



# AGENDA

## WASTE MANAGEMENT COMMITTEE MEETING

**April 16, 2025 Immediately following the Human Resources/Administration/Public Relations Committee Meeting**

**Council Chambers  
Municipal Office  
7 Third Avenue  
Whitney, Ontario**

**And ZOOM Live Streamed to You Tube Channel: South Algonquin Council**

1. Open Meeting/Call to order
2. Roll Call
3. Additions/Amendments to the Agenda
4. Adoption of the Agenda
5. Disclosure of Pecuniary Interest or a General Nature Thereof
6. Unfinished Business
  - Waste Task Force Recommendations Action Update
    - Waste newsletter; draft circulated.
    - Works Superintendent, Steve Ronholm Report
    - Waste Audit; circulated
7. New Business
8. Adjournment

**Notice to Commercial Businesses**

Commercial businesses will have one pick-up a week. Starting **June 1st**. Businesses that require additional weekly pickup will be charged a pick-up fee of \$75.00 per pickup.

To arrange extra pickups, please call Steve Ronholm at 613-334-5447 or email [clerk@southalgonquin.ca](mailto:clerk@southalgonquin.ca). Please note that the date and time of the additional pickup will depend on truck availability.

Businesses that currently do not have a bin are encouraged to purchase a bin that is compatible the Township garbage truck. To find out more information on how to purchase a bin you may contact Steve Ronholm.

**To increase the capacity of your bin, businesses are encouraged to take all recyclables to the landfill site.**



In 2024, 27.085 metric tonnes of recycling were taken out of the landfill sites. Recycling not only helps the environment but extends the life expectancy of our landfill sites. Currently the life expectancy for Airy Landfill Site is 2055 and Lyell Landfill Site is 2048

**Household Hazardous Waste Day**  
**SATURDAY AUGUST 9, 2025 • 9:00 am - 1:00 pm**  
 Madawaska Works Yard, 24808 Highway 60

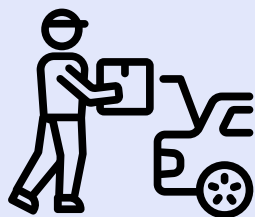
- For your own protection, deliver the hazardous waste material labelled in the trunk of your car.**
- **DO NOT** mix materials.
  - All materials must be clearly marked.
  - If the container is damaged, package the container in a plastic bag in order not to spill it during the journey to the collection site.

To find out which items are hazardous waste, visit [www.southalgonquin.ca](http://www.southalgonquin.ca) or call Steve Ronholm, Works Superintendent 613-334-5447 for more information.

**DO NOT BRING (NOT ACCEPTED)**  
**EXPLOSIVES, FIRE WORKS, AMMUNITION, BIOLOGICAL WASTE, PCB WASTE, WASTE FROM BUSINESSES, HELIUM OR FREON TANKS.**

**TRANSPORTING WASTE**

Residents are required to secure and cover loads to avoid debris from falling off onto municipal roads and highways.



**Waste Collection**

Only household waste should be placed curbside for pickup. Recyclable items must be taken to the landfill site for recycling. Please refer to our household waste collection calendar for waste collection areas.



Please place household waste at the roadside on the scheduled day of collection. This will help deter birds and animals. (Property owners are responsible for picking up any waste that may get scattered along the roadside by birds and animals). The time of your road side pick-up could be anytime between 7:00 am to 3:00 pm on your scheduled day.

- Residents are required to place household waste in garbage bags. Approved removable containers permitted providing the household waste is in garbage bags. (Freezers or permanent containers are not acceptable).
- Residents, who store household waste in private bins or boxes will be required to remove the waste from these bins on the day of collection, put the waste in garbage bags and place them at the side of the nearest Township maintained road or public highway. Private bins must be located on private property outside of the obvious road allowance.



**LANDFILL SITES  
OPERATION SCHEDULE**

**AIRY: 462 Nipissing Road, Whitney  
LYELL: 6319 Highway 523, Madawaska**



April 2 to October 15, 2025: Wednesday 2:00 pm to 6:30 pm  
*Wednesday October 22 & 29 landfill hours will be from 1:00 pm to 4:00 pm*

April 5 to October 25, 2025: Saturdays 8:00 am to 12:00 noon  
**Spring Clean up Schedule: Both sites will be open 8:00 am to 3:30 pm for eight consecutive Saturdays commencing on the first weather permitting Saturday in April.**

April 20 to October 2025: Sundays 10:00 am to 2:00 pm

**Waste Disposal and Fees**

A waste Disposal Site Pass must be shown to the attendants to dispose of waste at both landfill sites.

If you are new to the township and require a pass, please contact the office. Replacement passes can be purchased for \$10.00 at the township office. Please note these Disposal Site Passes do not expire and can be laminated to preserve the card.



**WHY BREAK DOWN CARDBOARD BOXES?  
FLATTEN FOR A GREENER FUTURE!**

Improperly broken-down cardboard occupies excessive space in waste containers, leading to inefficiencies in collection. When cardboard is not flattened correctly, it traps excess air, reducing container capacity and necessitating more frequent pick ups. As a result, the Township incurs higher costs, as each container collection by Emterra costs \$104.00.

**AT THE LANDFILL SITE, WE RECYCLE , REDUCE, REUSE**

**All Large Appliances:** Place Fridges and freezers in normal standing position and remove any latching or locking doors.

**Clean wood:** Only brush, unpainted or untreated wood.

**Aluminum :** Aluminum is not magnetic (for example soft cans & cat food cans).

**Electronics:** Anything with a cord.

**Batteries:** Not car batteries

**Shredding:** Most waste that is not hazardous, household, clean wood, reusable or recyclable (no food or food packaging).

**Cardboard:** cardboard boxes need to be broken down, not thrown in whole

**Steel:** All types.

**Tires:** Can be on rims.

**Each landfill site has a reuse area where useful items can be deposited or taken home.**

**Acceptable Items**



**RECYCLE RIGHT:** These items are acceptable in your recycling bin. Ensure all items are empty and clean.

**PLASTICS**

**WHAT** EMPTY AND CLEAN Plastic Bottles, Containers and Cups



**GLASS**

**WHAT** EMPTY AND CLEAN Bottles and Jars (All Colors)



**CARTONS**

**WHAT** EMPTY AND CLEAN Boxed Food and Beverage Cartons, Paper Cups



**METAL**

**WHAT** EMPTY AND CLEAN Aluminum and Steel Cans, Aluminum Foil



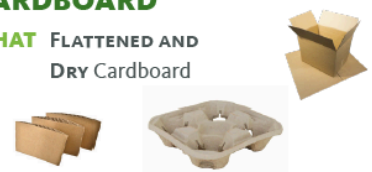
**PAPER**

**WHAT** Newspaper, Magazines, Printed Paper and Shredded Paper  
**HOW** Shredded paper in a paper bag. This is the only item that should be bagged



**CARDBOARD**

**WHAT** FLATTENED AND DRY Cardboard



**UNACCEPTABLE ITEMS** - These items are NOT accepted with your recycling and require alternative handling



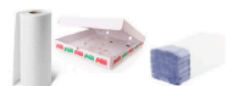
Organic, kitchen, yard and animal waste.



Hazardous waste like paint, gas or aerosol cans, sharp objects, electronics and batteries.



Scrap metal, wires and cables, home and construction waste.



Napkins, paper towels and food soiled cardboard.



Styrofoam™ packaging materials and takeout food/ beverage containers.



Textiles, housewares, windows, ceramics, and other reusable items.



Large plastic products like bins or trays, pouches, plastic bags, and toys.



Diapers and personal hygiene products.

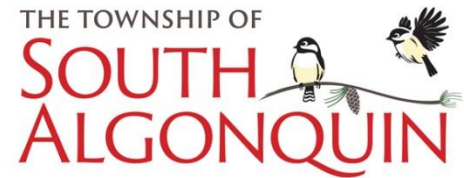


# STAFF REPORT

**Meeting Date:** April 16<sup>th</sup>, 2025

**Agency:** Township of South Algonquin

**Staff Contact:** Steven Ronholm



**Agenda Title:** Waste Task Force – Recommendations & Progress Summary

**Agenda Action:** Waste Task Force – Recommendations & Progress Summary

## Recommendations & Progress Summary

Following Waste Task Force Meetings held on October 3<sup>rd</sup> & October 21<sup>st</sup>, 2024 a summary of recommendations were made as a result. The following recommendations were made and a summary of progress on each recommendation to date is provided below:

1. Investigate collection routes to be more efficient
  - Route optimization is ongoing and in-progress. One item which came up during the waste task force meetings after analyzing volume tracking data was that commercial pickups could be reduced in some instances from multiple pickups per week down to once per week. This reduction would result in less wear and tear on truck, less fuel and less manhours.
  - Office Staff to send out letters to businesses notifying them that only 1 pickup per week will be made at each business location. Any additional pickups will have to be coordinated with the works department and will be charged a fee of \$75/pickup. This information is included in the waste and recycling newsletter.
  - Another item which was discussed was that the truck travelled through Old 127 twice per week even though collection is only once per week. This has been reviewed since with the collection crew and is no longer occurring.
2. Develop indicators for tracking volumes – both residential pickup and commercial bins along with recycling. These indicators should be meaningful to what we are wanting to achieve and not just a make work process. # of Recycling Bins pickup/month, Volume of roadside collection per area, # of times commercial bins owners request another pickup

The Works Department has been tracking volumes of Residential & Commercial waste since fall of 2024 and this will continue throughout the next year to collect data to later analyze in future waste task force and/or committee meetings. Below is a sample tracking sheet which is being completed on a weekly basis during waste collection. This process is still ongoing and tracking sheets are still being completed by our collection crew on a weekly basis. We also compile annually as part of our annual landfill reports to MOE the amount of recycling which occurs at each landfill site. It was determined that approximately 27 metric tonnes of recycling was collected in 2024.



SOUTH ALGONQUIN TWP. COMPACTOR UNIT #23

WEEK - SEPT. 29 - OCT 05 2024													
COMMERCIAL BIN VOLUME TRACKING - NONCOMPACTED YARDS							DOMESTIC - NONCOMPACTED YARDS				ATTEND.		
Location	# of Bins	Sunday	Tuesday	Wednesday	Thursday	Comm. Total	LOCATION	SUN	TUE	WED	THUR	SUN	WED
Spectacle Lake	8	1		7		7	WELL LANDFILL	8	4		5		
Beckwick	8	1		3		3	AIRY LANDFILL	5	4		4		
Murray's Mill	24	3		12		12	MCKENZIE LK	4				14	
Algonquin Edge	6	1-Medium		3		3	AYLEN LK.	10		5		56	21
Rivertand	16	2	8	3		11	CURBSIDE		9	10	16(11)		
Madawaska Country Store	4	1-Small	2		3	5	TOTAL	27	17	15	36		95
4 Season Algonquin Cabins	4	1-Small											
M&L Hall	8	1											
Alister Resort	8	1	3	1		4	DUMPED COMPACTED YARDS						
McRae's Mill	8	1		4		4	LOCATION	SUN	TUE	WED	THUR		
Freshmart	8	1	8	2	(2)	6	WELL LANDFILL						
Algonquin Lunch Bar	8	1	5		2	12	AIRY LANDFILL					25	TOTAL
Rolling Rapids Motel	8	1		2		7	TOTAL					25	25
Mad Musher	8	1	1			2							
East Gate Motel	8	1		1	1	2							
Dream Catcher Motel	8	1		3		3							
Wilderness Campground	8	1											
Pony's Pit Stop	8	1											
Couples Resort	24	3		12	(1)	1							
Adventure Lodge	8	1			(5)	17							
Hay Lake Lodge	8	1											
Hay Lake Private Boat Launch	8	1		1									
TOTAL	27		27	32	25	13	97	97	95		192		

173 ÷ 25 =  
AVE. COMPACTION RATIO  
6.92 : 1

# IN (-) NOT DUMPED IN THIS LOAD  
19 YARDS LEFT IN TRUCK

COMBINED NONCOMPACTED YARDS  
Comm. Domestic Collection TOTAL

3. Contact recycling company to investigate the cost of recycling bins at certain business locations at their own cost (restaurants, accommodation, etc.)

Completed. CAO reached out to Emterra (Current Recycling Provider for bins at Township Landfill Sites) to receive information on cost of recycling bins at certain business locations at their own cost. Below was an email response from Emterra:

“Dumpsters could be supplied/rented for a fee that's rolled into the cost of disposal. These numbers we will need to procure from our ICI department as I don't have the 2024/2025 rates at hand.

We will need to examine the routing to see if it can be fit into the current routing. One thing to note on that is transition. I am not aware of when South Algonquin will be transitioning if prior to 2026, but once the recycling is part of CMO the load will not be co-collectable with residential product. Any joint agreements or routing would need to be renegotiated at the time of transition.”

4. Encourage local businesses to implement their own recycling program this could also be extended to local schools. Provide support to businesses for implementation.

Ongoing. Details should be discussed during waste management committee meeting.

5. Do high overview of potential transfer sites (McKenzie and Aylen) – what it would entail, estimated cost, etc.

Completed. CAO investigated this option and costs and requirements to setup transfer sites would be very expensive.

6. Investigate a bag tag system – cost per bag, number of bags allowed per week, type of bag (clear). If implementing a bag tag system for residential then a commercial tipping fee would need to be determined.

Completed. Analysis completed on neighbouring municipalities. Please see below summary:

Waste Bag Fee Comparison					
Name	Cost Per Bag	Bag Limit	Clear Bags Required	Collection Services	Notes
Township Killaloe, Hagarty and Richards	\$2.00	0	Yes	Yes	No more than 5 bags will be picked up at one time.
Brudenell, Lyndoh and Raglan Township	\$2.00	0	Yes	No	1 free garbage bag for every bag of recycling (not paper).
North Algona Wilberforce Township	\$3.00	0	Yes	No	Waste card purchase.
Township Of Madawaska Valley	\$2.00	0	Yes	Yes	Semi Clear blue bags and average size bags only.
Bonnechere Valley Township	\$2.00	0	No	Yes	Uses tags not clear bags.
Town of Blind River	\$0.00	2	No	Yes	Tag purchases after 2 bags if being collected. Free if brought to municipal landfill.
Township of Nipissing	\$0.00	0	Yes	No	
Municipality of French River	\$0.00	2	No	No	Two bags per day at waste locations.
Municipality of Powassan	\$2.00	2	No	Yes	Two bags at no cost. Anything after two is a \$2.00 Charge

7. Promote and educate the community about recycling – have an educational display board made up for each community center as Christmas is fast approaching many more would see it. If we are looking at stewardship program in 2026. We should be promoting and encouraging more?

Completed. Education Newsletter has been drafted by staff and will be reviewed and sent to residents and local businesses.

8. To be more cost effective – separate cardboard and paper from general recycling into one bin. This would take up less space in the bin and potentially allow more collected.

In-Progress. Please note that in order to have an additional bin added to each landfill location we would require an amendment to our existing ECA Permit. Last time an amendment was made to our ECA Permits for the addition of the 3 recycling bins at each site it cost approximately \$4000 for the amendment. That being the case, the works department has recently ordered custom signage for each landfill site stating “CARDBOARD ONLY” and these signs will be installed / mounted on one separate bin at each landfill site and attendants will be notified to remind residents of this change.

9. Look at the possibility of separating cans – could we as a township be able to sell instead of recycling company?

Ongoing.

10. If continuing with present service delivery recommend Commercial bins tipped once weekly. If more is required a fee will be charged. If commercial businesses require more bins, it will be up to the individual business to purchase. May also promote recycling at these businesses.

In-Progress. Staff has determined from ongoing tracking that certain businesses are still requiring multiple pickups per week due to volume of waste being generated. A newsletter / letter will be submitted to businesses notifying them that as of June 1<sup>st</sup>, 2025 only 1 pickup per week per business location will be made. If additional pickups are required they must be coordinated with the works department and collection staff and will result in a fee of \$75/pickup.

11. Committee to investigate the development of a Waste Management Master Plan. This would give the council and staff a clear direction to work towards and maintain our landfill sites, etc for future generations. Most plans cover a 30-year period It will also give direction to make hard decisions going forth. – Most members of the task force do not agree to do this at present. Would staff be able to provide one using other townships as comparators?

Still to be determined and discussed at waste management committee.

12. Committee to investigate a waste audit - what is going into our landfill?

Completed. Information included in waste committee meeting agenda for review and discussion.

13. Using nearby townships as comparators prepare a chart asking:

- Recycle program
- Recycle
- schedule/pickup
- Garbage program
- Garbage schedule
- Garbage limits
- (number of
- bags)/week
- Garbage bags
- (clear)
- Cost/bag (tag)
- Commercial bin
- tipping
- Commercial bin
- tipping fee

Ongoing.

14. Develop a timeline for implementing changes

In-Progress.

15. Investigate the peak season dates – may be able narrow the weeks (May long weekend to Thanksgiving) If needed change days of week for all collection of Aylen and Mackenzie Lake residence if doing a Sunday/Stat Holiday

Collection crew currently tracking number of residents utilizing Sunday Collection at secondary depot locations such as Aylen Lake & McKenzie lake to determine if the number of weeks that Sunday collection is currently occurring can be reduced. Once tracking information has been compiled over the next year decisions can then be made on whether Council & Staff would like to reduce the amount of weeks that Sunday collection currently occurs resulting in annual savings. This tracking is still ongoing as of April 2025.

In previous years, Sunday collection at McKenzie & Ayleen Lake has always commenced early April. This season, as a change & from discussions during the waste task force meetings we have delayed the Sunday collection at both locations to start the 1<sup>st</sup> Sunday of May as this makes as these areas don't become too populated until the nicer weather comes. We will continue to track the amount of people utilizing the Sunday collection at these locations and if numbers are still low in early May we can potentially push the Sunday collection to commence later next season as a result once we analyze this coming fall.





January 14, 2025

Subject: South Algonquin Township Waste Review

To: Bryan Martin, CAO/Clerk Treasurer

As discussed, the Township of South Algonquin is looking to review and assess its current solid waste and recycling system. The upcoming changes to the residential recycling component in January 2026 will affect future operations of the remaining residential waste and commercial waste and commercial recycling elements. In essence, starting in 2026, the cost and management of the residential recycling program will be the responsibility of Circular Materials. The remaining elements will stay with the Township. As such, the Township is considering how to address this issue and what steps are needed to plan for this change.

### **Benchmark Review**

It is suggested that a complete list of waste management assets and program operations be prepared. Outline as clear and simple as possible the capital and operating costs of: landfills, curbside collections, depot operations, for waste and recycling for both commercial and residential. See CIF project 738

### **Waste Assessment**

A documented waste assessment identifies general sources and estimated quantities of materials to be managed and how they are managed. The Waste Assessment will use the benchmark work and align quantities (weight or volumes) of materials managed to the operations. Then from this determine what materials, if any, can be cost effectively diverted from landfill. The exercise may reveal some simple materials to establish diversion programs for: e.g. is there a large quantity of recyclable materials (e.g. commercial cardboard) available to be baled/compacted?

In reviewing the Township website, several stewardship materials are listed to be recyclable and are collected and diverted from landfill. One that is missing is the Automotive Stewardship program for empty plastic oil bottles/jugs and used oil filters.

### **Waste Audit**

A waste audit is a detailed study of quantities and sources of wastes. It is a sorting and weighing process of material categories or if desired by specific material types. For example, one waste

***Our Mission:** To empower our clients to care for the Earth's future through sustainable, environmental and cost effective initiatives.*



**Redi Recycling**  
[www.redirecycling.com](http://www.redirecycling.com)

123 Cemetery Road  
Pembroke, ON K8A 6W3  
613.638.7334

category is Fibre. Fibre can be sorted down into cardboard, boxboard, newspaper, flyers, office paper or more. It is not suggested or recommended that this level of sort be undertaken.

However, there is information still available on the Continuous Improvement website for municipalities to use for its waste management program needs. See CIF Project 739 – Algonquin Highlands Waste Audit.

If you would like to discuss this further and proceed to set out a project scope with defined goals/outcomes, please let me know. In the meantime, I have attached the two CIF reports noted in this memo.

Regards,

Joseph Hall

Redi Recycling Inc.  
123 Cemetery Road Pembroke, ON, K8A 8K1  
P: 613.638.7334 C: 613.717.4290