

# THE CORPORATION OF THE UNITED TOWNSHIPS OF HEAD, CLARA & MARIA



## ENVIRONMENT POLICIES & GUIDELINES

### POLICY

1. The Municipality shall maintain and manage its disposal sites as per the "Site Development and Operations Plan" and the Ministry of the Environment (MOE) Certificate of Approval for each site.
2. The Municipality will provide roadside collection of regular household and light commercial waste only from all municipal roads and from along Highway 17 within the Municipal boundaries.
3. Recycling initiatives will be encouraged and a program will be implemented being modified as more and more products are being accepted by Waste Diversion Ontario's Stewardship programs.
4. A Household Hazardous Special Waste collection will be organized annually for use by our residents.
5. The Municipality shall endeavour to educate all residents, visitors and property owners to the different programs and services offered within the Municipality geared to waste collection, disposal and diversion.
6. The Municipality shall attempt to participate in all funding programs offered through the Ontario government for projects improving effectiveness and efficiency and increasing waste diversion.

### GUIDELINES

#### A) ADMINISTRATION

- The Clerk shall maintain the Municipal website including current information about Municipal tipping fees, disposal site hours, garbage collection, recycling and household special waste collection.
- The Clerk shall from time to time remind residents of the applicable environmental programs and advertise special collections by including information in newsletters mailed direct to each residence, posted on-line or available in the Municipal Office.
- Tipping fees shall be as per the "Fees and Charges" By-Law and may change from time to time by resolution of Council as conditions warrant. Office staff will bill commercial clients or receive payment of tipping fees and issue receipts to applicable users.
- Office staff will answer all enquiries concerning environmental programs and the payment of tipping fees.
- The disposal site attendant will not accept materials from contractors or non-residents unless they are in possession of a valid tipping fee receipt or have received approval from the Municipal office.

- The Clerk will be responsible for completing necessary compliance and funding reports in order to be eligible for subsidies from various recycling programs.
- The Clerk will be responsible for developing programs that will ultimately reduce the costs of waste diversion for the ratepayers taking advantage of provincial incentives and programs such as the Recycling Municipal Data Call.
- Office staff will arrange an annual Household special waste collection day to be held on a Saturday in the fall.
- The disposal sites shall be closed on all Statutory Holidays.
- No curbside collection of waste or recyclable shall take place on Statutory Holidays. If the regular collection day should fall on a Statutory Holiday, the collection will take place on the next day that is not a holiday. (The only exception is with our contractor's who may decide to work on the holiday.)
- It is the duty of the disposal site attendant to locate an alternate (approved by the Clerk) to work should they require time off. The Clerk will attempt to assist the attendant however it is ultimately the attendant's responsibility to arrange for a replacement.

## B) SITE MANAGEMENT

- The disposal site attendant is responsible for the orderly maintenance of the disposal sites and shall maintain an open face for regular household garbage, designated areas for recyclable materials and a special section for material re-use.
- The attendant will question people attending at the disposal sites to ascertain if the person is entitled to use the facility, and if not, the attendant must turn them away refusing acceptance of material.
- Any challenges shall be reported to the office on the supplied incident reporting forms. If the situation escalates the attendant shall call the OPP for assistance.
- The attendant shall encourage recycling and utilization of our newly designated re-use area.
- The attendant shall clean up around the site and the outer perimeter during normal working hours in order to conform to Ministry standards; when necessary additional hours maybe authorized for special clean up.
- The attendant shall be responsible for contacting the contractor for compacting, digging, covering etc. and is ultimately responsible for all work completed by the contractor.
- Burning of brush and scrap wood may be completed as per our Certificate of Approval at the discretion of the attendant but only outside of the MNR fire season. Additional staff is required to ensure safety and control.
- A fire break of at least 100 feet must be maintained around the brush pile at all times.
- The attendant will allow a maximum of 4 – one-half ton truck loads of brush per household per year to be disposed of.
- The attendant will segregate all material and complete all reports as outlined in the Certificate of Approval and Site Management Plan.
- Disposal site hours will be posted on-line, in the Municipal office and at the disposal site gates.
- Contractors who approach the municipality with a request to dispose of brush will be told that the municipality recommends the usage of a chipper and will not be allowed to dispose of brush in our site. Municipal roads staff will maintain the practise of letting brush lie along roadsides.

- The burning of household garbage is an infraction and is subject to fines from the MOE. Burning of the garbage at the disposal sites will not be allowed at any time. Anyone caught setting fire to the garbage will be reported to the MOE. If an employee, their employment will be terminated.
- The disposal site attendant shall have a fire extinguisher available in the truck at all times and will use the extinguisher before calling for help if he/she determines that it may put out the fire.
- If assistance is required, contact will be made with the office. If the office is closed, the attendant will call the MNR if there is any chance that the fire could spread to the surrounding brush. This decision shall be made after considering weather and forest conditions.
- In all other instances the municipality will contact our disposal site contractor to determine if they can supply appropriate equipment to extinguish the fire.

#### D) ROADSIDE COLLECTION

- The municipality limits the roadside collection of waste to 2 standard sized garbage bags per each household or establishment per week in order to keep disposal site costs down and to encourage recycling.
- The municipality shall arrange for the roadside collection of recyclable materials from residences in Mackey and Stonecliffe. The material from residences in Bissett Creek and Deux Rivieres will be collected by the disposal site attendant on the same days as garbage is collected.
- Depots shall be placed at the disposal sites in Mackey, Bissett Creek and beside the Municipal garage in Stonecliffe for the placement of excess recyclable materials and the materials collected from Bissett Creek and Deux Rivieres.
- No construction debris or discarded household furniture is to be picked up at any time.
- All garbage must be in tied plastic bags or sealed cardboard boxes. Any garbage that is scattered about by birds or animals must be picked up by the owner of the garbage and is not the responsibility of the attendant.
- Pick up will be from Highway 17 and municipal roads only. Persons residing on other roads shall take their garbage to the nearest landfill site or to the nearest pickup at a recognised point. This recognised point is often the snowplow turnaround for the municipal road. This is also the point used for collection of recyclable materials.
- The disposal site attendant, while doing pick up, is authorized to refuse materials that are inappropriate to transport or are not accepted by our Certificates of Approval.
- The disposal site attendant has the ultimate authority to determine if road or weather conditions should prevent collection on any given day. Should the attendant decide that collection shall not occur; he/she shall contact the Municipal office and advise them of this decision as soon as possible. Collection shall then take place on the next day.