
TITLE: SURPLUS FILL POLICY
SECTION: ENGINEERING & PUBLIC WORKS
POLICY NO.: 31600-17

APPROVAL DATE: September 22, 2025

CAO Signature: _____



PURPOSE:

The purpose of this policy is to establish guidelines for the responsible and efficient use / disposal of surplus fill generated from Town of Amherst construction, maintenance, and repair projects. This policy aims to ensure the best use of municipal resources while considering environmental, economic, and community interests.

POLICY STATEMENT:

From time to time, when undertaking municipal infrastructure projects, the Town finds itself in a position of having surplus fill material on our jobsites. The removal or disposal of surplus fill can be costly; this policy provides guidance to staff to ensure the disposal of surplus fill material is completed in an efficient and economical manner with minimal impacts to the environment.

The disposal or redistribution of surplus fill shall follow the order of priority below:

1. Reuse on Town Projects:

Surplus fill will first be evaluated for reuse on current or upcoming Town projects, provided it meets the needs of the project.

2. Stockpile for Future Use:

If feasible and cost-effective, the Town may stockpile surplus fill at an approved Town site for use in future Town projects.

3. Sale to Local Contractors or Developers:

If there is no municipal use for the material, the Town may sell surplus fill to local developers at fair market value. When surplus material is offered for sale to contractors the material is offered on an "as-is" basis and all transportation costs will be the contractors' responsibility.

ENVIRONMENTAL COMPLIANCE

Fill deemed unsuitable for reuse due to contamination must be disposed of in accordance with the applicable acts and regulations as of the Nova Scotia Department of Environment and Climate Change.

Fill suspected of contamination shall be tested prior to use or disposal.

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ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Director of Operations	Ensure the policy is reviewed periodically and updated as needed to reflect changes in regulations, best practices, and the needs of the Town of Amherst.

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
New policy, old surplus fill policy repealed	Director of Operations- Bourgeois	Council	September 22, 2025

Minutes Reference Dates: September 22, 2025