



Policy Code: PW - 005

# Access to Transfer Site Policy

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**REVISION RECORD**

<b>Date</b>	<b>Version</b>	<b>Revision description</b>
November 12 <sup>th</sup> 2007	1	Original Landfill Site Policy
September 27 <sup>th</sup> 2011	2	Revised Access to Landfill Policy
October 18, 2016	3	Reviewed and Revised Access to Landfill Policy
January 21, 2021	4	Policy PW – 005 replaces Policy No. 4300

**1. TITLE:**

**1.1 Access to Transfer Site Policy**

**2. POLICY STATEMENT:**

- 2.1 In order ensure that only authorized people are in the transfer site, this policy will be enacted to regulate and control the location and personnel able to use the key to gain access to the transfer site after scheduled business hours.**

**3. PURPOSE:**

- 3.1 To ensure that no unauthorized people enter the transfer site as a transfer site could be potentially dangerous to the general public. This policy will also ensure that all refuse is placed in the appropriate container.**

**4. SCOPE:**

- 4.1 The scope of this policy can include but is not limited to: staff, rate payers, community groups, organizations, institutions and the Heisler Village Council.**

**5. OBJECTIVES:**

- 5.1 The Objective of this policy is to ensure that the ideas presented in the Purpose of this Policy will be upheld.**

**6. POLICY DETAILS:**

- 6.1 It is the sole responsibility of the Public Works Foreman to carry the key to the transfer site.**
- 6.2 It is the responsibility of the Public Works Foreman to ensure that any refuse is placed in the appropriate container as per the request of Flagstaff Regional Solid Waste Management.**
- 6.3 Members of the general public are not permitted in the transfer site**

outside of regular business hours.

6.3.1 The regular business hours will be posted in the Heisler newsletter, and on the gate entering the transfer site.

6.4 The Public Works Foreman may give the key to another member of the Public Works Department if recommended by the Chief Administrative Officer.

6.4.1 It is the responsibility of the Public Works Employee to ensure that the key is placed in a location where the Public Works Employee can find it.

6.5 If a key is lost due to the negligence of the Public Works Foreman, it is their responsibility to purchase a new key.

6.5.1 If the key is lost due to negligence of a Public Works Employee, it is the responsibility of that employee to purchase a new key.

6.6 The location of the key will be at the discretion of the Public Works Foreman.

6.7 An exception to this policy is the Heisler General Store.

6.7.1 The Public Works Foreman may escort the owner of the Heisler General Store to the transfer site to discard meat during regularly scheduled working hours.

## **7. ROLES AND RESPONSIBILITIES:**

7.1 It is the role of the Public Works Department of the Village of Heisler to uphold this policy.

7.2 It is the role of the Public Works Foreman to ensure that the key remains in a safe place; and that only he/she and a possible designate has access to it.

## **8. MONITORING, EVALUATION AND REVIEW:**

8.1 The monitoring, evaluation and review of this policy is the responsibility of the Administration Department of the Village of Heisler.



**9. DEFINITIONS AND ABBREVIATIONS:**

- 9.1 All Definitions are subject to those found within the Municipal Government Act Revised Statutes of Alberta 2000 Chapter M-26**

**Council Approved: January 21, 2021**

**Responsibility: Administration**

**Next Review Date: January 2024**

**Motion # \_\_\_\_\_**