

# POLICY MANUAL

## Waste Management Authority

### Purpose

This Policy Manual serves as the guiding document for the Waste Management Authority by establishing the mandate, composition, and responsibilities of the Authority. As the Authority is comprised of elected officials advised by landfill operators, the goal of the Authority is to maintain, control, and manage the Regional Landfill located on the S.W. 3-40-3-W4M and the seven transfer sites located at:

- Amisk - N.E. of S.E. 34-41-8-W4M
- Hughenden - S.E. of N.E. 6-41-7-W4M
- Czar - S.E. of S.E. 20-40-6-W4M
- Metiskow - S.E. of S.W. 1-39-4-W4M
- Cadogan - N.W. of S.W. 16-39-1-W4M
- Hayter - S.W. of S.W. 16-39-1-W4M
- Bodo - N.W. of N.W. 33-36-1-W4M

### Definitions

- “Authority” shall mean and refer to the Waste Management Authority.
- “Patron” shall mean and refer to a person who patronizes the Regional Waste Management Facility and/or attendant transfer stations.
- “MD” shall mean and refer to the Municipal District of Provost No. 52
- “Municipalities” shall mean and refer to the Municipal District of Provost No. 52, the Village of Amisk, Czar, and Hughenden, and Town of Provost.
- “Regional Landfill” shall mean and refer to the Regional Waste Management Facility located at S.W. 3-40-3-W4M.

### Review

1. This policy in its entirety shall be reviewed a minimum of once annually at the Authority’s Organizational Meeting.

### Composition

2. The Authority shall consist of a total of six (6) members: two (2) from the Municipal District of Provost and one (1) member each from the Town of Provost, Village of Amisk, Village of Czar, and the Village of Hughenden.
3. No person who is not a duly elected municipal official of the Municipalities, as defined by the *Municipal Government Act, RSA 2000* shall be eligible for appointment to the Authority.
4. Appointments to the Authority shall be reviewed annually by the Councils of the Municipalities at their respective Organizational Meetings.

### Scope and Mandate

5. The Authority shall have, as its primary mandate, the consideration of all aspects both fiscal and operational of Regional Landfill or transfer site activities within the MD under the administrative authority of the MD.
6. This shall include, but not necessarily be limited to, the annual preparation and presentation of a clear and concise operational and capital budget by the Secretary-Treasurer for the consideration of approval of the Waste Management Authority.
7. The Authority shall not have within the scope of its mandate the ability to unilaterally dictate the operational activities of any landfill or scale worker not already under the direct control of the Authority without exception.

### Governance and Administration

8. The Authority shall, on an annual basis, hold an organizational meeting at which it shall appoint from its membership a chairperson and a vice-chairperson.
9. The Authority shall hold a minimum of one regular meeting quarterly, with the option to hold additional meetings as the need may arise from time to time.
10. Special Meetings may be held in accordance with the parameters as defined by the *Municipal Government Act*.
11. Meetings of the Authority shall be conducted in accordance with the tenets of the Municipal District of Provost No. 52 Procedural Bylaw and the *Interpretation Act, RSA 2000*.
12. The MD shall serve as the administrative authority of the Authority for the purpose of record retention, the collection of levies imposed, and the disbursement of the funds collected.

### Duties of Members

13. Duties of the Chairman
  - a. Preside over all meetings
  - b. Vote as a normal member
  - c. Possess signing authority
  
14. Duties of the Vice Chairman
  - a. Preside over meetings in the absence of the Chairman
  - b. Assist the Chairman in all duties as required
  - c. Possess signing authority
  
15. Duties of the Secretary-Treasurer
  - a. Act as or appoint the Recording Secretary to take minutes of all meetings and transmit copies of the minutes to all members
  - b. Make all necessary arrangements for meetings of the Authority
  - c. Notify all members of upcoming meetings
  - d. Prepare a proposed budget for the upcoming year of operations to be presented at the annual meeting.
  - e. Have the discretionary ability to invest monies of the Authority

- f. Possess signing authority
16. Duties of the Regional Landfill Operator(s)
- a. Responsible for managing the day-to-day operations of the regional landfill and transfer system.
  - b. Prepare quarterly reports describing the operations of the regional landfill and transfer sites and present them at meetings of the Authority.

#### Landfill and Transfer Site Operations

1. No patron or person visiting the Regional Landfill or any of the transfer sites shall exhibit abusive or otherwise obstructive behaviour towards staff or any other patron. Any member of Waste Management staff reserves the right and discretion to deny service to any person exhibiting such abusive behaviour and to deny service to said person in future instances as well. Such instances shall be included as information for the Authority in the Regional Landfill Operator(s) quarterly report following the incident.
2. In cases where a user wishes to dispose of unsorted materials associated with large-scale demolitions, the following rules shall apply:
  - i. All charges shall be prepaid at the arrival of the refuse;
  - ii. The disposal of said materials must be supervised by the Landfill Operator or their designate;
  - iii. If the disposal of said materials is required to be conducted after regular business hours of the Regional Landfill, an additional rate as set by the Authority shall be charged to the customer; and
  - iv. The Landfill Operator has the right to refuse service to the customer should the customer violate any of the rules mentioned above or exhibit unsatisfactory or otherwise abusive behaviour towards Landfill staff.

#### Finance

3. All interest earned in reserve accounts shall be deposited back into the respective reserve accounts.
4. An amount deemed appropriate from time to time by the Authority under the advice of the Secretary-Treasurer and the Landfill Operator(s) shall be deposited annually in a reserve account specifically for post-closure liability purposes.
5. All applicable rates and levels of service shall be reviewed annually at the Authority's Organizational Meeting.
6. All invoicing shall be completed on a monthly basis.
7. All ratepayers of the MD shall be permitted to dispose of up to one tonne of refuse per year. All disposals from ratepayers after the initial one tonne shall incur a minimum charge of an amount as set by the Authority at its annual Organizational Meeting.
8. All patrons accruing an amount of arrears exceeding 120 days old shall be denied service until said arrears have been paid. A list of patrons whose accounts have matured past 120 days shall be kept at the Scale Station of the Regional Landfill.
9. All contractor rates shall be reviewed annually by the Authority.

Budget

10. The annual budget shall be prepared by the Secretary-Treasurer and presented to the Authority no later than March 30<sup>th</sup> of each calendar year, and shall consist of all items associated with the operation of the Waste Management Authority.
11. The annual budget shall be presented to the Authority in a clear and concise format by the Secretary-Treasurer, with the mandatory inclusion of input by the Regional Landfill Operator(s).
12. All budgetary items presented shall be accompanied by an adequate cost estimate. Any items not accompanied by a cost estimate shall be considered at the discretion of the Authority.
13. Upon approval of the budget by the Authority, the Municipalities shall be requisitioned annually an amount equal to the operating budget. The requisition shall be based on a population ratio as determined by the most recent federal census provided by Statistics Canada. There shall be no provision for an operating surplus. All extra monies shall be redistributed annually amongst the Municipalities based on the population ratio.

## APPENDIX

**Burning Pit Burning:** A rate as set by the Authority shall be charged for the use of the burning pits.

**Sorting Fees:** Sorting fees are charged on unsorted garbage at a rate determined by the Authority, payable to the Authority. When the money has been collected 1/2 will be paid to the sorter.

**Site Opening during off-hour Fees:** There will be a charge determined by the Authority, payable to the Authority. When the money has been collected, the Authority will pay the operator the entire fee.

### WHERE TO DISPOSE OF VARIOUS MATERIALS

Untreated wood, such as wood scraps, pallets, branches, and other like material that is not treated with preservatives or painted is accepted at all transfer stations and the Regional Landfill in the burn pits. Items that may not be burned include treated lumber, furniture containing foam, mattresses, asphalt shingles, heavily painted products, and similar items. All of these materials produce toxic fumes when burned and therefore present a serious health hazard to the operators and the general public. Please ensure that these materials are not placed in the burn pit and are placed in the transfer container or directly into the landfill.

Tires are only accepted at the Regional Landfill. They are then removed for recycling.

Metals and Wire are accepted at the Regional Landfill and at the Amisk transfer station.

White Metals (eg. refrigerators) are accepted at the Regional Landfill and the Amisk transfer station. There will be a small additional charge for CFC removal.

Vehicles are accepted at the Regional Landfill and the Amisk transfer station.

Chemical Containers are accepted at the Amisk, Czar, and Bodo transfer stations as well as the Regional Landfill. Containers are to be triple-rinsed.

Batteries are only accepted at the Regional Landfill.

Oil is accepted at the Regional Landfill and the Hughenden transfer station.

Oil Filters are accepted at all transfer sites or the Regional Landfill.