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March 27, 2018

Mr. Rob Wrigley
District Manager
London Regional Office
Ministry of the Environment and Climate Change
2nd Floor
733 Exeter Road
London, ON N6E 1L3

Re: Oxford County 2017 Year End Leaf and Yard Waste System Annual Report

Dear Mr. Rob Wrigley,

As per the requirements of Ontario Regulation 101/94 Section 15, please find attached the County's Annual Leaf and Yard Waste System Report for the 2017 calendar year.

Questions and/or comments can be directed to Pamela Antonio, Waste Management Coordinator for Oxford County at (519) 539-9800 ext. 3114 or pantonio@oxfordcounty.ca.

Sincerely,

Frank Gross, C. Tech
Manager of Transportation and Waste Management

CC: Pamela Antonio, Oxford County
Dave Vermeeren, Oxford County



Oxford County

**2017 Leaf and Yard Waste System
Annual Report**

Submitted to

**Mr. Rob Wrigley
District Manager
Ministry of the Environment and Climate Change
London Regional Office**

March 22, 2018

Municipal Information

Oxford County is located in southwestern Ontario between Kitchener-Waterloo and London with the administrative office for the County located in the City of Woodstock. Oxford County was restructured during the mid-1970's, with eighteen (18) municipalities amalgamating to form the current eight municipalities consisting of the City of Woodstock, the Town of Tillsonburg, the Town of Ingersoll, and the Townships of Blandford-Blenheim, East Zorra-Tavistock, Norwich, South-West Oxford, and Zorra. The geographic area, census population, and household count of each municipality is presented in the table below:

Table 1: Municipal Information

Municipality	Land Area km ²	2016 Population	Household Count
Blandford-Blenheim	382	7,399	2,916
East Zorra-Tavistock	242	7,129	2,786
Norwich	431	11,001	3,936
South-West Oxford	371	7,664	3,115
Zorra	529	8,138	3,360
Ingersoll	13	12,757	5,258
Tillsonburg	22	15,872	7,324
Woodstock	49	40,902	17,556
Oxford County	2,040	110,862	46,251

Agricultural business is well supported in Oxford County. Approximately 34% of all households in Oxford County are located in rural communities either directly related to farming or in small villages and hamlets.

For questions and/or concerns regarding the contents of this report please contact:

Pamela Antonio
Waste Management Coordinator
Oxford County
519-539-9800 ext. 3114
pantonio@oxfordcounty.ca

Leaf and Yard Waste System – Section 15(3)

Procedure for Providing Home Composters to Residents

Oxford County funds 100% of the Leaf and Yard Waste Program operating within the County. Due to various municipal agreements with some of the lower tier municipalities, administration of this program may vary.

Oxford County is responsible for the purchase and maintenance of inventory levels for the County's home composter program for all municipalities except for the City of Woodstock. The City of Woodstock purchases and distributes their own inventory, funded through the County.

In 2017 the City of Woodstock sold composters for \$40.00 per unit until the end of March and then reduced the price to \$15.00 per unit. The remaining seven (7) municipal offices as well as the Oxford County Administration Building and the Oxford County Waste Management Facility sold composters for \$10.00 per unit, which is \$20.45 below the original purchase price. Oxford County absorbed the difference between the purchase price and selling price for composters sold within the County.

In 2017, the County and the City of Woodstock also sold Green Cones for \$40.00 per unit which is \$52.00 below the original purchase price.

Number of Home Composters Provided to Residents

In 2017, the County had a composter, green cone, and blue box sale. Over \$22,000.00 worth of stock was sold to County residents. The following table identifies the number of composters and green cones sold and/or distributed to residents of Oxford County in 2017.

At this time, Council has agreed that a source separated organics curbside program was not suitable for Oxford County's rural dominated population. To address the strategic plan, Oxford County encourages residents to utilize backyard composters. The amount of composters sold shows that interest levels to compost are high.

Table 2: Number of Backyard Composters Sold in 2017

Details	Number Sold
Composters Sold Directly to Residents	334
Green Cones Sold Directly to Residents	308
Total Units Sold in 2017	642

Information Provided to Residents on Home Composting

Every composter sold in Oxford County contains instructions prepared by the manufacturer, on its use. The County also promotes home composting through several media outlets:

Oxford County Promotion and Educational Efforts

Oxford County Website

Information contained on the website cover the frequently asked questions; and outlines the 'Do's and Don'ts', 'Step by Step How to Compost', etc.

Oxford County Annual Waste Management Calendar

Information contained in the calendar is a simplified version of the information found on the County's website. The calendar is distributed to all residents living within the County except for residents of the City of Woodstock.

Oxford County Presentations to Local Community Groups

Upon request, the County will make presentations to local community groups promoting the benefits of home composting and how easy it is to do.

City of Woodstock Promotion and Educational Efforts

The City of Woodstock promotes home composting through their website, street signage and a community magazine called 'What's on Woodstock'. Through such media, Woodstock residents are notified of where to purchase composters, price of the composters, as well as how to compost.

Leaf and Yard Waste Collection System – Section 15(4)

Amount of Leaf and Yard Waste and Brush Accepted or Collected

The following table identifies the amount of leaf and yard waste, and the amount of brush waste collected by each municipality in 2017. Weigh scales are not available at these depots and therefore, it is uncertain how much of the material indicated below is carry-over from material received towards the end of 2016.

Tonnage information for the materials listed below was derived from weigh scale tickets representing:

- Material received at the County's Compost and Brush Facilities
- Brush material removed from the Towns of Ingersoll and Tillsonburg and City of Woodstock brush depots as reported by the County's Brush Contractor

Table 3: 2017 Material Tonnages Collected by Municipality

Location	Leaf and Yard Waste Collected (Tonnes)	Brush Waste Collected (Tonnes)
Ingersoll	1,098	986
Zorra	362	238
East Zorra-Tavistock	550	470
Blandford-Blenheim	336	247
Woodstock	4,723	2,565
Norwich	895	768
Tillsonburg	920	592
Total	8,884	5,866

Amount of Leaf and Yard Waste Transported to the County Compost Facility and Amount of Brush Waste Transported to the County Brush Facility

In 2017, 8,884 tonnes of leaf and yard waste material was transported to the County’s owned and operated Compost Facility and 5,866 tonnes of brush was transported to the Brush Facility.

Amount of Leaf and Yard Waste or Brush Material Land Applied or Transported for Direct Application to Land

In 2017, no leaf and yard waste was land applied or transported for direct application to land.

Description of the Leaf and Yard Waste Collection System

Leaf and Yard Waste

Oxford County supports eleven (11) municipal leaf and yard waste depots located throughout the County.

Table 4: Leaf and Yard Waste Depot Information

Municipality	Location	Hours of Operation	Staffing
Ingersoll	80 Pemberton Street, Public Works Yard	24/7	Unmanned
Tavistock	18 Hendershot Street	24/7	Unmanned
Innerkip	104 Blandford Street	24/7	Unmanned
Hickson	158 Loveys Street	24/7	Unmanned
Woodstock	944 James Street	7:30 am – 11:00 pm	Unmanned
Otterville	302 Main Street, Public Works Yard	24/7	Unmanned
Norwich	Phebe Street at end of Street	24/7	Unmanned
Blandford-Blenheim	895957 Oxford Road 3, Public Works Yard	24/7	Unmanned
Tillsonburg	50 Newell Road	W 12:00 pm - 5:00 pm; S 8:00 am – 12:00 pm ¹	Manned
Zorra	783045 Road 78	24/7	Unmanned

¹ Hours changed in the fall of 2017 to Monday to Saturday 9:00 am – 5:00 pm (October to March) and Monday to Saturday 9:00 am – 8:00 pm (April to September)

These depots are open to both the residential and commercial sectors. Use of these depots is free and these depots service 46,251 households. These depots are operated solely by municipal forces and subsidized 100% by the County.

Additionally, the Towns of Ingersoll and Tillsonburg, and the City of Woodstock offer curbside collection of leaves during the fall months. The cost to deliver this program is covered by the respective municipality as the County does not fund curbside collection of leaves. The County does fund all costs associated with the transportation of this material to the County’s Compost Facility.

Collected leaf and yard waste from the municipal depots is brought to either the County’s Compost Facility or directly land applied. In 2017, collected material was transported to the County’s Compost Facility located at 384108 Salford Road, Salford on a weekly basis during the months of April to November. The County covers 100% of the costs associated with transporting this material to the Compost Facility. This facility is not open to the public.

The Compost Facility operates under Ontario Regulation 101/94 Part V Section 34 – Permit to Rule and in accordance with the requirements set out in Part V of this Regulation – Leaf and Yard Waste Composting Sites. Once the material is received at the Compost Facility, it is immediately placed into windrows for composting where temperatures are taken and recorded in the County Compost Database.

To assist with the composting process, the material received is ground. This process has enabled the County to reduce the amount of residual waste generated from the entire process and allows for a more efficient and timely screening process.

Following regulatory requirements for windrow composting, the rows are turned at least five times at regular intervals, monitoring temperatures for 15 different days that achieve a temperature of 55 degrees Celsius as per Part V, Section 29 (4) and (5).

The operator will record the temperature readings, weather, date, windrows turned as well as general condition of the compost. The operator will also evaluate the facility and surrounding area for any issues pertaining to odour, dust, litter, and vermin. This information is recorded to assist operational staff with trouble-shooting issues pertaining to high or low moisture content, high or low windrow temperatures, material volume levels for each windrow, identifying the start date of the curing stage, and when grinding and screening activities occurred.

Records for the Compost Facility are stored electronically on the County's server and hard copies of the operator's findings during temperature taking are kept on-site at the Oxford County Waste Management Facility Site at 384060 Salford Road, Salford. Records are maintained for a standard 7-year period.

Once the compost has completed its curing stage, samples are taken for analysis using the sampling parameters set out in Ontario Regulation 101/94 Part V Section 16. Samples are sent to A&L Laboratory in London where a CQA Product Quality Test is performed. All compost produced in 201 met the Provincial testing requirements and current CCME type A compost standards.

In 2017, 4,377 tonnes of finished compost was marketed. The remaining compost will be ready for market in 2018.

Brush Waste

Like the leaf and yard waste depots, the County supports eleven (11) municipal brush waste depots located beside the leaf and yard waste depots. Details on their locations and operating hours can be found in the table in Section 4 above.

The land application of brush can occur if an agreement is reached between the area municipality and the property owner. In 2017, no land application of material occurred.

The Towns of Ingersoll and Tillsonburg, the Township of East Zorra-Tavistock and the City of Woodstock have available real estate to house the brush received at their depots for several months at a time while the remaining municipalities transport the brush material to the County's Brush Facility located at 384108 Salford Road, Salford. This Brush Facility is not accessible to the public. Transportation costs are completely covered by the County.

Several times a year, the County coordinates the grinding and removal of brush at each of the storage locations (Ingersoll, Tillsonburg, East Zorra-Tavistock, Woodstock, and Oxford County Brush Depot). Typically, the material is removed from all of the depots and delivered to the County's Brush Depot located east of Salford, unless a request is made by the municipality for woodchips to be left behind. The County always keeps 1-2 tractor trailer loads of woodchips on site each year. This material is used to assist in the composting process when incoming compost material is lacking in carbon material.

Complaints Received and Responses Made

Oxford County did not receive any complaints regarding the operation of eleven (11) municipal leaf and yard waste and brush waste depots. Nor were there any complaints received regarding the operations at the County owned and operated Compost and Brush facilities.