

**Title: Residential Landfill Card Program**

**Resolution: 2021-0015 Jan 25, 2021**

**Revised:**

**Special Notes/ Cross Reference:** Bylaw 2015-15,  
Waste, Recyclables, Organics Collection and Disposal

**Next Review Date:**

**POLICY STATEMENT :** To ensure Westlock is a Community People are Proud of, and to allow residents every opportunity to have an aesthetically pleasing yard within the community, the Town will provide a Residential Landfill Card Program (RLCP).

**PURPOSE :** To establish guidelines and processes for the Residential Landfill Card Program as established by current Town of Westlock Bylaws.

## **GUIDELINES / PROCEDURES / RESPONSIBILITIES**

### **DEFINITIONS**

**Clean-Up Day** would be one (1) day within a calendar year as determined by Council whereby residents of the Town would be permitted to leave large waste items that do not fit in the waste receptacle along their curbside for the contractor to pick up and deliver to the Landfill or a recycling centre depending on the type of waste. Examples would be household furnishings or appliances, etc.

**Commercial/ Business Utility Accounts** are accounts held by commercial, merchandising, or industrial activity for the undertaking of a profession, trade, occupation, calling of employment which is carried on for the purpose of profit or gain. It could also be an activity providing goods and/ or services whether charity or non-profit, however organized or formed, including a cooperative or association of persons.

**Manufactured Home Park Residential** means any site in which two (2) or more occupied manufactured homes are harboured or are permitted to be harboured without regard to whether a fee or charge is paid or made and shall include any building structure, tent, vehicle, or enclosure used or intended for use as a part of the equipment of such manufactured home park.

**Residential Utility Account** means the registered Owner of a single-family dwelling; or multi-family dwelling up to a six-plex and manufactured home within the Town of Westlock who has a utility account.

**Residential Waste** is all normal refuse and waste which results from the operation of a household. In this case, it could also include household furnishings, residential shingles, or residential construction items from said residence.

**Town** means the Town of Westlock.

**PROCEDURES**

**RESIDENTIAL**

1. Residential Utility Account holders will automatically receive a landfill card permit through their utility account.
2. Manufactured Home Park Residents who receive weekly waste service through the Town will share a maximum of 5 landfill card permits amongst the Manufactured Home Park. The cards provided to the Manufactured Home Parks will be managed through the landowner of the Park.
3. Multi-Family Dwellings who receive weekly waste service through the Town will share a landfill card permit amongst the residents within the units.
4. The account holder is charged for and receives credit for each dwelling unit; for example, a four-plex unit equals 4 x the annual unit maximum.
5. The permit holder can dispose up to the accumulated annual maximum amount per unit worth of total tippage as per the Fees and Rates Bylaw.
6. If the permit holder exceeds the accumulated annual maximum amount as per the Fees and Rates Bylaw, the permit holder shall be charged back at the residential rate established by the Westlock Regional Waste Management Services Commission plus a 10% Administration fee.
7. The additional charge will be invoiced to the resident on their Residential Utility Account.
8. All charges and fees billed will be subject to the same payment guidelines as set out in the Town of Westlock Fees and Rates Bylaw that may be amended from time to time.
9. Council may choose to run a "Clean-Up Day" program on a two or three-year cycle. This would provide a service to residents who do not have a means to transport large items to the landfill. The cost of this program would be funded through the General Surplus Reserve of the Environmental Fee Reserve.
10. The card issued under the RLCP is not transferable between utility accounts. When a resident closes their utility account, the RLCP card will be cancelled.
11. The Town will notify the Westlock Regional Waste Management Commission when Utility Accounts close.
12. The RLCP does not apply to Commercial Utility Accounts or any property that does not receive weekly waste services through the town.
13. A card will not be issued to those who do not pay the Residential Waste Charge on their utility bill.
14. The owner is solely responsible for the tippage charges that are recorded against their account.

The Town encourages residents to do their part to reduce the amount of trash headed to the landfill




by recycling more through the weekly recycle/ blue bag program and to discard of food and yard waste appropriately through the Organics pick up program.

**COMMERCIAL ACCOUNTS**

1. All Commercial Accounts are required to set up an account directly with the Westlock Regional Waste Management Commission. Commercial accounts will not be set up through the Town of Westlock.
2. Commercial Account users will be billed directly from the Westlock Regional Waste Management Services Commission for their usage.
3. Accounts holders must notify the Westlock Regional Waste Management Commission if they wish to close/ cancel their Landfill card.

  
\_\_\_\_\_  
Mayor Ralph Leriger

  
\_\_\_\_\_  
CAO Simone Wiley