

**THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR**

**BY-LAW #43-2018**

Being a by-law to adopt a Waste Management Administration Policy

WHEREAS Section 8 of the *Municipal Act*, S.O. 2001, Chapter M.25, as amended, states that the powers of a municipality shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues. 2006, c. 32, Sched. A, s. 8.

**AND WHEREAS** Section 9 of the *Municipal Act*, S.O. 2001, Chapter M.25, as amended, gives a municipality the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

**NOW THEREFORE** the Council of the Corporation of the Township of Armour hereby enacts as follows:

1. That the Waste Management Administration Policy, Schedule "A" hereto, is hereby adopted and shall form part of this by-law.
4. That this by-law shall come into effect on January 1<sup>st</sup>, 2019.

Read in its entirety, approved, signed and the seal of the Corporation affixed thereto and finally passed in open Council this 28<sup>th</sup> day of August, 2018.

*Original signed by Bob MacPhail*

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Robert MacPhail, Reeve

*Original signed by John Theriault*

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John Theriault, Clerk

## Schedule "A" - By-law #43-2018

### Waste Management Administration Policy

#### **1. Purpose**

**1.1.** The purpose of this policy is to define and outline a fair and consistent program for administering the Waste Management Program as set out in By-Law #39-2018.

**1.2.** The Council of the Township of Armour deems it necessary to establish rules and regulations governing the disposal of garbage based on a "Partial Pay-Per-Bag" system for residents and to implement tipping fees to cover costs associated with the disposal of garbage and other refuse.

#### **2. "Partial Pay-Per-Bag" and "Tipping Fees"**

The Waste Management Facility will accept waste for disposal produced within the Township of Armour, Township of Ryerson and the Village of Burks Falls. Waste must be in a clear/transparent bag or reusable waste container.

Residential property owners within the Township of Armour will be provided with a "Landfill Card" which will allow them to dispose of a designated number of bags per year, which the Township will purchase from the TRI Communal Landfill. Each year, the council of the Township of Armour will review the designated number of bags allotted as it moves toward a "Full User-Pay" system.

Vacant and Commercial/Industrial property owners will be issued a "Landfill Access Pass" which will provide access to the site; however, the cost of disposal will be at the owners' expense based on the Township's Fee By-Law.

#### **2.1. Municipal Administration**

The Waste Management Administrator will establish a Landfill Card System to monitor and control the disposal of garbage. The system will generate electronic reports that will detail the disposal of household garbage by each participating municipality. The reports will be used for the breakdown of cost and fees which will be applied for the payment by each shared municipality.

The Net Cost for the Waste Management Services shall be shared between the Municipalities as follows:

- (a) Each Municipality shall pay fifteen percent (15%) share of all costs.
- (b) The balance (55%) of the cost shall be shared based on the number of garbage bags each Municipality brings to the landfill in any given year.

Each year, the Waste Management Administrator shall report the total number of garbage bags each Municipality has deposited in the landfill. Based on these numbers, each Municipality shall be assessed a percentage share of the balance (55%) of the cost for the Waste Management Services for the current year.

The Waste Management & Recycling for the Townships of Armour, Ryerson and the Village of Burk's Falls will be based on the administering municipality collecting enough fees to cover the complete cost of the service provided.

This may not be a full user pay system for each municipality, as it will depend on what each municipality decides to charge directly to its ratepayers and/or charge in its taxes.

The Waste Management Administrator will pre-load the Landfill Cards with the applicable dollar value and distribute to each municipality. The new Landfill Card will come into effect in January 2019 and will be reloaded annually with the cash value equivalent to the designated number of bags.

Initially, registered owners will be required to pick up the Landfill Card. A form will be filled to apply the card number to the eligible property. As properties change ownership, the registered card will be deactivated and the outstanding dollar value will be transferred to the new property owners' card.

Lost, stolen or misplaced cards will be deactivated when a property owner requests a replacement and the requesting resident will be required to purchase a new card.

Authorization forms will be used when a resident is unable to pick up their Landfill Card "in person". Requests can be made to have the card mailed or have an alternate person pick it up.

### **Landfill Access Pass**

Landfill Access Passes will be issued to vacant, commercial and industrial property owners. This pass will allow access to the site for free recycling and diversion, however disposal of garbage/refuse will be at the property owners' expense.

### **Temporary Identification Pass**

A card system will be used to identify a Temporary Pass. Each office will be supplied the Temporary Pass and the landfill staff will be made aware of its purpose. The temporary identification pass will allow renters to access the site, however disposal fees will apply.

### **Landfill Charge Account**

The Township of Armour recognizes the necessity of managing tipping fees for large projects and third-party tipping. Applications will be submitted to the Waste Management Administrator. Applications will be processed and approval of account shall be established prior to the acceptance of material at the landfill. The TRI R landfill staff reserve the right to refuse loads. Failure to follow the governing by-law will result in termination of accounts and full payment of outstanding balance will be due.

This account will only apply for material being delivered from the property address identified on the application. An application must be submitted for each project and origin of material must be identified at the attendants' request.

## **3. Payment of Fees**

As of September 30<sup>th</sup>, 2018 the Landfill will no longer accept cash for the payment of fees. A debit transaction terminal will be available for payment at the site or a charge account must be established for customers with larger volumes of waste.

It should be understood that any outstanding balances on eligible accounts will be applied to the tax card if payment on invoices are not received and the applicable account will be deactivated.

#### **4. Communication**

The Landfill Administrator will review the policy with the Landfill and Office Administration Staff. All information collected will be recorded on the applicable forms.

#### **5. Forms**

- Authorization Form – Alternate person to pick up
- Authorization Form – Request to mail
- TRI R Account Application



**DISTRICT OF PARRY SOUND**

56 ONTARIO STREET  
 PO BOX 533  
 BURK'S FALLS, ON  
 POA 1C0

(705) 382-3332  
 Fax: (705) 382-2068  
 Email: landfill@armourtownship.ca  
 Website: www.armourtownship.ca

**AUTHORIZATION FORM  
 ASSIGNING AUTHORITY TO RECEIVE LANDFILL CARD**

If you are unable to attend the Municipal Office in person to pick up the Landfill Card, please complete this form, sign it, and give it to the person who you are authorizing to pick the card up on your behalf.

Your first and last name:	
Your civic address: Example -- 1234 Bighorn Road Katrine, Ontario, POA 1L0	
Your phone number:	
Name and civic address of the person authorized to pick up the card on your behalf:	First and last Name:
	Civic address:

By completing and signing this form, I hereby confirm that I am a resident of the Township of Armour and authorize the above named person to pick up my Landfill Card on my behalf.

_____ Property Owner	_____ Date
_____ Authorized Receiver	_____ Date



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Website: [www.armourtownship.ca](http://www.armourtownship.ca)

**AUTHORIZATION FORM  
REQUEST TO MAIL LANDFILL CARD**

If you are unable to attend the Municipal Office in person to pick up the Landfill Card, please complete this form, sign it, and email to the Administrative Assistant at [admin@armourtownship.ca](mailto:admin@armourtownship.ca)

Your first and last name:	
Mailing address:	
Your phone number:	
Civic address of the property eligible to receive a Landfill Card in the Township of Armour	

By completing and signing this form, I hereby confirm that I am a resident of the Township of Armour and authorize the administrative staff to mail my Landfill Card.

I UNDERSTAND THAT BY SIGNING THIS FORM AND REQUESTING THE MAILOUT, I ASSUME RESPONSIBILITY FOR THE LANDFILL CARD WITH CANADA POST. I ALSO UNDERSTAND THAT IF THE CARD IS NOT RECEIVED, I WILL BE EXPECTED TO PURCHASE THE REPLACEMENT CARD.

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Date



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**ACCOUNT APPLICATION**

NAME

PROPERTY ADDRESS

MUNICIPALITY

ARE YOU THE OWNER OF THE PROPERTY LISTED ABOVE

YES

NO

BUSINESS NAME

ACCOUNT START DATE

ACCOUNT END DATE (if applicable)

NAME OF USER TO ATTEND  
LANDFILL

**BILLING INFORMATION**

MAILING ADDRESS

TELEPHONE  
NUMBER

REASON ACCOUNT IS BEING REQUESTED

I AGREE TO THE TERMS AND CONDITIONS OF THE ATTACHED POLICY AND THAT ALL INVOICES ARE  
TO BE PAID WITHIN 30 DAYS OF RECEIVING

APPLICANT'S SIGNATURE

DATE