am

Bank Code : 2 - HAWK. REGIONAL BOARD OF WASTE M

Supplier Code & Name

Invoice No.	Batch No.	Batch Description	Invoice AMT	Released AMT	Cheque AMT
RECY01 RECYCLE ACTION					
RA-14142	176	PROCESSING RECYCLABLES - BIL	17,275.44	17,275.44	
Supplier Inv. Total :			17,275.44	17,275.44	17,275.44
TOWN05 TOWNSHIP OF CHAMPLAIN					
4859	176	RECYCLING SERVICES-WEST HAV	2,406.20	2,406.20	
Supplier Inv. Total :			2,406.20	2,406.20	2,406.20
TOWN06 TOWNSHIP OF EAST HAWKESBURY					
REC22-005	176	SAL/BEN/SUPER/USE PICK UP TRL	31,530.01	31,530.01	
Supplier Inv. Total :			31,530.01	31,530.01	31,530.01
Grand Total : 3 Invoice(s) 3 Cheque(s)			51,211.65	51,211.65	51,211.65

CANTON DE CHAMPLAIN TOWNSHIP
Cheque Release List - Summary

Bank Code : 2 - HAWK. REGIONAL BOARD OF WASTE M



AP4020

Page : 1

Date : Jul 08, 2022

Time : 12:30 pm

Supplier Code & Name

Invoice No.	Batch No.	Batch Description	Invoice AMT	Released AMT	Cheque AMT
LEFE01 LEFEBVRE ROBERT					
07-2022	201	ADMINISTRATION FEES - AS PER 2	2,578.66	2,578.66	
Supplier Inv. Total :			2,578.66	2,578.66	2,578.66
MACE01 MAC EWEN PETROLEUM INC.					
145880	201	CLEAR DIESEL- PURCHASE OF 78:	1,763.61	1,763.61	
152568	201	CLEAR DIESEL- PURCHASE OF 10'	2,452.67	2,452.67	
159761	201	CLEAR DIESEL- PURCHASE OF 76:	1,703.02	1,703.02	
391873	201	PURCHASE OF AZZOLA DEF 208L	1,379.13	1,379.13	
Supplier Inv. Total :			7,298.43	7,298.43	7,298.43
MNPL01 MNP LLP					
10492779	201	AUDIT ETAT FINANCIER 2021-HAW	9,195.38	9,195.38	
Supplier Inv. Total :			9,195.38	9,195.38	9,195.38
PIEC02 PIECES HYDRAULIQUES MENARD INC					
1021943	201	MAINTENANCE AND REPAIRS TRU	135.69	135.69	
307220/A	201	CREDIT INVOICE, ENTERED TWIC	-114.80	-114.80	
Supplier Inv. Total :			20.89	20.89	20.89
Grand Total : 8 Invoice(s) 4 Cheque(s)			19,093.36	19,093.36	19,093.36

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CANTON DE CHAMPLAIN TOWNSHIP

Cheque Release List - Summary

AP4020

Page : 1

Date : Jul 08, 2

Time : 12:25 pm

Bank Code : 2 - HAWK. REGIONAL BOARD OF WASTE M



Supplier Code & Name

Invoice No.	Batch No.	Batch Description	Invoice AMT	Released AMT	Cheque AMT
BENS03 BENSON					
1767509	200	PURCHASE RECYCLING SHOP SU	29.29	29.29	
Supplier Inv. Total :			29.29	29.29	29.29
REI01 FRANCIS CANADA TRUCK CENTRE					
100303268:01	200	MAINTENANCE AND REPAIRS TRU	119.51	119.51	
Supplier Inv. Total :			119.51	119.51	119.51
IAWK03 HAWKESBURY AUTO PARTS INC					
174-755033	200	PURCHASE RECYCLING SHOP SU	168.00	168.00	
Supplier Inv. Total :			168.00	168.00	168.00
PIEC02 PIECES HYDRAULIQUES MENARD INC					
017772	200	MAINTENANCE AND REPAIRS TRU	179.93	179.93	
Supplier Inv. Total :			179.93	179.93	179.93
Grand Total : 4 Invoice(s) 4 Cheque(s)			496.73	496.73	496.73

#3451

CANTON DE CHAMPLAIN TOWNSHIP
Cheque Release List - Summary



AP4020

Page : 1

Date : Jul 22, 2022

Time : 9:16 am

Bank Code : 2 - HAWK. REGIONAL BOARD OF WASTE M

Supplier Code & Name

Invoice No.	Batch No.	Batch Description	Invoice AMT	Released AMT	Cheque AMT
COUS03 FRANCOIS COUSINEAU					
367422	214	REPAIR AND MAINTENANCE TRUC	1,745.85	1,745.85	
Supplier Inv. Total :			1,745.85	1,745.85	1,745.85
LEFE01 LEFEBVRE ROBERT					
08-2022	217	ADMINISTRATION FEES - AS PER 2	2,578.66	2,578.66	
Supplier Inv. Total :			2,578.66	2,578.66	2,578.66
MACE01 MAC EWEN PETROLEUM INC.					
166149	217	CLEAR DIESEL- PURCHASE OF 90L	1,876.93	1,876.93	
173575	217	CLEAR DIESEL- PURCHASE OF 90	1,806.16	1,806.16	
180671	217	CLEAR DIESEL- PURCHASE OF 72L	1,397.22	1,397.22	
Supplier Inv. Total :			5,080.31	5,080.31	5,080.31
RECY01 RECYCLE ACTION					
RA-14244	214	PROCESSING RECYCLABLES - BIL	20,730.53	20,730.53	
Supplier Inv. Total :			20,730.53	20,730.53	20,730.53
SURG01 SURGENOR					
357770-1	214	MAINTENANCE AND REPAIRS TRU	-75.00	-75.00	
358506	214	MAINTENANCE AND REPAIRS TRU	596.99	596.99	
Supplier Inv. Total :			521.99	521.99	521.99
TOWN05 TOWNSHIP OF CHAMPLAIN					
4860	214	RECYCLING SERVICES-WEST HAV	2,406.20	2,406.20	
Supplier Inv. Total :			2,406.20	2,406.20	2,406.20
TOWN06 TOWNSHIP OF EAST HAWKESBURY					
REC22-06	214	SAL/BEN/SUPER/USE PICK UP TRL	38,362.29	38,362.29	
Supplier Inv. Total :			38,362.29	38,362.29	38,362.29
Grand Total : 10 Invoice(s) 7 Cheque(s)			71,425.83	71,425.83	71,425.83

CANTON DE CHAMPLAIN TOWNSHIP

Cheque Release List - Summary

Bank Code : 2 - HAWK. REGIONAL BOARD OF WASTE M



AP4020

Page : 1

Date : Aug 17, 2022

Time : 9:05 am

Supplier Code & Name

Invoice No.	Batch No.	Batch Description	Invoice AMT	Released AMT	Cheque AMT
BENS03 BENSON					
11774898	235	PURCHASE SHOP SUPPLY - 20L AI	238.17	238.17	
Supplier Inv. Total :			238.17	238.17	238.17
COUS03 FRANCOIS COUSINEAU					
367426	235	MAINTENANCE AND REPAIRS TRU	474.60	474.60	
367427	235	MAINTENANCE AND REPAIRS TRU	90.40	90.40	
Supplier Inv. Total :			565.00	565.00	565.00
HAWK03 HAWKESBURY AUTO PARTS INC					
074-762166	235	PURCHASE SHOP SUPPLY - NAPA	248.49	248.49	
Supplier Inv. Total :			248.49	248.49	248.49
MACE01 MAC EWEN PETROLEUM INC.					
187842	235	CLEAR DIESEL- PURCHASE OF 85'	1,565.14	1,565.14	
Supplier Inv. Total :			1,565.14	1,565.14	1,565.14
SURG01 SURGENOR					
357932	235	MAINTENANCE AND REPAIRS TRU	18,125.39	18,125.39	
358380	235	MAINTENANCE AND REPAIRS TRU	2,389.76	2,389.76	
Supplier Inv. Total :			20,515.15	20,515.15	20,515.15
TOWN05 TOWNSHIP OF CHAMPLAIN					
5002	235	RECYCLING SERVICES-WEST HAV	2,406.20	2,406.20	
Supplier Inv. Total :			2,406.20	2,406.20	2,406.20
TOWN06 TOWNSHIP OF EAST HAWKESBURY					
REC22-07	235	SAL/BEN/SUPER/USE PICK UP TRL	35,106.88	35,106.88	
Supplier Inv. Total :			35,106.88	35,106.88	35,106.88
Grand Total : 9 Invoice(s) 7 Cheque(s)			60,645.03	60,645.03	60,645.03