




Waste Management Committee Agenda

April 2, 2026 at 5:30 pm
Council Chambers

- 1. **Call Meeting to Order**
- 2. **Approval of Agenda**
- 3. **Disclosure of Pecuniary Interest**
- 4. **Minutes** 2
[December 17, 2025](#) 
- 5. [Waste Management Update Report - User Pay System](#)  5
- 6. [Waste Management Report - Waste Site Hours](#)  8
- 7. **Question Period**
- 8. **Next Meeting**
- 9. **Adjournment**

TOWNSHIP OF ADMASTON/BROMLEY

WASTE MANAGEMENT COMMITTEE

MINUTES

Monday, December 17, 2025

At 5:30 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.

Regrets – Kevin Legris

Guest – None.

1. Mayor Michael Donohue called the meeting to order at 5:44 p.m.
2. Declaration of Pecuniary Interest – None.
3. Approval of Agenda – December 18, 2025

Resolution No. 01-12-2025

Moved by Keith Gourley

Seconded by Brian Hamilton

BE IT RESOLVED that the Committee approve the agenda of the Waste Management Committee meeting for December 18, 2025 as presented.

“Carried”

4. Minutes

- i. May 29, 2025 / June 16, 2025

Resolution No. 02-12-2025

Moved by Keith Gourley

Seconded by Brian Hamilton

BE IT RESOLVED THAT the Waste Management Committee approve the minutes from the May 29 – June 16, 2025 Committee meetings.

“Carried”

5. Blue Box Contract Report

- i. Depot Operations Agreement
- ii. New Change Order with Circular Materials Ontario (CMO)

CAO/Clerk Charkavi began by explaining the change order has been captured in the council agenda with a Bylaw number. Mayor Donohue explained that the agreement will continue to endure, that lines may change and move, however, there was no real change to the agreement.

Public Works Superintendent Visinski began a review of his report. Circular Materials of Ontario will be implementing, as part of the original contract but commencing January 2026, they will no longer accept Industrial, Commercial, Institutional (ICI) materials to be co-mingled with residential blue box materials or cover any costs with hauling or processing of ICI materials. With this, the current contract will continue, however, the change order will reflect a 4.22% deduction of comingled materials, that will no longer be charged to the Township and will include an increase to the residential numbers based on the numbers from MPAC and OPP statements.

Mayor Donohue inquired if half the year will give us accurate information on how it will function. Public Works Superintendent indicated the township has kept very few containments in our depot recycling so continue doing what we are doing. explained staff would capture all depot costs that goes towards recycling and

ensure right costs were in the right places, it would be reviewed with the treasurer to make sure capture the true numbers.

There are three one year contracts in the change order, but gives the township the opportunity to revisit depot costs, fuel surcharge costs and households for example.

Resolution No. 03-12-2025

Moved by Brian Hamilton

Seconded by Keith Gourley

BE IT RESOLVED THAT the Waste Management Committee recommend to Council to adopt By-Law 2025-xx, being a by-law to authorize the Mayor and CAO/Clerk to enter into an agreement with Circular Materials Ontario for a Depot Operations Agreement (Number 2024-00-146).

“Carried”

6. Industrial, Commercial, Institutional (ICI) Blue Box Report

Very similar to prior report, however, Council has a few possible options to deal with ICI materials at the three depot locations; option one would be to have an ICI bin at each location, which would result in higher waste management costs. Option two would be the Township accept ICI at one location, however, there is no data to provide council at this point. Option three would be that the township not accept ICI materials at all.

Committee member Hamilton asked if we knew the numbers that would be affected by not accepting ICI at the landfill. Public Works Superintendent Visinski reiterated that the schools in our township were no longer bringing their garbage or recycling to our locations and it would be very hard to determine between residential or business recycling. Public Works Superintendent Visinski reiterated the township does have limited contaminants at this point and stated his concern if we do not have any ICI materials in the bins, and do not haul in anything to Ottawa Valley Waste Centre will it affect the township in the future.

Resolution No. 04-12-2025

Moved by Brian Hamilton

Seconded by Keith Gourley

BE IT RESOLVED THAT the Waste Management Committee choose Option 3;

AND BE IT RESOLVED THAT Committee direct staff to bring a report back on the costs associated with the option chosen to a future Committee meeting for review.

As amended.

“Carried”

Resolution No. 05-12-2025

Moved by Brian Hamilton

Seconded by Keith Gourley

BE IT RESOLVED THAT the Waste Management Committee direct staff to not accept any ICI materials at the waste management locations

AND BE IT RESOLVED THAT the resolution for Waste Management Committee amend the resolution to “see above”

“Carried”

7. Updated Recycling List – Effective January 1, 2026

Mayor Donohue reiterated that this will go a long way in continuing reducing waste for the township

CAO/Clerk Charkavi explained the delegation in the council agenda was in regards to this list, all municipalities received their lists at different times and this will be in effect Jan 1, 2026

Resolution No. 06-12-2025

Moved by Angela Field

Seconded by Keith Gourley

BE IT RESOLVED THAT the Waste Management Committee receive the updated Recycling Materials List effective January 1, 2026

“Carried”

- 8. Question Period
- 9. Next Meeting – At the call of the chair
- 10. Adjournment

Resolution No.

Moved by Brian Hamilton

Seconded by Keith Gourley

BE IT RESOLVED that the December 18th, 2025 Township of Admaston/Bromley Waste Management Committee meeting be adjourned at 6:46 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
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613-432-3175 Stone Road Garage
613-646-7918 Cobden Road Garage

REPORT

Date: April 2nd 2026
To: Committee
From: Steve Visinski
Re: Update on Waste Management ~ User Pay System

Background:

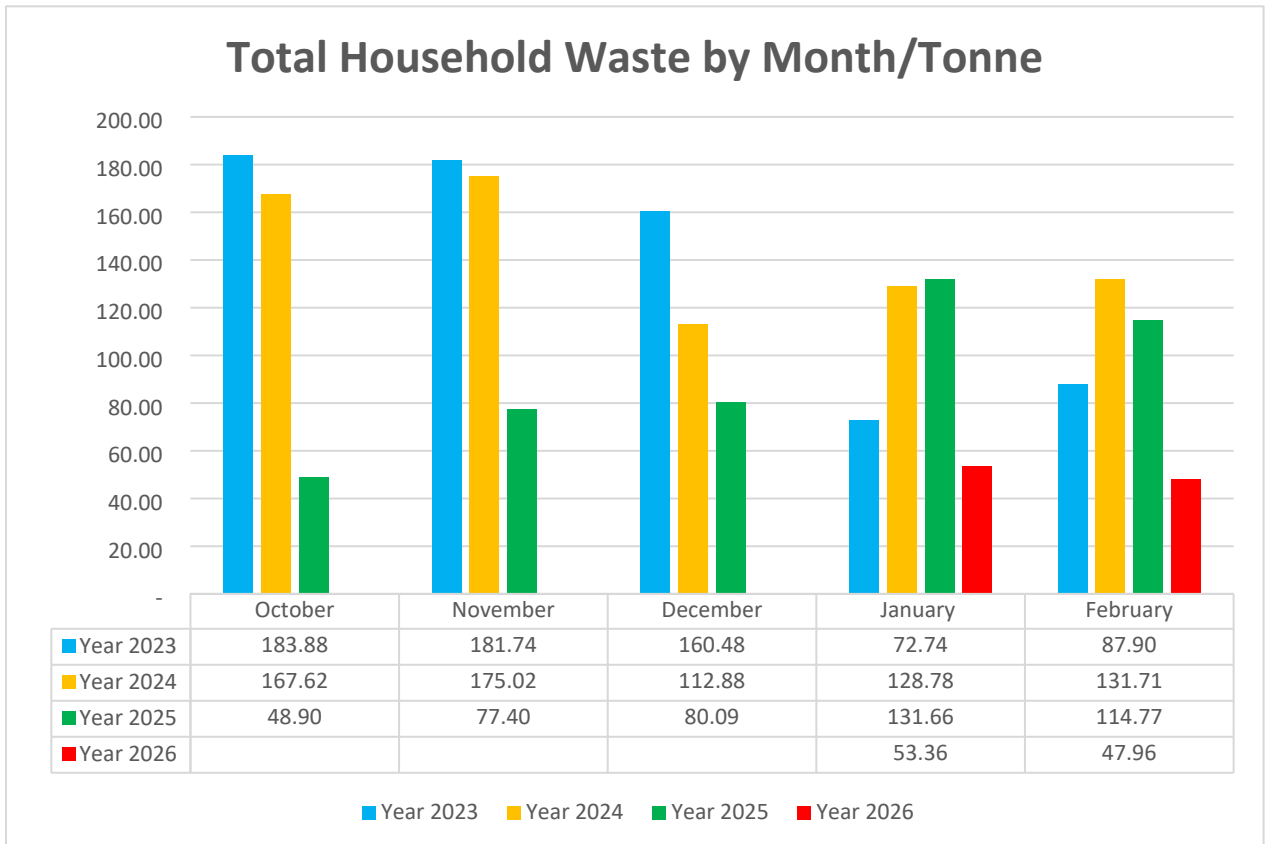
As Council is aware Admaston/Bromley Township has three locations that accept waste and recycling. The Stone Road Transfer Station, Douglas Transfer Station and the Osceola Landfill. During the summer of 2025 Council adopted a new User Pay System for waste disposal. This new system began on September 2nd 2025, requiring all bagged waste to be affixed with a bag tag sticker. As of January 1st, 2026, all bags were required to be in transparent bags and affixed with a bag tag sticker to help promote more recycling.

Discussion:

All waste that is hauled from the Stone Road transfer and the Douglas transfer sites are weighed before dumping at the Osceola Landfill. Osceola's waste is measured and then calculated into metric tonne volumes.

Staff have been monitoring the amount of waste being generated since the user pay system began and have continued to see some great changes for our landfill with the reduction of waste.

The chart below compares five months of waste weights. These five months were chosen as they reference new data since the user pay system began and compares them to previous years. Further reports will be brought forward as more data becomes available.



Durning the beginning of the new bag tag/user pay system Council chose to provide 36 courtesy bag tags to all residential dwellings. This estimation was based on using 2 bags per week per household and would allow enough bags to aid in the transition from September till December of 2025. There was no expiry date on the courtesy bag tags, however they are no longer being issued. If the tags were not used in 2025, they remain valid.

Below is a chart showing the sale of bag tags over the last 6 months.



Financial Implications:

None at this time. Staff will continue to collect data and provide quarterly updates to Council.

People Consulted:

CAO/Clerk Jennifer Charkavi
Treasurer/Deputy CAO/Clerk Kelly Coughlin

Recommendation:

BE IT RESOLVED THAT the Waste Management Committee receives this report as information.

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477 Stone Road, R.R. #2
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REPORT

Date: April 2nd 2026
To: Waste Management Committee
From: Jennifer Charkavi & Steve Visinski
Re: Update on Waste Management ~ Waste Site Hours

Background:

As Committee is aware Admaston/Bromley Township made changes to waste management to find efficiencies, a couple of those changes affected the hours of the waste sites, the Stone Road Transfer Station received the most complaints.

Starting June 1, if no changes are made, the hours of the Stone Road Transfer Station will be reduced as the Sunday opening will be eliminated. There were complaints from residents, primarily seasonal, that the site should be open on Sunday as the Osceola Landfill is too far of a drive for those that are used to accessing the Stone Road Transfer Station.

Staff do feel that the Stone Road Transfer Station is very busy during the summer months and could be open on Sundays, during the summer only. The changes that were made, removing the construction bin from the Stone Road Transfer Station is still supported by staff and should not be returned. Should residents have construction materials they should be required to take that waste to the Osceola Landfill. Tipping fees generated from the construction bin did not cover the costs of hauling the bin to Osceola and should not be the responsibility of the ratepayer not needing to use the bin.

Discussion:

Staff have come up with a possible solution that recognizes the Stone Road Transfer Station to be open on Sundays during the summertime only and remain closed during the winter hours. The suggested changes will not affect the total number of hours currently budgeted for.

Current Summer Hours as per Council Direction:

Current Summer Hours - No Changes - June 1 - August 31, 2026

Day	<u>Douglas</u>		<u>Osceola</u>		<u>Stone</u>		<u>Total Hours</u>	
	Times	Hours	Times	Hours	Times	Hours		
Wednesday	closed 9:00 am - 4:00 pm	0	12:00 pm - 7:00 pm	7	12:00 pm - 7:00 pm	7	14	
Saturday	pm	7	9:00 am - 5:00 pm 12:00 pm - 6:00 pm	8	9:00 am - 5:00 pm	8	23	
Sunday	closed	0	pm	6	closed	0	6	
							43	hours weekly

Proposed Summer Hours – **changes highlighted:**

Summer Hours - With Proposed Changes - June 1 - August 31, 2026

Day	<u>Douglas</u>		<u>Osceola</u>		<u>Stone</u>		<u>Total Hours</u>	
	Times	Hours	Times	Hours	Times	Hours		
Wednesday	closed 9:00 am - 4:00 pm	0	12:00 pm - 7:00 pm	7	12:00 pm - 7:00 pm	7	14	
Saturday	pm	7	9:00 am - 4:00 pm 12:00 pm - 4:00 pm	7	9:00 am - 4:00 pm pm	7	21	
Sunday	closed	0	pm	4	12:00 pm - 4:00 pm pm	4	8	
							43	hours weekly

Current Winter Hours as per Council Direction: Staff are not proposing any changes to the winter hours.

Winter Hours - No Changes - September 1, 2026 - May 31, 2027

Day	<u>Douglas</u>		<u>Osceola</u>		<u>Stone</u>		<u>Total Hours</u>
	Times	Hours	Times	Hours	Times	Hours	
Wednesday	closed 10:00 am - 4:00 pm	0	9:00 am - 4:00 pm	7	9:00 am - 4:00 pm	7	14
Saturday	pm	6	9:00 am - 4:00 pm 10:00 am - 4:00 pm	7	9:00 am - 4:00 pm	7	20
Sunday	closed	0	pm	6	closed	0	6

Financial Implications:

Staff recommend reallocating existing operating hours of the Osceola landfill and Stone Road Transfer Station to accommodate opening the Stone Road Transfer Station on Sunday during the summer hours. These changes would have no impact on the budget as the hours were originally included in the 2026 budget adopted by council.

People Consulted:

Public Works Superintendent Steve Visinski
Treasurer/Deputy CAO/Clerk Kelly Coughlin

Recommendation:

BE IT RESOLVED THAT the Waste Management Committee recommends to Council to approve the changes to the hours for the Waste Sites effective June 1, 2026.