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TO: Chair and Members of the Environment and Climate Change Committee

DESTINATAIRE : Comité de l'environnement et du changement climatique

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16 septembre 2025

FILE NUMBER: ACS#: ACS2025-PWD-GEN-0001

SUBJECT: Use of Delegated Authority in 2024 by the Public Works Department

OBJET: Utilisation de la délégation de pouvoir en 2024 par le département des travaux publics

PURPOSE

The purpose of this report is to inform the Environment and Climate Change Committee (ECCC) on the use of delegated authority in 2024 as per the [Delegation of Authority By-](#)

[law 2024-265 Schedule “J” – Public Works Department](#). In 2024, delegated authority was exercised by Solid Waste Services, specific to the following sections:

- Section 2 – Federal and Provincial Agreements
- Section 17 – Discharge, Hauled Waste and Leachate Agreements
- Section 19 – City Consents and Certificates of Approval

Schedule “J” of the By-law also delegates authority to appropriate staff within the department for the following sections; however, this authority was not used by Solid Waste Services or Forestry Services in 2024:

- Section 3 – Service and Funding Agreements
- Section 4 – Maintenance and Liability Agreements
- Section 18 – Compliance Certificates

BACKGROUND

Solid Waste Services is responsible for the operational planning, development, management, and environmentally sound operation of the residential solid waste management system for the city. This includes the provision of systems and facilities for residential recycling, including household hazardous waste management.

Section 2 – Provincial and Federal Agreements

The General Manager, Public Works Department, has the delegated authority to approve, amend, extend, and execute agreements with the provincial and federal governments provided that such agreements are consistent with the departmental mandate and are at no cost to the City, with the exception of associated costs that are within approved budgets.

Section 17 – Discharge, Hauled Waste and Leachate Agreements

The General Manager, Public Works, (in conjunction with the General Manager, Infrastructure and Water Services) has the delegated authority to enter and execute or amend sewer discharge agreements or permits, permits for disposal of hauled liquid materials, and leachate agreements with Section 9 of By-law No. 2003-514, as amended, being the Sewer Use By-law, or any successor by-law thereto.

A discharge agreement is entered into when a facility’s wastewater discharges exceed certain limits or contain prohibited substances, to bring their discharge into compliance

with the Sewer Use By-law. The agreement outlines the conditions that must be met and provides the recovery of treatment costs. Under specific circumstances and conditions, leachate can be discharged to the sewer or hauled to the wastewater treatment plant.

Section 19 – City Consents and Certificates of Approval

The General Manager, Public Works, has the delegated authority to approve Municipally owned solid waste facilities, liquid waste facilities, and short-term waste facilities, to approve and execute agreements related thereto, and to provide technical comments to the Ontario Ministry of the Environment, Conservation and Parks (MECP) on all Environmental Compliance Approval (ECA) applications. An Environmental Compliance Approval is a permission that allows businesses to operate their facility or site with environmental controls that protect human health and the natural environment.

DISCUSSION

The following is a summary of fees collected through the use of delegated authority under Schedule “J” in 2024 through Section 2 – Provincial and Federal Agreements, Section 17 – Discharge, Hauled Waste and Leachate Agreements, and Section 19 – City Consents and Certificates of Approval.

Section 2 – Provincial and Federal Agreements

The funds received from provincial and federal agreements totalled \$615,188.18. This includes the following agreements:

1. HSP Funding Agreement with Product Care, Ryse Solutions, and Automotive Materials Stewardship: \$304,388.62
2. EEE funding from Electronic Products Recycling Association and E360: \$26,760.07.
3. Bluebox recycling funding from Stewardship Ontario: \$284,039.49.

Section 17 – Discharge, Hauled Waste and Leachate Agreements

The revenues collected from Leachate Agreements totalled \$922,916.90. This includes the following agreements:

1. City of Ottawa - Trail Road (Ongoing): \$127,638.98.
2. CWS (Waste Management of Ottawa Corp) (Ongoing): \$350,477.18.

3. Waste Connections of Canada Inc. (formerly Progressive Waste Solutions) (Ongoing): \$444,800.74.

Section 19 – City Consents and Certificates of Approval

The application fees for three Environmental Compliance Approval (ECA) amendments totaled \$27,200. This includes the following amendment approvals:

1. Amendment to ECA No. A461402 (MECP Reference #: 1469-D8MQBR) Application for Approval of Municipal and Private Sewage Works SWM System Serving Springhill Landfill - \$1,400.
2. Amendment to ECA No. A461402 (MECP Reference #: 2149-D8RJH9) Application for the Remedial Action Plan and Closure Plan of the Springhill Landfill - \$3,100.
3. Technical Amendment to ECA No. A461402 (MECP Reference #: 4290-D3SQ9K) Application for Approval of Waste Disposal Sites, Removal of Temporary Suspension of Waste Filling Activities - \$22,700.00.

CONCLUSION

The Public Works Department will continue to report annually to the Environment and Climate Change Committee on the use of delegated authority, in accordance with By-law 2025-69, Schedule “J” – Public Works Department.

Any inquiries concerning the use of delegated authority for Solid Waste Services should be directed to Shelley McDonald, Director, Solid Waste Services.

Regards,

Alain Gonthier
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Public Works Department

CC: Senior Leadership Team
Director, Public Information and Media Relations and Outreach
Public Works Department Leadership Team
Coordinator, Environment and Climate Change Committee