

Department: Public Works & Engineering	Section: UT – Utilities
---	--

UT-01 Transfer Station Access

Policy Statement

Leduc County provides controlled access for Residential rate payers to solid waste transfer stations located throughout the County.

Policy Intent

To define consistent practice regarding the permissible access for Residential customers to Leduc County solid waste transfer stations. The County's solid waste customer base does not include Industrial, Institutional, Commercial, Agricultural, or Non-Profit customers.

Service Level Standards and Controls

1. Leduc County will provide at no charge one card annually to each Leduc County property that contains a residence. The card will be mailed out by July 31st and come into effect September 1st of each year, expiring August 31st of the following year. Each residence on the property is eligible for an Access Card.
2. If a resident is eligible for an Access Card and does not receive an Access Card in the mail, they are required to fill out an Application in order to receive an Access Card.
3. Property Owners may obtain an Additional, Temporary or Replacement Access Card by completing an Application and paying the Current Fee. Property Owners who apply for an Additional Access Card must show proof of two household members to obtain an Additional Access Card. A maximum of 2 cards per residence is allowed. Applicants must provide at least one of the following documents at the time they submit their Application:
 - Government-issued photo identification
 - Property assessment/tax notice or
 - Certified copy of title or transfer of land property purchase documents.
4. Access Cards are assigned to a residence and are intended to provide solid waste disposal and recycling for that particular residence.
5. Change of ownership makes the Access Card(s) invalid. It is the responsibility of the property owner to notify the County of a change of ownership. Invalid Access Card(s) due to change of ownership must be returned to the County.
6. Leduc County will maintain a data base for all accounts for annual mail out.
7. Access Cards may not be copied or reproduced.
8. Use of the Access Card and access to the transfer stations is conditional upon agreement that the cardholder shall be responsible for the use of the card according to this policy and other County solid waste policies, procedures and bylaws.
9. Access to the site will be denied if residents do not present their valid Access Card. Valid government identification may also be requested by the Transfer Station Attendant to confirm ownership of the Access Card. When tenants are using the Access Card, the County may request confirmation of tenancy from the property owner.

Approved Date:	Motion No:	Page No.
February 13, 2017	PWC 008-17	1 of 2

Department: Public Works & Engineering	Section: UT – Utilities
---	--

Customer Access Criteria

1. Property owner with a residence in Leduc County.
2. Tenants who have been given the Access Card(s) from the property owner(s) for the residence they are renting.
3. Customers who have successfully completed and been approved for an Access Card(s) as per the Policy and Applications requirements.
4. Customers who qualify for and purchase a Village Access Card.

Upon request and under unique circumstances, the Director may allow a deviation from the Customer Access Criteria at his/her discretion.

Who will not receive Access Card(s):

1. Property Owners or tenants of Leduc County Institutional, Commercial or Industrial sites.
2. Leduc County contractors.
3. Out of Country residents and contractors.
4. Residents of incorporated Villages within Leduc County, unless they provide a Village Access Card.

Monitoring & Updating

This Policy will be reviewed every 2 years.

Definitions

Access Card - means the Leduc County Transfer Station Access Card.

Application – means the current Leduc County application for Solid Waste Transfer Station Access Card.

Current Fee – means the fee for Additional, Temporary or Replacement cards as set out in the most current Leduc County Utility Fees and Charges Bylaw.

Director – means the Director of Public Works & Engineering for Leduc County or his/her designate.

Policy – means the Leduc County Transfer Station Access Policy.

Village Access Card – means an access card purchased by a Village resident that allows a single access to designated Leduc County transfer stations for the disposal of Residential solid waste. Leduc County manages this Village Access Card program allowing approved Villages within Leduc County to purchase Access Cards from the County and sell Access Cards to Village residents for disposal of municipal solid waste.

Authority/Responsibility

The Director of Public Works & Engineering is responsible for maintaining and updating this policy and ensuring that the appropriate resources are available to meet the service levels.

The Manager of Utilities is responsible for ensuring that the appropriate staff adheres to this policy.

Leduc County Public Works & Engineering staff is responsible to be aware of and follow the Transfer Station Access Policy.

Approved Date:	Motion No:	Page No.
February 13, 2017	PWC 008-17	2 of 2