**Policy – Landfill Operations Policy**

**References**

**By-Law No:** 2025-xx

**Revision:**

**Date:** June 11, 2025

**1.0 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 handling 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.

**2.0 Scope**

The scope of this procedure is to define operational procedures, specific responsibilities and supporting information that will ensure that the Township of Billings landfill depot operates:

1. In a manner consistent with the MOECP Acts, Regulations and The Site Certificate of Approval.
2. In a manner consistent with provisions of Circular Management
3. In a manner consistent with recognized industry standards for operations at a landfill depot.
4. In a manner that will prevent invasive odours, fires, wind-blown litter or insect and rodent infestations.
5. In a manner consistent with the provisions of the Township of Billings Waste Management Bylaw and this Procedure.

**3.0 Definitions**

In this by-law:

* + 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. “Certificate of Approval/C of A means the document that is issued by the MECP that allows the

 Landfill Depot to operate and lists the conditions of operation.

* 1. “Clean Wood” means wood that does not contain nails, screws or other fastening devices, and

 wood that has not been treated with preservatives, painted or stained.

* 1. “Contaminated wood” means wood that contains nails, screws or other fastening devices, and

 wood that has been treated with preservatives, painted or stained.

* 1. "Non-Eligible Source Business" means any commercial establishment, or commercial business that could include hotels, motels, restaurants, tourist establishment, apartment buildings, contractor operations etc.…
	2. “Commercial Garbage” means bagged garbage from commercial operations that are operated mainly for the purposes of a [trade](https://en.wikipedia.org/wiki/Trade) or [business](https://en.wikipedia.org/wiki/Business).
	3. “Commercial Waste” means unbagged waste materials from commercial operations that are operated mainly for the purposes of a [trade](https://en.wikipedia.org/wiki/Trade) or [business](https://en.wikipedia.org/wiki/Business).
	4. “Compost” Removed

1.8) "Council” means the elected Council of the Township of Billings.

1.9) "Dwelling" means a residential building or place of abode with four or less. separate units.

1.10) “Eligible Sources means recyclable materials from the following:

i) Single unit dwellings, including seasonal residential dwellings

 ii) Multi unit Dwellings (condominiums, apartments).

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

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

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

1.11) “Excessively Loaded Truck” means a discretionary situation where the volume of the waste

 materials exceed the cubic metres load capacity for the vehicle, excluding garbage bags that have

 Bag Tags attached.

1.12) “Excessively Loaded Trailer” means a discretionary situation where the volume of the waste

 materials that exceed cubic yard load volume of the trailer (LxWxD), excluding garbage bags that

 have Bag Tags attached.

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

 of 90 litres. (78x83 cm/30x33in.)

1.14) “Garbage Bag Commercial” means a clear heavy duty garbage bag that will hold up to a maximum

 160 litres (81.28 x 114.30)

1.15) “Garbage Bag Identification Tag” “Bag Tag” means a tag purchased from the Township that is

 attached to garbage bags being deposited at the Township landfill site.

1.16) “Household Garbage” means any garbage or trash generated by the domestic or household

 activities of one or more individuals living in a single residence or in single or separate quarters.

1.17) "Household Hazardous Waste" means waste generated from a Dwelling and materials designated

 by the Township as non-acceptable at the Township Landfill Depot.

1.18) “Household Waste” means waste materials such as appliances, furniture, brush, construction

 materials or other non-bagged materials

1.19) “Landfill Attendant(s)” means a person authorized by the Township to supervise the on-site

 operations of the landfill depot.

1.20) "Landfill Depot" means an area designated by the Ontario Ministry of Environment Conservation

 and Parks as an approved landfill site and operating under a Certificate of Approval issued by said

 Ministry of Environment, Conservation and Parks.

1.21) “Landfill Identification Card” means an identification card issued by the Township that identifies

 residents allowed to use the Township landfill depot.

1.22) “Landfill Tipping Fee” means the rate set by the Township for the disposal of waste and any other

 acceptable item brought to the Landfill.

1.23) “Non-eligible Source Recyclables” means recyclables generated by any entities that are not

 defined as Eligible Sources.

1.24) “Summer hours" means the hours of operation of the Township landfill depot period from the first

 Monday in May to the last Friday in October.

1.25) “Township” means the Township of Billings.

1.26) "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.

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

**4.0 Responsibilities**

**4.1 CAO/Clerk**

1. The CAO/Clerk through Council shall ensure that operations of the landfill depot are carried out in compliance with the associated Acts, Regulations and Certificate of approval.
2. Shall ensure that there is a waste management program and procedure that is maintained and reviewed annually.
3. Shall ensure that there is a staff member overseeing and coordinating landfill depot and waste management activities.
4. Shall ensure that the appropriate resources for the operating and monitoring of the landfill depot are available.

**4.2 Waste Management Coordinator**

1. Shall develop, implement, maintain and monitor a waste management program that is compliant with the associated Acts and Regulations.
2. Shall provide written quarterly reports to Council regarding waste management activities.
3. Shall provide a written annual operations summary report to Council.
4. Shall develop and deliver an in-house training for landfill attendants.
5. Shall perform quarterly landfill depot site inspections.
6. Shall ensure that landfill depot site signage meets regulatory standards.
7. Shall ensure that the access to the landfill depot site is secure.

**4.3 Public Works Superintendent**

1. Shall ensure that adequate waste cover is dispersed as required at the landfill depot.
2. Shall ensure that the landfill attendant is recording landfill depot activities and that the documents are reviewed and forwarded to the Waste Management Coordinator.

**4.4 Landfill Depot Attendant**

1. Shall record Landfill Depot garbage, waste and recycling activities for residents depositing materials.
2. Shall record from Landfill Depot garbage, waste and recycling activities for commercial operations depositing materials
3. Shall perform monthly site inspections using a landfill inspection form.
4. Shall ensure that all landfill depot documents are completed and forwarded to the PW Superintendent.
5. Shall only burn non-contaminated wood materials and brush in the designated burn area and in accordance with regulatory requirements.
6. Shall perform regular clean-ups of wind-blown litter at the landfill depot site

**5.0 Service and Collection**

a) The Council of the Township of Billings will not provide curbside pick-up of Household Waste,

 Eligible Source Recycling, Commercial Garbage, Commercial Waste or Non-eligible Source

 Recycling.

1. The Billings Township landfill depot will accept mattresses, furniture, appliances, tires and

Commercial Garbage for a fee that is in accordance with the Landfill Tipping Fee Schedule.

1. The Billing Township landfill depot will not accept hazardous waste materials
2. The Billings Township landfill depot will accept household brush at no charge.
3. The Billings Township landfill depot will only accept Garbage or Waste from Residents/Commercial Operations that has been sorted in accordance with Waste and Recyclables preparation guidelines identified in schedule 1 of this Policy.
4. The Billings Township landfill depot will only accept waste, garbage or recycling materials from residents/Commercial Operations presenting a landfill identification tag.
5. The Council of the Township of Billings shall publish and post landfill depot operating hours.
6. The Council of the Township of Billings Shall allow Landfill Attendants to inspect waste, garbage or recycling prior to the waste, garbage or recycling being deposited in the landfill waste area.

**6.0 Fees**

 a) Tipping fees will be applied as identified in Schedule A of this Policy.

 b) The Council of the Township of Billings will provide, at no charge, annually to each

 residence and each commercial operation, one (1) booklet of fifty (50) Bag Tags.

1. The Council of the Township of Billings will make Bag Tags available for sale at the Township office at the price identified in Landfill Tipping Fees schedule.

**7.0 Public Education and Engagement**

a) The Council of the Township of Billings will provide public waste management, recycling and

 composting education to residents and commercial operations when implementing changes

 to the Township waste management program. The educational information will be delivered

 in one or all the following delivery methods:

* public mailout
* postings on the Township social media platforms.
* In-person public education sessions.
* Public information pamphlets or flyers.
* Presentations at Township sponsored events.
* Signage on public waste and recycling containers.

**8.0 Complaints**

a) The Council of the Township of Billings shall ensure that complaints that are submitted using

 the following methods:

 - Township Complaint form

 - an email sent to Council or the CAO

**9.0 Illegal Dumping and Enforcement**

a) The provisions of this Policy and the Landfill Operational Procedures will be enforced by the

 Township Landfill Attendants.

b) The provisions of the Township Illegal Dumping Bylaw, Bylaw # 2020-30, will be enforced by

 the Township Bylaw Enforcement Officer.

**10.0 Performance Monitoring and Reporting**

a) Landfill operational data will be collected during the landfill hours of operations, the

 information to be collected will include the following:

* Identification tag numbers of Residents/Commercial Operations depositing waste, garbage or recycling.
* Daily total number of Residents/Commercial Operations depositing waste, garbage or recycling.
* Additional items deposited other than waste, garbage or recycling.
* Total volumes of wasted deposited in the landfill disposal area.
* Tipping fees collected or requiring payment.

b) Landfill data will be compiled by the waste management coordinator and presented in

 quarterly reports to Council.

1. The waste management coordinator shall ensure that a Waste audit is performed annually.

**4.5 Policy Performance Evaluation and Corrective Actions**

To evaluate the compliance and effectiveness of this policy the following checks shall be

performed by:

1. The Waste Management Coordinator, the CAO/Clerk, Deputy CAO, Deputy Clerk and the Public Works Superintendent will annually review all waste management responsibilities and documents to ensure that the policy compliance is being met.
2. The Waste Management Coordinator will report any identified procedural or regulatory non-compliance to the CAO/Clerk, Deputy CAO or Deputy Clerk and the Public Works Superintendent.
3. The Waste Management Coordinator shall follow-up any reported procedural or environmental non-compliances, the follow-up will include the following steps:
4. Shall prepare a written report of the non-compliance to the CAO/Clerk, Deputy CAO, Deputy Clerk and the Departmental Supervisor.
5. Shall initiate an investigation of the identified non-compliance.
6. Shall provide a completed investigation report, with recommendations, regarding procedural or environmental non-compliances to the CAO/Clerk, Deputy Clerk, Supervisor. JH&SC and that the report be posted on the health and safety bulletin board.
7. Shall ensure that report recommendation actions are followed up.

**Waste Management Policy**

**“Schedule 1”**

**Responsibilities of Residents and Commercial Operations**

**Preparation of Household Garbage and Recyclables for disposal at Township Landfill Depot.**

2.1 Every Resident disposing of Household Garbage and/or Recyclables at the Township Landfill Depot shall prepare the same for disposal in accordance with the following:

i) All Household Garbage shall be placed in clear Garbage Bags where all Garbage is visible.

ii) Garbage and Recyclables shall be drained of all liquids.

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

iv) All Garbage Bags will have a Waste Disposal Identification Tag attached.

v)) Recyclables shall be placed in blue boxes or equally suitable receptacles.

vi) Packing materials shall be securely tied in compact bundles.

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

**Disposing Household Garbage and Recyclables at the Landfill Depot**

3.1 All Residents shall have their Landfill Identification Card visible and/or available for review when disposing of Eligible Source Garbage or Recyclables at the Township Landfill Depot.

3.1.1 Landfill Attendants have the right to request personal identification to verify residency status.

3.2 All Residents depositing Eligible Source Garbage and Recyclables shall allow the Landfill Attendant to inspect their Garbage or Recyclables that are being deposited at the Township Landfill Depot.

3.3 All Residents depositing garbage, Waste, Garbage and Eligible Source Recyclables shall comply with direction given by the Landfill Attendant regarding the disposal locations for Garbage and Recyclables.

3.4 Failure comply with sections 3.1, 3.2 or 3.3 of this By-law will result Household Garbage or Eligible Source Recyclables not being accepted for depositing at the Landfill Site.

3.5 Unapproved depositing of Household Garbage or Eligible Source Recycling will result in charges being laid under the Township of Billings Illegal Dumping Bylaw, Bylaw # 2020-30.

 **Preparation of Commercial Operations Waste and Non-eligible Source Recyclables for disposal at Township Landfill Depot.**

4.1 Every Commercial Operation who are depositing Waste or Garbage at the Township Landfill Depot shall prepare the same for disposal in accordance with the following:

(i) All Garbage shall be placed in clear Garbage Bags where all Garbage is visible.

ii) Garbage and Recyclables shall be drained of all liquids.

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

iv) All Garbage Bags will have a Garbage Bag Identification Tag attached.

v) Recyclables shall be placed in blue boxes or equally suitable receptacles (TBD).

vi) Packing materials shall be securely tied in compact bundles.

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

4.2 Failure to have Garbage and Recyclables prepared as listed in section 4.1 of this Bylaw, will result in Garbage or Recyclables not being accepted for depositing at the Landfill Site.

4.3 Landfill Tipping Fees will apply depending on volume.

4.4 Unapproved depositing of Garbage or Recycling will result in charges being laid under the Township of Billings Illegal Dumping Bylaw, Bylaw # 2020-30.

**Disposing of Commercial Garbage and R Non-Eligible Source ecyclables at the Landfill Depot**

**(to be determined)**

5.1 All Non-Eligible Sources shall have their Landfill Identification Card visible and/or available for review when disposing of Non-Eligible Source Garbage or Recyclables at the Township Landfill Depot.

5.1.1 Landfill Attendants have the right to request personal identification to verify residency status.

5.2 All persons depositing Non-Eligible Source Garbage and Recyclables shall allow the Landfill Attendant to inspect their Garbage or Recyclables that are being deposited at the Township Landfill Depot.

5.3 All person’s depositing Non-Eligible Source Garbage and Recyclables shall comply with direction given by the Landfill Attendant regarding the disposal locations for Garbage and Recyclables.

5.4 Failure comply with sections 3.1, 3.2 or 3.3 of this By-law will result in Non-Eligible Source Garbage or Recyclables not being accepted for depositing at the Landfill Site.

5.5 Unapproved depositing of Eligible Source Garbage or Recycling will result in charges being laid under the Township of Billings Illegal Dumping Bylaw, Bylaw # 2020-30.

**Waste Management Policy**

**“Schedule “2”**

**Acceptable Recyclables and Waste**

**And**

**Non-Acceptable Waste**

Listed are the Items deemed to be acceptable recyclables" at the landfill depot. While the list is comprehensive but not exhaustive, final decisions regarding items being acceptable will be at the discretion of the landfill attendant(s).

**Plastics**

i)plastics numbers 1-7

ii)plastic cups (lids and straws taken out)

iii)milk container

iv) soap jugs

v) grocery and retail plastic bags

vi) plastic jugs and bottles – soda bottles & laundry detergent bottles

vII) food and beverage containers

viii) jars with screw tops

vix0 deli style containers

x) clam shell take-out container

**Paper/Cardboard**

 i) paperboard

ii) tissue boxes

iii) heavy weight folders

iv) paper towel and toilet paper rolls

v) food packaging (non wax)

vi) shredded paper (in plastic bag)

vii) magazines (all)

viii) catalogs (all)

vix) phone books (all)

x) junk mail

xi) paper milk, juice and soymilk cartons (empty)

xii) books – soft cover, hard covers should be removed

xiii)empty paper coffee cups (plastic lids removed)

xiv) all office paper

xvi) white paper

xvii) colored paper

xviii)newspaper (bags and strings removed)

xix) pizza boxes (wax paper removed)

xxi)corrugated cardboard

xxii) brown paper bags

xxiii) box board (shoe boxes, cereal boxes)

**Metal Products**

xxiv) aluminum take out containers

xxv) aluminum pie plates and trays

xxvi)) kitchen cookware – metal pots, pans, tins & utensils

xxvii) metal and tin beverage containers

xxviii) metal and tin food containers and aluminum foil

**Commercial Waste**

3.0 Commercial Waste includes, but is not limited to, the following:

i) manufacturers waste including wire.

ii) broken plaster, lumber, rubble, shingles or other waste or residue resulting from the

 construction, alteration, repair, demolition or removal of any building or structure.

iii)furniture and appliances.

iv) trees, branches, stumps and roots.

v) sawdust and/or wood shavings.

vi) stock of any wholesaler.

vii) propane containers.

viii) wire, wire mesh and fencing.

ix) metal beds or articles acceptable to scrap metal program.

x) discarded truck and automobile tires.

xi) carpets, floor coverings and rugs.

xii) discarded plumbing, sinks, toilet bowls and seals, pipe fittings and hot water tanks; and

xiii) pallets and loose minor rubble.

xiv) Items determined to be Commercial Waste by the Landfill attendant(s).

**Compostable Organic Material**

4.0 Acceptable Compostable Organic Materials means any compostable material that could include:

i) vegetables and fruits

ii) coffee grounds, tea bags

iii) eggshells

iv) bread/toast, pasta

v)cooked meats soiled newspaper, paper towels/napkins, g paper plates/paper cups

vi) but does not include ashes, cigarette butts, tinfoil, plastic-wrap, liquids, feminine hygiene

products, animal waste, kitty litter, uncooked meats, disposable diapers or rocks and dirt etc.

**Compostable Yard Waste**

5.0 Acceptable compostable yard waste includes the following:

i) leaves

ii) garden waste

iii) lawn cuttings

iv) house plant

 v) brush and small branches

**Non-Acceptable Waste**

6.0 Listed are the Items deemed to be non-acceptable waste materials that are not accepted at the landfill depot. While the list is comprehensive but not exhaustive, final decisions regarding items being acceptable will be at the discretion of the landfill attendant(s).

i) pathological diseased materials including syringes, bandages, poultices, dressings and any

other medical waste or refuse from any medical clinic, dental clinic, veterinarian clinic, hospital

or mortuary.

ii) explosives or highly combustible materials.

iii) oil soaked or gasoline-soaked absorbent materials such as rags or oil filters.

iv) stains. varnishes and paint.

v) liquid waste of any kind.

vi) swill or other organic matter not properly drained or wrapped.

vii) hay, straw and manure.

viii) night soil.

ix) carcass of any animal.

x) live animals or birds.

xi) grease trap wastes.

xii) batteries.

xiii) any material deemed by the Township to be hazardous.

xiv) ashes; and

xv) Items determined to be Non-acceptable Waste by the Landfill attendant(s).

**Non-Acceptable Household Hazardous Waste**

7.0 Listed are the items deemed to be Eligible Source hazardous. While the list is comprehensive but not exhaustive, final decisions regarding items being non-acceptable will be at the discretion of the landfill attendant(s).

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

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

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

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

starters.

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