Township of BILLINGS

BY-LAW NO 2026-60

BEING A BY-LAW TO ESTABLISH AND MAINTAIN A SYSTEM FOR DISPOSAL OF GARBAGE, WASTE, RECYCLABLES, ORGANICS, AND OTHER REFUSE IN THE TOWNSHIP OF BILLINGS

WHEREAS Sections 8 and 9 of the *Municipal Act, 2001*, S.O. 2001, c. 25, provide municipalities with broad authority to govern their affairs and exercise their powers; and

WHEREAS Subsection 391(1) of the *Municipal Act, 2001* authorizes municipalities to impose fees and charges for services provided; and

WHEREAS the Council of the Township of Billings deems it desirable to establish a Waste Management Strategy Plan and operational procedures governing the disposal of garbage, waste, and recyclable materials at the Township Landfill Depot; and

WHEREAS the Council of the Township of Billings deems it desirable that the provisions of this Bylaw are compliant with the conditions of the MECP Landfill Site Certificate of Approval as well as *Part V of the Environmental Protection Act*, *Regulation 347, Regulation 232/98, Regulation 334, and Regulation*

101/07.; and

WHEREAS by Resolution No. 2025-434, passed December 16, 2025, Council determined that recyclable materials from non-eligible industrial, commercial, and institutional (IC&I) sources shall no longer be accepted at the Township Landfill Depot, in accordance with the Township's contractual obligations and the Circular Materials framework.

WHEREAS the Council of the Township of Billings deems it desirable to adopt Schedule "A", being the Landfill Depot Operational Procedures and supporting documents, as part of this By-law.

NOW THEREFORE the Council of The Corporation of the Township of Billings enacts as follows:

1. THIS By-Law shall come into full force and effect upon final passage.

2. THIS By-Law may be cited as the "Waste Management Bylaw and Landfill Depot Operational Procedures"

1.0 Definitions

In this by-law:

1.1) "By-law Enforcement Officer" means any person or persons appointed by the Council of the Township of Billings for the purposes of enforcing Township by-laws.

1.2) "Certificate of Approval (C of A) means the document that is issued by the Ministry of Conservation and Parks (MECP) to operate the Landfill Depot.

1.3) "Contaminated Wood" means wood that contains nails, screws, or other fastening devices, and
wood that has been treated with preservatives, painted, or stained.

1.4) "Non-contaminated means wood that does not contain nails, screws or other fastening devices has
not been treated with preservatives, painted, or stained.

1.4) "Commercial Garbage" means bagged garbage from commercial operations that are operated for the purposes of a trade or business.

1.5) "Commercial Operation" means any business, trade, occupation, enterprise, or service carried on for profit or financial gain, whether conducted on a permanent, seasonal, temporary or home-based basis, including tourism and visitor-accommodation operations.

1.6) "Commercial Waste" means unbagged waste materials from commercial operations.

1.7) "Compost" Removed

1.8) "Composting" means the process of breaking down organic materials, such as food scraps, yard waste, and soiled paper, into natural, soil-like material through biological decomposition. Composting converts these materials into a product that can be used to enrich soil or support plant growth.

1.9) "Construction and Demolition Waste" (C&D Waste) means waste materials generated from the construction, renovation, repair, alteration or demolition of buildings, structures or improvements to property, including but not limited to lumber, wood products, drywall, plaster, insulation, siding, flooring, carpeting, cabinets, fixtures, windows, doors, concrete, brick, masonry, asphalt, metals and other similar building or demolition materials.

1.10) "Council" means the elected Council of the Township of Billings.

1.11) "Dwelling" shall mean a building, occupied or capable of being occupied as a home, residence, or sleeping place by one or more persons, and containing one of more dwelling units.

UNIT, ADDITIONAL RESIDENTIAL shall mean a separate dwelling unit which is either located in a single detached dwelling, semi-detached dwelling, rowhouse or an accessory building or structure.

DWELLING, APARTMENT shall mean a building consisting of 5 or more dwelling units, which units have a common entrance from the street level and the occupants of which have the right to use in common halls and/or stairs and/or elevators and yards.

DWELLING, CONDOMINIUM TOWNHOUSE shall mean a townhouse dwelling unit, as defined in this By-Law, constructed and maintained under the provisions of the *Condominium Act.*

DWELLING, CONVERTED shall mean a single detached dwelling altered to contain two or more self contained dwelling units.

DWELLING, DUPLEX shall mean a building of 2 or more storeys that is divided horizontally into two dwelling units each of which has an independent entrance either directly or through a common vestibule.

DWELLING, MULTIPLE shall mean a building designed, intended, and used for occupancy by three or more families living independently of each other but shall exclude an apartment dwelling and a row-house dwelling.

DWELLING, SEASONAL shall mean a dwelling constructed as a secondary place of residence for seasonal vacations and recreational purposes and not as a principal place of residence of the owner or occupant thereof.

DWELLING, SEMI-DETACHED shall mean a building that is divided vertically into two dwelling units each of which has an independent entrance either directly or through a common vestibule.

DWELLING, SINGLE DETACHED shall mean a completely detached dwelling unit.

DWELLING, ROWHOUSE shall mean a building that is divided vertically into 3 or more dwelling units, each of which has independent entrances, to a front and rear yard immediately abutting the front and rear walls of each dwelling unit.

DWELLING UNIT shall mean one room or a group of rooms in a building used, designed, or intended to be used only as a single, independent, and separate housekeeping establishment and,

1. in which food preparation and sanitary facilities are provided for the exclusive use of the residents of the dwelling unit, and
2. which has a private entrance from outside the building or from a common hallway or stairway inside the building, but
3. does not mean or include a tent, or a room or suite of rooms in a boarding or rooming house, in a hotel, motel, motor hotel, tourist establishment, bed and breakfast establishment or a guest cabin.

1.12) "Eligible Sources means recyclables from the following:

1.12.1) Single unit dwellings, including seasonal residential dwellings, farm residences and temporary dwellings

1.12.2) Multi unit Dwellings (condominiums, apartments).

1.12.3) Retirement Homes (operated by a municipality or entity, not for profit).

1.12.4) Long-term care homes (not for profit).

1.12.5) Schools (public, private, elementary, secondary).

1.13) "Garbage Bag Residential" means a clear household plastic garbage bags that will hold up to a max of 208 litres.

1.14) "Garbage Bag Commercial" means a clear heavy duty garbage bag that will hold up to a maximum 225 litres.

1.15) "Household Garbage" means any bagged garbage or trash generated by the domestic or household

1.16) "Household Hazardous Waste" means waste generated from a Dwelling that includes the following:

1.16.1) corrosive wastes including batteries, drain cleaners and oven cleaners.

1.16.2) toxic wastes including pesticides. rat poison, pharmaceuticals *r* 1 cleaning fluids.

1,16.3) reactive wastes including pool chemicals, ammonia, bleach, and aerosols; and

1.16.4) flammable wastes including paints, solvents, oils. stains, gasoline, kerosene and B.B.O. starters.

1.16.5) Items determined to be Household Hazardous Waste by the Landfill attendant(s).

1.17) "Household Waste" means waste materials such as appliances, furniture, brush, construction materials or other non-bagged materials

1.18) "Landfill Attendant" means a person authorized by the Township to supervise the on-site operations of the landfill depot.

1.19) "Landfill Depot" means an area designated by the Ontario Ministry of Environment Conservation and Parks.an approved landfill site and operating under a Certificate of Approval issued by said. Ministry of Environment.

1.20) "Landfill Identification Tag" means an identification card issued by the Township that identifies residents allowed to use the Township landfill depot.

1.21) "Landfill Tipping Fee" means the rate set by the Township for the disposal of waste and any other

acceptable items brought to the Landfill.

1.23) "Non-eligible Source Recyclables" means recyclables generated by Industrial, Commercial or

Institutional operations be any source not identified as Eligible Source under tis By-law and

Circular Materials provincial recycling framework. Non -Eligible Source Recyclables Are Prohibited

from being deposited at the Township Landfill depot.

1.24)"Non-Eligible Source Business" means any business, commercial, industrial, institutional or other organization or operation that generates, possesses or delivers recyclable material to the Landfill Depot and that does not qualify as an Eligible Source under Ontario Regulation 391/21 (Blue Box), as amended from time to time. Examples of Non- eligible Sources include retail establishments, hotels , motels ,bed & Breakfast, STAR's, take-out establishments, food trucks, construction companies, landscaping companies, cleaning companies, and farm operations. This list of examples is not exhaustive, for further reference see Sec.1,7.

1.26) "Overloaded Vehicle or Trailer" means any vehicle or trailer used to transport waste, refuse, recyclable material, or other material to the Landfill Depot where the quantity of material being transported exceeds the normal volume of a full load for that vehicle or trailer, as established by the Township's applicable tipping fee schedule.

1.27) "Packing Materials" means material used for the purpose of wrapping, cushioning, containing, stabilizing, or protecting goods during storage, handling, transport, or delivery, and includes, wrapping paper, bubble wrap, Styrofoam stabilizers, pallets, shrink wrap, strapping excluding popcorn/peanut foam and air pillows.

1.28) " Summer Hours" means the hours of operation of the Township Landfill from the first week of May to the last week of October. (hours of operation to be posted on the Township website)

1.29) "Temporary Dwelling" for the purpose of this bylaw Temporary Dwelling will include Recreational Trailers and Vehicles that are located on Township properties where a there has been a valid Class "A" Trailer Permit issued

1.30) "Township" means the Township of Billings.

1.31) "Winter Hours" means the means the hours of operation of the Township landfill depot from the

period from the first Monday in November to the last Friday in April.(hours of operation to be posted on the Township Website)

2) In this by-law a reference to the singular includes the plural and vice versa.

2.0 Preparation of Household Garbage, Household Waste and Eligible Source Recycling for disposal at Township Landfill Depot.

2.1 Every Residence disposing of Household Garbage, Household Waste and Eligible Source Recyclables at the Township Landfill Depot shall prepare the same for disposal in accordance with the Billings Township Waste Management Operational Policy.

2.1.1) All Household Garbage shall be placed in clear Garbage Bags where garbage is visible.

2.1.2) Garbage, waste, and recyclables shall be drained of all liquids.

2.1.3) Cardboard boxes/cartons shall be knocked down flat.

2.1.4) Recyclables shall be placed in blue boxes or equally suitable receptacles. Recyclables in garbage bags will not be accepted.

2.1.5) Empty alcohol containers are to be deposited into recycling bins.

V2.1.6) Packing materials shall be securely tied in compact bundles.

2.1.7) Wood shall be separated into distinct piles of Clean Wood and Contaminated Wood.

2.2 Failure to have Household Garbage, Household Waste and Eligible Source Recyclables prepared as listed in the Billings Township Waste Management Operational Policy will result in the materials not being accepted for disposal.

2.3 Household Hazardous Waste shall not be accepted at the Landfill Depot.

2.4 Curbside pick-up of Household Garbage, Household Waste or Eligible Source recycling shall not be provided.

2.5 Landfill Tipping Fees shall apply to Household Waste depending on volume.

2.6 The landfill attendant(s) will inspect the waste/garbage and provide direction for the placement waste/garbage and recyclables.

2.7 Unapproved depositing of garbage, waste, or recycling at the landfill depot or within the Township will result in charges being laid under the Township of Billings Illegal Dumping Bylaw, Bylaw # 2020-30.

3.0 Disposing Household Garbage, Household Waste and Eligible Source Recyclables at the Landfill Depot

3.1Residents depositing Garbage, Household Waste or recyclables must be in possession of a Township Landfill Identification Tag. The Landfill Identification Tag must be visible to the landfill attendant.

3.1.1 Lost Landfill Tags can be replaced at the Township Office.

3.1.2 New Landfill Identification Tags will be issued to new property owners upon receipt of property land transfer information at no cost.

3.2 All Residents shall dispose of Household Garbage, Household Waste and Eligible Source Recyclables as described in the Billings Township Waste Management Operational Policy.

3.3 The landfill attendant(s) will inspect the waste/garbage and provide direction for the placement waste/garbage and recyclables.

3.4 Overloaded trucks or trailers will not be accepted at the Landfill Depot

3.5 Unapproved depositing of garbage, waste, or recycling at the landfill depot or within the Township will result in charges being laid under the Township of Billings Illegal Dumping Bylaw, Bylaw # 2020-30.

4.0 Preparation of Commercial Garbage Commercial Waste and for disposal at Township Landfill Depot.

4.1 Commercial Business depositing Commercial Garbage, Commercial Waste or Construction and Demolition Waste at the Township Landfill Depot shall prepare the same for disposal in accordance with the Billings Township Waste Management Operational Procedures.

4.1.1) All Commercial Garbage shall be placed in clear Garbage Bags where all Garbage is visible.

4.1.2) Garbage and waste shall be drained of all liquids.

4.1.3) Cardboard boxes/cartons shall be knocked down flat.

4.1.4) Wood shall be separated into distinct piles of Non- Contaminated Wood and Contaminated Wood

4.2 Failure to have garbage/waste materials prepared as listed will result in the garbage/waste or Recyclables not being accepted for depositing at the Landfill Site.

4.3 Curbside pick up Commercial Garbage; Commercial Waste shall not be provided.

4.4 Landfill Tipping Fees for Commercial Waste will be applied according to volume.

4.5 Unapproved depositing of waste/garbage or recycling will result in charges being laid under the Township of Billings Illegal Dumping Bylaw, Bylaw # 2020-30.

5.0 Disposing of Commercial Garbage and Commercial Waste at the Landfill Depot

5.1 All Commercial Operations shall dispose of Commercial Garbage and Commercial Waste as described in the Billings Township Waste Management Operational Policy.

5.2 The landfill attendant(s) shall ensure that all commercial operations who are depositing garbage and waste are provided with direction regarding the disposal locations for garbage and waste.

5.3 Overloaded trucks or trailers will not be accepted at the Landfill Depot

5.4 Unapproved depositing of Commercial Garbage, Commercial Waste, Construction or Demolition Waste or Non-eligible recycling will result in charges being laid under the Township of Billings Illegal Dumping Bylaw, Bylaw # 2020-30.

Note: Contractors depositing Construction and Demolition Waste materials mut present A copy of the Building /Demolition Permit that has been issued for the property within the Township. Construction/demolition waste generated from properties outside of the Township will not be accepted at the Township Landfill Depot.

6.0 Rates and Fees

6.1 Cost for the replacement of Landfill Identification Tags are identified in "Schedule "A" of this By-law.

6.2 'The Landfill Attendant shall assess disposal fees in accordance with the applicable rates set out in Schedule A to this Bylaw.

6.3 Landfill tipping fees will be invoiced to the Property Owner or the Commercial Operation.
6.4 Unpaid Landfill Tipping Fees will be added to the tax roll of the Property Owner or Commercial Operation.

7.0 Landfill Attendant Training
71) Landfill Attendant training shall be performed in accordance the Billings Township Waste Management Operational Policy.

8.0 Landfill Depot Complaint Process
8.1 Landfill complaints will be followed up on in accordance with the Billings Township Waste Management Operational Policy.

9.0 Logbooks, Inspection Records & Other Records
9.1 Logbooks, inspection records and other records shall be kept/stored as per the Billings Township Waste Management Operational Policy and Billings Township Historic Records Retention Policy,

10.0 Landfill Hours of Operation
10.1 The Township will set a schedule for the hours of operation for the Township Landfill Depot.
10.2 The hours of operation will be posted on the township web site, at the Landfill Depot and included in the annual information flyer that is included with the township tax notices.

11.0 Enforcement
11.1 The provisions of this By-law and the Landfill Operational Procedures will be enforced by the Township Landfill Attendants.
11.2 The provisions of the Township Illegal Dumping Bylaw, Bylaw # 2020-30, will be enforced by the Township Bylaw Enforcement Officer.

12.0 Severability
12.1 If any provision or part of this Bylaw is declared by any court or tribunal of competent jurisdiction to be illegal or inoperative, in whole or in part in particular circumstances, the balance of the bylaw or its application in other circumstances, shall not be affected and shall continue in full force and effect.

13.0 Administration
13.1 This Bylaw repeals Township of Billings Bylaw 2013-45.
13.2 This Bylaw shall be enforced within the boundaries of Billings Township.
13.3 This Bylaw will come into effect upon the final passing thereof.

14.0 Application
14.1 This bylaw applies to all property owners, tenants, and commercial operations in Billings Township.
14.2 This bylaw also applies to Temporary Dwellings.

READ a **FIRST** on 31st day of August, 2026

READ a **SECOND** and **THIRD TIME** and **FINALLY PASSED** this 20th day of October 20, 2026

Bryan Barker, Mayor
David Hillyard
Deput Mayor

Rovi Phanthoupheng, Acting Clerk

THE CORPORATION OF THE TOWNSHIP OF BILLINGS
BY-LAW 2026-60
Schedule "A"
Landfill Depot Tipping and Disposal Fees

Items being deposited	Fee
Landfill Identification Cards	
Replacement Landfill Identification Tag	TBD
Tires	
Car and light truck (no rims)	No Charge
Heavy truck and tractor tires	Not Accepted
Note: Tires will be collected dependant on the availability for recycling pick-up.	
Furniture	
Mattresses, Box Springs (each)	$60.00
Dressers, Bedframes, headboards, tables, chairs	$60.00
Bulky items i.e. desks, large dressers, buffet/hutch i.e. couches, sofas, loveseats, armchairs, easy chairs, recliners, upholstered dining chairs, and similar items	
Brush	No Charge
Recyclable scrap steel and metal	No Charge
Appliances	
Stoves, washing machines, dryers, water tanks	$20.00
Refrigerators, freezers (Certified freon free)	50.00
Pick-up Truck Loads	
Loose municipal solid waste	
Compact pickup pick-up truck with a 4'x6'6 truck bed:	
Loose municipal solid waste	
Half load (sorted)	$20.00
Full load (sorted)	$40.00
Full sized pick-up truck with a 5' x 8' truck bed	
Half load (sorted)	$23.00
Full load (sorted)	$45.00
Construction, Demolition Waste, Scrap Materials and Wooden Furniture etc.	
Compact pickup pick-up truck with a 4'x6'6 truck bed	
Half load (sorted)	$35.00
Full load (sorted)	$70.00
Full sized pick-up truck with a 5' x 8' truck bed	
Half load sorted	$40.00
Full load sorted	$75.00
Utility Trailer Loads	
Small Trailers – 4' - 6' long. 4' – 5' wide, 3' deep	
Loose municipal solid waste	
Half load sorted	$35.00
Full load sorted	$70.00
Construction, Demolition Waste, Scrap Materials and Wooden Furniture etc.	
Half load sorted	$65.00
Full load sorted	$130.00

Larger trailers – 6' – 10' long, 4', 6' – 8' wide, 3' deep	
Loose municipal waste	$70.00
Half load sorted	$144.00
Full load sorted	
Construction, Demolition Waste, Scrap Materials and Wooden Furniture etc.	
Half load sorted	$125.00
Full load sorted	$250.00
Shingles	
Pick-up truck load	$100.00
Trailer load (single axle)	$125.00
Trailer load (dual axle)	$150.00
Pick-up truck with trailer	$150.00

Disclaimer: The Tipping Fees costs identified in this table were determined by applying statistical information following commonly accepted planning-level density estimates for various waste streams used in municipal waste management, landfill design, transfer station planning, and waste audits. The figures used are compiled from municipal engineering guidance, landfill studies, EPA conversion factors, and Canadian waste management references. Actual densities will vary depending on moisture content, compaction, contamination, and handling methods.

References:

- U.S. EPA Volume-to-Weight Conversion Factors for Solid Waste
- Ontario Landfill Standards Guideline
- BC Transfer Station Guidelines (contains operational density examples)

Township of BILLINGS

Landfill Depot Operational Procedures and Documents

Date of Issue: October 20, 2026

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THE CORPORATION OF THE TOWNSHIP OF BILLINGS

Landfill Depot Operating Procedure

Purpose:
Landfill operating procedures are determined by many site variables. The operational procedure is a primary resource as it provides the landfill's technical details and procedures for managing the various elements associated with landfill activities and elements.
The purpose of this procedure is to ensure that the operations, duties, and responsibilities are defined and understood by all workplace parties, the Township residents and commercial operations located in Billings Township.

Note: The Council of the Township of Billings passed Resolution 2025-434 on December 16, 2025, determining that recyclable materials generated from Non-Eligible Sources including Industrial, Commercial (IC&I's) operations, shall no longer be accepted at the Township Landfill Depot in accordance with the Township's contractual obligations and the Circular Materials framework.

1.0 Monitoring Incoming Garbage, Waste or Recyclables

1)The landfill attendant(s)(s) will ensure that incoming wastes are checked to determine the following:
a) Residency status.
b) Does the waste contain hazardous material.
c) Has the waste been properly sorted to ensure that the garbage, waste, or recyclables is being deposited in designated collection areas.
d) To determine if the recyclables are coming from eligible sources.
e) To determine if a tipping fee needs to be applied.
Note: The Landfill depot attendant reserves the right to refuse garbage, waste and recyclables that are not properly sorted or garbage or waste that contains hazardous materials.

2.0 Preparation of Household Garbage, Household Waste and Eligible Source Recyclables for disposal at Township Landfill Depot.

2.1 The landfill attendant(s) will ensure that all Residents disposing of garbage, waste and/or recyclables at the Township Landfill Depot shall prepare the same for disposal in accordance with the following:
2.1.1 All Household Garbage shall be placed in clear Garbage Bags where garbage is visible.
2.1.2 Garbage, waste and recyclables shall be drained of all liquids.
2.1,3 Cardboard boxes/cartons shall be knocked down flat.
2.1.4 Recyclables shall be placed in blue boxes or equally suitable receptacles.
2.1.5 Packing materials shall be securely tied in compact bundles. Wood shall be separated into distinct piles of Non-Contaminated Wood and Contaminated Wood.

3.0 Disposing Household Garbage, Household Waste and Eligible Source Recyclables at the Landfill Depot

3.1. Landfill attendant(s) have the right to request personal identification to verify residency status.
3.2 All Residents depositing garbage or waste shall allow the landfill attendant(s) to inspect their garbage or waste that are being deposited at the Township Landfill Depot.

3.3 The landfill attendant(s) shall ensure that all residents who are depositing garbage or waste and are provided with direction regarding the disposal locations for garbage, waste, and recyclables.
3.4 The landfill attendant(s) shall not accept garbage waste when a resident fails to comply with sections c 3.1., 3.2 or 3.3 will result in garbage or waste or not being accepted for depositing at the Landfill Site.
3.5 Unapproved depositing of Household Garbage, Household Waste or Eligible Source Recycling will result in charges being laid under the Township of Billings Illegal Dumping Bylaw, Bylaw # 2020-30.

4.0 Preparation of Commercial Garbage and Commercial Waste for disposal at Township Landfill Depot.

4.1 The landfill attendantl(s) shall ensure that every Commercial Operation depositing Commercial Garbage, and Commercial Waste at the Township Landfill Depot shall prepare the same for disposal in accordance with the following:
4.1.1 All Commercial Garbage and Commercial Waste shall be placed in clear Garbage Bags where all Garbage is visible.
4.1.2 Commercial Garbage and Commercial Waste shall be drained of all liquids.
4.1.3 Wood shall be separated into distinct piles of Non-Contaminated Wood and Contaminated Wood
4.2 Failure to have Commercial Garbage and Commercial Waste prepared as listed in section 4.1 of this Bylaw, will result in Commercial Garbage and Commercial Waste not being accepted for depositing at the Landfill Site.
4.3 'The Landfill Attendant shall assess disposal fees in accordance with the applicable rates set out in Schedule A to this Bylaw.
4.4 Unapproved depositing of Commercial Garbage and Commercial Waste will result in charges being laid under the Township of Billings Illegal Dumping Bylaw, Bylaw # 2020-30.

5.0 Disposing of Commercial Garbage and Commercial Waste at the Landfill Depot

5.1 The landfill attendant(s) shall ensure that all Commercial Operations shall have their Landfill Identification Tag visible and/or available for review when disposing of Commercial Garbage or Commercial Waste at the Township Landfill Depot.
5.1.1 Landfill attendant(s)s have the right to request personal identification to verify residency status.
5.2 All persons depositing Commercial Garbage or Commercial Waste shall allow the Landfill attendant(s) to inspect their garbage or waste or that are being deposited at the Township Landfill Depot.
5.3 The landfill attendant(s) shall ensure that all commercial operations who are depositing garbage or, waste are provided with direction regarding the disposal locations for garbage or waste.
5.4 The landfill attendant(s) shall not accept garbage or waste when a Commercial Operations fails to comply with sections 5.1, 5.1.1, 5.2 or 5.3 will result in garbage or waste not being accepted for depositing at the Landfill Site.
5.5 Unapproved depositing of Commercial Garbage or Commercial Waste will result in charges being laid under the Township of Billings Illegal Dumping Bylaw, Bylaw # 2020-30.

6.0 Rates and Fees

6.1 The Landfill Attendant shall assess disposal fees in accordance with the applicable rates set out in Schedule “A” to this Bylaw.
6.2 Replacement Landfill User Identification Tags will be sold at the Township office.
6.3 Landfill Tipping Fees will be paid at the Township office.
6.4 Unpaid Tipping Fees will be added to the residential tax billings.

7.0 Waste Handling and Placement

7.1 The landfill attendant(s) will determine and provide direction to the placement garbage or waste.
7.2 The landfill attendant(s) will be responsible for the recovery and disposal of wind-blown litter.
7.3 Salvageable materials will be stored in a designated area and not be allowed to accumulate.
7.4 Scavenging through waste disposal areas is not allowed.
7.5 The Township public works department will be responsible for waste compaction and the placement of cover materials.

8.0 Landfill Depot Inspections

8.1 Inspections of the landfill depot shall be performed monthly by the landfill attendant(s) with the inspection information being recorded using a Township Landfill Inspection Recording Document.
8.2 Inspections will be performed in accordance with Ministry of the Environment, Conservation and Parks Certificate of Approval requirements listed under Site Operation Monitoring Maintenance.
8.3 Environmental monitoring shall be performed by a certified 3rd party entity as required by the Acts and regulations.

9.0 Landfill Attendant(s) Training

9.1 The Landfill attendant(s)s shall complete all the components of the Township New Hire Health and Safety New Hire Training program, and those records of the training be kept on file.
9.2 The Landfill attendant(s)s shall receive emergency response training for emergency situations such as fire, chemical spill, and medical-aid, and that those records of training be kept on file.
9.3 The Landfill attendant(s)s shall be trained in the understanding of their job requirements, provided with a list of their responsibilities and that records of those training and understanding are kept on file.
9.4 The Landfill attendant(s)s shall be trained in understanding environmental and health and safety concerns pertaining to waste management and the handling of waste, and that those records of training be kept on file.
9.5 The Landfill attendant(s) shall be trained in communicating with the public and conflict resolution.
9.6 The Landfill attendant(s)s shall be trained in understanding the legislative requirements associated with waste management regulations and guidelines and that those records of training will be kept on file.
9.7 The Landfill attendant(s)s shall be provided with copies of the relevant training materials, regulations and guidelines associated with their work as a Landfill attendant(s), and that printed or electronic copies of these materials be made available at the Landfill Depot.
9.8 Landfill attendants shall receive review training of the duties of a landfill attendant annually and that records of the training shall be kept on file.

10.0 Landfill Depot Complaint Process

10.1 The Township will have an implemented complaint process that provides documentation of registered complaints.
10.2 The details of the complaint response process will be identified on the Township Landfill Complaint Form (see Schedule “B”).
10.3 The Township will provide copies of Complaint Reports to the Director of the Ministry of the Environment, Conservation and Parks as required.

11.0 Logbooks, Inspection Records & Other Records

11.1 The Township shall ensure that there is a daily logbook maintained at the Landfill Depot which records the data identified in section 5.1 of the Certificate of Approval.

11.2 The Township Shall ensure that site inspections are performed, documented, followed up, and maintained as per the provisions identified in sections 5., 5.3, and 5.4 of the Certificate of Approval.
11.3 The Township shall keep and maintain records any emergency situations, complaints, employee training, and the delivery of cover soil as per the provisions identified in sections 5.5, 5.6, 5.7 and 5.8 of the Certificate of Approval.

12.0 Landfill Depot Hours

12.1 The landfill depot hours of operation will be posted at the Landfill depot and on the Township website and included as part of the annual information flyer that is included in the annual fall tax bill mailout.
12.2 Landfill depot hours of operation are subject to change to accommodate seasonal holidays or severe weather conditions.

Landfill Operating Procedure

Daily Log Form

Date	Name/Adress/ID Card #	Compliant	Recycle	Waste	Burn Pit	Fee
20						
40						

Totals						

THE CORPORATION OF THE TOWNSHIP OF BILLINGS

Landfill Operating Procedure

Landfill Depot Weekly Inspection Checklist and Follow-up

Item	Item Inspected	Yes	No
1	Are the condition of the active disposal areas and the waste storage areas within the public drop-off area clean and clear of debris?		
2	Is the entrance/exit road in good condition?		
3	Is there any ponded water at the site?		
4	Is there litter present around the perimeter?		
5	Are there any signs of the presence of any vermin or animals at the site?		
6	Are the gate, lock, and signage in good condition?		
7	Are he first aid kit complete?		
8	Is the fire extinguisher charged and operable?		
9	Are the site operations creating any nuisance?		
10	Has adequate cover been placed on exposed waste?		
11	Are any of the site operations causing any environmental effects?		
12	Is the site being operated in compliance with the Certificate of Approval and landfill Depot Operational Procedures?		

Deficiency Comments **attendant**

Note: Upon completion of the landfill depot inspection, the landfill attendant will forward a copy of the report to the PW Superintendent and the Waste Management Coordinator for deficiency follow-up.

Inspection Follow-up

Unsafe Acts & Conditions				**Corrective Action**			
Item #	Hazards Observed	Repeat Item (Y/N)	Priority (H M L)	Suggested Action	Person Responsible for Action	Action Taken	Date

Inspection Completed by:

Date:

THE CORPORATION OF THE TOWNSHIP OF BILLINGS

Landfill Operating Procedure

Weekly Landfill Report

1)Total weekly visits: _____

2) Total non-compliant visits: _____

3) Toal recycling deposits: ____

3) Total tipping fees (Residential) $ _____

4) Total tipping fees (Commercial) $_____

5) Waste dumps at landfill face (total cubic yards) _____

6) Site inspection completed: Yes, ___ No ___

7) Hazardous material spills: Yes, ___ No ___

8) Complaints: Yes, ___ No ___

Completed by:

Date:

THE CORPORATION OF THE TOWNSHIP OF BILLINGS

Landfill Operating Procedure

Municipal Complaint Form

Date: _____

Name: _____ **Telephone #: _____**

Address: _____

Email Address: _____ **Signature: _____**

Describe your complaint, including relevant dates, times, locations, background information, and any municipal employees you contacted about the matter. Use the reverse side if additional space is needed and attach supporting materials such as photographs.

Office Use Only:

Received By: _____ **Date: _____**

Assigned To: _____ **Date: _____**

Assigned Staff Response and Proposed Action:

Acknowledgement Letter/Email Sent on: _____

Action Taken:

Final Letter/Email Sent on: _____

Completed By: _____ Date: _____

(See reverse side for specific instructions)

(1) If at any time the Township receives complaints regarding the operation of the Landfill Depot, the Township shall respond to these complaints according to the following procedure:

(a) The Township shall record and number each complaint, either electronically or in a logbook, and shall include the following information: the nature of the complaint, the name, address and the telephone number of the complainant if the complainant will provide this information and the time and date of the complaint.

(b) The Township, upon notification of the complaint, shall initiate appropriate steps to determine all possible causes of the complaint, proceed to take the necessary actions to eliminate the cause of the complaint and forward a formal reply to the complainant; and

(c) The Township shall complete and retain on-site a report written within one (1) week of the complaint date, listing the actions taken to resolve the complaint and any recommendations for remedial measures, and managerial or operational changes to avoid the recurrence of similar incidents.

(2) Except on weekends and statutory holidays, the Township must report all complaints to the Ministry of the Environment, Conservation and Parks District Manager within two (2) business days of receipt.

Tipping fee Calculations
(Pickup Trucks)

Compact pickup pick-up truck with a 4'x6'6 truck bed
4'x6' truck bed holds 1.01 cubic metres of garbage/waste

1cubic metre of *loose municipal solid waste* weighs .22 tonne
1.01cubic metres x .25 tonne = .2222 tonne
$150.00 per tonne x .2525 tonne = $33.33
$20.00 per half load sorted.
$40.00 per full load sorted.

1 cubic metre of *construction/ demolition w*aste weighs .42 tonne
1.01 cubic metres x .55 tonne - .4242 tonne
$150.00 per tonne x .4242 = $63.60
$35.00 per half load sorted.
$70.00 per load sorted.

Full sized pick-up truck with a 5' x 8' truck bed
5' x 8' truck bed holds 1.19 cubic metres of garbage waste

1 cubic metre of *loose municipal waste* weighs .22 tonne
1.19 cubic metres x .25 tonne = .2618 tonne
$150.00 per tonne x .2975 = $39.27
$23.00 per half load sorted.
$45.00 per load sorted.

1 cubic metre of construction/demolition weighs .42 tonne.
1.19 cubic metres x .58 = .4998 tonne
$150.00 per tonne x .4998 tonne = $74.97
$40.00 per half load sorted.
$75.00 per load sorted.

Tipping fee Calculations
(Utility Trailers)

Small Trailers – 4' - 6' long. 4' – 5' wide, 3' deep = 1.89 cubic metres

1cubic metre of *loose municipal solid waste* weighs .22 tonne
1.89 cubic metres x .22 tonne = .4158 tonne
$150.00 per tonne x .4158 tonne = $62.73
$35.00 per half load sorted.
$70.00 per full load sorted.

1 cubic metre of *construction/ demolition w*aste weighs .42 tonne
1.89 cubic metres x .42 tonne = .7938 tonne
$150.00 per tonne x .7938 = 119.07
$65.00 per half load sorted.
$130.00 per load sorted.

Larger trailers – 6' – 10' long, 4', 6' – 8' wide, 3' deep = 4.02 cubic metres

1cubic metre of *loose municipal solid waste* weighs .22 tonne
4.02 cubic metres x .22 tonne = .8844 tonne
$150.00 per tonne x .8844 tonne = $132.66

1 cubic metre of *construction/ demolition w*aste weighs .42 tonne
4.02 cubic metres x .42 tonne = 1.6884 tonne
$150.00 per tonne x 1.6884 = $253.26
$125 per half load sorted.
$250.00 per load sorted.

Disclaimer: The Tipping Fees costs identified in this table were determined by applying statistical information following commonly accepted planning-level density estimates for various waste streams used in municipal waste management, landfill design, transfer station planning, and waste audits. The figures used are compiled from municipal engineering guidance, landfill studies, EPA conversion factors, and Canadian waste management references. Actual densities will vary depending on moisture content, compaction, contamination, and handling methods.

Note: Unsorted loads are assessed a 25% surcharge.