

**SCHEDULE M: Waste Management Plan and Source Separation Commitment
for Small Mixed-Use Buildings and Institutional Properties
to City of Guelph By-law Number (2019)-20392**

When a request for City of Guelph Waste Collection Services is made by a Small Mixed-Use Building or an Institutional Property, submission of a Waste Management Plan (WMP) or updated WMP and a Source Separation Commitment are required.

The attached sample has been developed to provide guidance to those preparing WMPs. 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 WMP and Source Separation Commitment are required from the following properties requesting City Waste Collection Services:

- A Small Mixed-Use Building
- An Institutional Property

The following properties are not required to complete this WMP and source separation commitment:

- A Home Occupation, as per the Zoning By-law

For a Multi-residential Property which contains six or more Dwelling Units, please see applicable schedules for a Multi-residential Property.

The attached WMP is organized according to these main themes:

- 1. Understanding the obligation to source separate waste;**
- 2. Implementing systems and features to support source separation and equal access to Organics and Recyclables collection; and**
- 3. Helping residents, tenants, Occupants and owners to properly use the systems to source separate.**

Persons drafting the WMP 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.

Attention:	Manager, Solid Waste Resources, City of Guelph
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Property Information

Site Plan No. (if available)			
Site address			
Name(s) of business or institutional unit(s) at this address			
Date [mm/dd/yyyy]			
Property Management Company (if applicable):			
Contact Name		Site Contact Name	
Contact Phone No.		Site Contact Phone No.	
Contact Email		Site Contact Email	
No. of residential units			
No. of institutional units and/or no. of business units			
Business Type(s):			
<input type="checkbox"/>	Retail		
<input type="checkbox"/>	Office		
<input type="checkbox"/>	Service		
<input type="checkbox"/>	Community		

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<input type="checkbox"/>	Other (please specify):
<input type="checkbox"/>	Institutional (please specify):
Do you currently receive City waste Cart collection?	No <input type="checkbox"/> Yes <input type="checkbox"/>
Please list the serial numbers of all City waste Carts you currently have on your property. See Schedule L in Waste Management By-law No. (2019)-20392, or its successor, for City waste collection service levels and eligibility criteria for a Small Mixed-Use Building and an Institutional Property.	
Serial no. of the Carts: e.g., 814G XXXXXXXX	
Small Mixed-Use Building: A residential Dwelling Unit may receive one set of Carts (240L grey, 360L blue and 80L green). A non-residential unit will not receive a set of Carts, but they may top up the Carts provided to the residential Dwelling Unit(s) with their waste.	
Are you requesting one set of Carts for each residential Dwelling Unit?	No <input type="checkbox"/> Yes <input type="checkbox"/> If no, how many carts are you requesting for organics: _____, recycling: _____, garbage: _____
Institutional Property: An Institutional Property (e.g., place of worship) on a residential route may receive one set of Carts (240L grey, 360L blue and 80L green).	
If you don't have Carts, are you requesting one set of Carts?	No <input type="checkbox"/> Yes <input type="checkbox"/>

Our Property is committed to the use of sound environmental practices and is committed to diverting waste from landfill. This Waste Management Plan 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:

The IC&I sector is regulated at the Provincial level under *Ontario Regulations 102/94, 103/94 and 104/94* which require large IC&I Properties to develop waste reduction work plans and separate certain wastes for reuse or recycling;

In 2016, the Government of Ontario released its Strategy for a Waste-Free Ontario which includes amendment of the provincial regulations for IC&I Properties to increase resource recovery and greater diversion in the IC&I sectors;

In 2021, the Government of Ontario released the Blue Box Regulation under the *Resource Recovery and Circular Economy Act, 2016*, which excludes businesses and institutions as eligible sources for recycling collection. Beginning in 2025, blue box collection service may no longer be provided by the City to a Small Mixed-Use Building or Institutional Property; and

Municipalities are not legislatively bound to provide services to IC&I Properties and Private Waste Collection Providers can be contracted for collection services.

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

Meeting IC&I collection eligibility criteria as set out in Schedule L of the Waste Management By-law (2019)-20392 or its successor;

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).

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

In recognition of our environmental commitment, we will

<input type="checkbox"/>	Implement systems and features that will maximize the opportunities for all Waste Generators to sort all waste generated into Organics, Recyclables, and Garbage
<input type="checkbox"/>	Implement systems, facilities and containers for Organics and Recyclables, and make these equally accessible to, and convenient for Waste Generators in terms of travel distance, location and container design, as compared to Garbage
<input type="checkbox"/>	Make any contractor or personnel responsible for the collection and disposal of Organics, Recyclables and Garbage in the City provided waste Carts aware of the obligations to source separate Organics, Recyclables and Garbage

Describe the plan and relevant site characteristics:

To facilitate user convenience, accessibility, and functionality for the purposes of source separation and related collection service requirements, the following drawings indicate dimensions for set out locations, 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:	
For curbside collection systems:	
<input type="checkbox"/>	Has provided 1.5m² of in-unit or outdoor storage space for Organics, Recyclables and Garbage collectively
<input type="checkbox"/>	Set out frontage of 2.5 metres wide by 1-metre deep and an additional 1 metre of unobstructed space behind the Carts
<input type="checkbox"/>	Set out curbside and storage on the property noted above is located in the areas shown, with dimensions, on an attached drawing to the Waste Management Plan
For communal collection systems:	
<input type="checkbox"/>	Has provided [<i>No. of units</i> x 0.3m²] of footprint area for storage of Organics, Recyclables and Garbage
<input type="checkbox"/>	Set out frontage of 2.5 metres wide by 1-metre deep and an additional 1 metre of unobstructed space behind the waste Carts
<input type="checkbox"/>	Set out and storage on the property to be located in the areas shown, with dimensions, on an attached drawing to the Waste Management Plan

“We will help all Waste Generators to properly use the systems in place to source separate”

In recognition of our environmental commitment to encourage all Waste Generators to do their part, and to inform all Waste Generators about the Waste Management Plan, we will:

Present this Waste Management Plan to all Waste Generators (residents, tenants, Occupants and owners) and help them to understand their obligations by:	
<input type="checkbox"/>	Providing sorting details, drawings and program information. A copy of the Waste Management Plan will also be provided to all Waste Generators 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 Waste Generators to acknowledge receipt of the plan and to source separate their waste

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Print Name:	Signature:
Title:	Company: