

TOWNSHIP OF ADMASTON/BROMLEY

Waste Management Committee

AGENDA

Thursday, May 29th, 2025 at 4:30 pm

Council Chambers

1. Call meeting to order
2. Declaration of Pecuniary Interest
3. Approval of Agenda
4. Minutes
 - i. [May 20, 2025](#)
5. [Waste Management Draft By-Law Report](#)
 - i. [Draft Waste Management By-Law](#)
 - ii. [Draft Amended Fees & Charges](#)
6. [Blue Box Program Transition – Bins Surplus Equipment](#)
7. Question Period
8. Next Meeting
9. Adjournment

TOWNSHIP OF ADMASTON/BROMLEY

Waste Management Committee

Date: Tuesday May 20th, 2025, at 4:06 pm

Present were Committee members Brian Hamilton (Vice Chair), Angela Field and Keith Gourley.

Absent Committee members Michael Donohue

Staff present were CAO/Clerk Jennifer Charkavi, Public Works Superintendent Steve Visinski, Treasurer-Deputy CAO/Clerk Kelly Coughlin and Finance Clerk Amy Fraser

Guest was John Watson, Cambium, who attended virtually.

Kevin LeGris arrived at 4:30 pm virtually.

1. Committee Chair Hamilton called the meeting to order at 4:06 p.m.
2. Disclosure of Pecuniary Interest – None
3. Approval of Agenda

Resolution No. 01-05-25

Moved by Angela Field, seconded by Keith Gourley

BE IT RESOLVED that the Committee approve the agenda of May 20, 2025 Waste Management Committee meeting as presented this date.

“Carried”

4. Minutes

Resolution No. 02-05-25

Moved by Keith Gourley, seconded by Angela Field

BE IT RESOLVED THAT the Waste Management Committee approve the minutes from the October 17 / November 18, 2024 meeting.

“Carried”

5. Waste Management Draft By-Law Report

- i. Cambium – Garbage Bag Tag Program Plan – Guest – John Watson

CAO/Clerk Charkavi reviewed her report, explaining in February 2025 staff went to council seeking to get assistance with some of our consultants as there was difficulty understanding how to move forward with the bag tag system. Cambium

provided the Township with a suggested bag tag program, with an implementation plan to follow, aim for a September 2025 start date, courtesy tags to get to the end of the year, 2026 pay per use option. CAO/Clerk Charkavi explained that there would be a revenue and an expense that would off set each other at budget time.

Mr Watson, Cambium introduced himself and gave a quick run down of the report. He explained he had come from a depot only system so he had some experience. Report broke up into three phases, Planning, Implementation and Evaluation. Provided an overview of how to move forward and how they showed the planning phase of the report. Four townships were compared to our township – clear bags were used in three of the four, how they rolled out their bag tag system.

Implementation provided goals, some objectives, timelines, target audience for communications or promotion education, as well as, key messages and operations tactics, day to day on how the bylaw would be implemented. Pretty through campaign.

Waste reduction week is the middle of October in Canada so the township could have 4-6 weeks of new waste system in place prior to that.

This report could be modified to create a final report which could be operationalized so that it could roll out fairly seamlessly to residents.

Committee member Field inquired about tenants receiving bag tags. Mr. Watson replied that the Property owner would be responsible to get the bag tags and it would be the responsibility of the property owner to share with tenant. Once pay per use comes into play, tenants would have to have proof of living in Township.

Committee member Gourley inquired about property type, as well as, agriculture plastic. Mr. Watson was explained that each property type, regardless of type; residential, agricultural or commercial, would receive bag tags as per the Assessment Rolls. Agriculture plastic still a very hard material to dispose of. One option put forth is to ban ag plastic from landfill site or find another program, such as Clean Farms, to handle the ag plastic, however, wrap or film needs to be relatively clean to be part of that program. Committee was not in favour of banning ag plastic.

Councillor Hamilton asked regarding clear plastic bags and what was the purpose of them. Mr. Watson explained that clear bags are partially used to push the resident to recycle and compost more, landfill attendants would have to look at the bag and not accepted or pay additional fee to drop bag off, it would depend on waste bylaw. Committee Chair Hamilton followed up with how clear bags would be implemented. Mr. Watson stated that an additional fee would be added to the resident and usually the additional fee would encourage the resident to sort at home prior to arrival at the depot. When a program like this you need a grace period, education first, enforcement second.

CAO/Clerk Charkavi asked if there was a phased in process with tags and clear bags. Mr. Watson indicated you could implement clear bags first and then implement a garbage bag tag system. Clear bags could be used as an impetus for enforcement and then the bag tag system could come after. Depending on whether you see a reduction in waste and then see if tags would be necessary. Committee wanted to move forward with a bag tag system.

Councillor Gourley asked if there were repercussions to these types of programs. Mr. Watson followed up with any change could be challenging, however, education, frequently asked questions prepared and having the proper tools accessible could make things less challenging. Encourage residents that less garbage means less cost to them.

Councillor Hamilton inquired about curbside collection. Mr. Watson noted this option has operational challenges, cost and there is a trend away from manual collection, so definitely an option, however, there are substantial costs associated and with the shortage of truck drivers, moving to curbside can be difficult.

Councillor Gourley discussed diversion and what possibilities are available for composting options. Mr. Watson replied the ECA for landfill may have to be rewritten to handle composting, operational costs would be more, such as purchasing moloks. In house, food composter program might be successful, if interested Cambium would be able to provide a report to the CAO/staff on that.

Councillor Hamilton discussed an updated timeline for implementation. He was concerned about budget deliberations and making sure the resident was ready for implementation Jan 2026. CAO/Clerk Charkavi explained staff reasoning for September implementation with tons of education over the summer.

Councillor Gourley would like to have both clear bags and tags implemented in January 2026, however, this is something that needs to be brought forward to council.

Resolution No. 03-05-25

Moved by Keith Gourley, seconded by Angela Field

BE IT RESOLVED THAT the Waste Management Committee receive the Draft Report from Cambium Inc. on the implementation of a bag tag system;

AND BE IT RESOLVED THAT the Waste Management Committee approve staff advertising and educating property owners on the changes forthcoming to the Waste Management By-Law which will include the requirement to purchase bag tags to deposit waste in the Township.

AND BE IT RESOLVED THAT the Waste Management Committee recommend to Council to direct staff to finance the roll out costs through a combination of possible 2025 year end department surplus and Waste Capital Reserve;

AND BE IT FURTHER RESOLVED THAT the Waste Management Committee commence the bag tag system on September 2, 2025 (date).

“Carried”

6. Question Period

There were questions and discussion on the following:

Education to not only residents but to landfill attendants as well. Possibly offer assistance to landfill attendants. Possibility of movement of structure at landfill/depos.

Clear bag landfill policies already in existence that township can mimic and possibly revamp.

Clean Farms program, is this something that can be looked into to see if it's a possibility. Investigate systems and compactor possibilities.

7. Next Meeting

The CAO/Clerk will try to have another report and the draft by-law ready for May 29, 2025. As then if there are any further changes or issues, there is still the June 19, 2025 Council meeting to adopt the by-law.

8. Adjournment

Resolution No. 04-05-25

Moved by Angela Field, seconded by Keith Gourley

BE IT RESOLVED that the Monday, May 20, 2025 Township of Admaston/Bromley Waste Management Committee meeting be adjourned at 5:10 p.m.

“Carried”

Chair

CAO/Clerk

Township of Admaston/Bromley
477 Stone Road, R.R. #2
Renfrew, ON
K7V 3Z5
E-Mail Address – info@admastonbromley.com

613-432-2885 Stone Road Office
613-432-4052 Fax

613-432-3175 Stone Road Garage
613-646-7918 Cobden Road Garage

REPORT

Date: May 29, 2025
To: Waste Management Committee
From: Jennifer Charkavi
Re: Waste Management By-Law Report

Discussion:

Cambium presented their report containing recommendations on how to move forward with a Bag Tag program.

Cambium recommend providing 20 free bag tags to all property roll numbers that are considered occupied properties. They provide examples of similar sized municipalities going through a comparable process. It is important to note that three (3) of the four (4) municipal examples require clear bags. Committee directed staff to include in the draft by-law that only clear bags will be accepted.

The reason for the use of clear bags is to encourage better waste sorting, improve worker safety, and divert materials like recyclables and hazardous waste from landfills, leading to a more sustainable waste management system. By making it easier to see what's inside the bags, clear bags help residents properly separate their waste and ensure that only non-recyclable garbage ends up in the landfill. Cambium added information at the meeting, that should a visitor have recycling or other prohibited materials in with the waste, that an extra fee, like an extra bag tag fee be charged.

Clear bags will come into effect January 1, 2026 to ensure that there is adequate education for all property owners.

Cambium has provided Council and staff with an Implementation Plan including a social media and advertising campaign.

Cambium recommended only twenty (20) free bag tags as a courtesy to the new bag tag system, a one-time offer. Committee increased the amount of free bag tags to thirty (36) and to begin the program September 2 to December 31, 2025, eighteen (18) weeks. The 36 bag tags is a courtesy for the proposed changes being recommended.

This is a move into user fees for waste disposal. Each eligible roll # will be provided the courtesy bag tags. It is important to note that the expenditure for waste disposal will now not form part of the levy, but instead, waste disposal will be funded by user fees.

Waste Disposal Sites

Staff are recommending that the Osceola Landfill be opened the same day/time as the Stone Road Transfer Site. Currently the Township incurs costs to transfer items (construction materials) from Stone Road to the Osceola Landfill. The costs are approximately \$450 per month, \$5400 annually. Douglas Transfer Site only accepts bagged waste and recycling. Staff recommend that both transfer sites should accept the same items. Committee has discussed this in the past but had not come to a decision.

Staff have worked out three options to move forward with this proposal. **First** do nothing and leave the hours as is. **Second** open Osceola when Stone Road is open. **Third** close Stone Road on Sundays all year and open Osceola on Wednesdays to match Stone Road and provide Sunday at Osceola during the summer months.

FIRST - Current Hours:

May 1 – September 30

Osceola	Wednesday 12-8, Saturday 9-5
Douglas	Wednesday 5-8, Saturday 9-5
Stone	Wednesday 12-8, Saturday 9-5, Sunday 12-8

October 1 – April 30

Osceola	Saturday 9-5
Douglas	Saturday 9-5
Stone	Wednesday 9-5, Saturday 9-5, Sunday 9-5

SECOND - Proposed New Hours (highlighted in yellow- Increase in service):

May 1 – September 30

Osceola	Wednesday 12-8, Saturday 9-5, Sunday 12-8
Douglas	Wednesday 5-8, Saturday 9-5
Stone	Wednesday 12-8, Saturday 9-5, Sunday 12-8

October 1 – April 30

Osceola	Wednesday 9-5, Saturday 9-5, Sunday 9-5
Douglas	Saturday 9-5
Stone	Wednesday 9-5, Saturday 9-5, Sunday 9-5

THIRD - Proposed Hours (No Sundays at Stone Road):

May 1 – September 30

Osceola	Wednesday 12-8, Saturday 9-5, Sunday 9-5
Douglas	Wednesday 5-8, Saturday 9-5
Stone	Wednesday 12-8, Saturday 9-5, Sunday 9-5

October 1 – April 30

Osceola	Wednesday 9-5, Saturday 9-5,
Douglas	Saturday 9-5
Stone	Wednesday 9-5, Saturday 9-5, Sunday 9-5

The first has no effect on service or the budget as there is no change.

The second is an increase in service and an increase in budget costs, the proposed results in an addition of 8 hours per week from May 1 to September 30 which is an addition of 160 hours, and an addition of 16 hours per week from October 1 to April 30 which is an addition of 448 hours, total annual approximately \$19,000.

The third sees Osceola open at the same time as Stone Road but Stone Road closed on Sundays all year long, while during the summer months Osceola is open on Sundays. This change has no effect on the budget, however, some property owners may see it as a reduction of service as there will be no Sundays open at a waste disposal site during the winter months.

Staff surveyed landfill sites weekend hours surrounding Admaston/Bromley:

Horton – only open on Saturdays all year long

OVWRC (Pembroke, Petawawa, Laurentian Valley and NAW) – only open Saturdays all year long

Renfrew – only open Saturdays all year long

Bonnechere Valley – all sites only open one day on the weekend, Ruby Road exception

McNab/Braeside – only open on Saturdays all year long

Greater Madawaska – open on Saturdays and Sundays

Killaloe/Hagarty/Richards – only open once on the weekends

Pontiac West, QC – only open once on the weekends

If one of the changes is acceptable, this is recommended to begin January 1, 2026 and will be educated to visitors of the Waste Disposal Sites for the next 5 – 6 months.

Staff do anticipate some extra hours may be needed to help with the transition to a bag tag system and may need to have 2 Waste Site Attendants to help ensure that everyone is educated on the changes. A summer student can help with this throughout July and August. The Waste Site Attendants will also require training.

The proposed start date of the Waste Management By-Law is September 2, 2025.

Staff will continue to research more diversion possibilities that could be implemented and bring reports forth with costs and implementation information.

Staff do recommend that whichever option is chosen for the Waste Disposal Site hours, that the construction bin no longer be provided at the Stone Road Transfer Station, effective January 1, 2026.

Bag Tags & Clear Bags

At the May 20 meeting, Committee recommended to Council to prepare the draft by-law with a charge for bag tags, no free ones for household, but courtesy tags beginning in September and would carry property owners through to the end of year with the roughly 2 bags/week allotment. Committee also recommends to Council to make clear bags

mandatory beginning January 1, 2026. Staff will have 5 – 6 months to educate and property owners will have 5-6 months to prepare for the transition.

The bag size permitted will be 75L. Oversize bags will be charged an extra bag tag.

By using clear garbage bags to dispose of waste, the Township is reducing the amount of garbage headed to our landfill, which extends its life by ensuring that recyclables are recycled and that prohibited items are not deposited into the landfill.

The courtesy tags will have to be picked up at the Township office during regular business hours. This will ensure that only eligible persons are receiving them. Bag Tags will be available for sale at the Township Office and all Waste Disposal Sites.

Fees & Charges

The proposed fees and charges are attached to this report for Committee's review.

QR Codes:

Councillor LeGris would like to present an alternative option to physical bag tags.

Staff feel this is a very good option to bag tags, however, staff recommend rolling out the bag tag system with the stickers first as it may be too much for the property owners and for the Waste Site Attendants. Staff do want to figure out how to get a debit machine out at the landfills to help make payments easier and once that is done, a QR code system could be reviewed at that time again.

Financial Implications:

The charging of fees for use for the depositing of waste will see a reduction in the levy required as the Township is contemplating a user fee system. Through a user fee system Waste Management would then be fully funded rather than being funded through taxation.

Staff propose the expenditures incurred to roll out this program in 2025 for advertising, education and training of staff (approximately \$20,000) be financed through any surpluses realized at 2025-year end (ex. excess landfill tipping fees received over the amount budgeted) and the Waste Capital reserve. Currently there are \$29,425 funds available in that reserve.

Staff also propose that costs incurred for operations due to increased hours at the Waste Disposal Sites be financed through any surpluses realized at 2025-year end and the Waste Capital Reserve.

People Consulted:

Public Works Superintendent
 Treasurer-Deputy CAO/Clerk
 Cambium Inc. Consultants

Recommendation for Committee:

BE IT RESOLVED THAT the Waste Management Committee receive the Draft Waste Management By-Law prepared from discussions with Committee and with Cambium at the May 20, 2025 Committee meeting;

AND BE IT RESOLVED THAT the Waste Management Committee recommend to Council to direct staff begin education programs throughout the 2025 summer months and enact the new Waste Management By-Law September 2, 2025 with 36 courtesy bag tags to be provided to all eligible properties;

AND BE IT FURTHER RESOLVED THAT the Waste Management Committee recommends to Council to adopt the amended Fees & Charges by-law that has the waste tipping fees amended;

AND BE IT FURTHER RESOLVED THAT the Waste Management Committee recommend to Council to finance the roll out costs for 2025 through a combination of possible 2025-year end department surplus and Waste Capital Reserve;

AND BE IT FURTHER RESOLVED THAT the Waste Management Committee recommend to Council to implement Option 1 2 or 3 for the Waste Disposal Site Hours effective January 1, 2026;

AND BE IT FURTHER RESOLVED THAT the Waste Management Committee recommend to Council to remove the Construction Material Bin from the Stone Road Transfer Station and that all construction materials must be deposited by persons at the Osceola Landfill, effective January 1, 2026;

AND BE IT FURTHER RESOLVED THAT the Waste Management Committee recommend to Council to commence the bag tag system on September 2, 2025 with the adopting of the draft Waste Management By-Law;

AND BE IT FURTHER RESOLVED THAT the Waste Management Committee recommend to Council to commence accepting clear bags for waste disposal only beginning January 1, 2026.

CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

2025-xx

Being a By-Law to regulate the disposing of waste and recyclables at the Waste Disposal Sites within the Township of Admaston/Bromley.

WHEREAS Sections 11(3), of the Municipal Act, 2001 and amendments thereto, authorizes a municipality to pass by-laws respecting matters within the spheres of jurisdiction, including waste management;

NOW THEREFORE the Council for the Township of Admaston/Bromley enacts as follows:

1) DEFINITIONS:

In this By-Law:

- a) "Assessment Roll" means a public record containing the information about a property and individual pieces of land within the taxing jurisdiction of an assessing unit.
- b) "Bag Tag" shall mean a sticker that is affixed to a bag of garbage to allow it to be deposited into the landfill.
- c) "Bulky Items" means large and heavy objects that are difficult to handle, transport, or store because of their size, shape and weight. They are often items like furniture, appliances and/or large household goods.
- d) "Camping Establishment" means a tourist establishment consisting of at least five camping lots and comprising land used or maintained as grounds for the camping or parking of recreation vehicles and tents.
- e) "Clean Up Costs" means any reasonable expense incurred by the Municipality or the Contractor required to restore a particular location to its usual state of repair or cleanliness as a result of an offence under this By-Law, including the repair or cleaning of private property.
- f) "Commercial owner/occupant" shall mean a person(s) or corporation(s) owning or occupying property in the Township and being assessed at the commercial rate for taxation purposes.
- g) "Commercial Hauler" shall mean a person engaged in the collecting, transporting or disposing of waste materials for profit or gain.
- h) "Council" shall mean the Council of the Corporation of the Township of Admaston/Bromley.
- i) "Contractor" shall mean any contractor hired by the Township.
- j) "Contractor Landfill Site Disposal Form" means a form to be completed by a contractor / person who is disposing of material from a residence, commercial, farm or institutional property within the Township.
- k) "Construction Waste" shall mean nonhazardous waste, refuse and litter generated from and incidental to lawful construction activities and include such items as: drywall, scrap lumber and wood products, fiberglass insulation (bagged), SM Styrofoam (bagged or tied), windows, doors, fiberglass tub surrounds, shingles, etc...
- l) "Conveyance" means equipment used for transportation.

- m) "Environmental Compliance Approval (ECA)" means permission that allows businesses to operate their facility or site with environmental controls that protect human health and the natural environment.
- n) "Farm/Agricultural owner/occupant" shall mean a person(s) or corporation(s) owning or occupying property in the Township and being assessed at the farm rate for taxation purposes.
- o) "Farm Plastic" shall mean plastics used for farm use.
- p) "Household Waste" shall mean waste generated from a domestic location.
- q) "Illegal Dumping" means the disposing of Waste in non-designated areas, such as public roads, ditches, Private Property, and Public Property.
- r) "Industrial owner/occupant" shall mean a person(s) or corporation(s) owning or occupying property in the Township and being assessed at the industrial rate for taxation purposes.
- s) "Landfill" means the Osceola Landfill Site which is a system of approved waste disposal in which waste is deposited and buried.
- t) "Litter" means a waste such as paper, cans and bottles left lying in an open or public space.
- u) "Metal" means scrap metal that is deposited in a designated area at the Osceola Landfill.
- v) "Mixed Waste" means a combination of waste with recyclables and/or municipal, special and prohibited waste, including all items deemed unacceptable as per this by-law.
- w) "Municipal Hazardous and Special Waste (MHSW)" means any material that, due to its physical, chemical, or biological characteristics, poses a significant risk to human health or the environment if not properly handled and disposed of. Also known as "Hazardous & Special Products" or "Household Hazardous Waste".
- x) "Occupant" shall include and mean any occupant, owner, lessee of tenant of any property within the Township.
- y) "Occupied Property" means a property with a structure on which a person, including an owner, operator or tenant lives, sleeps, cooks or otherwise maintains actual possession.
- z) "Officer" means a By-Law Enforcement Officer authorized to enforce the provisions of this By-Law.
- aa) "Owner" means a Person who is shown on the Assessment Roll as the assessed owner of a real property on a current Assessment Roll for the Township, or a Person, who for the time being, is managing or receiving the rent of the land or premises, whether on their own account or as an agent or trustee for any other person.
- bb) "Private Property" means any land or building that is privately owned and is not owned or leased by the Township, local board, County, or the Crown in the Right of Ontario, or the Crown in the Right of Canada.
- cc) "Prohibited Materials" means materials not accepted at any Waste Disposal Site.

- dd) "Public Property" means any land or building that is owned or leased by the Township, local board, County, the Crown in the Right of Ontario, the Crown in the Right of Canada.
- ee) "Recyclables" are defined in Schedule "A" attached hereto and forming part of this by-law. There is no limit to the amount of Recyclables that may be deposited at the Waste Disposal Sites.
- ff) "Recreational Property" means the use of land or buildings for the purpose of organized active leisure activities.
- gg) "Residential" means a place of residence designated or intended for habitation and shall include a dwelling unit.
- hh) "Re-Use" shall mean waste that may be repurposed.
- ii) "Re-Use Building" shall mean a building to house products or components that are able to be repurposed.
- jj) "Street" means any public highway, private road, lane, thoroughfare or way within the Township.
- kk) "Tenant" means a person who occupies land or property or building rented from a landlord, and includes short term rentals.
- ll) "Township" shall mean the Corporation of the Township of Admaston/Bromley.
- mm) "Transfer Sites" mean a site where waste is temporarily stored and sorted prior to transfer to a landfill.
- nn) "Waste" shall mean includes all solid waste materials remaining after recyclables, leaf & yard waste, Municipal Hazardous and Special Waste (MHSW), prohibited waste and bulky items are removed. Also known as garbage.
- oo) "Waste Disposal Site(s)" shall mean any land, buildings or structures, owned or leased by the Township, at which waste and/or recyclables are deposited and/or processed and any machinery or equipment or operation required for the treatment, disposal or cover of waste and/or recyclables.
- pp) "Waste Disposal Site Attendant(s)" shall mean the person(s) hired by the Township to work at the Waste Disposal Sites.
- qq) "White Goods" means refrigerators, and freezers, or any such items containing a chemical refrigerant.
- rr) "Yard Waste" means materials such as leaves, grass, tree limbs and shrubs and similar vegetation items.

2) **WASTE DISPOSAL SITES:**

The following sites are designated areas determined to be Waste Disposal Sites, and no other lands in the township shall be used for this purpose. The hours of the Waste Disposal Sites are set out in Schedule "B" of this By-Law, and are amended from time to time.

LOCATIONS:

- Stone Road Site - Transfer Station
735 Stone Road
- Douglas Site - Transfer Station
311 Fourth Chute Road
- Osceola Site - Landfill
144 Pit Road

3) **GENERAL REGULATIONS FOR THE OPERATION OF WASTE DISPOSAL SITES:**

- a) The Council for the Corporation of the Township of Admaston/Bromley shall be responsible for the operation and use of the Waste Disposal Sites, and may contract from time to time, for the removal and disposal of waste or other refuse and recyclables from the Waste Disposal Sites.
- b) No person(s) shall dispose of Waste or Recyclables at any of the Waste Disposal Sites unless such Waste or Recyclables were generated within the Township of Admaston/Bromley.
- c) All Waste and Recyclables shall only come from occupied properties.
- d) Waste and Recyclables from a campground site is not permitted to be disposed of in the Waste Disposal Sites as the Waste and Recyclables is not generated from within the Township of Admaston/Bromley.
- e) All Waste being disposed of at any of the Waste Disposal Sites must be separated in accordance with the rules and regulations established by Council, and the instructions of the Waste Disposal Site Attendant, or their designate.
- f) All Waste being disposed of at the Transfer Sites shall be bagged waste only.
- g) All Waste shall be placed in clear bags. Clear bags in effect January 1, 2026.
- h) All bags shall be a maximum size 75L and maximum weight 50 lbs.
- i) All bagged Waste shall be deposited into the designated areas by the person visiting the Waste Disposal Site to deposit their waste.
- j) The Waste Disposal Site Attendant shall supervise the disposal of Waste and Recyclables at the Waste Disposal Site(s) and shall document and conduct record keeping duties as assigned by council from time to time and by the Province of Ontario and/or the Ministry of the Environment, Conservation and Parks.
- k) No person shall interfere with, hinder or assault the Waste Site Attendant in the performance of their duty.
- l) The Waste Site Attendant may inspect and turn away Waste deemed hazardous or in contravention of this By-Law. If a non-compliance entry is made the license plate number of the vehicle may be used for the purpose of identification.
- m) Each clear or transparent plastic bag may have one (1) small bag, grocery bag size – maximum size 15L, and may be of any colour, contained inside for the purpose of disposing of private and/or personal items. The weight of the overall bagged waste cannot exceed 50 lbs.
- n) All bagged Waste shall have affixed to it a bag tag sticker before it may be deposited into a waste disposal site, as depicted in Schedule "D".
- o) There are no refunds on purchased and/or unused Bag Tags.
- p) Bag Tags shall not be reused.

- q) Recycling is mandatory and shall be sorted as required at the Waste Disposal Sites.
- r) Bagged waste shall not contain Mixed Waste, including but not limited to Recyclables, Municipal Hazardous and Special Waste and Yard Waste.
- s) Recyclables must be deposited only at designated areas in the Waste Disposal Sites and are subject to the conditions as outlined in Schedule "A" hereto attached.
- t) All Farm Plastic shall only be deposited at the Osceola Landfill in designated areas.
- u) All White Goods shall be disposed of at the Osceola Landfill in designated areas. Fees and charges (Tipping Fees) are set out in the Fees & Charges By-Law, amended from time to time.
- v) All Yard Waste shall be deposited at the Osceola Landfill in designated areas.
- w) The disposal of complete motor vehicles shall not be permitted in the townships' Waste Disposal Sites.
- x) Construction and demolition materials shall be deposited at the Osceola Landfill in designated areas. Fees and charges (Tipping Fees) are set out in the Fees & Charges By-Law, amended from time to time.
- y) Contractors/Persons shall present a completed Contractor Landfill Site Disposal Form, as outlined in Schedule "E" hereto attached. The form shall be submitted to the Waste Site Attendant prior to being permitted to dispose of material from a residence, commercial or institutional property located within the Township of Admaston/Bromley. This includes demolition debris, shingles, home and/or estate clean-up, etc. regardless of the quantity. The Township is not permitted to accept material generated outside the municipality per MECP Environmental Compliance Approval certificate. The municipality has the right to refuse any debris and/or person from disposing material within the landfill site.
- z) Large, bulky, non-compactable items such as furniture shall be disposed of in the Osceola Landfill, at a designated area. Furniture and appliances may be deposited in the Re-Use area at the Osceola Landfill Site. Fees for large bulky items are set out in the Fees & Charges By-law, amended from time to time.
- aa) Metal may be disposed of at the Waste Disposal sites, in designated areas, for no cost.
- bb) No person(s) shall discharge any firearms on any part of the Waste Disposal Sites, unless authorized by council to do so.
- cc) Prohibited Waste shall not be permitted in the Waste Disposal Sites as per Schedule "C".
- dd) Commercial Haulers and/or Contractors shall only be permitted to dispose of waste that has originated within the boundaries of the Township of Admaston/Bromley. Fees are set out in the Fees & Charges By-Law, amended from time to time. A Contractor Landfill Site Disposal Form shall be completed.
- ee) Access to the Waste Disposal Sites shall be on such days and during such hours as are set out in Schedule "B", hereto attached

and forming part of this by-law, and no person shall enter onto any Waste Disposal Site in the township except in accordance with the provisions of this by-law.

- ff) No person shall enter or use the Waste Disposal Sites after hours.
- gg) Every person entering the Waste Disposal Sites shall do so in a conveyance.
- hh) The conveyance entering the Waste Disposal Site shall not be overloaded and the Waste shall be secured and covered or bagged.
- ii) All persons entering the Waste Disposal Site shall unload Waste in a safe manner and use caution while unloading.
- jj) Requests to open the Osceola Landfill after hours may be submitted to the Public Works Superintendent. Fees to request the opening of the Osceola Landfill are set out in the Fees & Charges By-law, amended from time to time.
- kk) Items that may be repurposed or reused may be deposited at the Re-Use Building at the Osceola Landfill for no charge. These items are permitted at the discretion of the Waste Site Attendants. Items not accepted will be charged the appropriate fee as per the Fees & Charges By-law.
- ll) Salvaging may be permitted at the Re-Use Building only.
- mm) Scavenging shall not be permitted.
- nn) No person shall spill, scatter, deposit, throw, lay or cause to be thrown, lain, deposited, scattered or spilled, waste or recycling on any street, private property or public property.
- oo) Charges for Waste Disposal (Tipping fees) are set out in Fees & Charges By-Law, amended from time to time.
- pp) Burning of Waste shall not be allowed at the Waste Disposal Site. Burning of segregated brush and other clean wood products and clean wood by-products shall be permitted under supervision and in accordance with applicable Ministry of Environment and Conservation and Parks regulations and guidelines as per the ECA.
- qq) The Waste Disposal Sites shall be operated within the regulations and guidelines of the Ministry of the Environment, Conservation and Parks, as per the ECA.
- rr) Municipal Hazardous and Special Waste, as defined by the Ministry of Environment, Conservation and Parks from time to time and listed in Schedule "C" hereto attached and forming part of this by-law, shall not be deposited at any Waste Disposal Site at any time. The Township has an agreement with the Town of Renfrew for the accepting of hazardous or special waste. Information on the depositing of hazardous or special waste by the Towns of Renfrew can be found on their municipal website.
- ss) Waste, Recyclables, Municipal Hazardous and Special Waste (MHSW) and bulky items shall not be disposed of on roadways, private property, and public property, except for within the landfill and/or transfer stations and in specified areas. Every effort will be used to locate the owners of the waste described herein.

4) **RECYCLABLES:**

- a) The list of Recyclable materials that shall be accepted by the Township shall be only that material as set out in Schedule "A" attached hereto and forming part of this by-law. Schedule "A" may be amended from time to time subject to the availability of markets for the processing of recyclable material, or through direction of the Ministry of the Environment, Conservation and Parks, or the Resource Productivity and Recovery Authority.
- b) Recyclables are accepted at the Township's designated Waste Disposal Sites and are to be sorted and deposited in designated areas assigned.

5) **PRIVATE CONTRACTORS:**

- a) Persons collecting waste from property owners within the Township of Admaston/Bromley, and depositing such waste in the Waste Disposal Sites, shall have an appropriate Certificate of Approval or such certificates as may be required by the Province of Ontario, or agency thereof, for the hauling of waste materials. Persons collecting waste from property owners within the Township of Admaston/Bromley shall, upon request, show proof of conformance, failing which will result in collected materials not being permitted to be deposited in the townships Waste Disposal Sites. Tipping Fees are set out in the Fees and Charges By-law, amended from time to time.
- b) Bags of waste collected by persons described in 5 a), shall be placed in bags and have a bag tag affixed to them as per Section 3. o).
- c) A Contractor Landfill Site Disposal Form shall be completed for 5 a) and b).

6) **PENALTIES AND/OR FINES:**

Any person who violates any of the provisions of this by-law is guilty of an offence, and shall, upon conviction, be liable for a fine as provided for under the Provincial Offences Act.

7) **INVALIDITY UNENFORCEABLE:**

If any provisions or requirements of this by-law, or the application thereof to any person shall to any extent be held to be invalid or unenforceable, the remainder of this by-law or the application of such provision or requirement to all persons other than those to which it is held to be invalid or unenforceable, shall not be affected thereby and each provision and requirement of this by-law shall be separately valid and enforceable to the fullest extent permitted by law.

- 8) By-Law 2015-53 is hereby repealed, including all other by-laws, resolutions, motions or actions of Council that are inconsistent with this By-Law.

Read a first and second time this **dd** day of **mmm** yyyy.

Read a third time and finally passed this **dd** day of **mmm** yyyy

Mayor

CAO/Clerk

SCHEDULE “A”
To By-Law 202X-xx

Recycling List

CONTAINER RECYCLING

✓ RECYCLABLES MUST BE EMPTY AND RINSED



Aluminum cans & plates



Aerosol (empty) & tin cans



Cardboard cans



Cartons & drink boxes



Egg cartons (plastic)



Glass bottles & jars



Paint cans (METAL, EMPTY/DRY, lids removed)



Plastic bottles, jugs, tubs & lids (Empty liquids)



Plastic bakery, produce & clam shell packaging



Plastic food containers (yogurt, applesauce)

Return all eligible liquor, wine, beer containers to the Beer Store for a refund.

PAPER RECYCLING



Books (soft & hard cover- remove hardcovers and discard with garbage)



Cardboard (2 ft x 3ft (0.61 x 0.91 m), flattened and/or bundled)



Cereal, tissue, frozen food, cracker boxes



Envelopes & junk mail



Magazines, catalogues & phone books (remove plastic)



Newspapers & flyers (Including glossy)



Paper bags



Paper (colored & white) & file folders



Shredded paper (In a clear plastic bag)



Wrapping (non-metallic)/ tissue paper & greeting cards



Toilet & paper towel rolls (empty)

DO NOT PUT IN RECYCLING

- ✗ Containers filled with liquid
- ✗ Home Health Care Waste
- ✗ Sharps & Needles (dispose of at your local pharmacy)
- ✗ Sharp items such as knives
- ✗ Batteries
- ✗ Propane Tanks
- ✗ Plastic Bags
- ✗ Styrofoam
- ✗ Black Plastic

Items Also Not Accepted: Textiles(clothing), carbon paper, pocket novels, glass bottles or other containers that are returnable to LCBO depots for refund.

This list is dependent upon recyclables accepted for processing and is amended from time to time.

***SCHEDULE “B”
to By-Law 202X-xx***

WASTE SITE HOURS - No Change

Summer Hours (May 1 – September 30)

Osceola Landfill	Wednesday	12:00 PM to 8:00 PM
	Saturday	9:00 AM to 5:00 PM
Douglas Transfer Station	Wednesday	5:00 PM to 8:00 PM
	Saturday	9:00 AM to 5:00 PM
Stone Road Transfer Station	Wednesday	12:00 PM to 8:00 PM
	Saturday	9:00 AM to 5:00 PM
	Sunday	12:00 PM to 8:00 PM

Winter Hours (October 1 – April 30)

Osceola Landfill	Saturday	9:00 AM to 5:00 PM
Douglas Transfer Station	Saturday	9:00 AM to 5:00 PM
Stone Road Transfer Station	Wednesday	9:00 AM to 5:00 PM
	Saturday	9:00 AM to 5:00 PM
	Sunday	9:00 AM to 5:00 PM

All sites are **CLOSED** Christmas Day, Boxing Day, New Year’s Day, and Canada Day.

Dates will be amended from time to time to ensure that the Landfill and Transfer Stations are open to offset holidays noted above. Please check the municipal website for updated information.

***SCHEDULE “B”
to By-Law 202X-xx***

WASTE SITE HOURS – Increased Hours

Summer Hours (May 1 – September 30)

Osceola Landfill	Wednesday	12:00 PM to 8:00 PM
	Saturday	9:00 AM to 5:00 PM
	Sunday	12:00 PM to 8:00 PM
Douglas Transfer Station	Wednesday	5:00 PM to 8:00 PM
	Saturday	9:00 AM to 5:00 PM
Stone Road Transfer Station	Wednesday	12:00 PM to 8:00 PM
	Saturday	9:00 AM to 5:00 PM
	Sunday	12:00 PM to 8:00 PM

Winter Hours (October 1 – April 30)

Osceola Landfill	Wednesday	9:00 AM to 5:00 PM
	Saturday	9:00 AM to 5:00 PM
	Sunday	9:00 AM to 5:00 PM
Douglas Transfer Station	Saturday	9:00 AM to 5:00 PM
Stone Road Transfer Station	Wednesday	9:00 AM to 5:00 PM
	Saturday	9:00 AM to 5:00 PM
	Sunday	9:00 AM to 5:00 PM

This Schedule comes into effect January 1, 2026.

All sites are **CLOSED** Christmas Day, Boxing Day, New Year’s Day, and Canada Day.

Dates will be amended from time to time to ensure that the Landfill and Transfer Stations are open to offset holidays noted above. Please check the municipal website for updated information.

***SCHEDULE “B”
to By-Law 202X-xx***

WASTE SITE HOURS - No Sundays

Summer Hours (May 1 – September 30)

Osceola Landfill	Wednesday	12:00 PM to 8:00 PM
	Saturday	9:00 AM to 5:00 PM
Douglas Transfer Station	Wednesday	5:00 PM to 8:00 PM
	Saturday	9:00 AM to 5:00 PM
Stone Road Transfer Station	Wednesday	12:00 PM to 8:00 PM
	Saturday	9:00 AM to 5:00 PM

Winter Hours (October 1 – April 30)

Osceola Landfill	Wednesday	9:00 AM to 5:00 PM
	Saturday	9:00 AM to 5:00 PM
Douglas Transfer Station	Saturday	9:00 AM to 5:00 PM
Stone Road Transfer Station	Wednesday	9:00 AM to 5:00 PM
	Saturday	9:00 AM to 5:00 PM

This Schedule comes into effect January 1, 2026.

All sites are CLOSED Christmas Day, Boxing Day, New Year’s Day, and Canada Day.

Dates will be amended from time to time to ensure that the Landfill and Transfer Stations are open to offset holidays noted above. Please check the municipal website for updated information.

SCHEDULE “C”
to By-Law 202X-xx

MUNICIPAL HAZARDOUS, SPECIAL WASTE & PROHIBITED WASTE

Nothing considered to be municipal hazardous or special waste is allowed to be left or deposited at any of the municipal waste disposal sites located in the Township of Admaston/Bromley. The following is a list of Prohibited Waste. Municipal Hazardous or Special Waste is identified as, but is not limited to, the following:

- | | |
|--|--|
| Motor Oil | Herbicides |
| Insecticides | Paint |
| Acids (muratic, etc.) | Caustics (lye) |
| Glues | Gasoline |
| Drain and Oven Cleaners | Pool Chemicals |
| Bleach | Aerosol Cans that have not been completely emptied |
| Solvents (nails polish remover, paint thinners) | Pesticides |
| Pharmaceuticals | Batteries |
| Antifreeze | Ammonia |
| Cleaning Fluids | Asphalt pavement |
| Biological or pathological waste | Dead Animals |
| Human Sewage | Industrial or Manufactures Waste |
| Petroleum-soaked rags or explosives or any other highly combustible material | |

Metal gas containers, propane tanks and all other fuel tanks/containers are considered hazardous and will not be accepted at any of the Waste Disposal Sites operated by the Township of Admaston/Bromley.

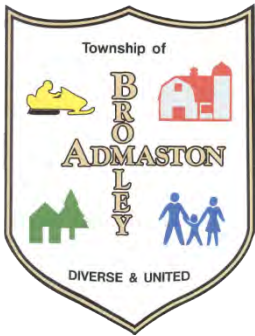
***SCHEDULE “D”
to By-Law 202X-xx***

BAG TAG IMAGE

SAMPLE PROVIDED BELOW OF A BAG TAG STICKER



*SCHEDULE “E”
to By-Law 202X-xx*



**CONTRACTOR
LANDFILL SITE DISPOSAL
FORM**

Contractors shall present a completed Contractor Landfill Site Disposal Form prior to being permitted to dispose of material from a residence, commercial or institutional property located within the Township of Admaston/Bromley. This includes demolition debris, shingles, home and/or estate clean-up, etc. regardless of the quantity.

The Township is **NOT** permitted to accept material generated outside the municipality per MECP Environmental Compliance Approval certificate.
The municipality has the right to refuse any debris and/or person from disposing material within the landfill site.

CONTRACTOR INFORMATION

COMPANY NAME:

COMPANY REPRESENTATIVE:

TELEPHONE NUMBER:

DATE:

SIGNATURE:

PROPERTY OWNER (DEBRIS LOCATION) INFORMATION:

OWNER NAME:

ADDRESS:

TELEPHONE NUMBER:

CELLPHONE NUMBER:

DATE:

SIGNATURE:

Copies of the form can be obtained from the Township Office.

***SCHEDULE “F”
to By-Law 202X-xx***

Set Fines – Short Form Wording

Part 1, Provincial Offenses Act

ITEM	Column 1 Short Form Wording	Column 2 Provision Creating or Defining Offense	Column 3 Set Fine
1.	Disposing of waste or recyclables must be generated within the Township	3. b)	\$50.00
2.	All waste disposed at Transfer Sites must be bagged	3. f)	\$50.00
4.	Bagged waste shall be in clear or transparent plastic bags	3. g)	\$50.00
3.	Waste bags maximum size allowed is 75L or 50 lbs	3. h)	\$50.00
5.	Interfering, hindering, or assaulting the Waste Site Attendant	3. k)	\$100.00
6.	Waste bags must have a Bag Tag Sticker affixed to them	3. n)	\$50.00
7.	Recycling must be sorted into appropriate areas of the Waste Disposal Sites.	3. s)	\$50.00
8.	Bagged waste contains mixed waste.	3. r)	\$50.00
10.	Farm plastic deposited at the Transfer Stations	3. t)	\$50.00
11.	White goods deposited at the Transfer Stations	3. u)	\$50.00
12.	Yard waste deposited at the Transfer Stations.	3. v)	\$50.00
13.	Disposal of motor vehicles	3. w)	\$50.00
14.	Construction and demolition materials deposited at the Transfer Stations.	3. x)	\$50.00
15.	Completed Contractor Landfill Site Disposal Form when disposing of material	3. y)	\$50.00
16.	Large, bulky and non-compatible items deposited at the Transfer Stations	3. z)	\$50.00
17.	Discharging of Firearms in Waste Disposal Sites	3. bb)	\$50.00
18.	Disposing of Prohibited Waste	3. cc)	\$50.00
19.	Entry or use of waste disposal sites after hours	3. ff)	\$50.00
20.	Scavenging at Waste Disposal Site	3. mm)	\$50.00
21.	Spill, scatter, deposit, throw, lay garbage on private or public property	3. nn)	\$50.00
22.	Burning of waste	3. pp)	\$50.00
24.	Waste and Recyclables disposed of on roadways, private property and public property	3. ss)	\$50.00

Note: The penalty provisions for the offenses indicated above is Section 3 of By-Law No. 202x-xx, a certified copy which has been filed.

PART 12 – WASTE MANAGEMENT FEES	
Bag Tag Stickers	\$2.50
Charge for ineligible bag	\$2.50
Charge for oversized bag	\$2.50
Charge for mixed waste, MHSW or prohibited waste in bag	\$2.50
Request to open Osceola Landfill	\$100.00
Operator Costs (min. 3 hours) per hour	\$30.00
White Goods – Refrigerant Degassing Fee	\$20.00
Small Dumpster / Roll Off Bin – 6 to 10 Cubic Yards	\$250.00
Medium Dumpster / Roll Off Bin – 12 to 20 Cubic Yards	\$300.00
Large Dumpster / Roll Off Bin – Over 20 Cubic Yards	\$350.00
Truck – Half Tonne / Tonne	\$50.00
Semi-Trailer	\$300.00
Trailer Towed by Private Automobile	\$50.00
Single-Axle Truck	\$250.00
Tandem Axle Dump Trailer (ball or pintle hitch)	\$100.00
Tandem Truck / Farm Wagon	\$300.00
Tri-Axle Truck	\$350.00
Appliances and Furniture (per item) – Small	\$5.00
Appliances and Furniture (per item) – Large	\$20.00
Tires and Tires on Rims	No Charge
Metal	No Charge
Tri-Axle Truck Load of Waste – Fuel Spill – Per Tonne	\$30/Tonne – min. \$500
Tri-Axle Truck Load of Waste – Fire Clean-Up – Per Tonne	\$30/Tonne – min. \$500
RCDSB (1 High School & 1 Elementary School)	\$500/Month
RCCDSB (1 Elementary School)	\$100/Month

Township of Admaston/Bromley
477 Stone Road, R.R. #2
Renfrew, ON
K7V 3Z5
E-Mail Address – info@admastonbromley.com

613-432-2885 Stone Road Office
613-432-4052 Fax

613-432-3175 Stone Road Garage
613-646-7918 Cobden Road Garage

REPORT

Date: May 29th 2025

To: Waste Management Committee

From: Steve Visinski

Re: Blue Box Program Transition to Full Producer Responsibility

Background:

As Committee is aware the transition of the provincial Blue Box Program to full producer responsibility will begin for the Township of Admaston/Bromley as of July 1st, 2025. During the transition all current recycling programs at the two transfer stations, Stone Road, Fourth Chute (Douglas) and at the Osceola landfill will continue to operate as they currently do. The Emterra Group was awarded the contract to be the receiver and processor for this area. Miller Waste Systems was awarded the contract to be the hauler for all our facilities. Part of Miller Wastes contract states they must supply same like bins or containers to accommodate blue box materials.

Discussion:

Admaston/Bromley Township currently owns three 40-yard closed top recycling containers that are used to haul blue box materials to the processor by a local contractor. With the new transition coming soon the hauler must supply collection containers so the currently owned bins will no longer be needed by the Township.

Staff have met with Miller Waste Systems to inspect all three of our locations to decide what methods of collection would best suit. Since then, Miller Waste have reached out to staff with a proposal to purchase two of the three bins at \$4,000 for each bin. The third bin is much older, and Millers is not interested due to the current shape.

Staff do not see any current uses for retaining the bins after transition and feel this is a good opportunity to deem the bins as surplus to be purchased by Miller Waste Systems.

Financial Implications:

Under the new blue box program, the producers will now pay for the hauling and processing of blue box materials. \$8,000.00 would be collected by the Township from Miller Waste Systems from sale of surplus equipment.

RECOMMENDATION FOR COMMITTEE:

BE IT RESOLVED THAT the Waste Management Committee recommend to Council to deem all three 40 yard containers as surplus.

AND BE IT RESOLVED THAT the Waste Management Committee recommend to Council to sell two 40 yard containers to Miller Waste Systems for a total of \$8,000.00 plus GST.