

**Title: EXHIBIT HANDLING****Resolution: 197-2009; 394-2013, 2024-0079****Revised:****Mar 25, 2024****Special Notes/Cross Reference:****Next Review Date:****2026**

**POLICY STATEMENT** : Protecting the integrity of exhibits held by the Town of Westlock's Municipal Enforcement Department.

**PURPOSE** : To provide for secure collection, storage, preservation, and disposal of all exhibits held by the Town of Westlock Municipal Enforcement Department.

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**DEFINITIONS**

**Bicycles** shall be defined as property handed over to the municipality as lost or found, and subject to disposal policies of the employer.

**Exhibit** shall be defined as evidence of documents or items collected in relation to an investigation under bylaw or Provincial statute that are retained for court order.

**Occurrence Report** shall be defined as the primary file in Municipal Enforcement's records management program.

**Officer** shall be defined as a Community Peace Officer, appointed under Section 7 of the Peace Officer Act, employed by the authorized employer: Town of Westlock.

**Property Seizure Report** shall be defined as a form that documents information about the seizure (the item seized, the date, file number).

**RCMP** shall be defined as the Royal Canadian Mounted Police, as the police of jurisdiction in the Town of Westlock.

**Town** shall be defined as the Town of Westlock, Municipal Enforcement Department.

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**GUIDELINES / PROCEDURES / RESPONSIBILITIES:**

1. When any type of exhibit comes into the possession of an Officer, the exhibit is to be properly tagged or marked for future identification by placing the date, occurrence file number, exhibit number, Officer's regimental number and their initials on the exhibit itself or on the identification tag affixed to the exhibit.
2. A Property Seizure report is to be made as a supplement to the Occurrence Report, by an Officer.
3. Exhibits will be secured in a suitable exhibit receptacle to preserve and maintain continuity of the exhibit.
4. One copy (or original) of the seizure form will accompany the exhibit while another copy will be attached with the occurrence report.

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5. All licenses and license plates are to be returned to Alberta Registries upon conclusion of the file. A license plate may be returned to the registered owner upon request.
6. Found bicycles, or bicycles surrendered to the Town by the RCMP, will be seized and stored in accordance with this policy.
7. Drug exhibits:
  - a. Except for lawful amounts of cannabis as defined in the Alberta Gaming, Liquor and Cannabis Act, drugs will not be seized by an Officer.
  - b. Any drug exhibits found shall be turned over to the RCMP immediately.
  - c. Cannabis that is seized pursuant to the Alberta Gaming, Liquor and Cannabis Act, by an Officer, will follow the exhibit process detailed in this policy.
  - d. Cannabis exhibits that are no longer required for investigative or court procedures, will be disposed of in accordance with the Province of Alberta Cannabis Waste Management Fact Sheet, by an Officer.
8. Liquor exhibits:
  - a. Open liquor, seized according to the Alberta Gaming, Liquor and Cannabis Act, by an Officer, may be disposed of onsite, and, when possible, having a witness observe the disposal.
  - b. The empty liquor container will be seized and stored as an exhibit in accordance with this policy.
  - c. Unopened liquor will be seized, not disposed of, and kept as an exhibit in accordance with this policy.
9. Exhibits related to criminal offences will be turned over to the RCMP.
10. Upon court disposition, and pending an appeal period, exhibits will be auctioned, destroyed, or returned to the owner. The method of disposition and name of recipient will be clearly documented on the property reports and the follow up information will be added to the Occurrence Report.

  
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Mayor Jon Kramer

  
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CAO Simone Wiley

# Fact Sheet

## Cannabis Waste Management

This fact sheet provides proper management and disposal procedures for cannabis waste at cannabis cultivation facilities, testing facilities, product manufacturing facilities and retail stores. Cannabis waste may be regulated as either hazardous or non-hazardous, depending on how it is processed.

### Cannabis and Cannabis Waste

Cannabis means a cannabis plant and anything referred to in Schedule 1 of the Federal Cannabis Act.

- Any part of a cannabis plant, including the phytocannabinoids produced by, or found in, such a plant, regardless of whether that part has been processed or not;
- Any substance or mixture of substances that contains or has on it any part of such a plant, or
- A substance identical to any phytocannabinoid produced by, or found in, such a plant, regardless of how the substance was obtained.

Cannabis does not include anything referred to in Schedule 2 of the Cannabis Act:

- A non-viable seed of a cannabis plant;
- A mature stalk, without any leaf, flower, seed or branch, of such a plant;
- Fibre derived from a stalk; or
- The root or any part of the root of such a plant.

Cannabis waste refers to unwanted cannabis. Please refer to the Cannabis Act for the full definition of cannabis.

### Cannabis Waste Management

Solid and liquid wastes generated during production and processing must be stored, managed and disposed of in accordance with relevant legislation.

#### Liquid Cannabis Waste

Generators of liquid cannabis waste concentrate or extract must properly classify and characterize the waste to determine if it is hazardous or non-hazardous. Hazardous waste is subject to the applicable hazardous waste management requirements outlined in the Waste Control Regulation (AR 192/1998) and the Alberta User Guide for Waste Managers.

Cannabis wastes that must be characterized and classified include, but are not limited to:

- Wastes from cannabis flowers, trim and solid plant material used to create a cannabis extract;
- Flammable solvents or chemicals used in the production of retail cannabis concentrate or extract; and
- Discarded cannabis plant waste, spent solvents and laboratory wastes from any cannabis processing or laboratory testing.

Liquid cannabis waste concentrate or extract classified and characterized as hazardous waste can be disposed of in a deepwell or sent to a hazardous waste treatment facility.

Non-hazardous liquid cannabis waste may be either sent to a local wastewater treatment plant for treatment or disposed of via deepwell.

## Liquid Cannabis Waste Management Methods

Liquid Waste	Characterized and Classified Waste	Disposal Options
Liquid concentrate or extract	If non-hazardous, work with your local wastewater treatment plant or deepwell	Wastewater treatment facility or deepwell
	If hazardous, dispose of at a hazardous waste treatment facility or deepwell	Deepwell or hazardous waste treatment facility

## Solid Cannabis Waste

Non-hazardous solid cannabis waste generated from homegrown cannabis, medical cannabis, retail cannabis and cannabis products must be made unusable and unrecognizable by grinding the cannabis solid waste and mixing it with at least an equal amount of other non-cannabis material prior to disposal. The decision on what material to mix with the waste should be based on where the cannabis waste will be disposed.

## Solid Cannabis Waste Management Methods

Cannabis Waste	Materials used to render cannabis waste unusable and unrecognizable	Disposal Options
Cannabis plant waste and useable cannabis	Mix with leaf and yard waste, food waste, wood chips, animal manure, grease or other compostable oil waste	Class I or II Compost Facility or Anaerobic digester
	Mix with cat litter, sand, plastic waste or sawdust	Class II Landfill
	If treated or processed in a way that makes the material hazardous, manage as hazardous waste. Mix with cat litter, sand, plastic waste or sawdust	Class I Landfill

## Making Solid Cannabis Waste Unusable and Unrecognizable

Materials used to make cannabis waste unusable and unrecognizable fall into two categories: compostable waste and non-compostable waste.

## Compostable Mixed Waste

Grinding, mixing and incorporating cannabis waste with any non-consumable, solid wastes listed below such that the resulting mixture is at least 50 per cent non-cannabis waste:

- Leaf and yard waste;
- Food waste;
- Animal manure;
- Wood chips;
- Grease or other compostable oil waste; or
- Wastes approved by Alberta Environment and Parks.

The resulting compostable cannabis waste mixture must be deposited at an authorized Class I or II compost facility or anaerobic digester for processing.

## Non-compostable mixed waste

Mixing cannabis waste with any of the following non-cannabis waste materials listed below such that the resulting mixture is at least 50 per cent non-cannabis waste:

- Cat litter;
- Plastic waste;
- Sand;
- Saw dust; or
- Wastes approved by Alberta Environment and Parks.

## Useful Resources and Links

- In Alberta, the *Gaming, Liquor and Cannabis Act* and Regulations are the legislations that gives [Alberta Gaming, Liquor and Cannabis Commission \(AGLC\)](#) authority for regulating private retail cannabis licensing, distribution and operation of the online cannabis store on behalf of the Alberta government.
- [Waste Control Regulation](#)
- [Alberta User Guide for Waste Managers](#)
- [Cannabis Act](#)

## Contact Information

Environment and Parks Information Centre  
Toll Free in Alberta 310-3773  
Email: [AEP.InfoCentre@gov.ab.ca](mailto:AEP.InfoCentre@gov.ab.ca)