

## VILLAGE OF HAINES JUNCTION

### Bylaw #415-24 Waste Management Cost Recovery and Sorting Requirements Bylaw

**WHEREAS** Section 248 of the Yukon Municipal Act provides that a Council may, by bylaw, and to the extent of its jurisdiction, impose a municipal service charge;

**WHEREAS** Council for the Village of Haines Junction deemed it proper to establish a Waste Management Cost Recovery Bylaw in order to develop a fee structure for the provision of waste management services;

**WHEREAS** The Village of Haines Junction has signed an Interim Regional Waste Management Agreement that is facilitating the transition of the Haines Junction landfill to a Regional Waste Management Facility. Under this agreement, the Village of Haines Junction has agreed to develop a waste management bylaw that establishes sorting requirements and tipping fees. In addition, the agreement requires that all residential users of the Haines Junction landfill be charged the same tipping fees, noting some variation from one municipality to the other is expected due to individual operating practices;

**WHEREAS** The Village of Haines Junction wishes to recover the annual operating cost of providing waste management services, with the exception of street and park barrels, from the user fees levied each year;

**WHEREAS** The Village of Haines Junction wishes to charge users of the landfill on an equitable basis;

**WHEREAS** In order to provide a basis for the setting a fee structure that is based on the principle of cost-recovery, the full cost of the service should be known, which in turn requires identifying which expenditures will be included in the full cost of providing the service to the community.

**NOW THEREFORE** the Council for the Village of Haines Junction, duly assembled, hereby enacts as follows:

#### **1. Short Title**

- 1.1 This bylaw shall be cited as Bylaw# 415-24, Waste Management Cost Recovery and Sorting Requirements Bylaw

#### **2. Definitions**

- 2.1 **Cost Recovery** is the practice of establishing and collecting user fees for services that is based on service levels provided and the costs of providing that service, based on the following formula

*total costs to provide a service ÷ the number of service users = user fee per service* **Waste management services** include the collection, processing, treatment, monitoring, diversion and/or disposal of solid waste.

- 2.2 **Large-Volume Users** – Means any non-residential landfill user who enters a contract with the Village of Haines Junction that may include specific pricing for disposal. The intent of Large-Volume User contracts is to provide Council with the opportunity to negotiate the best outcome for the community through targeted pricing and incentives. Operational considerations may also be included, such as, the provision for monthly billing, as opposed to payment at the gate.
- 2.3 **Regional Waste Management Facility Agreement**- The Interim Agreement between Haines Junction and Government of Yukon provides for the municipality to provide access to all residents within the regional boundary (as defined in Appendix A) to the Regional Waste Management Facility
- 2.4 **Tipping fees** means fees charged to waste management facility users per unit, or per unit of volume or mass, for waste disposed of at the facility.

### 3. Expenditures

- 3.1 The following expenditures will be included to determine the full cost of operating the Haines Junction landfill:
  - 3.1.1 **Operating costs** – Includes/may include the collection, processing, treatment, monitoring, diversion and/or disposal costs for solid waste.
  - 3.1.2 **Administration** – Includes a portion of salaries, wages and benefits for facility attendants, their supervisors, as well as costs associated with payroll, training, licensing, management planning, etc.
  - 3.1.4 **Debt servicing** – Includes the annual cost of repaying all funds borrowed for capital and operating expenditures (if applicable).
  - 3.1.5 **Transfer to reserve** – Funding of reserves according to capital planning requirements and asset retirement obligations.
  - 3.1.6 **Landfill closure and post-closure costs** – Based on an estimate of capacity used and years to closure remaining, as verified by the Solid Waste Management Plan and calculated based on the Public Sector Accounting Board S.PS3270.

#### 4. **Sorting Requirements**

- 4.1 Recyclables are accepted at no cost providing they are clean and sorted into cardboard, mixed paper, tin cans, hard plastic, soft plastic and refundables.
- 4.2 Compostables include food scraps and waste. Compostables will be accepted for free once the Village secures a Composting Unit. Efforts are underway to secure this unit. The unit is expected sometime in FY2025. Until that time, compostables will be disposed of, and charged as, mixed waste.
- 4.3 Clean fill - Analytical test results showing acceptable contamination levels may be required.
- 4.4 Yard and grass trimmings and brush including logs, branches and shrubs, will be accepted at no cost
- 4.5 Wood chips and sawdust must be untreated to be accepted at no cost.
- 4.6 Mixed waste
- 4.6.1 Mixed waste is defined as more than one category of waste mixed together. Mixed waste does not include vehicles, oil tanks, concrete, special waste or materials containing asbestos.
- 4.6.2 Tags for bags of mixed waste can be purchased in bulk at a reduced rate.
- 4.6.2 Bulk bag tags can be purchased at the Village Office.
- 4.6.3 The cost of bag tags purchased in bulk will be set by Consolidated Municipal Fees Bylaw #343-19 and subsequent Bylaw Amendments.
- 4.6.4 Tagged bags:
- Must be less than 50lbs
  - Are encouraged to be sorted (it does not include compostables or recyclables)
  - May not be larger than 90L (or 76cm x 83 cm)
- 4.7 Construction/demolition waste includes drywall and wood waste, cupboards, countertops, carpet, fixtures, siding, insulation. Must be sorted. Analytical test results showing acceptable contamination levels may be required.
- 4.8 Grubbing includes stumps and roots from clearing operations.
- 4.9 Stripping means topsoil or other organic material and mineral soil that is unsuitable to build upon.
- 4.10 Concrete includes bricks and masonry. Must be broken up into pieces that are no larger than

60cm x 60cm x 30cm to be accepted at the landfill. Not accepted if originated from outside the region.

- 4.11 Materials containing asbestos must be bagged and sealed appropriately. Not accepted if originated from outside the region.
- 4.12 Bulky items include couches, recliners, mattresses and box springs.
- 4.13 White goods with refrigerant includes fridges, freezers and air conditioners.
- 4.14 White goods without refrigerant includes washers, dryers and dishwashers.
- 4.15 Uncontaminated scrap metal includes clean tanks or drums, scrap iron, bicycles and metal furniture.
- 4.16 Oil tanks must be completely empty.
- 4.17 Vehicles must be drained of fluids, tires off rims and battery removed.
- 4.18 Tires 24.5" or less and not on rim are accepted at no cost.
- 4.19 Tires 24.5" or less and on rim are accepted for the cost for a landfill attendant to remove the tire from the rim.
- 4.20 Automotive batteries are accepted at no cost providing they are removed from the vehicle and are not damaged or leaking.
- 4.21 Electronic waste is accepted at no cost.
- 4.22 Special waste - Except for unknown liquids, waste leachate (contaminated soil), and water (hydrocarbon contaminated), special waste (specifically paint cans, oil/fuel filters, 11b propane bottles, oily debris/empty oil containers, and waste oil and kitchen oil up to 10 liters) will be accepted at no cost. Special waste will not be accepted if originated from outside the region.
- 4.23 Unknown liquids/chemicals - Includes containers without product warning symbols, precautions about use of the product or instructions on proper disposal.
- 4.24 Hydrocarbon contaminated soil - With prior approval, soil contaminated with hydrocarbons and waste leachate from hydrocarbon contaminated soil may be accepted for transfer to an approved land treatment facility. Analytical test results must be submitted. A consultant's report may also be required to ensure relocation is done correctly. Volumes of material must be less than 1 m<sup>3</sup> per incident/site.

- 4.25 Hydrocarbon contaminated water and waste leachate - With prior approval, water contaminated with hydrocarbons and waste leachate may be accepted for transfer to an approved water treatment facility. Analytical test results must be submitted. A consultant's report may also be required to ensure relocation is done correctly. Volumes must be less than 200 liters per incident/site.
- 4.26 Sorting requirements for materials that will be accepted by the landfill are summarized in Appendix B.

## 5.0 Other Requirements

- 5.1 Surcharge for waste originating from outside the region – Waste from outside the region will be subject to a 50% surcharge.
- 5.2 Limits to waste that will be accepted from outside the region - Special waste, concrete and materials containing asbestos will not be accepted if they originated from outside the region.
- 5.3 Emergency callouts to open the landfill outside of regular hours will only be offered if/when public works staff are available.
- 5.4 Uncovered loose loads (e.g. open top transport vehicles) will be subject to a 10% surcharge.
- 5.5 Prorating - Loads measured by volume may be prorated if less than 1m<sup>3</sup> at the discretion of Landfill staff
- 5.6 Right of refusal - The Village reserves the right to refuse to accept any materials that do not meet the requirements set out above at the discretion of Landfill Staff
- 5.7 Right to ban – The Village reserves the right to ban a user who is routinely not meeting sorting requirements.
- 5.6 Contracts with High-Volume Users – With Councils approval, The Village may enter into agreements with High-Volume Users. High-volume users will be required to meet sorting requirements. Only non-residential landfill users may enter into a disposal agreement with the Village of Haines Junction. The intent of Large-Volume User agreements is to provide Council with the opportunity to negotiate the best outcome for the community through targeted pricing and incentives. Operational considerations may also be included, such as, the provision for monthly billing, as opposed to payment at the gate.

## **6. Tipping Fees**

5.1 Tipping Fees shall be set by Consolidated Municipal Fees Bylaw #343-19 and subsequent Bylaw Amendments, per the process outlined below in S7.

## **7. Process for Calculating Tipping Fees**

7.1 For reference, the anticipated cost and revenues from operating the landfill in FY2024 are included in Appendix C.

7.2 For FY 2025, the first-year tipping fees will come into effect at the Haines Junction Landfill, the fee structure will be set according to the principle of cost-recovery and based on an estimate of costs of running the facility and anticipated usage.

7.3 For all subsequent years, tipping fees will be calculated each year during the budget process, set according to the principle of cost recovery, and will be based on

7.3.1 The previous year's costs for running the facility and the previous year's revenue generated from the facility.

7.3.2 If the previous year's revenues exceed expenses, tipping fees will be reduced for the coming year. If previous year expenses exceed revenues, tipping fees will be increased for the coming year.

7.4 Tipping fees will be posted for a minimum of one month before coming into effect, and will include the calculations upon which the fees are based, using the table in Appendix D.

7.5 High Volume Users may enter into a contract with the Village. These contracts require Council approval and may include fee structures independent of the Consolidated Fees Bylaw.

7.5 Council may decide to adopt a tipping fee structure established through an alternative process.

## **8. Fines for Illegal Dumping within the Municipal Boundary**

8.1 Illegal dumping includes

a) Improper waste disposal - as a person who disposes of solid waste or special waste within the Village of Haines Junction municipal boundary without a permit and/or outside of the designated location for said waste at the Haines Junction landfill.

b) Littering – a form of improper waste disposal, littering may be intentional or unintentional (e.g. resulting from the transporting of unsecured litter).

8.2 Fines will be calculated as follows:

a) Illegal dumping = Cost of cleanup + cost of tipping fee + administrative fee of \$400/m<sup>3</sup> of material

b) Illegal dumping: as calculated in 8.2(a), with a minimum fine of \$500

c) Littering, unsecured transport: as calculated in 8.2(a), with a minimum fine of \$300

**9. Effective Date**

10.1 This Bylaw will come into effect on January 1, 2025.

**10. Readings**

Read a first time this 14<sup>th</sup> day of August, 2024

Read a second time this 25th day of September, 2024

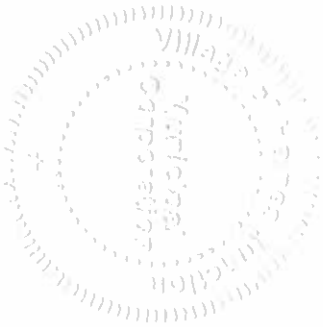
Read a third time and adopted this 25th day of September, 2024



Bruce Tomlin, Mayor

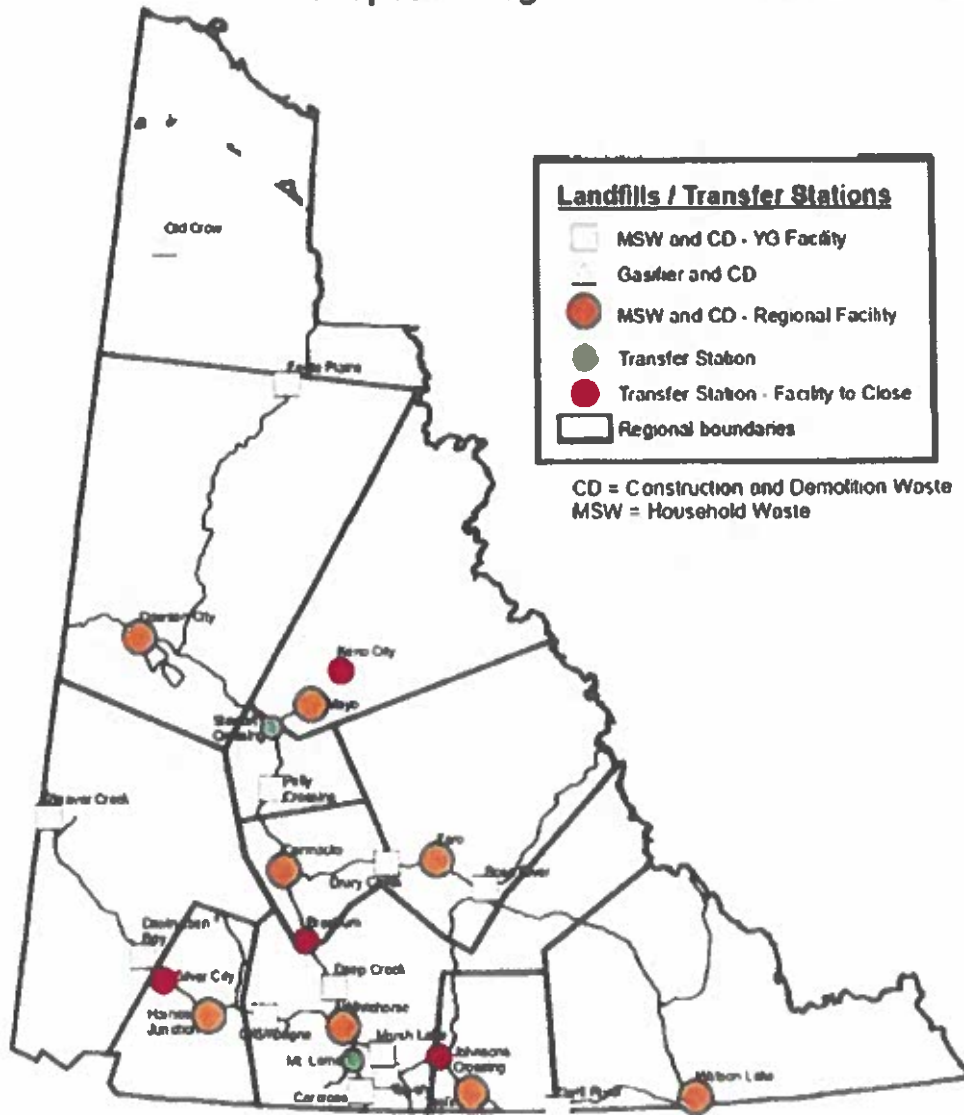


Dave Fairbank, CAO



Appendix A: Yukon Solid Waste Management Facility Regions (Proposed)

**Yukon After Regionalization:  
Proposed Regional Boundaries and Sites to be Closed**





## Appendix B: Summary of Sorting Requirements

Category	Requirements
Recyclables	Accepted at no cost providing they are clean and sorted into cardboard, mixed paper, tin cans, hard plastic, soft plastic, refundables.
Compostables	Compostables include food scraps/waste and will be accepted for free once the Village secures a composting unit. Efforts are underway to secure this unit and the unit is expected sometime in FY2025. Until that time, compostables will be disposed of, and charged as, mixed waste.
Clean fill	Analytical test results showing acceptable contamination levels may be required.
Yard and grass trimmings and brush	Includes logs, branches and shrubs, accepted at no cost.
Wood chips and sawdust	Must be untreated to be accepted at no cost.
Mixed waste (by volume)	Mixed waste is defined as more than one category of waste mixed together. Does not include vehicles, oil tanks, concrete, special waste or materials containing asbestos.
Mixed waste (bagged)	As defined above. Bag tags can be purchased in bulk at a reduced rate at the Village Office. Tagged bags must be less than 50lbs, no larger than 90L, and are encouraged to not include compostables or recyclables.
Construction/demolition waste	Includes drywall and wood waste, cupboards, countertops, carpet, fixtures, siding, insulation. Must be sorted. Analytical test results showing acceptable contamination levels may be required.
Grubbing	Grubbing means stumps and roots from clearing operations.
Stripping	Stripping means topsoil or other organic material and mineral soil that is unsuitable to build upon.
Concrete	Includes bricks, masonry. Must be broken up into pieces that are no larger than 60cm x 60cm x 30cm to be accepted at the landfill. Not accepted if originated from outside the region.
Materials containing asbestos	Must be bagged and sealed appropriately. Not accepted if originated from outside the region.
Large bulky item	Includes couch, recliner, mattress, box spring.
White goods with refrigerant	Includes fridges, freezers, air conditioners.
White goods without refrigerant	Includes washers, dryers, dishwashers.
Uncontaminated scrap metal	Includes clean tanks or drums, scrap iron, bicycles, metal furniture.
Oil tanks	Must be empty.
Vehicle	Fluids must be drained; tires are off rims and battery removed.
Tires 24.5" or less, not on rim	Accepted at no cost.
Tires 24.5" or less, on rim	Are accepted at the cost noted in the Consolidate Fees Bylaw
Automotive batteries	Accepted at no cost.
Electronic waste	Accepted at no cost.
Emergency callout to open landfill outside of regular hours	If/when public works staff are available
<b>Special waste</b>	Not accepted if originated from outside the region.
Paint cans	Accepted at no cost.
Oil/fuel filters	Accepted at no cost.
1lb propane bottles	Accepted at no cost.
Empty oil containers	Accepted at no cost.
Waste oil up to 10 liters	Accepted at no cost.
Kitchen oil up to 10 liters	Accepted at no cost.
Unknown liquids/chemicals	Includes containers without product warning symbols, precautions about use of the product or instructions on proper disposal.
Hydrocarbon contaminated soil up to 1m <sup>3</sup> , with prior approval	With prior approval, soil contaminated with hydrocarbons and waste leachate from hydrocarbon contaminated soil may be accepted for transfer to an approved land treatment facility. Analytical test results must be submitted. A consultant's report may also be required to ensure relocation is done correctly. Volumes of material must be less than 1 m <sup>3</sup> per incident/site.
Hydrocarbon contaminated water and waste leachate up to 200 liters, with prior approval	With prior approval, water contaminated with hydrocarbons may be accepted for transfer to an approved water treatment facility. Analytical test results must be submitted. A consultant's report may also be required to ensure relocation is done correctly. Volumes must be less than 1 m <sup>3</sup> per incident/site.

**Appendix C: Anticipated costs and revenues from operating the landfill in FY2024**

**Estimated cost of operating the landfill in FY 2024**

Item	Amount
Operating costs	
Contract services	\$61,300
Equipment and supplies	\$19,000
Maintenance	\$4,000
Utilities	\$13,750
Insurance	\$3,710
Recycle funds paid out	\$40,000
Administration	
Salaries	\$225,104
Training and travel	\$2,900
Debt servicing (if applicable)	n/a
Transfer to reserve (if applicable)	n/a
Landfill closure and post-closure costs <sup>1</sup>	\$15,000
<b>TOTAL OPERATING COSTS</b>	<b>\$384,764</b>

**Anticipated revenues from operating the landfill in FY 2024**

Tippling Fee Category	Notes	Amount
Recyclables	FREE / Refundable	\$0
Compostables	TO BE ACCEPTED SOON	\$0
Clean fill	FREE	\$0
Yard and grass trimmings and brush	FREE	\$0
Wood chips and sawdust	FREE	\$0
Mixed waste	FREE	\$0
Construction/demolition	FREE	\$0
Grubbing	FREE	\$0
Stripping	FREE	\$0
Concrete	FREE	\$0
Materials containing asbestos	FREE	\$0
Bulky item	FREE	\$0

<sup>1</sup> The total net present value of the estimated total costs for closure and post-closure care at the end of 2023 was \$690,680.

White goods with refrigerator	FREE	\$0
White goods without refrigerator	FREE	\$0
Uncontaminated scrap metal	FREE	\$0
Oil tanks	FREE	\$0
Vehicle	FREE	\$0
Tires 24.5" or less, not on rim	YG covers cost of removal	\$0
Tires 24.5" or less, on rim	FREE	\$0
Automotive batteries	FREE	\$0
Electronic waste	YG covers cost of removal	\$0
Emergency callout to open landfill outside of regular hours	Service not offered	\$0
<b>Special waste</b>	YG covers costs for 1 HHW collection day/year	
Paint cans	FREE	\$0
Oil/fuel filters	FREE	\$0
1lb propane bottles	FREE	\$0
Empty oil containers	FREE	\$0
Waste oil up to 10 liters	FREE	\$0
Kitchen oil up to 10 liters	FREE	\$0
Unknown liquids/chemicals	FREE	\$0
Hydrocarbon contaminated soil	FREE	\$0
Hydrocarbon contaminated water and waste leachate	FREE	\$0
<b>Other O&amp;M revenues</b>		
Institutional User Fee Agreements		\$27,880
Grant funding		\$48,120
Beverage Container Refunds		\$70,000
Programs (Food Cycler)		\$6,600
Interim Regionalization Agreement		\$55,900
<b>TOTAL REVENUES</b>		<b>\$208,500</b>

**Appendix D: Tipping Fee Calculation Table**

**Anticipated cost of operating the landfill in FY 2025**

<b>Item</b>	<b>Amount</b>
Operating costs	
Contract services	\$65,000
Equipment and supplies	\$25,000
Maintenance	\$4,000
Utilities	\$13,860
Insurance	\$4,000
Recycle funds paid out	\$40,000
Administration	
Salaries	\$235,000
Training and travel	\$3,000
Debt servicing (if applicable)	n/a
Transfer to landfill capital/projects reserve	\$100,000
Landfill closure and post-closure costs	\$15,000
<b>TOTAL</b>	<b>\$504,860</b>

**Anticipated revenues from operating the landfill in FY 2025**

<b>Tipping Fee Category</b>	<b>Estimated Volume of Waste to be Collected</b>	<b>Tipping Fee</b>	<b>Anticipated Revenues</b>
Recyclables		FREE / Refundable	\$0
Compostables		TO BE ACCEPTED SOON	\$0
Clean fill		FREE	\$0
Yard and grass trimmings and brush		FREE	\$0
Wood chips and sawdust		FREE	\$0
Mixed waste – by volume	200 m <sup>3</sup>	\$60/m <sup>3</sup>	\$12,000
Mixed waste – prepaid bag tags small	10,000 bags	\$1/bag	\$10,000
Mixed waste – prepaid bag tags	15,000 bags	\$2/bag	\$30,000
Mixed waste – paid at landfill	20,000 bags	\$2.50/bag	\$50,000
Construction/demolition waste	1,750 m <sup>3</sup>	\$15/m <sup>3</sup>	\$26,250
Grubbing	1,500 m <sup>3</sup>	\$25/m <sup>3</sup>	\$37,500

Stripping		1,500 m <sup>3</sup>	\$10/m <sup>3</sup>	\$15,000
Concrete		100 m <sup>3</sup>	\$200/m <sup>3</sup>	\$20,000
Materials containing asbestos		100 m <sup>3</sup>	\$90/m <sup>3</sup>	\$9,000
Bulky item		100 items	\$20/item	\$2,000
White goods with refrigerant		50 items	\$50/item	\$2,500
White goods without refrigerant		50 items	\$20/item	\$1,000
Uncontaminated scrap metal		200 m <sup>3</sup>	\$30/m <sup>3</sup>	\$6,000
Oil tanks		10 tanks	\$125 each	\$1,250
Vehicle		20 vehicles	\$900/vehicle	\$18,000
Tires 24.5" or less, on rim		75 tires	\$50 each	\$3,750
Tires 24.5" or less, not on rim			FREE	\$0
Automotive batteries		50 batteries	FREE	\$0
Electronic waste			FREE	\$0
Emergency callout to open landfill outside of regular hours		10 callouts	\$200	\$2,000
<b>Special waste</b>				
Paint cans		100 cans	FREE	\$0
Oil/fuel filters		100 filters	FREE	\$0
1lb propane bottles		100 bottles	FREE	\$0
Empty oil containers		250 pails/jugs	FREE	\$0
Waste oil up to 10 liters		1,000 liters	FREE	\$0
Kitchen oil up to 10 liters		500 liters	FREE	\$0
Unknown liquids/chemicals		500 liters	\$5/liter or \$5,000/m <sup>3</sup>	\$2,500
Hydrocarbon contaminated soil		500 liters	\$5/liter or \$5,000/m <sup>3</sup>	\$2,500
Hydrocarbon contaminated water and waste leachate		500 liters	\$1.75/liter or \$350 for 200 liters	\$875
<b>Other O&amp;M revenues</b>				
Institutional Agreements				\$27,139
Grant funding				\$47,784
Beverage Container Refunds				\$66,312
Interim Regionalization Agreement				\$111,800
<b>TOTAL REVENUES</b>				<b>\$505,160</b>

**Adjustment required to FY2026 fee schedule based on actual revenue/expenses in FY 2025**

2025 actual revenues	
2026 actual expenses	
2025 actual revenue minus actual expenses	
Percentage adjustment required to 2026 fee schedule	

**Tipping fees for FY 2026**

<b>Tipping Fee Category</b>	<b>Tipping Fee 2025</b>	<b>Adjusted Fee 2026</b>
Recyclables		
Compostables		
Clean fill		
Yard and grass trimmings and brush		
Wood chips and sawdust		
Mixed waste – by volume		
Mixed waste – prepaid bag tags		
Mixed waste – paid at landfill		
Construction/demolition waste		
Grubbing		
Stripping		
Concrete		
Materials containing asbestos		
Bulky item		
White goods with refrigerant		
White goods without refrigerant		
Uncontaminated scrap metal		
Oil tanks		
Vehicle		
Tires 24.5" or less, not on rim		
Tires 24.5" or less, on rim		
Automotive batteries		
Electronic waste		
Emergency callout to open landfill outside of regular hours		
<b>Special waste</b>		
Paint cans		
Oil/fuel filters		

1lb propane bottles		
Empty oil containers		
Waste oil		
Kitchen oil		
Unknown liquids/chemicals		
Hydrocarbon contaminated soil		
Hydrocarbon contaminated water and waste leachate		