



# MOSSEY RIVER MUNICIPALITY

## LANDFILL OPERATIONS PLAN

Policy #	2-2017
Replaces/Revises	-
Date	December 21, 2017
Method of Approval	Resolution 2017-255

---

### 1.0 Purpose

- a) The purpose of this policy is to ensure that the Winnipegosis Waste Disposal Facility and the Fork River Waste Disposal Site are operated in accordance with The Environment Act and the Waste Management Facilities Regulation.

### 2.0 Policies

#### a) Landfill Attendant

- i. An attendant is required for all hours that a landfill site is accessible to the public. The attendant must ensure that all refuse taken to the dump is disposed of in the proper location and manner to ensure the safety of the public and compliance with The Environment Act and Waste Management Facilities Regulation 37/2016.
- ii. Commencing July 1, 2019, at all times when a Class 3 waste disposal ground is open and the public has access to an active area the facility, a person who has successfully completed the Landfill Operations Basics Course provided by the Solid Waste Association of North America. If a person with this qualification is not present, the operator of the facility must ensure that effective measures are taken to prevent any member of the public from gaining access to an active area of the facility.
- iii. Duties of the attendant:
  - 1. Open and close dump according to posted hours.
  - 2. Direct individuals to the appropriate dumping areas and ensuring separation of their loads.
  - 3. Clean up litter including bags along access roads, facility fencing, surrounding bush, and adjacent properties.
  - 4. Compose and submit incident reports to office after each occurrence.
  - 5. Explain regulations and procedures to the public and assist individuals as needed.
  - 6. Collect fees for dumping of demolition and renovation waste.
  - 7. Ensure a general clean-up to confine solid waste to the smallest practicable area within the active area is undertaken at least once each spring and once each autumn.

**b) Keys**

- i. No keys (allowing access to the landfills) shall be loaned, given, or in any other way distributed to anyone who is not authorized by Council to have a key.

**c) Hours of Operation**

	<b>Summer: April 1 – September 30</b>	<b>Winter: October 1 – March 31</b>
<b>Fork River</b>	Wednesday: 12:00 p.m. – 8:00 p.m.	Wednesday: 9:00 a.m. – 5:00 p.m.
	Saturday: 9:00 a.m. – 1:00 p.m.	Saturday: 9:00 a.m. – 1:00 p.m.
<b>Winnipegosis</b>	Tuesday: 12:00 p.m. – 8:00 p.m.	Tuesday: 9:00 a.m. – 5:00 p.m.
	Saturday: 1:30 p.m. – 5:30 p.m.	Saturday: 1:30 p.m. – 5:30 p.m.

**d) Sign**

- i. A sign must be posted and maintained at the entrance to the landfill that sets out:
  1. the name of the facility;
  2. the operating hours of the facility;
  3. the types of materials that may be deposited
  4. the types of materials that are not accepted
  5. A 24-hour emergency contact telephone number.

**e) Documents accessible**

- i. Copies of the license or permit for the landfill, landfill map, and the Landfill Operations Manual are to be kept at the landfill, at the Public Works Shop, and at the Municipal Office.

**3.0 Collection of Materials**

**a) Accepted Materials**

- i. The following is a list of separate areas within the dump site used for specific types of waste:
  1. Garden material, grass clippings, and leaves.
    - a. These materials must be emptied from plastic bags and containers.
  2. Pressure Canisters – Propane bottles and fire extinguishers.
  3. Batteries – Small and large truck, car, and heavy equipment batteries.
    - a. This does not include household batteries.
  4. E-Waste – TV, DVD, radio, microwaves, computer monitors, printers and hard drives.
  5. Oil and Filters – Used oil is to be dumped into the container as provided at dump sites. Filters are to be placed into the drum.
  6. Metals – Aluminum, steel, and household appliances.
  7. Tires
  8. Chemical containers – Pesticide and fertilizer containers should be rinsed prior to disposal inside the fenced area.
  9. Concrete & rock – Concrete, stones, bricks and rock are all to be placed in a designated area set aside for burial.
  10. Shingles – Asphalt shingles only are to be dumped in the shingle pile to be buried.
  11. Wood material – Boards, wood, stumps, and branches are all to be put in the burn pit.
  12. Household waste is to be put into the main dump pit.

- ii. Batteries, E-waste, oil and filters, scrap metal, tires, and chemical containers will be picked up by the appropriate recycling companies.

**b) Materials Not Accepted**

- i. Liquid waste
- ii. Hazardous waste
- iii. Contaminated soil

**c) Household Appliances**

- i. Residents are to remove all contents from any appliance before it is taken to the waste site.
- ii. Resident is to inform the Landfill Attendant if the appliance contains any ozone depleting substance (known by the trade name Freon), or if it was professionally removed.
- iii. Landfill Attendant is responsible to ensure that all contents and doors have been removed from all appliances, and that they have been marked as not containing any ozone depleting substance.
- iv. Landfill Attendant is responsible to mark any appliance which contains any ozone depleting substance, have the appliance separate from others and record the owner's name for billing purposes.
- v. Landfill Attendant is responsible to notify the Municipal Office of such appliances needing ozone depleting substance removed.
- vi. Municipal office is to bill residents \$75.00 for the removal of the ozone depleting substance.

**d) Cement and Rock Acceptance**

- i. Arrangements for dumping of cement and rock are to be made in advance with the Public Works Manager to ensure that there is adequate space available at the land fill site. A rate of \$10.00 per cubic yard is to be charged to cover the cost of burial of the material.

**e) Tires**

- i. All Manitoba generated scrap tires are to be accepted. For the general public verify that they are a Manitoba resident. For retailers and generators verify their Tire Stewardship Manitoba number.
- ii. The Landfill Attendant is responsible for ensuring proper storage of tires at the land fill following the below guidelines:
  - 1. Separate the piles of small and medium sized tires from the large (OTR) tires.
  - 2. Have the tires clean and off the rims.
  - 3. Stack tires in rows.
  - 4. Make scrap tires easily and readily accessible defined as the tires being stored in a location that is free and clear of any obstructions and/or debris and allows the tires to be directly loaded onto the hauler's truck.
  - 5. Arrange the tires in such a way that there is enough room for a pickup truck and trailer to park next to the tire pile.
  - 6. Have the tires stored on solid foundation in an all-weather area, to ensure a truck and trailer can pick up tires even when it rains, and the truck does not sink in the mud.

**f) Dumping Fees for Demolition and Renovation Waste**

- i.** Demolition and renovation waste is any material from demolishing part of or an entire building, deck, fence or other structure and any material left over from upgrading a building, deck, fence or other structure. This includes tree branches. These items are not inclusive and are items that cannot be recycled within our waste site.

Minimum Fee \$5.00

Half Ton Load \$5.00

8 Foot Trailer \$5.00

16 Foot Trailer \$5.00

Tandem Load \$15.00

**4.0 Operational Requirements**

**a) Pit Opening and Closure Procedures**

- i.** The Public Works Manager is responsible for ensuring that the pits are opened and closed in a safe manner. The pits are opened and closed as required by usage. The operator shall be responsible for carrying out safe work procedures. The operator shall also be responsible for ensuring that the pits are only being used for their intended purpose.
- ii.** Pit Opening shall be carried out by excavating a trench, and ensuring the proper sorting and storage of the excavated material for future use within the nuisance grounds.
- iii.** Pit Closure shall be carried out by ensuring the waste material within the pit has been compacted.
- iv.** Ground and/or material cover shall be placed on top, measuring a compacted depth of .5 meters at the time of closure, and graded to minimize the ponding of water on the surface, as per closure requirements of a Class 3 landfill site.
- v.** Re-vegetation of the active area must be undertaken within 1 year of the pit closure, as per closure requirements of a Class 3 landfill site.
- vi.** A landfill cell must be located on land where the seasonal high groundwater table is at least one metre below the lowest point of the cell.
- vii.** Unless authorized by the director, a landfill must be located at an elevation at which, on average, a flood is expected to occur no more than once in 100 years.
- viii.** A cell must not be constructed or modified in the landfill between November 1 and April 30.

**b) Burning**

- i.** Waste must not be burned within:
  - 1. 400 metres of a building not located on the facility site;
  - 2. 50 metres of an active area
  - 3. 50 metres of compost or an area used to collect flammable materials.
- ii.** Waste must not be burned except within a burn area that is enclosed on three sides by a berm that is at least 1.8 metres high.
- iii.** Waste must not be burned unless:
  - 1. The area where burning occurs is graded to prevent the collection of water;
  - 2. The burning occurs only in daylight hours under constant supervision and when wind direction and speed will prevent smoke or odour from affecting nearby roads and properties ; and

3. The ashes regularly removed from the area where burning occurs, once the ashes are completely extinguished.

**iv. Burn Records**

1. A record must be kept for all burns that sets out
  - a. the date, time and duration of the burn;
  - b. the volume and types of waste burned;
  - c. the weather conditions during the burn;
  - d. any deviations from normal operations in respect of the burn;  
and
  - e. any complaints received respecting the burning of waste at the facility.
  - f. The record must be kept at the Municipal Office for five years.

**c) Reporting fire**

- i. If there are fires at the landfill due to an accident, natural cause or vandalism, the operator of the facility must report the fire and the actions taken to extinguish it by phoning the Manitoba Conservation Emergency Response Team at 1-855-944-4888.