

Waste Management Plan and Source Separation Commitment

Preparing and Submitting a Waste Management Plan and Source Separation Commitment for the City of Guelph - Developers and Redevelopers:

Under the Guelph Waste Management By-law No. (2019)-20392, and successor By-laws, a Waste Management Plan and Source Separation Agreement (WMP) is required as part of the site plan approval process.

The attached sample plan has been developed to provide guidance to those preparing WMPs. It is also available as a Word document to facilitate ease of use, and sample wording is included to help get started. Feel free to use the existing language where it accurately reflects the situation. Checkboxes will help users to organize and conveniently acknowledge each element of the WMP.

The wording can be crafted to fit particular situations.

The attached WMP is organized according to the overarching themes:

- 1. *Understanding the obligation to source separate waste;***
- 2. *Implementing designs, systems and structures to support source separation of waste and equal access to organics and recycling collection and;***
- 3. *Informing property managers and owners of their obligations to source separate waste.***

Persons drafting the plan are encouraged to add whatever detail applies to achieve the intent of the requirement. WMP reviewers will be looking for each element outlined in the template, which is designed to help cover all aspects. Using the template will assist in assessing eligibility for receipt of City Waste Collection Services.

We trust the attached will be helpful, and we thank you for your help in making our community a leader in progressive waste management.

Waste Management Plan and Source Separation Commitment For Developers and Redevelopers

Attention:	Manager, Solid Waste Resources, City of Guelph
-------------------	--

Development Information

Site Plan No.	
Site Location	
Name of Development	
Contact Name:	Should be the name and information of the Person signing this Plan
Contact Phone No.	
Contact Email:	
Date [mm/dd/yyyy]	

Property Information

No. of residential units	
No. of bedrooms per unit (avg.)	
No. of non-residential units	
Housing Type(s):	
<input type="checkbox"/>	Townhouse Row
<input type="checkbox"/>	Townhouse Stacked
<input type="checkbox"/>	Condominium
<input type="checkbox"/>	Apartment
<input type="checkbox"/>	Mixed Development
<input type="checkbox"/>	Institutional
<input type="checkbox"/>	Other (specify)
Mid/High Rise	<input type="checkbox"/>
No. Floors/Stories:	
Total Area, Ground Floor:	

Waste Management Plan and Source Separation Commitment For Developers and Redevelopers

Our Property is committed to the use of sound environmental practices and is committed to diverting Waste from landfill. This Waste Management Plan and Source Separation Commitment is a demonstration of our commitment to helping sustain our natural environment and comply with relevant environmental legislation.

“We understand our obligation to source separate waste”

We acknowledge that

Multi-residential Properties in Ontario are governed by the following legislation, both of which require Multi-residential Properties with six or more Dwelling Units to source separate waste:

- Ontario Regulation 103/94, Industrial, Commercial and Institutional Source Separation Programs, Section 10, Multi-Unit Residential Buildings, and
- Ontario’s Food and Organic Waste Framework Policy Statement, Sections 4.10 through 4.13;

Our property will be eligible to receive waste collection service provided by the City of Guelph, subject to

- submission of a current Waste Management Plan and Source Separation Commitment as required by the City of Guelph Waste Management By-law (2019)-20392
- or its successor;
- the Terms and Conditions of a City Waste Collection Service Agreement outlining City of Guelph service standards and collection requirements; and
- confirmation that site conditions and design are compatible with City of Guelph collection vehicles and systems.

Waste on site must be managed in accordance with the Waste Management By-law (2019) 20392 or its successor(s).

“Our designs, systems and structures will support source separation of waste”

In recognition of our environmental commitment, we will

<input type="checkbox"/>	Develop designs and systems that will maximize the opportunities for all residents to sort all waste generated into Organics, Recyclables, and Garbage
<input type="checkbox"/>	Design for resident/tenant access to systems, facilities and Containers for Organics and Recyclables, and make these equally accessible to, and convenient for, residents in terms of travel distance, location and Container design, as compared to Garbage

Waste Management Plan and Source Separation Commitment For Developers and Redevelopers

Describe the plan and relevant site design characteristics:

For all developments and redevelopments:	
<input type="checkbox"/>	A traffic geometric has been performed and is attached for a standard three-axle waste collection vehicle
<input type="checkbox"/>	An internal roads layout designed to permit continuous collection without reversing, and with no reversing onto public roadways. Where the requirement for continuous forward collection cannot be met, a cul-de-sac or a “T” turnaround is required (Appendix C of Development Guideline document)
<input type="checkbox"/>	In cases where the collection vehicle is required to drive onto or over a supported structure (such as a ventilation grate, transformer cover, or underground parking garage or ramp), a letter certified by a professional engineer stating that the structure will safely support a weight of 35 tonnes

For curbside collection systems:	
<input type="checkbox"/>	1.5m ² of in-unit storage space (garage, storage area) or 70 cm of garage depth will be dedicated to accommodate Recyclables, Organics and Garbage collectively.
<input type="checkbox"/>	Such storage to be located in the areas shown, with dimensions, on an attached drawing

For communal collection systems:	
<input type="checkbox"/>	A footprint of [No. of units x 0.3m ² per week / #collections per week] will be dedicated for storage of Organics, Recyclables and Garbage. Add space for bin movement, placement, and resident use.
<input type="checkbox"/>	Such storage to be located in the areas shown, with dimensions, on an attached drawing
<input type="checkbox"/>	Alternatively, “in-ground” Container types will provide storage capacity. (For the purposes of this Waste Management Plan and Source Separation Commitment template, please indicate how waste volumes are accommodated by in-ground Containers). Note: City service is compatible only with in-ground Containers that accommodate front-end loading

Waste Management Plan and Source Separation Commitment For Developers and Redevelopers

<input type="checkbox"/>	As shown in an attached drawing, the property will maintain Recyclables and Garbage Containers available at the front entrance and parking lot areas
<input type="checkbox"/>	Individual storage rooms on each floor or the ground floor will be provided with equal access for Organics, recycling, and waste, OR
<input type="checkbox"/>	A chute system, designed to provide source separation for Organics, Recycling and Garbage will be installed, comprised of
<input type="checkbox"/>	three individual chutes, <i>OR</i>
<input type="checkbox"/>	a tri-sort chute system, <i>OR</i>
<input type="checkbox"/>	a bi-sort system and second single chute
<input type="checkbox"/>	AND such automated bi-sort or tri-sort systems must include
<input type="checkbox"/>	a mechanical locking system allowing the door to open only when the chute is lined up for the appropriate material selected, and
<input type="checkbox"/>	a mechanical locking system configured to lock out the chute(s) while someone is servicing the chute system or accessing the waste storage room where the chute system is located
<input type="checkbox"/>	Collection Points consisting of a level reinforced concrete pad suitably sized to accommodate all waste Containers to be serviced, finished to a minimum of 200 mm depth of reinforced concrete or a City approved alternative (i.e. heavy-duty uniform pavers)
<input type="checkbox"/>	Loading pad(s) in number and size appropriate for the quantity of waste Containers set out for collection, and not be less than 6.0 metres wide
<input type="checkbox"/>	A minimum unencumbered vertical clearance for the entire loading area of 6.5 metres to accommodate front-end collection vehicles

Provide drawings, separate from site plan drawings, with dimensions indicating set out location, and access for collection and storage locations for each of Organics, Recyclables and Garbage as part of this Waste Management Plan and Source Separation Commitment, clearly showing, where applicable based on curbside or communal collection:	
<input type="checkbox"/>	collection access routes
<input type="checkbox"/>	outdoor storage areas

Waste Management Plan and Source Separation Commitment For Developers and Redevelopers

<input type="checkbox"/>	communal Collection Point(s)
<input type="checkbox"/>	curbside collection area (sample site plan)
<input type="checkbox"/>	size and number of Containers to be used, which may be shown as part of sample curbside set-out or sample collection/storage area layout

“We will make property managers and owners aware of the obligation to source separate, to circulate the Waste Management Plan and Source Separation Commitment to residents, and to educate residents to properly use the systems in place to source separate”

In recognition of our environmental commitment, and to inform property managers about the Waste Management Plan and Source Separation Commitment, we will:

Present this Waste Management Plan and Source Separation Commitment to the property managers and owners, and help them to understand their obligations, which include at a minimum:	
<input type="checkbox"/>	Providing to all new residents a copy of the Waste Management Plan and Source Separation Commitment, including sorting details, drawings and program information, prior to entering into purchase or rental agreements. A copy of the Waste Management Plan and Source Separation Commitment will also be provided to existing tenants and owners upon creation or revision
<input type="checkbox"/>	Placing signage for sorting requirements, and lists of items for Organics, Recyclables, and Garbage, in all waste storage or chute areas and on or above all Containers
<input type="checkbox"/>	Asking residents to acknowledge receipt of the plan and commit to source separating their Waste

Remind property managers or owners that all agreements for Private Waste Collection Service shall include wording to ensure that:

Waste Management Plan and Source Separation Commitment For Developers and Redevelopers

<input type="checkbox"/>	All source separated Organic material is delivered to an approved Ministry of the Environment Organics waste processing facility with the intent of recovering the material and converting it into compost or other beneficial use
<input type="checkbox"/>	All source separated Recyclable material shall be delivered to an approved Ministry of the Environment material recovery facility with the intent of recovering the Recyclable material for beneficial use
<input type="checkbox"/>	All Garbage is delivered to an approved Ministry of the Environment, Conservation and Parks waste management site
<input type="checkbox"/>	In the event that the service provider offers Organics and/or Recyclables recovery through mixed waste or other processing option, all mixed waste is delivered to an approved Ministry of the Environment facility with the intent of recovering the Organics and/or Recyclable material for beneficial use

Print Name:	Signature:
Title:	Company: