

# Municipality of Oakland-Wawanesa Policy & Procedure Manual

Policy  
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TRANS012

Reference: Transportation	Classification: Policy
Subject: Commercial Shingle Disposition	Pages: 1 of 3
Authority: Resolution of Council	Effective Date: October 1, 2023
Approved: September 15, 2023	Amended: May 21, 2024

**TITLE:** Shingle Disposition by Commercial Contractors

**PURPOSE:**

The purpose of this policy is to outline the Municipality's position regarding the disposition of shingles at the Waste Transfer Stations (WTS) by commercial contractors.

**DEFINITIONS:**

Commercial contractor means someone who contracts to perform work or provide services.

House Load means 21 to 60 bundles of shingles. More than 60 bundles shall constitute more than one load.

Small Load means 1 to 20 bundles of shingles.

**PREAMBLE:**

The Municipality of Oakland-Wawanesa is committed to providing WTS services to residents of the Municipality, including the timely delivery of receptacles for disposition of materials, including shingles.

The Municipality is under contract for the provision of receptacles for materials disposed of at the Oakland and Wawanesa Waste Transfers Stations. The contract provides for the drop-off and pick-up of receptacles at specific times and in specific quantities. Additional receptacles can be requested, however advanced notice is required and additional charges levied.

**POLICY AND PROCEDURE:**

To ensure the availability of receptacle space for individual residents, the following steps will be required by commercial contractors intending to dispose of shingles at a WTS:

1. At least five business days in advance of any disposition, the contractor must notify the Municipal Office of the intent to dispose. The notification must include the estimated number of bundles to be disposed of, which WTS will be utilized and the date of the anticipated disposal.
2. The Municipal Office will notify the waste management company under contract to arrange any additional receptacles that may be required and provide notice to the WTS Attendant of the anticipated disposal.
3. The contractor will be required to prepay WTS fees at the Municipal Office, based on the size of the anticipated load, in accordance with Fees and Charges By-law No. 08-2020, as amended.
4. The Municipal Office shall immediately issue a receipt to the contractor indicating payment has been received.
5. The contractor shall present the receipt to the WTS attendant upon arrival at the WTS. Failure to provide the WTS attendant with proof of payment will result in the contractor being refused admittance to the WTS.
6. The WTS Attendant is not required to keep a copy of the receipt but will note the estimated number of bundles being disposed of and the receipt number on documentation attached as Schedule "A" and provide same to the Municipal Office.
7. Contractors who do not adhere to the policy will be invoiced at double the rate established in the Fees and Charges By-law.

**Schedule "A"**

<b>Date:</b>	
<b>Contractor Name:</b>	
<b>Contractor Mailing Address:</b>	
<b>Contractor Telephone:</b>	
<b>WTS:</b>	
<b>Est. # of bundles</b>	
<b>Receipt #</b>	