



# TOWN OF RAYMOND

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Adopted By:

Motion:

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Authority to Administer: Director of Operational Services

Policy Number: GP - 2017-10

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## **Policy Name**

Waste Management Policy

## **Policy Purpose**

To delineate all of the details related to the collection and disposal of waste for businesses, commercial institutions and residents within the Town of Raymond.

## **Policy Statement**

The Town of Raymond Waste Management Policy will outline all of the requirements, rules and details for businesses, commercial institutions and residents to dispose of their waste through the Town's programs including collection, the 4th Monday Clean-Up Day program and Transfer Station.

## **Policy Procedure**

WASTE COLLECTION PROCEDURE: General Rules

To establish a standardized method of collecting waste, the Town and Town businesses, commercial institutions, and residents shall adhere to the following regulations:

1. Waste includes:
  - a. Wet or dry offal refuse, animal and vegetable matter created from a domestic or commercial kitchens, stoves, or ovens.
  - b. Waste or trash created from domestic activities
  - c. Waste or trash from lawn and gardens
2. Waste does not include:
  - a. Automobile bodies
  - b. Trees
  - c. Manure
  - d. Dead Animals
  - e. Any larger object that does not fit into a Town issued 369L waste collection cart
  - f. Dangerous, toxic or hazardous waste
3. Every residency shall be provided with one 369L Waste Collection Cart provided by the Town.
4. Every residency shall only use the Town issued Waste Collection Cart for the disposal of their waste.
5. Every Town issued Waste Collection Cart shall be the sole responsibility of the property

owner.

6. If a Town issued Waste Collection Cart is lost, stolen, damaged, or another Waste Collection Cart is required the replacement cost shall be absorbed by the property owner.
7. All waste that is deposited into the Town issued Waste Collection Cart shall be bagged in a plastic bag tied at the top and shall fit into the Waste Collection Cart so that the lid can close.
8. Every residency on their collection day shall:
  - a. Place only the Town issued Waste Collection Cart within ten (10) feet of the curb or traveled area of the street before 8:00 a.m. with the arrow (on the lid of the Waste Collection Cart) facing the street.
  - b. Ensure that there is nothing that would obstruct the automated pickup of the Waste Collection Cart by ensuring that there is nothing located directly in front of the Waste Collection Cart and that there is nothing found within a one meter circumference of the Waste Collection Cart.
  - c. Ensure that the Waste Collection Cart is returned to their property before 8:00 a.m. the following day
9. If a residency is not in adherence to section 8 the cart will not be picked up on that day or any other day of the week and will only be picked up on the next scheduled collection day if it is in adherence to Section 8.
10. The Town of Raymond will collect waste weekly according to the following schedule and according to Appendix A.

Monday: All commercial, institution and large container pickups

Tuesday: All residential pickups in the area between the north side of 100N to the most northern Town boundary and from the east side of Broadway to the eastern Town boundary.

Wednesday: All residential pickups in the area between the south side of 100N to the southern Town boundary and from the east side of Broadway to the eastern Town boundary.

Thursday: All residential pickups in the area between the south side of 100N to the southern Town boundary and from the west side of Broadway to the western Town boundary. All commercial, institution and large container pickups throughout the Town of Raymond

Friday: All residential pickups in the area between the north side of 100N to the northern Town boundary and from the west side of Broadway to the western Town boundary.
11. If a scheduled pickup as outlined in Section 10 falls upon a statutory holiday the waste shall be collected on the next business day

## 4th MONDAY CLEAN-UP DAY PROGRAM

The Town of Raymond Clean-Up Day program is a special pick-up service whereupon residents book and pay for the pick-up of unwanted goods by Operational Services.

### PROCEDURE: General Rules

12. Designated pick-up days are the fourth Mondays of April, May, September and October.
13. Residents need to book at the Town Office or online via [raymondgetactive.ca](http://raymondgetactive.ca) in order for their discarded goods to be picked up.
14. A charge of \$10 per pick up will be instituted.
15. Payment must be made at the Town Office or online via [raymondgetactive.ca](http://raymondgetactive.ca)
16. All payments and bookings must be made before 4:30 pm by the Friday preceding the fourth Monday of the month.
17. Garbage must be set out at the curb of the resident's driveway before 8:00am on the designated pick-up day.
18. Garbage may not be set out prior to the Saturday immediately preceding the designated pick-up day. Garbage not picked up must be removed by 6 pm of the coming Wednesday, if not a warning or fine by a designated officer under Bylaw#952-10 may be issued.
19. Garbage should be set out in a manner that is secure and tidy. This may necessitate tying together or otherwise containing materials that have potential to blow away, fall, or obstruct sidewalks or roadways. If garbage is not kept secure and tidy a fine or warning by a designated officer under Bylaw#952-10 may be issued.
20. Garbage must be sorted by material; wood with wood, concrete with concrete, metal with metal, shingles with shingles and so forth. This will require that a resident disassembles some items.
21. Some items, such as mattresses and couches, do not need to be disassembled, but must be stacked separate from other materials (i.e. wood should not be organized on top of a sofa; a roll of carpet may not be set on top of appliances).
22. The Town crews are organized to pick-up materials in phases. Crews may pick-up branches first; followed by metal; followed by furniture.
23. Typical household garbage will be picked-up as outlined in Section 10.
24. Toxic materials, such as paint will not be picked-up. Flammable liquids will also not be picked up but may be taken to the appropriate recycle bin at transfer station.
25. Commercial garbage will not be picked up. This is any waste that is generated from pay-for- service activities on or off the site of the residence in front of which the garbage is set out.
26. Out-of-Town garbage will not be picked up.
27. Batteries will not be picked up can be taken to the Raymond Transfer Station.
28. E-waste will not be picked up but can be taken to the Raymond Transfer Station. E-

waste includes: Televisions and Computers (including hard drives, mice, keyboard and monitors).

29. Manure, dirt, and twine cannot be picked up but can be taken to the Raymond Transfer Station.
30. Tree trunks and branches must be cut down to a maximum of six-foot lengths or they will not fit properly into Town trucks and will not, therefore, be picked-up.
31. Appliances containing Freon, such as fridges, air conditioners and deep freezes require a white goods tag, which may be purchased from the Town Office for \$10 per appliance. This tag must be securely fastened to the appliance in a noticeable location or it will not be picked up.
32. In the event of heavy wind, rainfall or any other adverse weather condition in any month, the Town may elect not to carry-out the pick-up. Residents may contact the Town Office, check [www.raymond.ca](http://www.raymond.ca), or look for a notice on the electronic sign in front of the Community Centre to determine the status of the pick-up in the event of poor weather conditions.
33. The Town also reserves the right to cancel the designated pick-up day when situations arise that are beyond our control (i.e. fire bans).

### **Transfer Station**

The purpose of this section is to outline the hours of operation, explain what acceptable and non-acceptable waste is and to set guidelines for the Raymond Transfer Station.

34. The Transfer Station shall have the following hours of operation:

Summer Hours-April 1st to October 31st

Tuesday 10.00 a.m. – 6.00 p.m. Thursday 10.00 a.m. – 6:00 p.m. Saturday 10:00 a.m. – 6:00 p.m.

Winter Hours – November 1st to March 31st

Tuesday 10:00 a.m. – 6:00 p.m. Thursday 10:00 a.m. – 5:00 p.m. Saturday 10.00 a.m. – 6:00 p.m.

### **PROCEDURE: General Rules**

35. Turn off vehicle while unloading in station.
36. Please ensure that all garbage is secured while transporting waste to the Transfer Station.
37. Litter on the way to the Transfer Station is not acceptable. The Transfer Station Operator will refuse loads that are not properly secured.
38. Children to remain in the vehicle while unloading.
39. Domestic Garbage only will be accepted.
40. Scavenging is not permitted unless authorized by the Town of Raymond
41. Transfer Station Operator has the right to inspect any load. The Transfer Station

Operator may refuse any waste that in the judgment of the Operator should be rejected by reason of unknown content that may be a hazard.

42. The following waste products must be placed inside the Raymond Transfer Station Shed
  - a. Domestic Garbage
  - b. Ashes
  - c. Burning barrels or contents only if completely extinguished.
  - d. Small animals to be sealed in a plastic bag
  - e. Mobile phones
  - f. Microwaves, Video recorders, DVD players and stereos
  - g. Asphalt shingles, renovation and other construction materials (a limit of one half –tonne pickup truck once per day)
  - h. Straw, hay, rock, brick, cement or dirt (a limit of a half –tonne pickup truck once per day)
  - i. P.V.C pipe, vinyl siding. To be broken into 4ft pieces and put inside on the side of the building.
  - j. Couches, mattresses, box springs, rolls of carpet, plastic sheeting such as silage cover. To be placed inside on the side of the building
43. The following waste products must be placed outside, as directed.
  - a. White goods
    - i. There will be a charge of \$10 for each refrigeration unit disposed of. Payment is to be made at the Town office and a receipt must be presented to the operator before the refrigeration unit can be accepted.
    - ii. All refrigerators and freezers should be lined up sitting upright with the back of the unit easily accessible to technicians
  - b. Metal scraps. To be no bigger than 6ft
  - c. Lumber. To be no bigger than 6ft
  - d. Branches. To be no bigger than 6ft
  - e. Tires. Tires mounted on rims will not be accepted, tires need to be sorted and stored in one pile.
  - f. E-Waste. E-Waste includes: Televisions, Computers, including hard drives, mice, keyboards and monitors
  - g. Ovens and Stoves
  - h. Scrap Metal
44. The following waste products will not be accepted at the Raymond Transfer Station
  - a. Any commercial waste
  - b. Toxic or hazardous substances including flammable liquids
  - c. Car or truck bodies and parts

45. Recyclable goods can be disposed of at the Raymond Transfer Station. All recyclable goods must be correctly sorted and disposed of in the Raymond Recycling Trailer located within the Raymond Transfer Station.

### **CONSTRUCTION SITE WASTE**

46. Every owner and occupant, including the general contractor of a construction site shall ensure:
- a. There are sufficient waste receptacles to contain the construction waste
  - b. A construction site is maintained in a tidy manner and is free of any debris or construction waste
  - c. Construction waste does not remain loose, free or uncontrolled on the premises
  - d. Proper disposal of the construction waste at an appropriate disposal site
  - e. Any waste that escapes from the construction site is retrieved and deposited into a waste receptacle designated for the construction site.
47. The Town may require the owner, occupant or general contractor to provide fencing that will prevent construction waste from escaping the construction site.

### **HAZARDOUS WASTE**

48. Any person that produces or possesses any dangerous, toxic or hazardous waste shall remove, transport and dispose of such waste in accordance with applicable Provincial and Federal statutes and regulations.
49. No person shall dispose of dangerous, toxic or hazardous waste into any waste receptacle located on Town owned property.

### **ANIMAL CARCASSES**

50. No person shall bring a dead horse, cow, pig, sheep, or other large animal into the Town for disposal
51. No person responsible for an animal shall permit an animal carcass to remain on any road for longer than four (4) hours after the carcass is discovered.
52. A person that is responsible for a dead animal located on a road shall dispose of the animal carcass at their own cost.
53. An owner of a dead cat, dog or other small animal can dispose of the animal at the transfer station provided the animal is contained in a garbage bag.

### **GENERAL RULES**

54. No Person shall:

- a. Import waste of any kind into the Town for disposal
- b. Transport waste within the Town unless it is securely covered in such a manner as to prevent the waste from falling out of the vehicle during transportation. If waste does escape during transportation the owner or person driving the vehicle must clean up the waste immediately.
- c. Place waste of any type on a road or other public place