

WASTE MANAGEMENT ASSISTANCE PROGRAM GUIDELINES

The Waste Management Assistance Program has been established to assist groups of at least two urban municipalities and the surrounding rural municipality in managing their wastes on a regional basis. Projects eligible for assistance include regional sanitary landfills, transfer stations, diversion and recycling facilities, and regional incinerators.

Alberta Environment Regional staff work with a committee made up of representatives from the interested municipalities to help them organize and conduct the various activities required to develop a regional system.

Steps in the Process:

1. Organize a Committee

The participating municipalities organize a committee to guide the project to completion. This committee may eventually be formalized into an Authority, Commission, or other legal entity.

2. Planning Study

AENV and the participating municipalities may commission a waste management planning study to evaluate waste management needs in the study area and to provide estimates of costs for suitable alternative regional waste management systems. The participating municipalities and AENV select the consultant who does the work while AENV provides funding and guidance. In addition to defining waste management needs and alternative solutions, the planning study may include some preliminary design aspects for landfill and transfer station options. The municipalities review the study report and determine whether they wish to develop a regional waste management system and what it should include.

3. Identify Suitable Landfill Site

The committee identifies land parcels which may be potentially suitable for landfill development. It is recommended that committee, in conjunction with the public, identify acceptable siting criteria before beginning the actual site identification process. The siting criteria should take into account social and other considerations.

The committee is responsible for obtaining control of, or access to, potential sites for detailed evaluation. The hydrogeological evaluation of a site is conducted by a private industry consultant.

The consultant should review site conditions with AENV's regional office staff during the evaluation process to confirm the site will meet regulatory requirements. If the proposed site appears hydrogeologically suitable and the committee wishes to pursue further assessment of the site, one or more of the participating municipalities must secure access to the property, whether it is Crown or patented land. This is typically done by obtaining an Option to Purchase for

patented land or a Consultative Notation on Crown Land. Execution of an Option is usually left until after a site has been tested and approved for development.

4. *Form a Regional Authority or Commission*

If the municipalities decide to proceed with developing a regional waste management system under the Program, they must form an Authority or Commission. The former requires the participants to enact by-laws to allow the municipalities to form and participate in a regional authority. The latter requires an Order in Council under the Municipal Government Act. The municipalities also develop by-laws regarding the constitution and operation of their organization. Other options such as an association under the Societies Act or a Municipal Corporation could also be considered.

5. *Application for Funding*

The applicant submits an application for a grant under the Program to cover a portion of initial capital development costs and associated engineering costs. Cost estimates at this stage are usually based on information provided in the planning study or pre-design evaluation. The application is reviewed by AENV to ensure it meets Program requirements and to determine its priority with respect to other projects seeking funding. If funds are available and the application is approved by the Minister, funds are provided to the applicant. The total grant is usually spread over several fiscal years.

6. *Design the System*

The applicant secures the services of a qualified engineering consultant to design the various components of the preferred waste management system. AENV assists the applicant in the consultant selection process. Working with the applicant, the consultant designs facilities to meet the waste management needs of the participating municipalities. AENV reviews the consultant's work to ensure it meets the applicant's terms of reference and the proposed facilities are appropriate.

7. *Environmental Protection and Enhancement Act Requirements*

Waste management facilities including landfills, composting facilities and waste transfer stations must meet certain requirements under the Environmental Protection and Enhancement Act. A landfill expected to receive over 10,000 tonnes of waste per year or a compost facility expected to receive over 20,000 tonnes of waste per year require approval from AENV prior to construction. A landfill expected to receive 10,000 tonnes of waste or less per year or a composting operation must be registered with AENV and must meet the requirements specified in the appropriate Code of Practice. AENV must also be notified of the locations of any waste transfer stations. Public consultation is a necessary component of the approval processes. AENV approvals may be appealed to the Environmental Appeal Board.

8. *Land Use/Development Approval*

The applicant must apply to the local planning commission for municipal approval to develop the site.

9. *System Construction*

As the approvals or registrations for the various components are obtained, the applicant begins construction of the regional waste management system. Activities are supervised by the engineering consultant on behalf of the applicant. Construction may be phased over a period of

years to coincide with the availability of grant funds. Construction and purchase contracts are scrutinized by AENV to ensure proper tendering and purchase procedures are being followed.

10. System Operation

Once the facilities have been inspected and certified by the applicant's consultant, the system is commissioned and operation commences. **The applicant is responsible for all operating costs, including the provision of a capital reserve fund to replace equipment and facilities.** Once the regional system is in operation, the participating municipalities are required to close or convert any existing dumps and/or modified landfills in the area into dry waste disposal sites or transfer stations.

Municipal Responsibilities:

To qualify for assistance under the Waste Management Assistance Program, AENV requires the participating municipalities to undertake the following:

1. The municipalities must participate in the planning and decision-making processes while the system is being developed and later constructed.
2. The participating municipalities will be responsible for all activities associated with identifying, testing and securing sites required for a regional landfill or other waste management facilities. This process should also include a comprehensive public consultation process.
3. Once a site's suitability for development into a regional sanitary landfill has been confirmed, the participating municipalities will obtain all necessary approvals from local municipal jurisdictions and any approvals or registrations required under the Environmental Protection and Enhancement Act.
4. The municipalities must pass by-laws to enable them to participate in a regional waste management Authority, Commission, or legal entity.
5. The municipalities must develop and approve an agreement regarding the constitution and operation of their regional waste management Authority, Commission, or legal entity.
6. Make application to AENV for grant funds. **Eligible costs are outlined on the attached chart "Waste Management Assistance Program Eligible Costs".**
7. Members of the Authority must sign an agreement with the Minister of Environment which outlines their responsibilities regarding the use of grant funds and operation of the regional waste management system.
8. The regional landfill must be operated in accordance with the Environmental Protection and Enhancement Act and all additional requirements identified in the grant agreement.
9. The applicant must agree to pay for the operation of the system and provide AENV with copies of their audited financial statements and the weight or volume of waste managed by the system annually.

WASTE MANAGEMENT ASSISTANCE PROGRAM ELIGIBLE COSTS

ITEM	CURRENT TERMS OF REFERENCE
1. Planning study	- consultant contracted by AENV for municipalities - 100% by AENV
2. System design and engineering	- 75% funding by WMAP
3. Landfill site acquisition	- do not fund including land purchase, hydrogeological testing, legal fees, and appraisal fees.
4. Application fees	- do not fund
5. Landfill construction	
- site preparation	- 75% of cost of initial development
- erection of fences and signs	- 75% of purchase and construction costs
- internal roads	- 75% of initial internal road construction
- drainage control	- 75% of site drainage control and final grading
- buildings (office, scale house, etc.)	- 75% of costs for office, scale house and shop buildings to meet operation, security and OH&S requirements
- landfill equipment	- do not fund, e.g., compactors
- on-site utilities and services	- 75% of on-site utilities for site operation, security and OH&S requirements
- weigh scales	- 75% of purchase and installation costs
6. Waste transfer station construction	
- site preparation and earthwork	- 75% of construction costs
- erection of fences and signs	- 75% of purchase and construction costs
- buildings and related structures	- 75% of purchase and/or construction costs for transfer station buildings and site supervisor accommodations
- drainage control	- 75% of site drainage control
- on-site utilities and services	- 75% of on-site utilities required for site operation, security and OH&S regulations
7. Transfer station containers	- 75% of waste transfer containers to provide adequate level of service for transfer system
8. Recycling facilities	- 75% of purchase/construction cost/equipment when regional waste management plan implemented