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## REPORT TO COUNCIL

Date: January 6, 2026  
From: Dan MacInnis, Operations Superintendent  
Kim Turnbull, Deputy Treasurer, Office Assistant  
Re: Landfill Entry Permits

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### Background:

Currently the Township issues one (1) annual paper Landfill Entry permit to a property owner that allows entry to both landfill sites for the disposal of waste. The permits are mailed out with the interim property tax bills each year after a label is affixed to the permit and the permit number is recorded.

There are approximately 3 staff that assist with the landfill entry permits yearly from creating the landfill permit list, printing labels, affixing labels to each landfill card, double checking permit numbers against the master list and stapling the permits to the interim tax bills. The cost of the staff time is approximately \$1,752.00 over the course of 1.5 days.

The current Landfill Entry Permit Card Printing in 2025; cost \$145.36 plus the labels for the permits and staff's time to assemble and record the permit information results in approximately \$2,100.00 in annual costs. These costs do not include the manual recording, tallying and data entry of waste and recycling amounts entering the landfills.

In 2025, the Township replaced 48 Landfill Entry Permits due to lost or misplaced cards free of charge for residents.

### Summary:

The Township is exploring the option of moving to an enhanced Electronic Landfill Entry Permit system to preserve and maintain the life of the landfills and enhance the tracking of waste entering the landfill sites and eliminate issuing an annual landfill permit.

Residents would be issued a permanent Landfill Entry Permit card allowing them to access the landfill. The card would be presented each time a resident accessed the landfill. The Landfill Permit card would be swiped to track the number of bags being disposed of at the landfill and this information would be tracked through the web portal. The portal also allows cards to be cancelled if lost or misplaced. When a homeowner sells a property, the card issued to a homeowner can be cancelled and a new one issued to the new homeowner.

The web portal allows the Township to track the amount of waste entering the landfill sites to report to Waste Diversion Ontario and Pinchin. This will also assist with estimates in the Landfill Post Closure Plan. This process will save approximately 6-8 staff hours each month for Landfill and Administrative staff.

Each card would be swiped at the debit machine, which are already in use at each landfill site. Staff would then enter the number of bags being disposed. At this time there is no annual bag limit for disposal. However, in the future if bag limits came into effect, then the Landfill permits can be loaded to reflect this change.

**To set up the Electronic Landfill Entry Permits:**

One Time Set-up Fee - \$350.00  
 Total Price for 2000 Cards = \$3,500.00\*  
 Total Price for 3000 Cards = \$4,250.00

**Total Cost \$3850.00 plus HST \$4350.50**

In the first year there would still be staff time and cost to set up the permanent Landfill Entry Permit Cards; however, going forward there would no longer be the annual time or cost to assemble the landfill permits for distribution.

Each year the landfill permits would be reset in January to allow the Township to begin tracking the number of bags being disposed of in the landfills. The Landfill cards would be reset remotely; there is no action required by residents. In discussion with another Township that uses the electronic Landfill Permits this time is approximately a half day for one staff member to reset the Township's landfill cards.

**Replacement Cards**

Currently there is no charge to replace a Landfill Entry Permit. The following municipality's charge for replacement landfill permits:

<b>Municipality</b>	<b>Fee</b>	<b>Electronic</b>
Township of Magnetawan	\$10.00	No
Township of Chisholm	\$2.00	No
Township of Bonfield	\$25.00	Yes
Township of Machar	\$30.00	No
Township of Strong	\$10.00	Yes
Village of Sunridge	\$20.00	Yes
Township of Joly	\$20.00	Yes
Municipality of East Ferris	-	No
Municipality of Powassan	-	No
Township of Ryerson	\$10.00	Yes

At a cost of \$1.93 per card plus staff time to process any changes, a replacement permit cost of \$10.00 to \$15.00 is recommended.

**Analysis/Options**

1. Continue with the current Landfill Permit Entry system, without change.
2. Continue with the current Landfill Permit Entry system and charge a fee for replacement permits.
3. Move to the enhanced Electronic Landfill Permit Entry system and charge a fee for replacement permits.

**Recommendation**

To preserve the landfill sites and enhance tracking of waste entering the landfills the Township move to the enhanced Electronic Landfill Permit Entry system and charge a fee for replacement permits. The new system to be implemented with a start date of April 1, 2026.

Respectfully,  
Dan MacInnis, Operation Superintendent  
Kim Turnbull, Deputy Treasurer, Office Assistant