

**Westlock Regional Waste Management Commission**

**POLICY NO: AFP11**

**Approval Date:  
November 9, 2017**

**TITLE: Commercial User Permits**

**POLICY STATEMENT:**

All commercial users/contractors must complete and sign a Commercial Account Application form and Account Terms to obtain a commercial user permit from the Commission prior to being allowed access to the facility. Commercial users will only be allowed access to the main Regional Landfill at Westlock with this permit.

The permit will allow the user to deposit approved waste within the facility. The Commission will invoice the user on a monthly basis for waste deposited in that period. Failure to make payment in full within 60 days of billing may result in the denial of access to the facility, over 90 days will result in denial of access to the facility.

A user must present the permit upon arrival at the facility. Failure to present a user permit will result in the user being denied access.

**Accounts Receivable Process:**

1. Commercial credit application to be filled out.
2. They are required to include 3 credit references which administration is to call to confirm their ability to pay on time.
3. If it is an 'out of area company' a credit card number is obtained and put on file, in which case we charge the credit card if the amount due goes into a past 60 days situation. If it happens twice they lose the privilege to use a billing account.

Non-payment accounts have the Accounts put on hold so no more charges can incur after they have 2 letters sent:

- 1) Written Reminder at 60 days past due, a finance charge of 1.5% will be charged for over 60 days outstanding balance.
- 2) At 90 days past due a Written Notice is given and account becomes inactive until payment is made and notice is given that account will be going to collections.
- 3) Over 180 days account is turned into Collections.

Any current commercial accounts in good standing with the Waste Commission is not required to provide a credit application, however need to be advised of, and follow, the Terms associated with this policy.

Dated: \_\_\_\_\_

Commission Chair: \_\_\_\_\_

Commission Manager: \_\_\_\_\_

# Westlock Regional Waste Management Commission

## Commercial User Permit Terms      Policy No: AFP11

### 1. ACCEPTANCE

By commencing the use of this account and or the delivery of waste/ materials to the Westlock Regional Landfill, the named account holder shall have deemed to have agreed to this contract and the terms contained therein. The contract named in the above noted statement shall contain the entire agreement between the parties with respect to the disposal privileges and no alterations and or provisions shall be allowed unless in written form from Westlock Regional Waste Management Commission.

### 2. POLICY AND PROCEDURE

The named account holder and any authorized agent and or hauler hereby agree to abide by the bylaws, policies and procedures of the Westlock Regional Waste Management Commission and any revision that may be made from time to time provided that the bylaws, policies and or procedure is not in contravention of any applicable regulatory act.

### 3. AUDIT ACCESS

The named account holder and any authorized agent and or hauler will be subject to load audits and waste screening at the Westlock Regional Landfill, and hereby further agrees that any waste delivered to and deposited at the Facility is acceptable under the AEP Waste Control Regulation and any other governing regulation for a Class II Municipal Landfill Site in the Province of Alberta.

### 4. LIABILITY AND INDEMNIFICATION

The named account holder and any authorized agent and or hauler hereby indemnify and save completely harmless the Commission, its members and the Manager from and against all actions, proceedings, claims, fines, demands, losses, debts, costs, damages and expenses resulting directly or indirectly out of the performance of this agreement.

### 5. EQUIPMENT AND OPERATOR

The named account holder and any authorized agent and or hauler must at all times abide by the Highway Traffic Act and any other regulation governing the equipment and operators thereof, including Westlock Regional Waste Management Commission's bylaw, policies and procedures relating to this item, while onsite. This includes but is not limited to Licensing, Insurance, Speed, Controls, Scale Procedures, Direction, Fees and Operator Conduct

### 6. PAYMENT

In the event that my account is unpaid by the 60th day following the date of the invoice, I/we hereby authorize the Westlock Regional Waste Management Commission to add to the account a service charge of 1.5% per month on all amounts not paid within 60 days and agree to pay such charges. By not paying within 90 days, account will be closed and account may be turned over to Collection Agency and will be turned over to a Collection Agency if over 180 days.

### 7. ACCOUNT APPLICANT RIGHTS

The completion of this form does not in any way directly authorize the shipment of wastes/materials to the Westlock Regional Landfill; the Commission reserves the exclusive right to withdraw any and all rights given under this agreement at any time without prior notice.