TOWNSHIP OF ADMASTON/BROMLEY

Waste Management Committee

AGENDA

Monday, June 16th, 2025 at 1:00 pm

Council Chambers

- 1. Call meeting to order
- 2. Declaration of Pecuniary Interest
- 3. Approval of Agenda
- 4. Minutes
 - i. May 29, 2025
- 5. Waste Management Draft By-Law Report
 - i. Draft Waste Management By-Law
 - ii. Draft Amended Fees & Charges
- 6. Question Period
- 7. Next Meeting
- 9. Adjournment

TOWNSHIP OF ADMASTON/BROMLEY

Waste Management Committee

Date: Monday May 29th, 2025, at 4:30 pm

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

Staff present were CAO/Clerk Jennifer Charkavi, Treasurer-Deputy CAO/Clerk Kelly Coughlin and Finance Clerk Amanda Ryan. AV Technologist Nate McIssac was also present.

- 1. Mayor Donohue called the meeting to order at 4:36 p.m.
- 2. Disclosure of Pecuniary Interest None
- 3. Approval of Agenda

Resolution No. 05-05-25

Moved by Brian Hamilton, seconded by Keith Gourley

BE IT RESOLVED that the Committee approve the agenda of May 29, 2025 Waste Management Committee meeting as presented this date.

"Carried"

4. Minutes

Resolution No. 06-05-25

Moved by Brian Hamilton, seconded by Keith Gourley

BE IT RESOLVED THAT the Waste Management Committee approve the minutes from the May 20, 2025 meeting.

"Carried"

- 5. Waste Management Draft By-Law Report
 - i. Draft Waste Management By-Law

CAO/Clerk Charkavi reviewed the report. Councillor LeGris asked for clarification on house holds and roll numbers. Discussion was had on who to distribute the courtesy tags to. Committee decided that the courtesy tags would be provided to households only. Staff would ensure that all households will be eligible for the courtesy tags. Discussion was held on who should receive the courtesy tags the landlord or the tenant. Staff recommended that courtesy tags be given to the landlord or property owner, and not the tenant. Further clarification on the number of bag tags per property was discussed. It was

understood that if there were 4 rental units on one property, that each rental unit (residence) would receive 36 courtesy tags. Staff were directed to decide what is the best way to distribute the courtesy tags.

Providing courtesy tags to commercial users was discussed, however, commercial users currently are supposed to pay for depositing waste, even bagged waste and so they will not be eligible for the courtesy tags. Mayor Donohue noted that the by-law is proposed to start September 2, 2025 so if a resident uses all courtesy tags by the middle of October, then they will have to pay per bag to dispose of the waste at any of the landfill sites. The 36 courtesy provide 2 bags per week to the end of the year.

Councillor Hamilton questioned why we are not starting with clear bags in September but waiting until January 2026. Mayor Donohue stated that in rolling this new process out there may be better response in allowing a transition period.

Mayor Donohue expressed that going to this new diversion of waste by using this new model of charging for waste and using clear bags, the 2% as Cambium stated would be reduced per year seemed modest. It was discussed that with this this change in management of waste within the Township there should be a higher percentage. It was expressed that a benchmark should be determined first before setting a percentage of what the council goal would like to see as a reduction in waste. Mayor Donohue wanted a much higher bench mark.

Councillor LeGris demonstrated the phone app he created to give the Committee an idea of what our landfills could use to administer various items at the land fill including billing. This could provide the Township with measurable information. The app is something the rate payers would use when entering the landfill or transfer stations. This would be a project for a later date once the Township invests in a app.

Resolution No. 07-05-25

Moved by Kevin LeGris, seconded by Angela Field

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.

"Carried"

Committee agreed to move to item # 6 due to time constraints.

6. Blue Box Program Transition – Bins Surplus Equipment

CAO/Clerk Charkavi spoke to Public Works Superintendent Steve Visinski's report. Miller Waste is looking to purchase two of the receptacles the township owns to collect recyclables. Two of the three are in good condition and Miller

Waste would only be interested in purchasing those two. Chair Donohue asked further about the third bin. Treasurer-Deputy CAO/Clerk Coughlin stated that as per discussions with Mr. Visinski the third bin is considered not road worthy and would have to be disposed of by being sold as scrap metal. The third bin as well as the sale of the two bins to Miller Waste would be recognized as new revenues. Mayor Donohue questioned if the Township will be responsible for any recyclables. Treasurer-Deputy CAO/Clerk Coughlin stated that as of July 1, 2025 recycling transitions to producer pay.

Resolution No. 08-05-25

Moved by Angela Field, seconded by Kevin LeGris

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

AND BE IT REESOLVED 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 HST.

"Carried"

"Carried"

9. Adjournment

Resolution No. 09-05-25

Moved by Keith Gourley, seconded by Brian Hamilton

BE IT RESOLVED that the Thursday, May 29, 2025 Township of Admaston/Bromley Waste Management Committee meeting be recessed at 6:30 until a further date.

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: June 16, 2025

To: Waste Management Committee

From: Jennifer Charkavi

Re: Waste Management By-Law Report – Proposed Site Hours – Amendment

added

Discussion:

A proposed fourth option for the Waste Site Hours of Operation is being provided for Committee to consider from Councillor Gourley. The report has been amended to reflect the proposed.

Committee has made decisions that the bags will be clear/opaque beginning January 1, 2026, that Bag Tags will be \$2.50.

Committee now must decide on the size of the bag for each bag tag. A standard garbage can size is 74L. A household garbage bag size is 49L. The report from Cambium recommended 50L, however, Committee had settled on 75L.

Committee must also decide hours of operation, removal of the construction bin at Stone Road, and approve the fees and charges.

Issues that arose at the May 29, 2025 meeting were surrounding who will receive the courtesy tags. Staff are proposing that any person from a property that has a residential assessed value on the assessment roll, can come into the Township office and provide proof that they own, rent, lease household dwelling within the Township, once doing so they can pick up their courtesy tags. All other tags will be required to be purchased and can be done at the Waste Disposal Sites or the Township office during regular business hours. Proof of ownership or rental/lease will be required to purchase tags to prove the waste is coming from Admaston/Bromley.

Should an owner or tenant not be able to prove that they are entitled to purchase bag tags at the Waste Disposal Sites they will not be turned away during the education period, September 2 to December 31, 2025. January 1, 2026, those who cannot

provide proof will have to attend to the Township Office during regular business hours for assistance. It does not seem plausible that someone would not visit one of the Waste Disposal Sites between July and December 2025 and not receive the educational material. Staff will do everything possible to ensure that the information is available and accessible and accessible.

I have removed the words Short Term Accommodation from the definition of tenant. They are in essence a tenant but without a Short-Term Accommodation By-Law or a definition and regulations in our Zoning By-Law staff are removing the term.

Asking tenants to come to the office is currently done so this is not our of the scope of past practice. Owners must get a "dump card" that entitles them to use the waste disposal sites and their tenants must have their owner's authorization to receive a "dump card".

Waste Disposal Sites

Staff understand that Committee may want to <u>wait</u> to make changes to the Waste Disposal Site hours until a later date. However, staff would recommend that the construction bin at Stone Road be removed and construction materials only be disposed of at the Osceola Landfill. This is recommended to commence on January 1, 2026. Staff will be providing over 5 months of education to users that construction materials can only be deposited at the Osceola Waste Site when it is open. This ensures that only bagged waste is accepted at the Stone Road Transfer Station.

From Previous Report:

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

FOURTH - Proposed Hours (Osceola/Stone Road twinning, efficient hours)

June 1 - August 30 (3 months)

Osceola & Stone Road Wednesday 12-7, Saturday 9-5, Sunday 12-6

Douglas Saturday 9-5

September 1 – May 30 (9 months)

Osceola & Stone Road Wednesday 10-5, Saturday 9-4, Sunday 10-4

Douglas Saturday 10-4

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, this is a reduction of service as there will be no Sundays open at a waste disposal site during the winter months.

The fourth sees an increase in opportunity, twinning of the Osceola and Stone Road sites hours and more efficient hours of operation. It also sees a change in the summer vrs winter hours and an annual increase in operating of 118 hours which would be offset by the reduced costs by removing the construction bin at the stone road site.

Staff surveyed landfill sites weekend hours surrounding Admaston/Bromley. Many of those listed below have curbside pickup, but construction materials are not permitted to be put out at the curb.

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 in hours (Option 2 or 3) 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.

Training & Education

Staff will require extra hours for training on the transition to a bag tag system and may need to have two (2) Waste Site Attendants to help ensure that everyone is educated on the changes. Waste Site Attendants will be trained as well on dealing with difficult situations. The summer student can help with this throughout July and August. Office staff will be trained as well.

The bag tags will be a sticker rather than a tie like sticker. The sticker can be placed anywhere that is visible on the bag and is easy to use. A sample of the sticker is below:



The proposed start date of the Waste Management By-Law is September 2, 2025. Clear/opaque bags will be mandatory January 1, 2026.

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

Fees & Charges

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

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 proposing a user fee system. Through a user fee system Waste Management would then be fully funded through user fees 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 report prepared from discussions with Committee at the May 20, and 29, 2025 Committee meetings;

BE IT RESOLVED THAT the Waste Management Committee recommends to Council to adopt the Waste Management By-Law 2025-20 at the June 19, 2025 Council meeting with a start date of September 2, 2025;

BE IT RESOLVED THAT the Waste Management Committee recommend to Council to direct staff begin education programs throughout the 2025 summer months (July & August)

BE IT RESOLED THAT the Waste Management Committee recommend to Council to approve 36 courtesy bag tags to be provided to all eligible properties which are residential assessed properties with proof that occupants own, rent, or lease a household dwelling within the Township;

BE IT RESOLVED THAT the Waste Management Committee recommends to Council to adopt the amended Fees & Charges by-law 2025-21 which has the waste tipping fees amended;

BE IT 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;

BE IT RESOLVED THAT the Waste Management Committee recommend to Council to implement Option 1 2 3 or 4 for the Waste Disposal Site Hours effective January 1, 2026;

BE IT 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;

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...
- I) "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 areas at the Waste Disposal Sites.
- 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 or tenant of any property within the Township.
- y) "Occupied Property" means a property with a structure on which a person, including an owner, occupant, 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 and being assessed at the residential rate for taxation purposes.
- 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 a lessee.
- II) "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) Person(s) using the Waste Disposal Sites will be required to provide proof of residency or ownership, which can include current Driver's License, property tax bill, utilities bill, rental agreement, or bank statement, to purchase Bag Tags.
- d) All Waste and Recyclables shall only come from occupied properties.
- e) Waste and Recyclables from a camping establishment 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.
- f) 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.
- g) All Waste being disposed of at the Transfer Sites shall be bagged waste only.
- h) All Waste shall be placed in clear bags. Clear bags in effect January 1, 2026.
- i) All bags shall be a maximum size 75L and maximum weight 50 lbs.
- j) All bagged Waste shall be deposited into the designated areas by the person visiting the Waste Disposal Site to deposit their waste.
- k) 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.
- No person shall interfere with, hinder or assault the Waste Site Attendant in the performance of their duty.
- m) 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.
- n) 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.
- o) 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".

- p) Oversized bags will be charged an extra bag tag fee and will be at the Waste Site Attendant's discretion.
- q) Ineligible bags will be charged an extra bag tag fee and will be at the Waste Site Attendant's discretion.
- r) There are no refunds on purchased and/or unused Bag Tags.
- s) Bag Tags shall not be reused.
- t) Recycling is mandatory and shall be sorted as required at the Waste Disposal Sites.
- Bagged waste shall not contain Mixed Waste, including but not limited to Recyclables, Municipal Hazardous and Special Waste and Yard Waste.
- v) 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.
- w) All Farm Plastic shall only be deposited at the Osceola Landfill in designated areas.
- x) 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.
- y) All Yard Waste shall be deposited at the Osceola Landfill in designated areas.
- z) The disposal of complete motor vehicles shall not be permitted in the townships' Waste Disposal Sites.
- aa) 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.
- bb) 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 waste material must be weighed on site prior to depositing. 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. Fees are set out in the Fees & Charges By-Law, amended from time to time.
- cc) Large, bulky, non-compactable items such as furniture shall be disposed of in the Osceola Landfill, at a designated area. Fees for large bulky items are set out in the Fees & Charges By-law, amended from time to time. 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.

- dd) Metal may be disposed of at the Waste Disposal sites, in designated areas, for no cost.
- ee) No person(s) shall discharge any firearms on any part of the Waste Disposal Sites, unless authorized by council to do so.
- ff) Prohibited Waste shall not be permitted in the Waste Disposal Sites as per Schedule "C".
- gg) 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.
- hh) No person shall enter or use the Waste Disposal Sites after hours.
- ii) Every person entering the Waste Disposal Sites shall do so in a conveyance.
- jj) The conveyance entering the Waste Disposal Site shall not be overloaded and the Waste shall be secured and covered or bagged.
- kk) All persons entering the Waste Disposal Site shall unload Waste in a safe manner and use caution while unloading.
- II) 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.
- mm) Salvaging may be permitted at the Re-Use Building only.
- nn) Scavenging shall not be permitted.
- oo) 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.
- pp) Charges for Waste Disposal (Tipping fees) are set out in Fees & Charges By-Law, amended from time to time.
- qq) Burning of Waste shall not be allowed at the Waste Disposal Sites. 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.
- rr) 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.
- ss) 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.
- tt) Waste, Recyclables, Municipal Hazardous and Special Waste (MHSW) and bulky items shall not be disposed of on roadways,

private property, and public property. 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:

- Persons collecting waste from property owners within the Township a) 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 property owners within Township waste from the 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) for each visit to the Osceola Waste Disposal Site.

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.

R	ead	a f	irst	and	second	time	this	dd	l da	y of	mmm	У	y\	Λ	/.
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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







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 - Option 1

<u>Summer Hours (May 1 – September 30)</u>

Osceola Landfill	Wednesday Saturday	12:00 PM to 8:00 PM 9:00 AM to 5:00 PM
Douglas Transfer Station	Wednesday Saturday	5:00 PM to 8:00 PM 9:00 AM to 5:00 PM
Stone Road Transfer Station	Wednesday Saturday Sunday	12:00 PM to 8:00 PM 9:00 AM to 5:00 PM 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 Saturday Sunday	9:00 AM to 5:00 PM 9:00 AM to 5:00 PM 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 Option 2

Summer Hours (May 1 – September 30)

Osceola Landfill	Wednesday Saturday Sunday	12:00 PM to 8:00 PM 9:00 AM to 5:00 PM 12:00 PM to 8:00 PM
Douglas Transfer Station	Wednesday Saturday	5:00 PM to 8:00 PM 9:00 AM to 5:00 PM
Stone Road Transfer Station	Wednesday Saturday Sunday	12:00 PM to 8:00 PM 9:00 AM to 5:00 PM 12:00 PM to 8:00 PM
Winter Hours (October 1 – April 30)		
Osceola Landfill	Wednesday Saturday Sunday	9:00 AM to 5:00 PM 9:00 AM to 5:00 PM 9:00 AM to 5:00 PM
Douglas Transfer Station	Saturday	9:00 AM to 5:00 PM
Stone Road Transfer Station	Wednesday Saturday Sunday	9:00 AM to 5:00 PM 9:00 AM to 5:00 PM 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 at Stone Road - Option 3

Summer Hours (May 1 – September 30)

Osceola Landfill	Wednesday Saturday Sunday	12:00 PM to 8:00 PM 9:00 AM to 5:00 PM 9:00 AM to 5:00 PM
Douglas Transfer Station	Wednesday Saturday	5:00 PM to 8:00 PM 9:00 AM to 5:00 PM
Stone Road Transfer Station	Wednesday Saturday	12:00 PM to 8:00 PM 9:00 AM to 5:00 PM
Winter Hours (October 1 – April 30)		
Osceola Landfill	Wednesday Saturday	9:00 AM to 5:00 PM 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

This Schedule comes into effect January 1, 2026.

Saturday

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 "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.)

Glues

Caustics (lye)

Gasoline

Drain and Oven Cleaners

Pool Chemicals

Bleach Aerosol Cans that have not been

completely emptied

Solvents (nails polish remover, paint thinners)
Pharmaceuticals
Antifreeze
Ammonia

Cleaning Fluids

Biological or pathological waste

Anniholia

Asphalt pavement

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

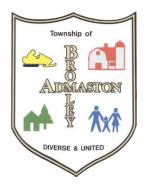
Township of Admaston/Bromley ADDITIONAL GARBAGE TAG

This tag allows ONE (1) ADDITIONAL standard garbage bag (26" x 32")
OR equivalent container of 67 litres, weighing less than 23 kg,
to be disposed of at the Landfill site.

- Tag must be placed in visible area on bag If using a container, place tag on top item

Tags can be purchased at

For more information, please call 613-432-XXXX.



CONTRACTOR INFORMATION

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.

(COMPANY NAME:
(COMPANY REPRESENTATIVE:
-	TELEPHONE NUMBER:
Ī	DATE:
-	SIGNATURE:
-	ERTY OWNER (DEBRIS LOCATION) INFORMATION: OWNER NAME: ADDRESS:
- 4	OWNER NAME:
	OWNER NAME: ADDRESS:
	OWNER NAME: ADDRESS: TELEPHONE NUMBER:

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	Column 2	Column 3
	Short Form Wording	Provision Creating or	Set Fine
		Defining Offense	
1.	Disposing of waste or recyclables not generated within the Township	3. b)	\$50.00
2.	Household waste disposed at Transfer Sites not bagged	3. g)	\$50.00
3.	Household waste not in clear or transparent plastic bags	3. h)	\$50.00
4.	Waste bags exceeding 75L or 50 lbs	3. i)	\$50.00
5.	Interfering, hindering, or assaulting the Waste Site Attendant	3. 1)	\$100.00
6.	Waste bags without a Bag Tag Sticker affixed to them	3. 0)	\$50.00
7.	Recycling not sorted into appropriate areas of the Waste Disposal Sites.	3. t)	\$50.00
8.	Bagged household waste contains mixed waste.	3. u)	\$50.00
9.	Farm plastic deposited at the Transfer Stations	3. w)	\$50.00
10.	White goods deposited at the Transfer Stations	3. x)	\$50.00
11.	Yard waste deposited at the Transfer Stations.	3. y)	\$50.00
12.	Disposal of motor vehicles	3. z)	\$50.00
13.	Construction and demolition materials deposited at the Transfer Stations.	3. aa)	\$50.00
14.	Incomplete Contractor Landfill Site Disposal Form when disposing of material	3. bb)	\$50.00
15.	Large, bulky and non-compatible items deposited at the Transfer Stations	3. cc)	\$50.00
16.	Discharging of Firearms in Waste Disposal Sites	3. ee)	\$50.00
17.	Disposing of Prohibited Waste	3. ff)	\$50.00
18.	Entry or use of waste disposal sites after hours	3. hh)	\$50.00
19.	Scavenging at Waste Disposal Site	3. nn)	\$50.00
20.	Spill, scatter, deposit, throw, lay garbage on private or public property	3. 00)	\$50.00
21.	Burning of waste	3. qq)	\$50.00
22.	Waste and Recyclables disposed of on roadways, private property and public property	3. tt)	\$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.

CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

By-Law No. 2025-xx

Being a By-Law amend By-Law 2023-44 being a By-Law to Establish a Schedule of Fees for Municipal Services

WHEREAS s. 391 (1) c.25 of the Municipal Act 2001 and various other statutes authorize municipalities to pass by-laws for imposing fees or charges for information, services, activities and use of municipal property;

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

- 1. That Council hereby establishes the schedule of fees as amended and as set out in Schedule 'A'.
- 2. No request by any person for any information, service, activity or use of Township property described in Schedule "A" will be processed or provided unless and until the person requesting the information, service, activity or use of Township property has paid the applicable fee or charge in the prescribed amount as set out in Schedule "A".
- 3. Schedule "A" is an integral part of this by-law.
- 4. Should any part of the by-law, including any part of Schedule "A", be determined by a Court of competent jurisdiction to be invalid or of no force and effect, it is Council's intention that such invalid part of the by-law shall be severable and that the remainder of this by-law including the remainder of Schedule "A", as applicable, shall continue to operate and to be in force and effect.
- 5. That this By-Law shall come into force and take effect immediately upon the passage thereof.
- 6. Repeal and Replace By-Law No. 2023-44.

Read a first and second time this 29th day	y of May 2025.
Read a third time and finally passed this	29 th , day of May 2025.
MAYOR	CAO/CLERK

SCHEDULE 'A' TO BY-LAW # 2025-xx FEES & CHARGES

PART 1 - DOG LICENSING			
Spayed/Neutrered -Before April 30th	\$20.00		
Spayed/Neutrered -After April 30th	\$25.00		
Unsterilized Dogs - Before April 30th	\$25.00		
Unsterilized Dogs - After April 30th	\$30.00		
Replacement Tag	N/C		
Kennel License	\$50.00		
Kennel License (+ Dog Tag)	\$10.00		
Service/Guide Dog	N/C		
PART 2 - FEES & SERVICES			
Tax Certificates	\$50.00		
Zoning Compliance	\$50.00		
Consents for Municipal Drains			
Township Road Map	\$100.00 N/C		
County Map	N/C		
Copy of Official Plan	\$50.00		
Copy of Zoning By-Law	\$50.00		
Photocopies	\$0.25		
Faxes - Local	\$2.00		
Faxes - Long Distance	\$2.00		
NSF Charge	\$45.00		
Rates for Council Chambers - Non-Resident	\$40.00		
PART 3 – FIRE			
Recreation Burning Permit	N/C		
Open Air Burning Permit	N/C		
Burning Permit Inspection Fee	N/C		
Fire Report	\$40.00		
PART 4 – PLANNING			
General Inquiry			
Minor Variance	nor County of		
Official Plan Amendment	per County of Renfrew By-law		
Amend County of Renfrew Official			
Approval of an adopted Local Official Plan Amendment			
Zoning By-Law Amendment			

Karst Land Inspections	\$100.00
All other amendment requests	as per costs
Site Plan Application	\$1,000.00
Consent Applications - New Lot Created	ψ1,000.00
Consent Applications - does not create a new lot	
Cancelation of consent certificate	
Issuance of Final Certificate of Approval	per County of Renfrew By-law
Fee for Major Revisions to Consent Application	
Fee for Minor Revisions to Consent Application	
Validation of Title	
Special Council Meeting	N/C
Planning Comment - Hourly Rate	N/C
Subdivision Compliance Report	N/C
Site Plan Control Offences	N/C
Subdivision Development Application (\$5,000 deposit)	N/C
Subdivisions - Initial Application Fee (up to 10 developable lots / blocks)	
Subdivisions - Initial Application Fee (more than 10 developable lots / blocks)	
Subdivision - Major Plan Revisions (re-circulation)	per County of
Subdivision - Minor Plan Revisions (re-circulation)	Renfrew By-law
Subdivisions - Draft Approval Extension (annual)	
Peer Review Deposits - Plan of Subdivision and Plan of Condominium	
Request to Amend Site Plan Agreement	\$550.00
Request for releases of Registered Site Plan	\$300.00
Condominiums - Initial Application Fee (up to 10 units/ common elements/blocks)	per County of
Condominiums - Initial Application Fee (more than 10 units/ common elements/blocks)	Renfrew By-law
Condominiums exempt under section 50 of the Condominium Act	nor County of
Condominiums- Major Plan Revisions (re-circulation)	per County of Renfrew By-law
Condominiums - Minor Plan Revisions or Emergency Extension	
Condominiums - Draft Approval Extension (annual)	per County of
Part Lot Control Exemption By-law - Final Approval	_ Renfrew By-law
County of Renfrew Pre-Consultation Fees	1

PART 5 - SEWEAGE SYSTEM FEES	
Class 2 System (grey-water)	\$350.00
Class 3 System (cesspool)	\$350.00
Class 4 System (leaching bed, filter bed)	\$500.00
Class 5 System (holding tank)	\$500.00
An engineered designed system	\$500.00
Replacement of Tank and/or up to 100 ft. weepers	
PART 6 - COMMENTS RELATED TO SEWAGE SYSTEM FEES	\$200.00
Consents (per severed lot)	
"	\$100.00
Minor Variance	\$25.00
Plan of Subdivision Review	\$75.00
Administration Charge/Septic Permit Search	\$50.00
PART 7 - BUILDING PERMIT FEES	ψ30.00
Residential Buildings (garages and additions) per sq. ft.	40.75
Sundecks/Porches	\$0.75
Accessory Buildings (minimum charge)	\$100.00
Accessory Buildings per sq. ft.	\$100.00
Mobile Home	\$0.40 N/C
Alterations and Renovations	14/0
Swimming Pools/Hottubs	\$100.00
Outdoor Wood Burning Furnace	\$100.00
Farm Building excl. house & garage (minimum charge)	\$100.00
Taith building exci. House & garage (minimum charge)	\$100.00
Farm Building excl. house & garage	\$0.30
Carports	\$100.00
Commercial and Industrial Construction per sq. ft.	
Tower – charge per foot	\$0.50
Demolition of Building	\$2.00
•	\$100.00
Occupancy Permit	\$100.00
Compliance Letter	\$100.00
Additional Inspection	N/C
Additional Inspection (after 4 yrs) Commence Construction with NO Permit	N/C
Solar Panels (Council's Approval)	\$100.00
Revision or Renewal of Permit	
Noticion of Noticinal of Formit	\$100.00

PART 8 - MUNICIPAL TAX SALES ACT	
Title Search and all Lawyer Fees	Actual
Prior to First Notice	Actual
Prior to Final Notice	Actual
After Final Notice	Actual
Sale by Tender	Actual
All other disbursements and expenses	Actual
PART 9 - ROAD CLOSURES	
Administration Costs	\$200.00
Consents	\$100.00
Appraisal Costs	Actual
All other disbursements and expenses	Actual
Appraised Value of Property	Per Appraisal
Part 10 – General Road Operations	
Grader Rental (min 1 hr. charge) per hour	\$100.00
Entrance Permit	\$100.00
Consents	\$100.00
Tile Drain and Utility Road Crossing Permit	N/C
Civic Address Sign	Actual
Installation of Culverts	Actual
PART 11 – STAFF CHARGE OUT RATES (per hours plus admin fee)	
CAO / CLERK	\$90.00
Treasurer - Deputy CAO/Clerk	\$80.00
Treasurer - Deputy Clerk	\$70.00
Roads Superintendent	\$65.00
Lead Hand	\$45.00
Finance Clerk	\$40.00
Admin. Assistant	\$35.00
Equipment Operator	\$35.00
Waste Site Attendant	\$30.00
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
	1

\$20.00
\$250.00
\$300.00
\$350.00
\$50.00
\$300.00
\$50.00
\$250.00
\$100.00
\$300.00
\$350.00
\$5.00
\$20.00
No Charge
No Charge
\$30/Tonne – min. \$500
\$30/Tonne – min. \$500
\$500/Month
\$100/Month