

TOWNSHIP OF ADMASTON/BROMLEY

WASTE MANAGEMENT COMMITTEE

MINUTES

**Monday, June 16, 2025**

**At 1:00 p.m.**

Present – Mayor Michael Donohue, Brian Hamilton, Keith Gourley and Angela Field

Staff present – CAO/Clerk Charkavi, Treasurer-Deputy CAO/Clerk Coughlin, Public Works Superintendent Visinski and Finance Clerk Fraser. AV Technologist Nate Mclsaac was also present.

Guest – None.

1. Mayor Michael Donohue called the meeting to order at 1:07 p.m.
2. Declaration of Pecuniary Interest – None.
3. Approval of Agenda – June 16, 2024

**Resolution No. 01/06/25**

Moved by Brian Hamilton

Seconded by Keith Gourley

BE IT RESOLVED that the Committee resume the Waste Management Committee meeting that started May 29, 2025

“Carried”

4. Minutes
  - May 29, 2025

Meeting minutes were included as “notes” as the prior meeting was recessed.

Mayor Donohue stated the date needed to be changed from Monday to Thursday and he also wanted to confirm that we had established a 25% benchmark in expansion of the landfill timeline, no resolution to this point, however he thought a consensus had been determined with regards to this new model. CAO/Clerk Charkavi stated there was a discussion, but there was not a resolution or consensus, Committee member LeGris had agreed with him in a higher benchmark, however, in the recording there was no determined consensus, but it was noted that Mayor Donohue wanted a much higher benchmark in the notes.

5. Waste Management Draft By-Law Report

CAO/Clerk Charkavi started the meeting off with a review of her report. There were a few items from the meeting of the 29<sup>th</sup> that needed a consensus and confirmation from committee and those items were put into another report going forward. A few items from the meeting were discussed, however, need to finalize.

**Resolution No. 02/06/25**

Moved by Brian Hamilton

Seconded by Keith Gourley

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.

“Carried”

Change terms to just transparent/translucent from opaque, want to be able to see into them.

Bag size confirmed at 74L bag.

Send out tags via mail, as well as have them here at the office. Ensures residents with a roll number receive complimentary bag tag, tenants will have to come into the office and prove their address. Most important is to ensure residents with roll number have been given their tags and then they are responsible for providing them with them to the tenant or the tenant is responsible for coming into the office to get them. Simple as possible for the

transition period, make it more convenient once we have established a starting point. Transition should be as seamless and painless as possible.

A change in waste site hours was discussion, conversation started off by Mayor Donohue recommending that we do not make changes as of right now; do as few changes/new elements, as possible right now, rationalization of hours, staggered openings etc. He wanted to urge not to make any other changes while we are making the transfer to bag tags over the year.

Discussed construction bin at Stone Rd and removing it and only having Osceola as a deposit for materials other than recycling and household waste. There would be cost savings for not having to transport to Osceola.

Committee member Field stated that we should discuss it and when we are going to implement it, it does not have to be at the same time as our current transition, but we should come to an agreement so that we do not have to come back to it later.

Close Douglas on Wednesday and Stone Rd on Sunday's. Other municipalities are only open one day a week. Not making it more difficult, just changing the option. Consensus to close Douglas on Wednesday, Committee member Hamilton does not support.

Recommendation was to remove the bin from Stone Rd. in winter 2025 and open Osceola Sunday.

Committee does wish to make a decision as to what landfill hours would be, appropriate to do it now, not to defer it, but to defer the effective date for it to take place.

Consensus to close Stone Rd. on Sunday for the full year, consensus three members in agreement, two are opposed. Consensus to close Stone Rd. on Sunday for a partial year. Consensus to change summer hours at Osceola from 12-6 to 10-6, Committee members all agreed. Changed hours on Wednesday in the winter to 9-4, all other hours remain the same. No other proposed change to happen until June 2026.

Consensus to open Osceola on Sunday, removing construction bin at Stone Rd. starting October 1 2025.

The new waste bylaw is not reducing levy required for waste management, it is being displaced to user fees. There will be some waste management costs on the levy, still working through the transition with the province, so uncertain of exact costs. Talked about how bag tags revenue anticipated to cover most of the waste/recycling costs. Bag Tag revenue is to displace waste management expenses, levy based to user based.

The bylaw requires some wordsmithing but nothing at this point that needs to be changed or amended.

CAO/Clerk Charkavi did a brief overview of the draft bylaw and stated that the draft fees and charges would be next. Mayor Donohue started to review the fees and charges and the fines schedule with the committee. There was some discussion as to why the fines were put at what they were and if they are too high, they will be denied. Fines, most are amended to \$100, there are two lines that are adjusted to \$250 for harassment and the protection of our staff.

Fees & Charges – Charge more for ineligible bags and items, 4 times the amount of a bag tag, Household garbage will have a bag tag, fines are going to take

repeated education/expectations. Clearly articulate what our expectations are. Mayor Donohue inquired about scale vs bulk rate. Public Works Superintendent had safety concerns using the scale information for metrics. Treasurer-Deputy CAO/Clerk Coughlin gave an example of what Town of Renfrew charges and how they break it down.

Committee member Gourley asked about multiple bags of arriving at one time, as long as they are all tagged and household garage or recycling there would be no additional charges.

White goods, based on cost recovery. Mr. Visinski to check out the cost recovery.

**Resolution No. 03/06/25**

Moved by Keith Gourley

Seconded by Brian Hamilton

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 as amended June 16th.

“Carried”

**Resolution No. 04/06/25**

Moved by Keith Gourley

Seconded by Brian Hamilton

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

“Carried”

**Resolution No. 05/06/25**

Moved by Keith Gourley

Seconded by Brian Hamilton

BE IT RESOLVED 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.

“Carried”

**Resolution No. 06/06/25**

Moved by Angela Field

Seconded by Brian Hamilton

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.

“Carried”

**Resolution No. 07/06/25**

Moved by Keith Gourley

Seconded by Brian Hamilton

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.

“Carried”

**Resolution No. 08/06/25**

Moved by Angela Field

Seconded by Keith Gourley

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 October 2025.

“Carried”

**Resolution No. 09/06/25**

Moved by Keith Gourley

Seconded by Brian Hamilton

BE IT RESOLVED THAT the Waste Management Committee recommend to Council to implement Option 4 with amendments for the Waste Disposal Site Hours effective June 1, 2026.

“Carried”

6. Question Period

7. Next Meeting

8. Adjournment

**Resolution No. 10/06/25**

Moved by Brian Hamilton

Seconded by Keith Gourley

BE IT RESOLVED that the June 16, 2025, Township of Admaston/Bromley Waste Management Committee meeting be adjourned at 4:30 p.m.

“Carried”

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Chair

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CAO/Clerk