Development Design Guidelines for Source Separation of Solid Waste

Regional Official Plan Guidelines



Halton
REGION

Halton Region Official Plan Guidelines

The **Regional Official Plan (ROP)** is Halton's guiding document for land use planning. It contains policies that guide decisions related to, among other things, managing growth and its effects on Halton's social, economic and natural environment.

The **ROP Guidelines** are a set of documents that clarify, inform, and aid in the implementation of the Plan's policies.

"This Plan calls for the preparation of certain guidelines or protocols to provide more detailed directions in the implementation of its *policies*."

Halton Region Official Plan – Section 192
as adopted by Regional Council, December 16, 2009

The Guidelines have been prepared in accordance with Section 192 of the ROP. They provide direction and outline approaches that can be used to satisfy the relevant policies of the Plan. They do not introduce additional policy requirements, and, in the event of a conflict between the Guidelines and the Regional Official Plan, the Plan shall prevail.

The Guidelines may be updated from time to time as required through a report to Regional Council.

For more information, visit **halton.ca/ROP** or **halton.ca/ROPguidelines** or call 311.

Development Design Guidelines for Source Separation of Solid Waste

The **Development Design Guidelines for Source Separation of Solid Waste** provides developers and property owners of residential, multi-residential, industrial, commercial and institutional developments with guidance on Halton's requirements for the storage and collection of waste materials.

Purpose	The purpose of the Development Design Guidelines for Source Separation of Solid Waste is to: • **clarify the requirements** for receiving waste collection services from Halton Region; • **outline and illustrate the criteria** used to review development applications with respect to the management and storage of solid waste on the site; and • **establish procedures** for applying for waste collection services from Halton Region.
Application & Use	The Guidelines should be used when preparing and reviewing development applications as they relate to the proposed approach to waste management. The y outline the Region's expectations and is intended to be used for this purpose by a variety of users, including: • **Regional, Local and external agency staff:** as a resource when reviewing development applications eligible for Regional waste collection. • **Developers and property owners:** for clarity on eligibility for Halton's waste collection services and for clarity on development application requirements and best practices. • **The public:** for an understanding of Halton's approach to waste management.
Supporting Documents	In addition to the policy direction provided by the Regional Official Plan, the following documents should be considered alongside this Guideline, as appropriate: • Halton Region Waste Collection By-law No. 123-12; • Local Municipal Official Plan, Zoning By-law, Urban Design Guidelines, and Site Plan Standards as applicable; • Environmental Protection Act, O. Reg. 102/94 "Waste Audits and Waste Reduction Work Plans" and O. Reg. 103/94 "Industrial, Commercial and Institutional Source Separation Programs".
Version	**Version 1.0 |** This version of the Development Design Guidelines for Source Separation of Solid Waste was brought before the Inter-Municipal Liaison Committee on June, 18 2014 through Report No. IMLC01-14.

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1.0 Introduction

1.1 General Information

This document has been prepared to provide guidance to developers and property owners of Residential, Multi-residential, and Industrial, Commercial and Institutional developments regarding measures for the management and storage of solid waste on the site and the requirements for Halton Region to provide solid Waste management collection and service. Not all properties will be eligible to receive solid waste collection and service from Halton Region, but these properties will still be required to plan for and accommodate the management of solid waste on the proposed development. This document is intended to be used prior to the design and application review process.

The role of Halton Region Waste Management Services, as described in this document, is to review proposed development and redevelopment plans as they pertain to Waste management systems including, but not limited to, service levels, collection, Waste diversion, storage, safety and accessibility. The Region will provide comments to the applicant indicating if the proposed plan meets the requirements for Waste management service and/or if changes to the Waste management system are required.

Halton Region will review planning applications on an individual basis and reserves the right to designate the type and level of Waste collection provided, including access and storage requirements. Applications that do not meet the minimum design requirements as outlined in this document will not receive Region Waste collection services until such time as those conditions are met. Applications that do not include Waste diversion plans will not be reviewed until such time that a plan is provided by the applicant.

1.2 Definitions

1.2.1 "Agent" means a person entrusted with the business of another.

1.2.2 "Bulk Waste" means a household item, which is larger than 1 metre (39 inches) in any dimension or weights in excess of 22.7 kilograms (50 pounds) as may be determined by the Commissioner. Bulk Waste includes, but is not limited to, the items listed in Schedule "B" of the Region of Halton Waste Collection By-law.

1.2.3 "Collection Point" means the part of the property eligible to receive services that has been designated by the Commissioner for the Set Out and collection of Brush Material, Bulk Waste, Garbage, Organic Waste, Recyclable Materials, Metal Items and Appliances and Yard Waste.

1.2.4 "Commercial" means a property used for retail or service establishments, commercial recreational purposes, entertainment purposes or offices and includes non-residential property, non-Industrial property and institutional property.

1.2.5 "Commercial/Residential Strip Plaza" means, for assessment purposes, a property composed of five or more separate outlets, where goods or materials are kept for sale, or offered for sale to the general public or where services are provided, with on-site, off-street parking and includes residential accommodation on the second storey or above the second storey.

1.2.6 "Commissioner" means the Commissioner, Public Works for the Regional Municipality of Halton, or his or her designate, authorized to act on his or her behalf.

1.2.7 "Compactor" means an appliance that crushes and compresses Waste into a smaller size.

1.2.8 "Contractor" means any individual, firm, Company or corporation and the employees of any such individual, firm, Company or corporation with whom the Region has entered into a contract or agreement for the collection of Waste.

1.2.9 "Council" means the Council of the Regional Municipality of Halton.

1.2.10 "Curbside Collection" means the collection of Waste from an approved Collection Point, either abutting the property and as close as possible to the edge of the roadway without obstructing the roadway or sidewalk and not extending beyond the frontage of the property.

1.2.11 "Developer" means a person who develops real estate, especially by preparing a site for residential or commercial use.

1.2.12 "Drive Through Agreement" means an agreement between Halton Region and a property owner that permits Halton Region and/or its agents full access to the external property for the purpose of waste collection services. The Owner agrees to provide Halton Region and its agents full, unobstructed access for the purpose of performing waste collection services on private property and shall hold-harmless and indemnify Halton Region and its agents from any losses (except those which may arise from its gross negligence) that may result during normal operations.

1.2.13 "Dwelling Unit" means a place of residence designed or intended for habitation by one (1) or more persons with its own culinary and sanitary facilities which are provided for the exclusive use of the person or persons who reside therein.

1.2.14 "Garbage" means solid, non-hazardous Waste other than Recyclable Materials, Organic Waste, Hazardous Waste, Metal Items and Appliances, Bulk Waste, Yard Waste, Waste Electrical and Electronic Equipment and Non-Complying Waste from Private or Public Property that originated within the Region.

1.2.15 "Garbage Receptacle" means:

a) a Front End container, which is a metal container constructed for the storage and mechanical collection of Waste as approved by the Commissioner;

b) roll-off container, lugger bin, compactor unit, rear packer bin, side loading bin and any other containers designated by the Commissioner as approved containers for the collection of Garbage at Multi-residential Complexes; or

c) a rigid container having:

i) a lid which is readily separable from the container, which when covered is watertight;

ii) handles that are attached or moulded to the exterior of the container;

iii) a capacity less than 125 litres (27 imperial gallons);

iv) an external width no greater than 50 centimetres (20 inches);

v) an external height no greater than 100 centimetres (39 inches); and

vi) capable of supporting a weight of no more than 22.7 kilograms (50 pounds); or

d) a polyethylene or other plastic bag:

i) with a width no lesser than 40 centimetres (16 inches) and no greater than 66 centimetres (26 inches);

ii) with a height no lesser than 61 centimetres (24 inches) and no greater than 90 centimetres (36 inches);

iii) having the capability to be securely closed or tied when filled; and

iv) durable to support a weight of no more than 22.7 kilograms (50 pounds) when lifted without tearing; or

e) a container that does not include a Recyclable Material Receptacle, Yard Waste Receptacle or Organic Waste Receptacle.

1.2.16 "Industrial" means those properties, developments and redevelopments zoned as Industrial.

1.2.17 "Industrial or Commercial Waste" means Waste originating from:

a) any business establishment;

b) an enterprise or activity involving warehousing, storage or Industrial, manufacturing, or Commercial processes or operations;

c) research or experimental enterprise or activity;

d) an enterprise or activity where goods or materials are kept for sale, or offered for sale, to the general public;

e) hotels and motels; or

f) construction or demolition projects, or large home renovations.

1.2.18 "Institutional Establishment" includes, but is not limited to, a building that is a seniors' home, place of worship, daycare, community shelter, library, school, or community college and university student residence, Region or Local Municipality property and any other facilities as designated by the Commissioner.

1.2.19 "Local Municipality" means the municipalities or corporations of the City of Burlington, the Town of Halton Hills, the Town of Milton and the Town of Oakville.

1.2.20 "Multi-residential Complex" means an apartment building, condominium complex, townhouse complex, co-op complex or other similar residential complex containing more than six self-contained Dwelling Units.

1.2.21 "Municipal Road" means a road allowance, street, lane, thoroughfare that is maintained by the Region or Local Municipality.

1.2.22 "Occupier" means an Occupier as defined in the *Occupiers' Liability Act,* R.S.O. 1990, c. O.2, and includes:

a) a person who is in physical possession of a premises; or

b) a person who has responsibility for and control over the condition of premises or the activities there carried on, or control over persons allowed to enter the premises and includes, but is not limited to, property manager and tenants;

c) despite the fact that there is more than one Occupier of the same premises.

1.2.23 "On-Site Waste Collection" means the collection of Waste from containers and Waste storage areas on Private Property or Public Property. For the purposes of On-Site Waste Collection, "container" includes, Garbage Receptacles, Recycling Receptacles, Yard Waste Receptacles or Organic Waste Receptacles.

1.2.24 "Organic Waste" means kitchen food Waste and any other organic material collected separately for the purpose of composting as determined by the Commissioner and identified in Schedule "F" of the Region of Halton Waste Collection By-law.

1.2.25 "Organic Waste Receptacle" means a container for Organic Waste collection for the purpose of the Region-wide organics program and:

a) Curbside Container supplied by the Region;

b) a plastic bin with or without wheels which is compatible with the Region's Contractor for the provision of Organic Waste collection; and

c) a capacity ranging between 35 to 50 litre (8 to 11 imperial gallons).

1.2.26 "Owner" means a person or Company who owns any land or building and includes, but is not limited to, developers.

1.2.27 "Private Property" means any land or building that is privately owned and is not owned by a Local Municipality in the Region, a Local Board, the Region or the Crown in Right of Ontario, the Crown in Right of Canada or any emanations thereof, unless it is leased to a person or Company not listed above.

1.2.28 "Private Road" means a road or driveway on Private Property, limited to the use of the owner or a group of owners who share the use and maintain the road without help from a government agency.

1.2.29 "Property Manager" means a person responsible for the operation of a Residential, Industrial, Commercial or Industrial Establishment property.

1.2.30 "Public Property" means any land or building that is owned by a Local Municipality in the Region, a Local Board, the Region, or the Crown in Right of Ontario, the Crown in Right of Canada or any emanations thereof.

1.2.31 "Recyclable Materials" means any Waste or material designated under a Waste collection contract entered into between the Region and a Contractor, mandated under O. Reg. 101/94 or designated by the Commissioner, subject to the approval of Council, as a Waste or a material to be collected separately from other Waste for the purpose of Recyclable Material. Includes, but is not limited to, the items identified in Schedule "H" of the Region of Halton Waste Collection By-law, and any other Waste identified as Recyclable Material by the Region as determined by the Commissioner.

1.2.32 "Recycling Receptacle" means:

1.2.32.1 Recycling Containers

a) a rigid, open 100 litre (22 imperial gallons) plastic container which is provided by the Region (also known as a "Blue Box") or which meets the requirement of the Region; or

b) such other container determined by the Commissioner as acceptable for setting out Recyclable Materials; and

1.2.32.2 Semi-automated Carts:

a) a 360 litre (79 imperial gallons) plastic bin equipped with wheels which is compatible with the equipment used by the Region's Contractor for the provision of Recyclable Material collection services; or

b) a 360 litre (79 imperial gallons) plastic bin equipped with wheels which is compatible with the equipment used by the Region's Contractor for the provision of Organic Waste collection from a Multi-Residential Complex or Institutional and Commercial property where approved by Council; and

1.2.32.3 Front-end Bins:

a) a fully covered, water tight metal container with a capacity greater than 1.5 cubic metres (2 cubic yards) and no larger than 6 cubic metres (8 cubic yards) which is compatible with the equipment used by the Region's Contractor for the provision of Recyclable Material collection service; or

b) such other containers, in good working order or determined by the Commissioner as acceptable for setting out Recyclable Materials.

1.2.33 "Region" means the Regional Municipality of Halton.

1.2.34 "Residential Unit" means a self-contained residential Dwelling Unit permitted by law that is:

a) a single-detached residence;

b) a semi-detached residence;

c) a unit in a duplex, triplex, four-plex, five-plex or six-plex; or

d) a unit in an apartment building, condominium complex, townhouse complex, co-op complex or other similar residential complex containing six or fewer Dwelling Units; and

e) does not include a hotel, motel, restaurant, basement apartment or other apartment within a residence described in items (a), (b), (c) or (d) above, and does not include a unit in a Multi-residential Complex.

1.2.35 "Residential Waste" means Waste that is discarded for collection that originates from a Residential Unit or unit in a Multi-residential Complex and includes, but is not limited to, Bulk Waste, Metal Items and Appliances, Yard Waste, Organic Waste, Garbage and Recyclable Materials.

1.2.36 "Set Out" means to place, cause or permit to be placed, Waste at any designated location on Private Property or Public Property for the purpose of collection approved by the Commissioner.

1.2.37 "Waste" includes anything discharged for collection from any source.

1.2.38 "Yard Waste" means the items described in Schedule "J" of the Region of Halton By-law, and any other Waste material identified as Yard Waste by the Region as determined by the Commissioner.

1.2.39 "Yard Waste Receptacle" means:

a) an open rigid container having:

i) handles that are attached or moulded to the exterior of the container;

ii) a capacity less than 125 litres (27 imperial gallons);

iii) an external width no greater than 50 centimetres (20 inches);

iv) an external height no greater than 100 centimetres (39 inches); or

v) a Yard Waste Bag.

1.3 General Requirements

1.3.1 In addition to the following guidelines, the Region of Halton Waste Collection By-law and any other applicable By-laws or Regulations (including, but not limited to, local municipal zoning By-laws and Urban Design Guidelines and Site Plan Standards), must be fully adhered to.

1.3.2 Halton Region will only provide Garbage, Recyclable Material, Organic Waste, Yard Waste, Bulk Waste, Metal Items and Appliances collection services for Residential Units. Not all properties are eligible for all collection services. Eligibility will be confirmed by Halton Region when the application is reviewed for approval.

1.3.3 Waste Diversion programs are mandatory for all Residential Units regardless of whether or not the Region will provide Waste collection services.

1.3.4 Halton Region will only provide Garbage and Recyclable Material collection services for approved Commercial locations.

1.3.5 Waste Diversion programs are mandatory for Commercial locations where Region Waste collection services are provided. Commercial locations must also comply with Environmental Protection Act, O. Reg. 102/94 "Waste Audits and Waste Reduction Work Plans" and O. Reg. 103/94 "Industrial, Commercial and Institutional Source Separation Programs".

1.3.6 Halton Region reserves the right to deny or revoke collection services if the property does not comply with Waste collection requirements as stated in this document and any other applicable By-laws or Regulations.

1.3.7 Developers shall ensure that Recyclable Material and Organic Waste systems are as convenient as Garbage systems.

1.3.8 The Commissioner or his/her designate has the authority to determine which locations meet the requirements in order to receive Region Waste collection.

1.4 Development Application Requirements

1.4.1 As part of the development application review process, the applicant shall submit to Halton Region Public Works Department a completed Supplementary Waste Plan (Appendix 7). The Waste Plan shall clearly indicate the following:

1.4.1.1 The total number of Residential and/or Commercial units;

1.4.1.2 The total number of Residential and/or Commercial floors;

1.4.1.3 Proposed route the Waste collection truck would travel on site, including where applicable, the route the Waste collection truck would travel from the municipal road to the Collection Point and back to the municipal road;

1.4.1.4 A representative scaled drawing showing the configuration of Waste containers, compacting and sorting equipment in the internal Waste handling room(s) (i.e. the centralized internal storage/handling room(s) on the ground floor and if applicable, each floor), if applicable to ensure compliance with Section 1.3.7;

1.4.1.5 A representative scaled drawing showing the flow of Waste receptacles from the Waste storage room to the outdoor Waste collection loading area, if applicable;

1.4.1.6 The Waste collection loading area(s), including a scaled drawing showing the configuration of the required number of Waste containers if applicable; and

1.4.1.7 Detailed drawings of any external enclosures including a representative scaled drawing showing the configuration of the required number of Waste receptacles, if applicable.

1.4.1.8 The number of Recycling Receptacles and Organic Material Receptacles required as per Section 1.8.1 "Waste Capacity Requirements";

1.4.1.9 The size and number of Front End garbage collection bins required as per Appendix 2;

1.4.2 The Region reserves the right to re-evaluate development applications if more than three (3) years have elapsed from the time of the initial review, prior to final approval. In the event that changes occur to the Region's policies or changes to Waste collection operations, the re-evaluation may result in changes to meet the current design requirements.

1.5 Private Residential Waste Collection

1.5.1 Private residential collection will not be permitted unless approved by Council. If private residential collection is approved, the development cannot receive Region's Waste collection service at any future date unless the site meets current guidelines or if it doesn't, it must receive Council approval.

1.6 Disclosure Requirements

1.6.1 As part of the Purchase and Sale Agreement, the Developer, Owner, Property Manager or Agent for the development must disclose in writing, to a prospective buyer of a unit within the development, the following information as applicable:

1.6.1.1 the type of Waste collection system and requirements of the prospective owner/tenant regarding sorting, storage and collection of Waste;

1.6.1.2 the location of the unit to the Waste rooms or Waste chute(s) and if there is a potential for odour or noise issues; and,

1.6.1.3 if the property does not meet these Guidelines, that the property is not eligible for Region Waste collection services. The Region will not assume any responsibility for Waste collection services until such time that all requirements for Region Waste collection services have been met to the satisfaction of the Commissioner.

1.6.1.4 A copy of the Purchase and Sale Agreement aforementioned and/or a copy of the Condominium documents with excerpts of the applicable clauses relating to Waste management included, will be a condition of final approval.

1.7 Commencement of Waste Collection Services

1.7.1 The Developer will be fully responsible for collection and disposal of all Waste until the Developer is able to confirm to the Region that the development has reached 90 per cent occupancy and that a Waste collection truck is able to safely and consistently perform collection services without obstruction or delay, to the satisfaction of the Region.

1.7.2 The Developer shall submit an Application for Waste Collection Services to Halton Region Waste Management Services (Appendix 6), which is a supplementary application to the Development Application, once the construction has commenced and prior to attaining 90 per cent occupancy.

1.7.3 Where a Waste collection vehicle is required to access private property in order to collect Waste materials, the property owner must first enter into a Drive Through Agreement with the Region

(Appendix 9). If the property owner does not enter into such an agreement, then the property will not be eligible for Region Waste collection services and will be required to provide private Waste collection service, in accordance with the Region's standard collection model, at their own expense.

1.7.4 Once the completed Application for Waste Collection Services has been received by the Region, Waste Management Services staff will review the application and schedule a site visit with an Agent representing the property within 30 days of receipt.

1.7.5 The Region will provide a date for commencement of Waste collection services, once all requirements have been addressed to the satisfaction of the Region. Collection services may take up to four weeks to commence once the requirements have been satisfied.

1.7.6 Waste collection trucks will only travel on roads which have, at minimum, base curb and base asphalt.

1.7.7 Waste loading areas and storage areas must be complete and constructed of a material suitable for their intended use (i.e. reinforced concrete), to the satisfaction of the Region.

1.7.8 Boulevards must be rough graded.

1.7.9 Other criteria relating to access and safety issues pertaining to Waste management may be reviewed by Halton Region Waste Management staff, where applicable.

1.7.10 Should Waste collection vehicles be required to drive onto or over a supported structure, the Region must first receive a letter, certified by an Ontario Professional Engineer, indicating that the supported structure can support a fully loaded Waste truck.

1.7.11 The Agent for the property must provide a letter to all tenants/owners within the development which clearly communicates the details of the Waste management system and when collection will commence.

1.8 Capacity, Storage and Private Road Requirements

1.8.1 Waste Capacity Requirements

1.8.1.1 Garbage

1.8.1.1.1 For Residential units where Section 2.1 "Residential Units Fronting a Municipal Road" or Section 2.2 "Residential Units Fronting a Private Road" applies, Garbage shall be set out in accordance with the Region's Waste Collection By-law.

1.8.1.1.2 For residential units where Section 2.3 "Multi-Residential Apartment Buildings" applies, refer to Appendix 2.

1.8.1.1.3 The purchase or rental of Front End garbage bins shall be made in accordance with the terms set out in the application for Approval of the Development Application.

1.8.1.2 Recyclable Material

1.8.1.2.1 For residential units where Section 2.1 "Residential Units Fronting a Municipal Road" or Section 2.2 "Residential Units Fronting a Private Road" applies, two Recycling Containers (or equivalent) will be supplied to residential units by the

Region, free of charge, following the approval of the Application for Waste Collection Services and prior to commencement of collection services.

1.8.1.2.2 For residential units where Section 2.3 "Multi-Residential Apartment Buildings" applies, one Semi-automated Cart for every seven (7) residential units will be provided to the property by the Region, free of charge, following the approval of the Application for Waste Collection Services and prior to commencement of collection services.

1.8.1.2.3 A space allotment of 0.80 metres wide by 1.0 metre deep for each Semi-automated Cart shall be indicated on the design drawings, to the satisfaction of the Region.

1.8.1.3 Organic Waste

1.8.1.3.1 For residential units where Section 2.1 "Residential Units Fronting a Municipal Road" or Section 2.2 "Residential Units Fronting a Private Road" applies, one Organic Waste Receptacle will be supplied to residential units by the Region free of charge following the approval of the Application for Waste Collection Services and prior to commencement of collection services.

1.8.1.3.2 For residential units where Section 2.3 "Multi-Residential Apartment Buildings" applies, one Semi-automated Cart for every 25 residential units will be provided to the property, by the Region, free of charge following the approval of the Application for Waste Collection Services and prior to commencement of collection services.

1.8.1.3.3 A space allotment of 0.80 metres wide by 1.0 metre deep for each Semi-automated Cart shall be indicated on the design drawings to the satisfaction of the Region.

1.8.1.4 Bulk Waste

1.8.1.4.1 For a Multi-residential Complex, where Section 2.3 "Multi-Residential Apartment Buildings" applies and which is receiving Region Front End garbage collection, eligible for Bulk Waste collection in accordance with the Region's Waste Collection By-law. A temporary area within the property, with direct access, will be required to accommodate the roll-off receptacle in accordance with municipal By-laws. Reference Appendix 2, for dimensions and capacity allowances.

1.9 Storage and Internal Handling Requirements

1.9.1 Storage for Curbside Door-to-door Collection for Residential Units Fronting a Municipal or Private Road

1.9.1.1 An area external to the dwelling area that is designated for the storage of at least one Organic Waste Receptacle, two Recycling Containers and one Garbage Receptacle and is a minimum area of 1 square metre shall be designed and constructed for each residential unit (i.e. garage or external storage closet) and will have a method of appropriate ventilation to minimize and/or control odours.

1.9.1.2 Note: Section 1.9.1.1 does not apply to Multi-residential buildings, up to and including six (6) units in size, if a communal Waste storage room with internal and external access at grade is designed and constructed with a storage capacity of one square metre per residential unit and has a method of appropriate ventilation.

1.9.2 Storage and Internal Handling Requirements for Automated Front End Collection and Semi-automated Cart Collection (i.e. Multi-residential Apartment Buildings)

1.9.2.1 The design for the internal management and handling of Waste, shall ensure:

1.9.2.1.1 that Recyclable Material and Organic Waste systems are as convenient to use as Garbage systems, in accordance with Section 1.3.7;

1.9.2.1.2 that Collection Point locations for Waste are accessible to all residents/occupants and do not hinder residents/occupants from participating in Recyclable Material and Organic Waste programs and comply with Ontario's Accessibility for Ontarians with Disabilities Act;

1.9.2.1.3 that all applicable health and safety considerations are incorporated into the design for workers handling or moving Waste Receptacles and comply with the Ontario Health and Safety Act; and

1.9.2.1.4 that the Developer has established an ongoing management and maintenance program for the proposed Waste management system that will ensure the continued operation of the proposed system (i.e. cost considerations, sustainability).

1.9.2.2 An example of an acceptable internal management and handling of Waste design would include:

1.9.2.2.1 A central location on the ground floor that all Recyclable Material, Organics and Garbage are taken to;

1.9.2.2.2 One chute room that all Recyclable Material, Organic Waste and Garbage are taken to (i.e. tri-sorter, two chutes with bi-sorter or three separate chutes);

1.9.2.2.3 Another design that is acceptable to the Region.

1.9.2.3 The dedicated storage area must be adequate to store Waste for a minimum of one week based on minimum capacity requirements as outlined in Section 1.8.

1.9.2.4 A clear and accessible area of 10 square meters within the building that can be used for the storage of larger items such as Bulk Waste, shall be included in the design.

1.9.2.5 The Waste storage area shall be constructed to prevent pests.

1.9.2.6 The storage area shall be constructed of a material that may be easily cleaned and shall have an area to wash Waste receptacles including a water hose connection and floor drain, to the satisfaction of the Region.

1.9.3 Internal Storage Requirements

Internal Storage of all Waste until the day of collection is required and should be considered the standard method of storage and shall include the following:

1.9.3.1 The Waste storage area shall have adequate and well maintained mechanical ventilation.

1.9.3.2 The Waste storage area must have a mechanism to cool the room during periods of hot weather (i.e. air conditioning) to suppress odours.

1.9.3.3 The Waste storage area shall have sprinkler and fire prevention systems in accordance with all Ontario Fire Code and Ontario Building Code requirements.

1.9.3.4 Should the design require a Compactor for garbage, the Compactor must be secured at all times with no general access. A Garbage Compactor system may be used with or without a chute system (i.e. through a small garbage access door from the Recyclable Material/Organic Waste room).

1.9.3.5 Internal Waste storage areas must be at ground level with direct access to the Waste Collection Point through double doors which are a minimum of 2.2 meters in width, to allow for movement of Waste receptacles. These double doors should open directly to the external Collection Point.

1.9.4 Small Commercial Developments

An area external to the business area that is designated for the storage of Garbage and Recyclable Material and sized appropriate to the operational needs of the development shall be designed and constructed for each commercial unit and shall have a method of appropriate ventilation. If appropriate, a common area for Waste storage may be acceptable.

1.9.5 External Storage Requirements

External Storage areas may only be considered, at the discretion of the Region, if Internal Storage of Waste receptacles are shown to be impractical due to the nature of the proposed development property and shall include the following:

1.9.5.1 External Storage shall be designed and constructed to store containerized Waste according to collection type. There shall be no loose piles of garbage permitted at any time.

1.9.5.2 The External Waste Storage area shall be self-contained with a well maintained mechanism to lock the door/gate to prevent unauthorized access. The Owner shall arrange for the doors to be opened and then secured on Waste collection day to allow for automated Front End Collection.

1.9.5.3 The External Storage structure shall be maintained in good repair and have industrial quality hinges and closures on all doors/gates to withstand frequent use and climate fluctuations.

1.9.5.4 The External Storage structure shall be designed and constructed with the same design elements and materials as the main building in terms of colour and external facade.

1.9.5.5 The External Storage structure shall extend a minimum of 0.5 metres above collection bin.

1.9.5.6 The applicant is advised to contact the Zoning section of the Local Municipality to ensure that external storage of Waste receptacles is permitted in accordance with Property Standards and By-laws.

1.10 Private Road Requirements

1.10.1 All Private Road layouts shall be designed and constructed in accordance with applicable legislation and by-laws and will be guided by the following:

1.10.1.1 Private Roads layouts shall allow for direct, consistent and safe access from a Municipal Road to the Waste Collection Point and back to the Municipal Road without delays or reversing onto the Municipal Road.

1.10.1.2 Private Road layouts shall allow for the continuous forward collection of Waste without the need for Waste collection vehicles to reverse.

1.10.1.3 All Private Roads shall be constructed with a hard surface, such as asphalt, concrete, or another suitable material acceptable to the Region, and have a minimum width of 6 metres.

1.10.1.4 All turns shall have a minimum turning radius from the centre line of 13 metres to the satisfaction of the Region.

1.10.1.5 Overhead clearance throughout the Private Road must be a minimum of 7.5 metres and be free from obstructions such as overhangs, awnings, utility wires, balconies, and must be kept clear of tree branches, etc.

1.10.1.6 All Private Roads and supported structures along the Waste collection route must be designed and constructed to support a minimum of 35 tonnes (the weight of a fully loaded Waste truck). If Waste collection vehicles are required to drive onto or over a Supported Structure the Region must receive a letter, certified by an Ontario Professional Engineer, in advance of any initial Waste collection, indicating that the supported structure can support a fully loaded Waste truck.

1.10.2 Where continuous forward Waste collection as set out in section 1.10.1.2 cannot be achieved or is demonstrated to be impractical, a cul-de-sac or T-turnaround may be permitted in accordance with the specifications outlined in Appendix 5 and 3, respectively. It should be noted that T-turnarounds are strongly discouraged and will only be approved at the discretion of the Region. Waste collection vehicles are not expected to back up more than 18 meters (from front wheel to front wheel).

2.0 Waste Collection from Residential Developments

2.1 Residential Units Fronting a Municipal Road

The following applies to single family dwellings, semi-detached dwellings, multi-residential units that are six (6) units or less and townhouse units that front a municipal road.

2.1.1 Residential units as described in Section 2.1 will receive Recyclable Material collection, Organics Waste collection, Garbage collection, Yard Waste Collection, Metal Items and Appliance Collection and Bulk Waste Collection at the curbside in accordance with the Region's Waste Collection By-law and shall be guided by the following:

2.1.1.1 All roadways, including public laneways, shall be designed and constructed in accordance with applicable legislation and by-laws and will allow for continuous forward collection of Waste collection vehicles without reversing.

2.1.1.2 All roadways, including public laneways, shall be a minimum paved surface width of 6 metres.

2.1.1.3 There shall be a minimum turning radius of 13 metres from the centre line, to the satisfaction of the Region.

2.1.1.4 A Set Out area for curbside Waste collection in front of the residential unit of no less than 2.5 metres square and ending no further than 2.0 metres from the municipal road shall be included and indicated in the design.

2.1.1.5 Each Residential Unit must have adequate Waste storage as outlined in Section 1.9.1.1

2.1.2 Where continuous collection as set out in Section 2.1.1.1 cannot be achieved or can be demonstrated to be impractical, a cul-de-sac or T-turnaround may be permitted in accordance with the specifications outlined in Appendix 5 and 3, respectively. It should be noted that T-turnarounds are strongly discouraged and will be approved only at the discretion of the Region.

2.1.3 Collection from Public Laneways

2.1.3.1 Section 2.1.1.4. does not apply where a garage for a residential unit fronts a public laneway and the following additional requirements will therefore be required:

2.1.3.1.1 The municipal address for the residential unit shall be identifiable on the garage of the residential unit that fronts the laneway;

2.1.3.1.2 Overhead clearance throughout the laneway must be kept free and clear with a minimum overhead clearance of 7.5 metres; and

2.1.3.1.3 If the public laneway is less than 6.0 m wide, the public laneway must have one-way access of not less than 4.5 metres width and comply with all local By-laws.

2.2 Residential Units Fronting a Private Road

The following applies to single family dwellings, semi-detached dwellings, multi-residential units six (6) units or less and townhouse units that front a Private Road.

2.2.1 Residential units as described in Section 2.2. will receive Recyclable Material collection, Organic Material collection, Garbage collection, Yard Waste Collection, Bulk Waste Collection, Metal Items and Appliance Collection in front of their Residential Unit in accordance with the Region of Halton Waste Collection By-law and shall be guided by the following:

2.2.1.1 Private Roads must adhere to the requirements of Section 1.10 "Private Road Requirements".

2.2.1.2 A Set Out area for collection at the Private Curb in front of the residential unit of no less than 2.5 metres square and no further than two metres from the Private Road shall be included and indicated in the design.

2.2.1.3 Each Residential Unit must have adequate Waste storage requirements as outlined in Section 1.9.1.1.

2.2.2 Common Piles at the Curbside are prohibited. Common piles may be only be considered at a Collection Point within the complex if the following requirements are met:

2.2.2.1 Continuous forward collection of Waste cannot be achieved;

2.2.2.2 Ninety-five (95) per cent of Residential Units must have collection in front of each residential unit;

2.2.2.3 Waste from no more than six (6) units may be collected in a Common Pile;

2.2.2.4 A Set Out area designated for Waste collection, of no less than 1.5 square metres per unit and a minimum of 2.5 square metres shall be designed and constructed of a hard, durable, and permanent surface;

2.2.2.5 The concrete pad shall have signage identifying the residential units that are permitted to place Waste on it.

2.2.2.6 The linear distance (along sidewalks or walkways) that a resident would be required to walk from their residential unit to the Set Out area shall not exceed 50 meters.

2.3 Multi-Residential Apartment Buildings

The following applies to Multi-residential Units with seven (7) units or more.

2.3.1 Multi-residential Units as described in Section 2.3 will receive Recyclable Material collection and Organic Waste collection and may receive Front End Garbage collection and Front End Bulk Waste call-in collection on Private Property in accordance with the Region's Waste Collection By-law.

2.3.1.1 Private Roads must adhere the requirements of Section 1.10 "Private Road Requirements".

2.3.1.2 For Front End and Semi-automated Cart collection a turnaround must be provided, as referenced in Appendix 3 and 5.

2.3.1.3 The Collection Point shall include the length of the truck (approximately 9.7 metres), plus the length of the loading area as determined by the number of Waste receptacles required.

2.3.1.4 A minimum of 18 metres straight head-on approach to the Collection Point is required.

2.3.1.5 If the 18 metres head-on approach is not achievable, the Collection Point must be designed in such a way as to allow a collection vehicle to enter the site, collect the Waste and exit without the need to backup more than 18 metres (from front tire to front tire) and shall not back onto a Municipal Road. A turnaround area allowing for a three-point turn of not more than one truck length or a drive through access route are acceptable options for accommodating this requirement, to the satisfaction of the Region.

2.3.1.6 The dedicated Waste Collection Point must be adequately signed indicating that the area is a Waste Collection Point and that there shall be no parking or blocking of Waste collection containers.

2.3.1.7 The dedicated Waste Collection Point must be kept cleared of snow and ice so as not to pose a danger to the collection vehicle or property during collection.

2.3.1.8 The Collection Point must be level (the change of grade must not be more than +/- 2%) and if applicable, must be certified that it is designed and constructed to support a minimum of 35 tonnes (the weight of a fully loaded Waste truck).

2.3.1.9 The loading location for Semi-automated Tote Collection must be at grade and have sufficient space to accommodate all recycling receptacles and organic receptacles set out for collection.

2.3.1.10 The Waste collection truck drivers are not required to leave the collection vehicle for Front End collection and the Collection Point should not require the jockeying of Front End containers by the driver.

2.3.1.11 Multi-Residential Apartment Buildings must have adequate Waste storage requirements as set out in Section 1.9

2.3.2 Common piles at the curbside and/or on an internal concrete pad are prohibited for Multi-Residential Complexes.

2.3.3 A Drive Through Agreement (Appendix 9) must be signed by the Owner and the Commissioner and approved by the Region prior to any Waste collection taking place.

3.0 Waste Collection from Industrial, Commercial and Institutional Developments

The following guidelines apply to non-residential developments and mixed residential/non-residential developments.

3.1 Private Collection for Commercial Developments

3.1.1 Private Waste collection must be provided for all Industrial, Commercial and Institutional locations. For Waste diversion requirements for the Industrial, Commercial and Institutional sectors, refer to Environmental Protection Act, O. Reg. 102/94 "Waste Audits and Waste Reduction Work Plans" and Environmental Protection Act, O. Reg. 103/94 "Industrial, Commercial and Institutional Source Separation Programs".

3.1.2 Section 3.1.1 does not apply to developments under Section 3.5 "Institutional Developments Approved for Region Waste Collection" or developments eligible for collection under Section 3.2 "Small Commercial Developments".

3.2 Small Commercial Developments

3.2.1 Commercial developments consisting of six (6) units or less may be eligible for Garbage and Recyclable Material collection by the Region depending on their location. The Region should be contacted to confirm eligibility.

3.2.1.1 Eligible commercial developments may only receive Curbside Garbage Collection in accordance with the Region's Waste Collection By-law.

3.2.1.2 Recyclable Material collection is mandatory for Commercial locations that receive Region Garbage collection in accordance with the Region's Waste Collection By-law. Commercial developments may receive either:

3.2.1.2.1 Recyclable Material collection for developments located within a Business Improvement Area; or

3.2.1.2.2 Recyclable Material collection of one Recycling Receptacle per unit, for developments located along an existing commercial collection route;

3.2.1.3 Only office type Waste will be collected by the Region in accordance with the Region's Waste Collection By-law. Industrial and/or manufacturing Waste is prohibited from Region collection.

3.2.1.4 Drive-through collection shall not be provided. Waste will only be collected from municipal roadways.

3.2.2 Each Commercial Unit must have provision for adequate Waste storage as set out in Section 1.9.1.

3.3 Industrial, Large Commercial and Ineligible Small Commercial Developments

3.3.1 Industrial developments and commercial developments larger than seven (7) units or more in size which do not qualify for Region Waste collection under Section 3.1 "Private Collection for Commercial

Developments" are not eligible for Waste collection by Halton Region. Private Waste collection must be arranged.

3.3.2 Industrial developments and commercial developments larger than seven (7) units or more in size must be designed to accommodate for containerized Waste collection specific to the development's operational collection needs and should include Waste diversion.

3.3.3 Internal storage of Waste is preferred. If internal storage cannot be achieved or is demonstrated to be impractical, external storage may be approved. The Applicant is advised to contact the Zoning Section of the local municipality to ensure that external storage of Waste is permitted. Reference to Section 1.9 "Storage and Internal Handling Requirements" should also be made for additional guidance.

3.3.4 The proposed development should follow the guidelines outlined in Section 1.10 "Private Road Requirements".

3.4 Mixed Residential and Commercial Developments

3.4.1 Commercial developments that include residential dwellings may receive Region Waste collection if the following conditions are met:

3.4.1.1 Residential Waste must be kept separate from commercial Waste and must adhere to Section 1.9 "Storage and Internal Handling Requirements".

3.4.1.2 The Residential Waste collection requirements as outlined in Section 2 "Waste Collection from Residential Developments" are satisfied.

3.4.1.3 The Commercial Waste collection requirements as outlined in Sections 3.2 "Small Commercial Developments" and 3.3 "Industrial, Large Commercial and Ineligible Small Commercial Developments" are satisfied.

3.4.1.4 Only residential and office type Waste will be collected in accordance with the Region's Waste Collection By-law. Industrial and/or manufacturing Waste is prohibited from Region Waste collection.

3.5 Institutional Developments Approved for Region Waste Collection

Halton Region will only provide Waste collection services to the following types of Institutional developments in accordance with the Region's Waste Collection By-law. Waste collection trucks are prohibited from reversing on the following properties due to increased risk to vulnerable persons.

3.5.1 Places of Worship

3.5.1.1 Places of Worship which are located along existing residential curbside Waste collection routes and which front onto a Municipal Road, may be eligible for Region Waste collection in accordance with the Region's Waste Collection By-law.

3.5.1.2 Places of Worship that are eligible for Region Waste Collection should refer to Section 2.1 "Residential Units Fronting a Municipal Road".

3.5.2 Publicly Funded Schools

3.5.2.1 Section 3.5.2 refers to publicly funded school developments only. Privately funded school developments are to refer to the applicable provisions of Section 3.1 through 3.4.

3.5.2.2 Publicly funded schools are eligible for Region Waste Collection and will receive Recyclable Material collection, Organic Waste collection and Front End Garbage collection.

3.5.2.3 Organic Waste Receptacles, Recycling Receptacles and Garbage Receptacles will be used within the school (class rooms, bathrooms, cafeteria, staff rooms, etc.) to collect Waste and should be kept in areas free of obstructions and out of walkway areas.

3.5.2.4 The proposed development should follow the guidelines set out in Section 1.10 "Private Road Requirements".

3.5.2.5 The proposed development should follow the guidelines set out in Sections 2.3.1.1 to 2.3.1.9 for collection requirements.

3.5.2.6 Front End Garbage receptacles may be stored in an outside enclosure as per Section 1.9.5. and must adhere to all local zoning requirements.

3.5.2.7 Recycling Receptacles and Organic Waste Receptacles should be stored internally in accordance with Section 1.9. Recycling Receptacles and Organic Waste Receptacles may be stored externally in a secure enclosure at the School Boards discretion as per Section 1.9.5. and in accordance with local zoning requirements.

3.5.3 Long Term Care Facilities Operated by Halton Region

3.5.3.1 Long Term Care Facilities that are operated by Halton Region should refer to Section 2.3 "Multi-Residential Apartment Buildings".

3.5.3.2 Only residential and office type Waste will be collected in accordance with the Region's Waste Collection By-law.

3.5.3.2.1 Biomedical Waste is prohibited from Region collection and must be collected separately by a licensed collector.

3.5.3.2.2 Grease from kitchen operations must be stored and collected separately by a licensed collector.

3.5.3.3 Reference to additional Regional and local municipal by-laws and regulations should be made for additional restrictions.

3.5.4 Municipal Buildings

3.5.4.1 For small municipal buildings (including Fire Stations, Police and EMS) located along a residential curbside collection route, Section 2.1 "Residential Units Fronting a Municipal Road" applies.

3.5.4.2 For large municipal buildings (i.e. administrative buildings) reference to the provisions of Section 2.3 "Multi-Residential Apartment Buildings" should be made.

Appendices

Appendix 1 Collection Vehicle Dimensions and Minimum Turning Radii Required for Site Plan Approval

For residential curb side collection, site plans must accommodate vehicle types 1, 2, and 4.

For Front End collection, the site plans must accommodate vehicle types 2 and 3.

Site plans will also require a minimum overhead clearance of 9.0 meters.

1. Rear Packer	Length	9.7 m
	Width	2.7 m
	Height	3.7 m
	Turning Radius	13.00 m
2. Recycling	Length	9.65 m
	Width	2.44 m
	Height	3.69 m (bucket up 5.08 m)
	Turning Radius	13.00 m
3. Front End	Length	9.7 m
	Width	2.7 m
	Height	3.8 m
	Turning Radius	11.50 m
4. White Goods	Length	11.7 m
	Width	3.2 m
	Height	3.8 m
	Turning Radius	13.00 m

Appendix 2 Halton Region Front End Containerized Garbage Collection Limits

Number of Units	Total Cubic Yard Required	Number of Containers	Number of Pick-ups per week	Maximum Cubic Yards per week
16 – 30	4 yd. loose	1	1	4 yd. loose
31 – 60	6 yd. loose	1	1	6 yd. loose
61 – 120	6 yd. loose	1	2	12 yd. loose
121 – 200	6 yd. loose	2	2	24 yd. loose
200 +	8 yd. loose	2	2	32 yd. loose
15 – 80	3 yd. compacted	1	1	3 yd. compacted
81 - 200	3 yd. compacted	1	2	6 yd. compacted
200 +	3 yd. compacted	3	1	9 yd. compacted

These volumes will meet the disposal requirements of buildings that have the number of units outlined in this table and where tenants are actively participating in their building's recycling program.

Dimensions for Front End Garbage Receptacles

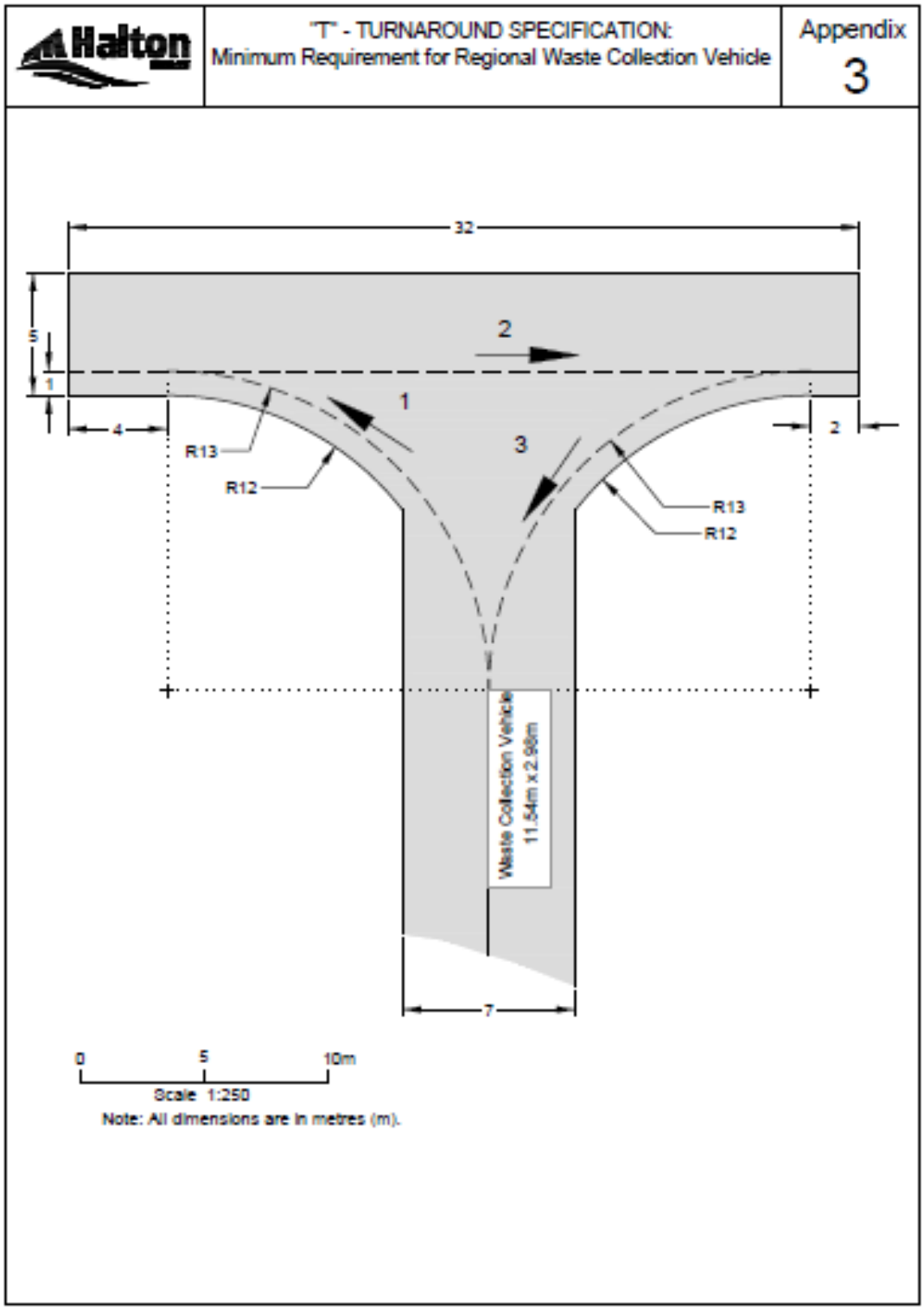
Container Size	Width	Height	Depth
2 Cubic Yard Bin	2.03 m	0.92 m	1.02 m
3 Cubic Yard Bin	2.03 m	1.22 m	1.12 m
4 Cubic Yard Bin	2.03 m	1.22 m	1.37 m
6 Cubic Yard Bin	2.03 m	1.52 m	1.68 m
8 Cubic Yard Bin	2.03 m	2.03 m	1.63 m

Width is a standard measurement.
Height and Depth are subject to change depending on the manufacturer.
Measurements are to be used as a guideline only.

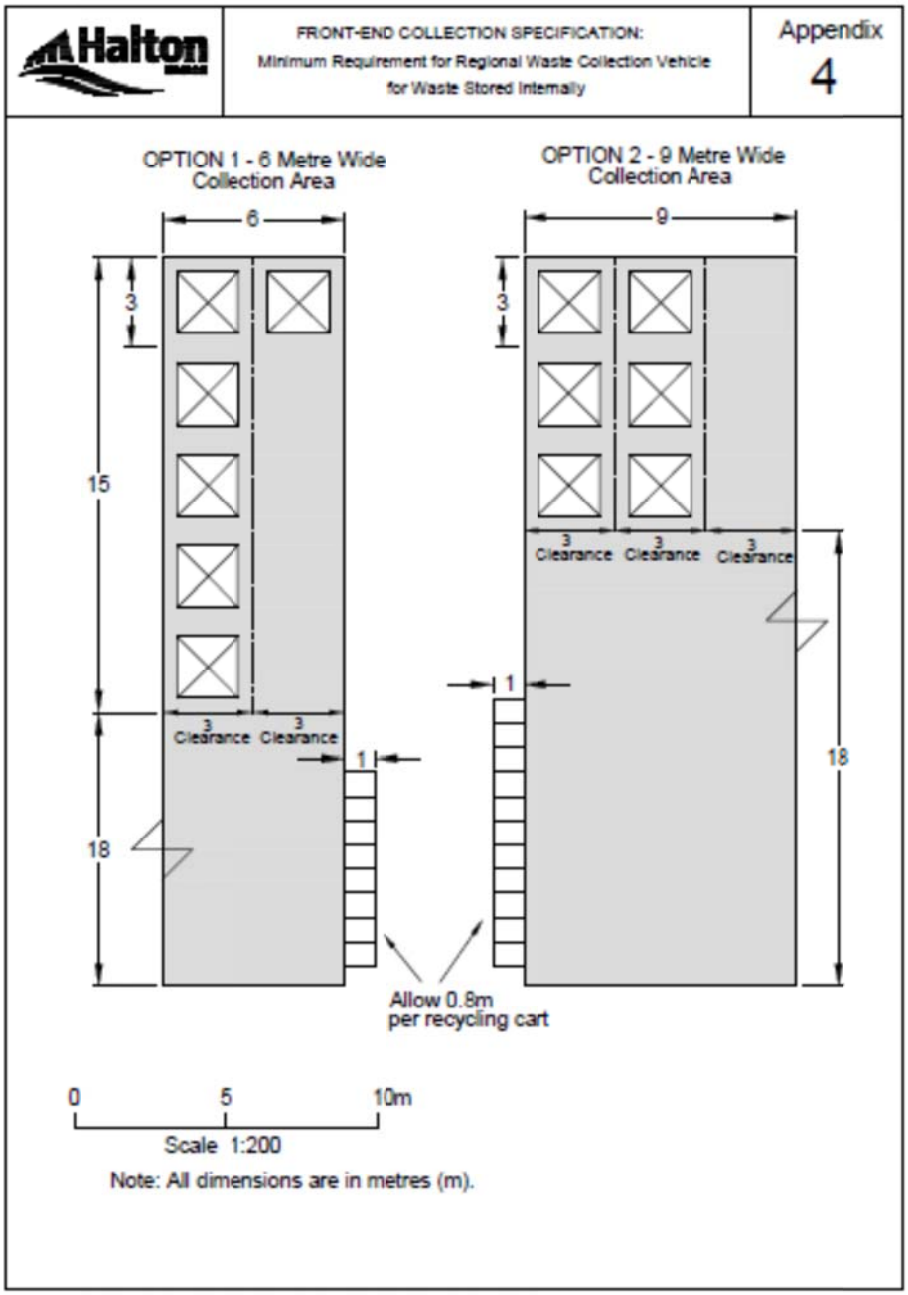
Capacity Allowances and Dimensions for Bulk Waste Roll-off Receptacle

Container Size	Width	Depth
16 Cubic Yard Bin	2.44 m	3.66 m
20 Cubic Yard Bin	2.44 m	5.18 m
40 Cubic Yard Bin	2.44 m	6.71 m

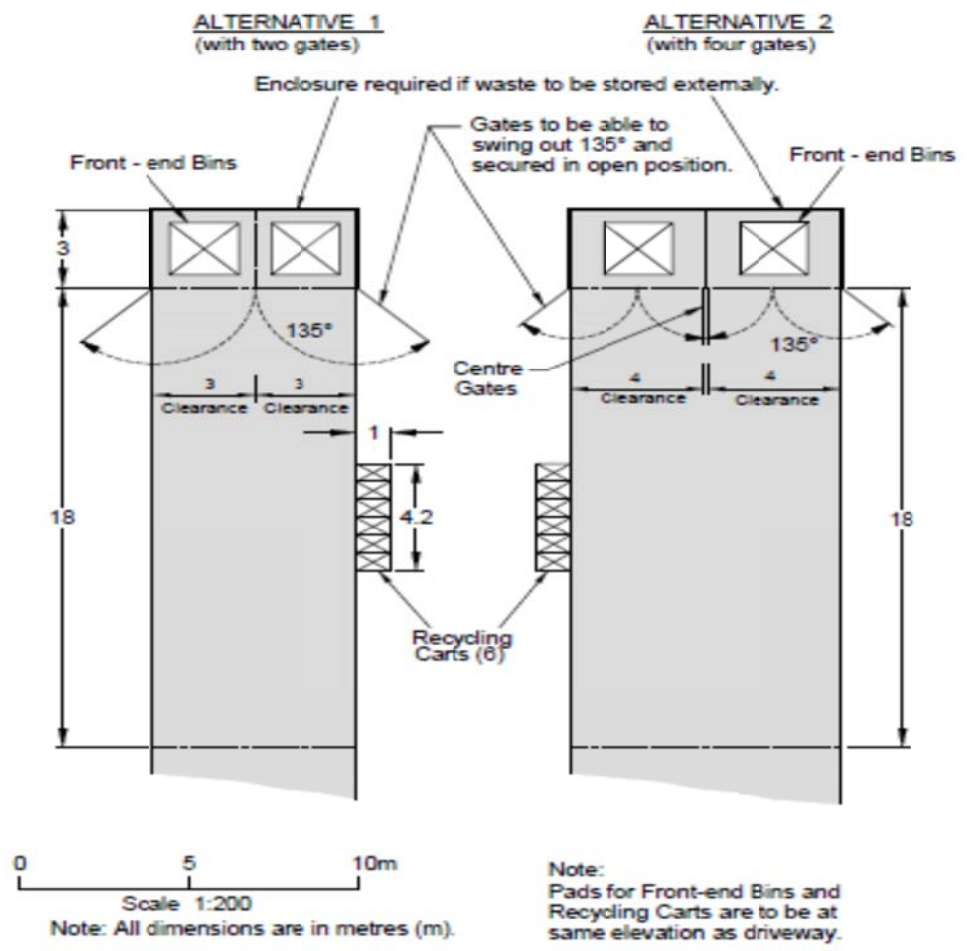
Appendix 3 “T” – Turnaround Specification



Appendix 4 Front-End Collection Specification

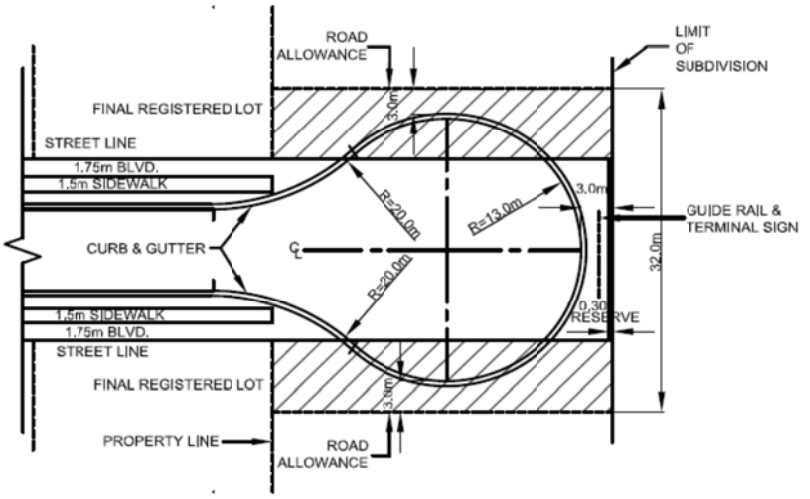


Halton	FRONT-END COLLECTION SPECIFICATION: Minimum Requirement for Regional Waste Collection Vehicle	Appendix 4



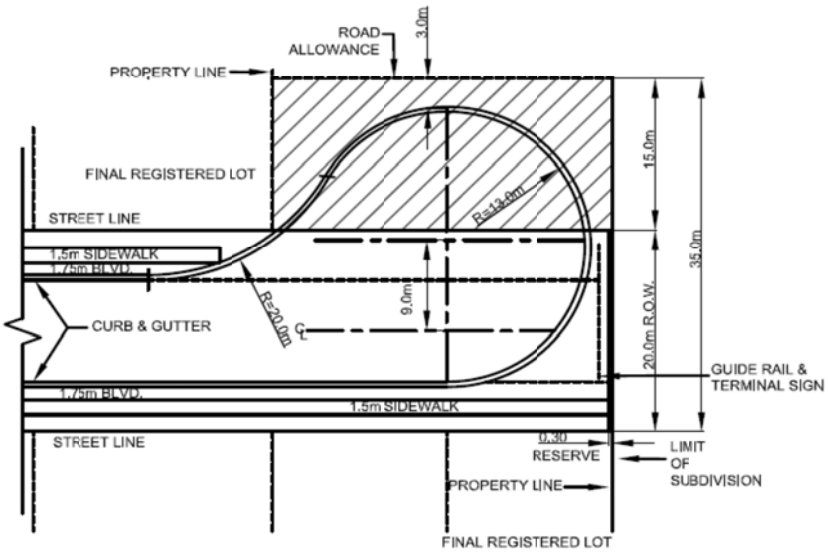
Appendix 5 Temporary Turning Circle

Halton Region	TEMPORARY TURNING CIRCLE (20.0m R.O.W.)	DATE SEPT. 2012



TYPE 1

PAVEMENT DESIGN:
40 HM-3
80 HL-8
150 GRANULAR 'A'
300 GRANULAR 'B' (TYPE A)



TYPE 2

Appendix 6 Application for Waste Collection Services

Please refer to the following page for the Application for Waste Collection Services.

Application for Waste Collection Services

☐ New Submission ☐ Change (Specify): Date: _____/____/___
YYYY/ MM / DD

The undersigned requests the extended "on-site" waste collection service(s) as provided by Halton Region.

Note: Requests will not be processed unless the attached general release form is signed and sealed. All applicants must provide a reduced current site plan.

Applicant:

Name of person completing this form: _____

Position: _____

Phone #: _____

E-mail: _____

☐ I have authority to act on behalf of the property owner

Name of Owner: _____

Address of Owner: _____

_____

Please indicate which service you require:

☐ Front-End Garbage Collection	☐ Curb side Garbage Collection
☐ Semi Automated Recycling Collection	☐ Other (Specify): _____
☐ Semi Automated GreenCart Organics Collection	_____

Collection is requested at:

Name of Property: _____

Address: _____

_____

Contact Person: _____

Phone Number: _____

E-Mail: _____

Details of Location:

Building Type: _____ Site Plan Application Number: _____

Number of Units: _____ Number of Floors: _____

Condominium: ☐ Yes ☐ No

HCC #: _____

Owned and Rental Units: ☐ Yes ☐ No Halton Community Housing Corporation: ☐ Yes ☐ No

Number of Pick-Up Locations: _____

Garbage Containers (for Front-End Garbage Collection Service Only)

Number	Size (cubic yards)	Wheeled/ Stationary	Compacted?
			☐ Yes ☐ No

Enclosures (for Front-End Garbage and/or Automated Service Only)

Location on Property	Size

Garbage Disposal Location: (check the one that applies)

☐ Chute on every floor	☐ Residents bring to ground level / outside
☐ Chute and ground level	☐ Other (specify):

Blue Bin Recycling (360L)/(95Gal.) for Semi Automated Collection

Current Number of Bins on Site:	Number of Bins Requested(1 bin per 7 units):

Recycling Deposit Location: (check the one that applies)

☐ Chute on every floor	☐ Recycling Room
☐ Chute and Recycling Room	☐ Recycling Containers on each floor
☐ Recycling Underground	☐ Recycling Outdoors
☐ Other (specify):	

GreenCart Organics (360 L (95Gal.)) Semi Automated Service Only

Current Number of Bins on Site:	Number of Bins Requested (1 bin to 25 units):

GreenCart Organics Location: (check the one that applies)

☐ Chute on every floor	☐ Chute and GreenCart Room
☐ Residents bring to ground level / outside	☐ Other (specify):
☐ GreenCart container on each floor	☐ GreenCart underground

Important Information

- Collection area to be signed and kept clear of parked vehicles
- Collection area must be fully cleared of snow and ice and salted during winter months
- Do no place bulky items and white goods (both as defined in the Region's Waste Collection By-law) in front of containers
- Regularly clean and sanitize containers
- All waste must be set out at the collection point for pick up before 7:00 a.m. on your scheduled collection day

Personal information on this form is collected pursuant to section 2 of By-Law No. 30-96, A By-Law to Govern the Collection of Waste, and will be used to process your application for private property waste collection services and to administer the Region's Waste Management Services Program. Questions about the collection of your information can be directed to: Manager of Waste Management Planning and Collection, 1151 Bronte Road, Oakville, ON L6M 3L1, 905-825-6000 or toll free, 1-866-442-5866, ext. 8288.

For Office Use Only

Application Inspected By:	Date of Inspection: _____/____/____ YYYY/ MM / DD

Service Start Date: _____ /____/___ YYYY / MM / DD

Zone:

Call- ahead required: ☐ Yes ☐ No

Garbage Collection Days: _____

Recycling Collection Days: _____

GreenCart Collection Days: _____

Comments

Appendix 7 Supplementary Waste Plan

Please refer to the following page for the Supplementary Waste Plan.

Supplementary Waste Plan

☐ New Submission ☐ Change (Specify): Date:_____/____/___
YYYY/ MM / DD

Applicant:

Name of person completing this form: _____

Position: _____

Phone #: _____

E-mail: _____

☐ I have authority to act on behalf of the property owner

Name of Owner: _____

Address of Owner: _____

_____

Details of Location:

Building Type: _____ Site Plan Application Number: _____

Number of Units: _____ Number of Floors: _____

Please provide the following:

1. Proposed route the waste collection truck would travel on site, including where applicable, the route the waste collection truck would travel from the municipal road to the collection point and back to the municipal road.
2. A representative scaled drawing showing the configuration of waste containers, compacting and sorting equipment in the internal waste handling room(s) (i.e. the centralized internal storage/handling room(s) on the ground floor and each floor, if applicable to ensure compliance with Section 1.3.7;
3. A representative scaled drawing showing the flow of waste as it leaves the resident's unit to the waste storage room, and from the waste storage room to the outdoor waste collection loading area, collection point or enclosure. This representation will depict the convenience of waste diversion (Blue Bin recycling and GreenCart organics) over garbage disposal.
4. A representative scaled drawing showing the waste collection loading area(s), including the configuration of the required number of waste containers.
5. Detailed drawings of any external enclosures including a representative scaled drawing showing the configuration of the required number of waste receptacles, if applicable.
6. The number of recycling receptacles and organic material receptacles required as per Section 2.1. "Waste Capacity Requirements";
7. The size and number of front end garbage collection bins required as per Appendix 2;

Personal information on this form is collected pursuant to section 2 of By-Law No. 30-96, A By-Law to Govern the Collection of Waste, and will be used to process your application for private property waste collection services and to administer the Region's Waste Management Services Program. Questions about the collection of your information can be directed to: Manager of Waste Management Planning and Collection, 1151 Bronte Road, Oakville, ON L6M 3L1, 905-825-6000 or toll free, 1-866-442-5866, ext. 8288

For Office Use Only

Application Inspected By:	Date of Inspection: _____/____/_____ YYYY/ MM / DD

Service Start Date: _____ /____/___ YYYY / MM / DD

Zone:

Call- ahead required: ☐ Yes ☐ No

Comments

Appendix 8 Zoning Numbers

CITY OF BURLINGTON
www.burlington.ca
905-335-7642

HALTON HILLS
www.haltonhills.ca
905-873-2601 ext. 2320

TOWN OF MILTON
www.milton.ca
905-878-7252 ext. 2329

TOWN OF OAKVILLE
www.oakville.ca
905-845-6601

Appendix 9 Drive Through Agreement

Please refer to the following page for the Drive Through Agreement.

THE REGIONAL MUNICIPALITY OF HALTON
PUBLIC WORKS
Mail to:
The Regional Municipality of Halton
Director of Waste Management Services
1151 Bronte Road
Oakville, ON L6M 3L1

Drive Through Agreement

Applicant's Name: _____

Owner's Name: _____

Address: _____

_____

City: _____ Postal Code: _____

Telephone: _____ Fax: _____

Property Type: _____

(i.e. Townhouse Complex, Apartment Building, Commercial)

Property Address: _____

_____

Note:

Pursuant to Regional By-law No. 123-12 (A Bylaw to Govern the collection of Waste in the Region of Halton), the undersigned is hereby requesting the Region or its Contractor to provide waste collection services to the above private property.

The undersigned acknowledges that he or she has read, understood and agrees to all the following conditions:

TERMS AND CONDITIONS:

1. The applicant, owner or where applicable, it signing officer.

    (a) shall ensure that the aforementioned private property remains at all times unobstructed, and accessible to waste collection vehicles and their operators; and
    (b) shall ensure that the aforementioned private property is safe for the purpose of waste collection vehicles and their operators.
    (c) Grants the Region or its Contractor full access rights onto the aforementioned private property for the purpose of waste collection.

2. The owner, or where applicable, its signing officer, agree to indemnify and hold harmless the Region against all actions, suites, claims and demands, direct or indirect, which may be brought against or made upon the Region and it's officers, employees and agents and against all loss, costs, charges,

damage or expenses whatsoever which may be incurred by the Region, directly or indirectly as a consequence of any employee of the Region or its Contractor or, any waste collection equipment entering the aforementioned private property.

3. The owner, or where applicable, its signing officer, grants the Region full power to settle any actions, suits, claims and demands described in a paragraph two above on such terms as the Region may consider advisable.

4. The owner, or where applicable, its signing officer, agree to pay to the Region on demand all moneys paid by the Region pursuant to any settlement described in paragraph three above and, also such sums as shall represent the reasonable costs of the Region or it's solicitors in defending or settling any such actions, suits, claims or demands

5. The release and Indemnity described in paragraphs two, three and four above shall apply to and bind the undersigned, their heirs, executors, administrators, successors and assigns.

6. Where this application involves waste collection from a condominium property, the Release and Indemnity described in paragraphs two, three and four above shall apply to and bind condominium corporation.

7. The applicant understands that the Commissioner of Public Works or its agent may terminate the collection of waste from the above private property at any time for whatever reason he or she deems appropriate.

8. The owner, or where applicable, its signing officer, shall ensure that in the event of change in ownership for the above private property, they will inform the new owner of this application and request the new owner to contact the Region of Halton's Waste Management Division as soon as ownership of the above private property is assumed.

Applicant's Signature: _____

Owner's Signature: _____

(if corporation, signing officer/seal)

Date: _____

Approved By: _____

Director, Waste Management Services

Date: _____

Approved By: _____

Commissioner, Public Works

Date: _____