



## STAFF REPORT

**TO:** Council

**FROM:** Erin Hartley, Director of Corporate Services

**APPROVED BY:** Trudy Payne, Chief Administrative Officer

**DATE:** September 28, 2020

**SUBJECT:** **Regional Materials Recovery Facility Disposal Policy**

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### ORIGIN

The need for clear written process and procedure relating to Regional Materials Recovery Facility disposal.

### RECOMMENDATION

THAT Council of the Municipality of the District of Shelburne approve the attached Regional Materials Recovery Facility Disposal Policy as presented.

### BACKGROUND

The Regional Materials Recovery Facility is a site managed by the Municipality of the District of Shelburne pursuant to an Inter-Municipal Agreement between the Municipality and the Towns of Lockeport and Shelburne. The Municipality administers this service on a fee for service basis.

The site is accessible to customers disposing acceptable items for the three units under the Inter-Municipal Agreement. Although current procedures, fees and sorting requirements are well known by the facility customers, a formal policy outlining these and other details is not currently in place.

### DISCUSSION

Clear procedures, processes and guidelines for disposal of materials at the Regional Material Recovery Facility, located at 4571 Highway 3, West Green Harbour, are required to ensure proper use and enforceability of facility rules and regulations.

An email containing this staff report and proposed policy was sent to Councillors on Monday, September 21, 2020 to provide required notice of 7 days as per MGA S. 48.

**ATTACHMENTS**

- Proposed RMRF Disposal Policy



**REGIONAL MATERIALS RECOVERY FACILITY DISPOSAL POLICY**

**PURPOSE**

48.1 To establish a policy for receiving acceptable materials at the Regional Materials Recovery Facility from residential and commercial customers within the Municipality of the District of Shelburne, Town of Shelburne and Town of Lockeport and to identify procedures that must be followed.

**DEFINITIONS**

48.2 In this policy the following words and terms shall have the following meaning:

- a. Customer – the person or company intending to use the facility
- b. Municipality – the Municipality of the District of Shelburne
- c. Operator – the staff person designated by the Municipality to operate the facility
- d. Facility – Regional Materials Recovery Facility
- e. Material – pre-determined categories of acceptable construction and demolition waste, lobster traps/rope, metal, fridges/freezers, brush and yard waste.

**LOCATION**

48.3 The Regional Materials Recovery Facility is located at 4571 Highway 3, West Green Harbour, Shelburne County, Nova Scotia.

**HOURS OF OPERATION**

48.4 The Regional Materials Recovery Facility will be open to the public for regular hours from Tuesday through Saturday 9:30 am – 4:00 pm.

The Municipality may offer extended hours at its discretion.

**QUALITY OF DISPOSAL MATERIALS**

48.5 The quality of materials must meet the following standards and be disposed of in the proper designated locations within the facility. The Operator has discretion of the quality of disposal materials:

- a. Construction and Demolition Waste – Wood Items: must be separated from all other debris.

- b. Construction and Demolition Waste – Gyproc/Plaster: must be separated from all other debris.
- c. Construction and Demolition Waste – Roofing Shingles: must be separated from all other debris.
- d. Construction and Demolition Waste – Mixed: must not contain any debris that could be included in a separated category. This includes vinyl/plastic building materials, carpeting, built up roofing, ceiling tiles, vinyl floor/linoleum, wiring, lighting fixtures and insulation
  - i) Fiberglass insulation must be in bags, so it does not blow around the facility.
  - ii) Styrofoam insulation will be accepted whole, but must be bagged if in smaller pieces.
- e. Brush: must be clean (not mixed with yard waste) and no larger than 6-inches in diameter.
- f. Yard Waste: must be separated from brush. This includes leaves, sediment and rock.
  - i) Trees, stumps, logs and brush larger than 6-inches in diameter are not accepted at the site on a regular basis.
  - ii) Should this service be needed in emergency situations (i.e. hurricane) the Council of the Municipality shall make a motion for a designated period of time for acceptance of this material.
- g. Fridges/Freezers/Air Conditions: must be separated from all other debris. If these items contain freon they will be separated from the scrap metal items.
- h. Lobster Pots: must be separated from all other debris.
- i. Lobster Rope: must be separated from all other debris.
- j. Scrap Metal: must be separated from all other debris. This includes metal appliances, cold water tanks, hot water heaters, baseboard heaters, empty oil barrels, pots and pans, kitchen sinks, bed frames, bathtubs, BBQs and freon free fridges/freezers/air conditioners.

## **REMOVAL OF MATERIALS**

48.6 Materials removed from the facility by customers are on an 'as is, where is' basis.

- a. The removal of free materials, also known as scavenging, is limited to Thursdays during from 9:30 am to 3:30 pm and is permitted at the customer's own risk. Customers shall scavenge items easily accessible to them and shall not be permitted to climb on or sort through disposal piles.
- b. Customers shall be permitted to scavenge parts and pieces only from the metal pile. The metal collected via disposal and metal clean-ups is a revenue source and is not meant to be scavenged in large quantities.

## **FEES AND CHARGES**

48.7 All fees and charges related to this policy shall be outlined in the Municipality's Fees and Charges Policy.

**PAYMENT AND BILLING**

- 48.8 All disposal fees shall be paid at the time of disposal by the Customer to the Operator unless the Customer has an approved facility account set up with the Municipality.
- a. Account holders will be billed monthly by the Municipality's Finance Department. Payment terms will be as per Finance Department policy.

**COMPLIANCE**

- 48.9 The Municipality reserves the right to:
- a. Inspect materials before entering the facility.
  - b. Observe the materials being removed from vehicles.
  - c. Observe the unloading of materials to ensure proper placement.
  - d. Decline accepting materials from any customer.
  - e. The Municipality reserves the right to refuse or revoke disposal to customers who do not comply with the policy or whose disposal bills are in arrears.
  - f. Any unauthorized disposal or disposal of any unacceptable materials shall be cleaned at cost recovery by the customer.

**THIS IS TO CERTIFY** that the Council of the Municipality of the District of Shelburne duly passed the policy respecting Regional Materials Recovery Facility Disposal Policy on the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

**SIGNED** this \_\_\_\_\_ day of \_\_\_\_\_, 2020

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WARDEN PENNY SMITH

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CHIEF ADMINISTRATIVE OFFICER, TRUDY PAYNE

Approved by Council:

Effective Date: