

Municipality of the District of St. Mary's

St. Mary's Transfer Station Material Recovery Policy



Introduction:

The St. Mary's Transfer Station receives waste for disposal, transfer and recycling. All materials become the property of the Municipality at time of delivery to the Facility.

Policy:

1. All visitors must report to the attendant before proceeding on the site.
2. Unauthorized removal of any materials from any part of the facility constitutes theft.
3. "Unauthorized removal" includes any removal for any reason other than personal use, including removal for profit or exchange.
4. An employee assisting in the removal of unauthorized materials, deceiving or misleading authorized personnel who are investigating removal of materials, or being in unlawful possession of materials may be charged with theft.
5. Authorization for municipal residents to move item(s) for personal use:
 - a) Each visitor must complete Material Recovery Waiver Form Section 1 before searching for items required.
 - b) A request to remove item(s) for personal use if found must be completed by the visitor. The request must be item specific.
 - c) Site attendant must check and approve all items in Section 2 leaving the transfer station as per waiver form.
 - d) There will be no admittance to the site before/after hours to the general public. It is unlawful to enter the premises other than posted hours.
6. Authorization for employees to remove item(s) for personal use only:
 - a) Employee must complete Material Recovery Waiver Form Section 2.
 - b) Either the Municipality Clerk, Deputy Clerk, or the Finance Officer must approve all items for removal listed on the Materials Recovery Waiver Form. No one is permitted to sign the Material Recovery Waiver Form for themselves.
7. Unauthorized persons shall not be permitted to be on the site for the purpose of scavenging. Loitering of any type will not be permitted or tolerated.
8. Any employee determined to be guilty of breach of this policy shall be subject to disciplinary action up to and including dismissal from employment.



Mallory Fraser
Municipal Clerk

November 10, 2008
Date of Approval



SCHEDULE A
“Policy Record”

This policy will be reviewed at least once annually. The “Policy Review Record” will be updated accordingly to reflect policy review and amendment dates.

Date of Review	Section(s) Updated	Council Approval Date
	Adoption of Policy	
	Revised Policy	November 10, 2008



TSMR Form 1: Material Recovery Waiver Form

Section 1:

I verify that I understand that the Municipality of the District of St. Mary's will not be liable for any injury, damage, etc. which may result from search for, handling, transporting or reuse of any material that I obtain from the site. I will not hold the Municipality of the District of St. Mary's responsible for any injury or damage resulting from obtaining, transporting or reusing this material. I agree to follow the safety rules of the facility, and I understand that safe and cautious conduct is required at all times. Safe footwear and attire is recommended.

Item(s) of interest for personal use only:

Print Name: _____

Civic Address: _____

Signature: _____ Date: _____

Time In: _____

Section 2:

I removed the following material from the St. Mary's Transfer Station for personal use only. These items will not be sold for profit (specific listing of item(s) is a necessity before removing from the site).

Signature: _____ Time Out: _____



Section 3:

- Approved for removal of item(s) listed in Section 2
- No items removed.

Signature of Authorized Employee: _____ Date: _____

Municipality of the District of St. Mary's
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To: All Employees

From: Mallory Fraser, Municipal Clerk

Re: Attached Policy

Date: _____

I have read and understand the St' Mary's Transfer Station Material Recovery Policy and have signed my name below indicating this.

Print Name	Signature	Date