



# AGENDA

## WASTE MANAGEMENT COMMITTEE MEETING

May 20, 2026

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. Staff Report  
Steven Ronholm, Works Superintendent
  - Waste Management Report
7. Unfinished Business
8. New Business
  - Draft Contractor Haulage Form Review
9. Adjournment



## Waste Management Committee Report - May 2026

Date: Wednesday May 20<sup>th</sup>, 2026

Submitted by: Steven Ronholm, Public Works Superintendent

### 1 – RECYCLING BLUE BOX PROGRAM – TRANSITION UPDATE

- December 5<sup>th</sup>, 2025 – Meeting with CMO. CMO advised that we will **not** be transitioning on January 1, 2026 as previously communicated. CMO confirmed that our Township was “outside of the transition list” along with 34 other Municipalities.
- February 12<sup>th</sup>, 2026 – Meeting with CMO to provide the Township with tentative schedule update for the new transition date. CMO broke the new transition schedule down into 4 key phases which are highlighted below:
  - **Phase 1 of 4** – Gathering Information (to be completed by the end of March 2026)
  - **Phase 2 of 4** – Request for Proposal (3-6 months completed after phase 1 which would mean Completion to occur June 2026 – September 2026)
  - **Phase 3 of 4** – Marketing & Promotion of new program to Residents (Completion 3 months following Phase 2 completion which would mean September 2026 – December 2026)
  - **Phase 4 of 4** – “ Go Live Date” with full implementation of Blue Box Program. To occur beginning of 2027 and no later than 2<sup>nd</sup> quarter of 2027. They said that it could be earlier but this would most likely be worst case scenario for the transition date
- April 30<sup>th</sup>, 2026 – CMO provided the below email update on the above tentative schedule
  - *“We are writing to communicate that we are currently working through the [four \(4\) step process](#) to onboard newly registered Eligible Communities on the Outside of Transition List. We thank you for your help with step one (1); which is nearly complete. Step two (2) 'Procurement of Collection and Consolidation Services' has been initiated. Please be advised that contractors involved in Step two (2) may visit your communities and may reach out to your staff to ask clarifying questions that will help them with their bid submissions. Please reach out to us at [operations@circularmaterials.ca](mailto:operations@circularmaterials.ca), in the event you are contacted and need support with your responses.*

*Circular Materials, as the Administrator, is striving to provide residential Blue Box Collection service to all communities on the Outside of Transition List within the final quarter of 2026. We thank you for your continued collaboration. We will provide an additional update at the end of May 2026.”*

- May 11<sup>th</sup>, 2026 – CMO sent an email requesting for a meeting to answer some questions they have regarding transitioning, depot locations etc. The meeting is tentatively scheduled for Thursday May 14<sup>th</sup>, 2026 and details will be provided to Council during the waste management committee meeting on May 20<sup>th</sup>, 2026.

## **2 – BAG TAGS**

- Implementation of Bag Tags commenced on January 1<sup>st</sup>, 2026
- Summary of Bag Tag Sales to date is provided below:
  - Algonquin Lunch Bar = 145 Tags
  - Municipal Office = 45 Tags
  - Lake St. Peter Hardware Store = 15 Tags
  - Madawaska Country Store = 20 Tags

### **TOTAL = 225 Tags Sold in 4 months (Average of 56 Tags Sold per Month)**

- Waste Collection & Disposal Staff employees have communicated they have noticed an increase in residents taking their own waste to the Municipal Landfill Sites (Landfill attendance records have also shown an increase this year compared to last year)
- Waste Collection Staff haven't reported many issues to date with residents not using the bag tags when required

## **3 – SITE MANAGEMENT**

- Spring Scrap Steel Pickup Completed on Tuesday May 12<sup>th</sup> & Wednesday May 13<sup>th</sup>
  - I reached out to 3 different scrap metal locations and scrap metal prices varied from \$70/t - \$180/t. Scrap Steel was picked up by the company which offered the highest return value for scrap steel which was \$180/t
- Tire Pickup Arranged for Week of May 19<sup>th</sup> – May 22<sup>nd</sup>
- Electronics Pickups Recently Completed at both landfill sites
- New Approved Entrance Signs were fabricated and installed at both landfill sites and now meet the requirements of our Environmental Compliance Approval (ECA)
- Landfill Siteworks for 2026:

### **Proposed 2026 Lyell Landfill Operations:**

- Final Grading of Original Landfill Site
- Sub-Excavate approved Landfill Expansion to design grade
- Survey of Expansion Sub-excavated Area
- Transition of Garage Backfilling Area to Expansion
- Re-arrange Site to provide better sightlines and improve traffic flow (both sites)

**Proposed 2026 Airy Landfill Site Operations:**

- Sub-Excavate NE corner of Landfill site in Preparation for new Household Waste Backfill Location as upper design elevation contours are backfilled to final top of garbage elevation
- 2026 Grinding / Shredding of Construction Demolition Material for both Sites
  - Quotes currently being collected from 3 different companies for shredding this year.
  - One quotation has been received
  - The 2026 Budget carried \$50k for the work to be completed
  - Once all quotes are received they will be reviewed and work will be scheduled afterwards tentatively in June 2026 (depending contractor availability)
- Declaration of Haulage Form – Draft has been completed and attached in agenda package for discussion. The use of this form will aim to avoid contractors from bringing in waste from outside Township limits.

**4 – ANNUAL REVENUE / COST ANALYSIS**

- Annual Tipping Fee's / Revenue at Landfills:
  - Upto end of April 2026 this years annual tipping fee's have totaled \$3,435 vs. an estimated budgeted revenue of \$25,000 for the year (14% revenue received vs. 25% through calendar year)
  - Please note that last year at this time the total tipping fee's summed upto \$1,045 by the end of April 2025
- Annual Cost Analysis:

**Garbage Collection:**

- Garbage Collection Budget = \$170,878
- Garbage Collection To Date (upto end of April 2026) = \$52,603
- Summary = 31% spent vs. 33% through fiscal year
- Please note the collection budget line items are very similar from month to month. That being said, a total to date spent vs. percentage through fiscal year is a good indicator to forecast a surplus or deficit by year-end

**Garbage Disposal:**

- Garbage Disposal Budget = \$229,750
- Garbage Disposal To Date (upto end of April 2026) = \$59,375
- Summary = 26% spent vs. 33% through fiscal year
- Please note that the disposal budget includes some larger line items which are seasonal such as the grinding of C&D.

## **5 – EQUIPMENT**

- Garbage Truck (Unit #23)
  - Expenses to date are approximately \$8,473 vs. \$30,000 budget (28% vs. 33% through fiscal year)
  - Please note the truck had a substantial repair completed in April 2026 to replace an electrical box, relays, wiring harnesses at Rush Truck Centers and invoice hasn't been received yet for this work

### **Replacement Discussion / Planning:**

- **Existing Vehicle:** Garbage Truck is currently 12 years old with 342,153km (30,000km per year annually) and is reaching its recommended service life.
  - **Replacement Cost:** The truck purchase price in 2014 was \$188,795 and an approximate price for the same truck now is \$300,000 + HST. Approximate annual inflation increase of \$10k per year.
  - **Replacement Timeline:** Upto 1 year to receive the chassis once ordered and another 2 months afterwards to install the single stream rear load compactor. This means approximately 14 months turnaround from tender closing date to receive a replacement vehicle.
  - **Open Discussion** – Replacement Timeline
- Loader (Unit #6)
    - Bucket Re-Plated and new Cutting Edge installed this Spring
    - New Tires Purchased and Installed on Loader this Spring
    - New Bushings & Pivot Pins installed on front Loader bucket
    - Unexpected issue with transmission shift control housing leaking this Spring. Parts were ordered and installed to address the issue

## **6 WASTE COLLECTION DISCUSSION:**

- Collection Routes – Open Discussion
- Collection Accepted Material Review - Open Discussion

**From:** [Redacted]  
**To:** [Steven Ronholm](#)  
**Cc:** [Redacted]  
**Subject:** External Email:RE: External Email:RE: External Email:South Algonquin, Township of - Depot Operations Agreement with Circular Materials  
**Date:** Tuesday, May 12, 2026 10:52:58 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)

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Steven, this is correct.

CM will cover **both** curbside and depot collections for eligible blue box materials for the Township of South Algonquin once the program goes live later in the year.

Thanks,



**Rolando F. Velasquez P. Eng.**  
 Senior Manager, Common Collection System Contracts - ON  
 [Redacted]

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**From:** Steven Ronholm <works@southalgonquin.ca>  
**Sent:** May 12, 2026 10:50 AM  
**To:** Rolando Velasquez [Redacted]  
**Cc:** [Redacted]  
**Subject:** RE: External Email:RE: External Email:South Algonquin, Township of - Depot Operations Agreement with Circular Materials

**HT Shield**  
**Warning:** The sender @works@southalgonquin.ca might be a spam sender.  
[Mark as Spam](#) [Not a Spam Sender](#)

Good Morning Rolando,

Just another confirmation I wanted to get prior to arranging a meeting for discussion. Just wanted to confirm if the below email would mean that CMO would cover the costs for the depots in addition to the curbside collection program that you guys will be implementing? Please let me know.

Thanks,

**Steven Ronholm**  
Public Works Superintendent  
Cell: 613-334-5447  
Email: [works@southalgonquin.ca](mailto:works@southalgonquin.ca)



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**From:** Rolando Velasquez <[REDACTED].ca>  
**Sent:** May 11, 2026 2:20 PM  
**To:** Steven Ronholm <[works@southalgonquin.ca](mailto:works@southalgonquin.ca)>  
**Cc:** [REDACTED]  
<[REDACTED]>  
[REDACTED]  
**Subject:** External Email:RE: External Email:South Algonquin, Township of - Depot Operations Agreement with Circular Materials

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Steven,

CM will cover eligible expenses associated with the collection of residential blue box materials at the South Algonquin depots **after** the program go live date **and** once an agreement is in place between both entities, not prior.

The intent of the email is to book some time to begin to discuss the proposed agreement.

Thank you.

| **Rolando F. Velasquez P. Eng.**



Senior Manager, Common Collection System Contracts - ON

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**From:** Steven Ronholm <[works@southalgonquin.ca](mailto:works@southalgonquin.ca)>

**Sent:** May 11, 2026 2:13 PM

**To:** Rolando Velasquez [REDACTED] >

[REDACTED]

**Subject:** RE: External Email:South Algonquin, Township of - Depot Operations Agreement with Circular Materials

Good Afternoon Rolando,

Thanks a lot for the update. I just wanted to quickly confirm and clarify your email below and that you mean that CMO would temporarily cover all expenses with the current depot services until this year until the go-live date for the curbside collection takes place? Please let me know.

Kind Regards,

**Steven Ronholm**

Public Works Superintendent

Cell: 613-334-5447

Email: [works@southalgonquin.ca](mailto:works@southalgonquin.ca)



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**From:** Rolando Velasquez [REDACTED]

**Sent:** May 11, 2026 2:09 PM

**To:** Steven Ronholm <[works@southalgonquin.ca](mailto:works@southalgonquin.ca)>

**Cc:** [REDACTED]

**Subject:** External Email:South Algonquin, Township of - Depot Operations Agreement with Circular Materials

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Steven,

In preparation to the residential blue box services [going live](#) in your community as part of Outside of Transition Schedule, Circular Materials (CM) is prepared to offer support in the form of monthly compensation for the operation of required residential blue box depot(s) in your community. This compensation is meant to cover the portion of costs associated with the collection, consolidation and management of eligible Blue Box Materials received at the depot and is paid directly to the municipality or township.

The costs associated with bin rentals, used to collect eligible Blue Box Materials, and hauling services are also covered by CM and are paid directly to the service proponent.

For your community to be compensated for depot operations at the onset of the program going live, a Depot Operations Agreement requires to be executed between both parties. The executed Agreement requires to be in place **60 days** prior to the program going live, ensuring all administrative tasks are in place.

We understand that you may have questions or concerns regarding the above information. We would like to address them via a virtual meeting, please indicate your availability so we can schedule it. Note that the meeting invitation, will include several questions for which CM will need an answer during the meeting.

Regards,



**Rolando F. Velasquez P. Eng.**  
**Senior Manager, Common Collection System Contracts - ON**



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**From:** [Circular Materials Operations](#)  
**To:** [Circular Materials Operations](#)  
**Subject:** External Email:Onboarding Newly Registered Eligible Communities on Outside of Transition List  
**Date:** Thursday, April 30, 2026 11:34:27 AM  
**Attachments:** [image001.png](#)

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Good day.

We are writing to communicate that we are currently working through the [four \(4\) step process](#) to onboard newly registered Eligible Communities on the Outside of Transition List. We thank you for your help with step one (1); which is nearly complete. Step two (2) 'Procurement of Collection and Consolidation Services' has been initiated. Please be advised that contractors involved in Step two (2) may visit your communities and may reach out to your staff to ask clarifying questions that will help them with their bid submissions. Please reach out to us at [operations@circularmaterials.ca](mailto:operations@circularmaterials.ca), in the event you are contacted and need support with your responses.

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Thank you.



## Operations

[operations@circularmaterials.ca](mailto:operations@circularmaterials.ca)  
[circularmaterials.ca](http://circularmaterials.ca)

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## Declaration of Haulage Form

Third parties hauling waste from a property in the Township of South Algonquin to the landfill must complete a Declaration of Haulage Form before purchasing a landfill voucher. The form must be signed by the property owner and the third-party waste hauler.

### Property Owner Information

Name \_\_\_\_\_ Attention (if applicable) \_\_\_\_\_

Street Address \_\_\_\_\_

Municipality \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone Number (\_\_\_\_) \_\_\_\_\_ Email Address \_\_\_\_\_

### Hauler/Contractor Information

Business Name \_\_\_\_\_ Registration No. \_\_\_\_\_

Contact Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Street Address \_\_\_\_\_

Municipality \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

### Type of Waste (select all that apply)

Construction Demolition     Shingles     Brush     Garbage     ICI

Other (please describe): \_\_\_\_\_

### Acknowledgement

The property owner and hauler hereby acknowledge that all waste is generated from the property above and conforms to the Town of Arnprior's Waste Management By-Law, as amended.

Property Owner \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

Hauler \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

### For Office Use Only

Date Issued: \_\_\_\_\_ Initials \_\_\_\_\_