

SCHEDULE F – Waste Collection Guidelines for Multi-residential Developments in the City of Guelph – of By-law Number (2019) – 20392

Waste Collection Guidelines for Multi-residential Developments in the City of Guelph

Revision date: January 17, 2025

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1 Introduction

1.1 Purpose

The purpose of this document is to assist both developers and redevelopers (collectively referred to as developers in this Guideline document) to meet their needs with respect to progressive waste management. **This is an opportunity to design and build buildings that meet the growing environmental expectations of owners, tenants, and building managers, and to promote these features to environmentally conscious prospective buyers and renters. In addition, the aim is to:**

1. Help developers and building managers understand and meet provincial requirements for source separation of waste;
2. Assist developers to meet their obligation to submit a Waste Management Plan and Source Separation Agreement in accordance with the City of Guelph Waste Management By-law Number (2019) – 20392 or its successor(s); and
3. Facilitate the delivery of City Waste Collection Services, as an added benefit to managers, owners and residents, by providing guidance at the development stage.

When followed, these Guidelines are intended to promote on-site features and amenities that, should application be made for City Waste Collection Services, require the standard level of service provided by the City. Failure to properly design or implement critical aspects such as adequate storage space for waste may result in the need for collection frequency exceeding the City's standard level of service, resulting in redesign or service costs to participating buildings.

These Guidelines should be read in conjunction with the Waste Management Plan and Source Separation Agreement and Waste Collection Service Agreement so that City requirements are fully understood. The Waste Management Plan and Source Separation Agreement and Waste Collection Service Agreement is available by contacting the City at waste@guelph.ca.

1.2 Regulation

The obligation to source separate waste at Multi-residential Properties in Ontario is governed by the following legislation, which requires 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.

Additionally, Ontario Regulation 391/21 Blue Box makes Multi-residential Properties (defined under "facility" in the Regulation) eligible for collection of Recyclables provided through the provincial producer responsibility system. As such, City Waste Collection Services are limited to Garbage and Organics. This guideline will still reference all three streams, but developers should work with the authorities responsible for Recyclables about their specific requirements.

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1.3 Application of the Guidelines

Regardless of whether services are provided by private collectors, including those used in the provincial producer responsibility system for Recyclables, or the City, these Guidelines apply and will be the standard against which Waste Management Plan and Source Separation Commitments are reviewed.

Additionally, the City reserves the right to enact additional requirements during a detailed review of specific projects, and amendments to this Guideline.

These Guidelines are to be used in conjunction with, not in place of, the Ontario Building Code, the Site Plan Approval process and other applicable legislation and planning requirements (further information on the Ontario Building Code and the Site Plan Approval process can be obtained from the City's Planning, Urban Design and Building Services).

The City of Guelph may consult the Manager of Solid Waste Resources with respect to Waste Management Plan and Source Separation Commitments and development matters including applications for development, re-development, rezoning, site plan approval, building permits or Committee of Adjustment approval.

Multi-residential developments containing 2 - 5 Dwelling Units on one property are not required to submit a Waste Management Plan and Source Separation Commitment, unless requested to do so by the Manager, however are still subject to the City By-law in that source separation is required to receive City Waste Collection Service. Also, all developments in the City of Guelph for which City Waste Collection will be provided require, as a minimum, a storage footprint of 1.5 square metres per Dwelling Unit and a set out frontage of 2.5m x 1m depth per Dwelling Unit to accommodate the three stream Cart system.

This is a guideline only. Final approval of a Waste Management Plan is at the discretion of the Manager to encourage effective and sustainable design and may include other requirements. Design of an effective waste management system on the property lies with the Property Owner.

2 Definitions

Terms denoted by a capitalized first letter and included in this Guideline are defined in the City of Guelph Waste Management By-law Number (2019) – 20392 or its successor(s).

3 Guidelines for Developers

Dimensions used in this document, and in the attached Waste Management Plan and Source Separation Commitment, are derived from volume conversions based on the City of Guelph Cart-based collection system.

3.1 Storage and Collection Point Guidelines

1. For Individual Unit Collection for Organics/Recyclables/Garbage, provide for each Dwelling Unit:
 - a. Internal ventilated space (external to the living area) or an outside area of sufficient size to store the Carts between collection dates. If utilizing the garage or driveway, this storage area is in addition to minimum parking

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space requirements. A minimum storage footprint of 1.5 square metres is recommended per Dwelling Unit;

- b. A minimum set out frontage, for collection purposes, of 2 metres wide by 1-metre-deep, and an additional 1 metre of unobstructed space behind the Carts (Appendix D).

2. For **Communal Collection for Organics/Recyclables/Garbage** provide:

- a. Internal and/ or external storage space for a minimum of one week's generation of Waste prior to transporting to and at the communal storage/ collection area and Collection Point;
- b. External Collection Points should be of sufficient size to contain all required Containers, and to allow room for manoeuvring and potential future expansion.
- c. Based on weekly collection of Organics, Recycling and Garbage, the overall space allocated to on-site storage or Collection Points based on typical bin dimensions is 0.3m² per Dwelling Unit;
- d. Collection Points must consist 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;
- e. The length and width of the loading pad is determined by required quantity of waste Containers set out for collection. The width of the loading pad shall not be less than 6 metres wide;
- f. The location and screening requirements are as per the City's Zoning By-law;
- g. Designed systems, spaces and amenities for source separation for Organics, Recycling, Garbage and Large Items appropriate for the building type and size, including:
 - i. Individual storage rooms on each floor or ground floor with equal access to Organics, Recycling, and Garbage; or
 - ii. A chute system comprised of
 - (1) three individual chutes, or
 - (2) a tri-sort chute system, or
 - (3) a bi-sort system and second single chute, where an automated bi-sort or tri-sort system must include
 - A. a mechanical locking system allowing the door to open only when the chute is lined up for the appropriate material selected, and
 - B. 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;
- h. For the safety of users of the facility and the public, the building is required to be designed in a manner that prohibits/secures access to any waste storage room(s) equipped with a compactor(s); and
- i. Indicate Collection Points, storage locations and collection pads for Containers on the Site Plan with dimensions.

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Several “in-ground” Container types provide storage capacity with a relatively compact footprint, and may be suitable for certain applications. No specific dimensions are listed in this document or the Waste Management Plan and Source Separation Commitment template, however designers can apply the waste volumes noted to the available capacity of the product type and size being considered.

Note: City service is only compatible with in-ground Containers that accommodate front-end loading.

3.2 Access for Waste Collection

The following conditions apply:

1. The lane/roadway or driveway width must be a minimum of 6 metres;
2. Turning radii must have a centreline radius of 12m;
3. 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;
4. The minimum unencumbered vertical clearance for the entire loading area, which is the length of a collection vehicle, shall be 8 metres to accommodate front-end collection vehicles;
5. Overhead clearance throughout the property must be a minimum of 6 metres;
6. The internal roads layout should be designed to permit continuous collection without reversing. Where the requirement for continuous collection cannot be met, a cul-de-sac, “T” turnaround or three-point turn allowance in accordance with the specifications shown in Appendix D is required;
7. No reversing onto public roadways;
8. The grade at Collection Points, and at locations where collection vehicles turn, should not exceed +/- 2% in any direction, and where the loading area is not flat, a mechanism to prevent the Containers from rolling off the loading pad is required;
9. A maximum grade anywhere on the collection access route of 8%; and
10. “No parking” signage should be installed for all internal access routes, and all cul-de-sacs to ensure that the collection vehicle can navigate the cul-de-sac in a forward direction.

Roadway and Turning Radii dimensions are based on proper waste placement practices in which waste is not placed on roadways or walkways and sidewalks.

Roadways and walkways would require widening if proper waste placement is not being observed.

4 Other Developments

Other developments will be reviewed on a case-by-case basis by Solid Waste Resources and will receive City Waste Collection Services by Agreement only.

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5 Communication

Developers are required to communicate the details of the approved Waste Management Plan and Source Separation Commitment to all existing and future Property Owners prior to purchase.

6 Application for City Waste Collection Service

The City of Guelph offers City Waste Collection Services to Multi-residential Properties. Templates and documents required to apply for service are available by contacting the City and will help Property Owners and managers work through the process.

In order to qualify for City Waste Collection Service, new developments and redevelopments need to meet the conditions of the City's Waste Management By-law, and the City Waste Collection Service Agreement and the Waste Management Plan and Source Separation Commitment provided by the City.

Private Waste Collection Service is an option for Multi-Residential Properties not meeting the City's requirements for individual curbside collection or communal collection. Private Waste Collection Service must meet the requirements of the City's Waste Management By-law. All Waste Management Plan and Source Separation Commitments indicating Private Waste Collection must clearly indicate that the Property is responsible for all costs related to the Private Waste Collection Service. The contents and details of the Waste Management Plan and Source Separation Agreement must be provided to existing and future Property Owners prior to purchase.

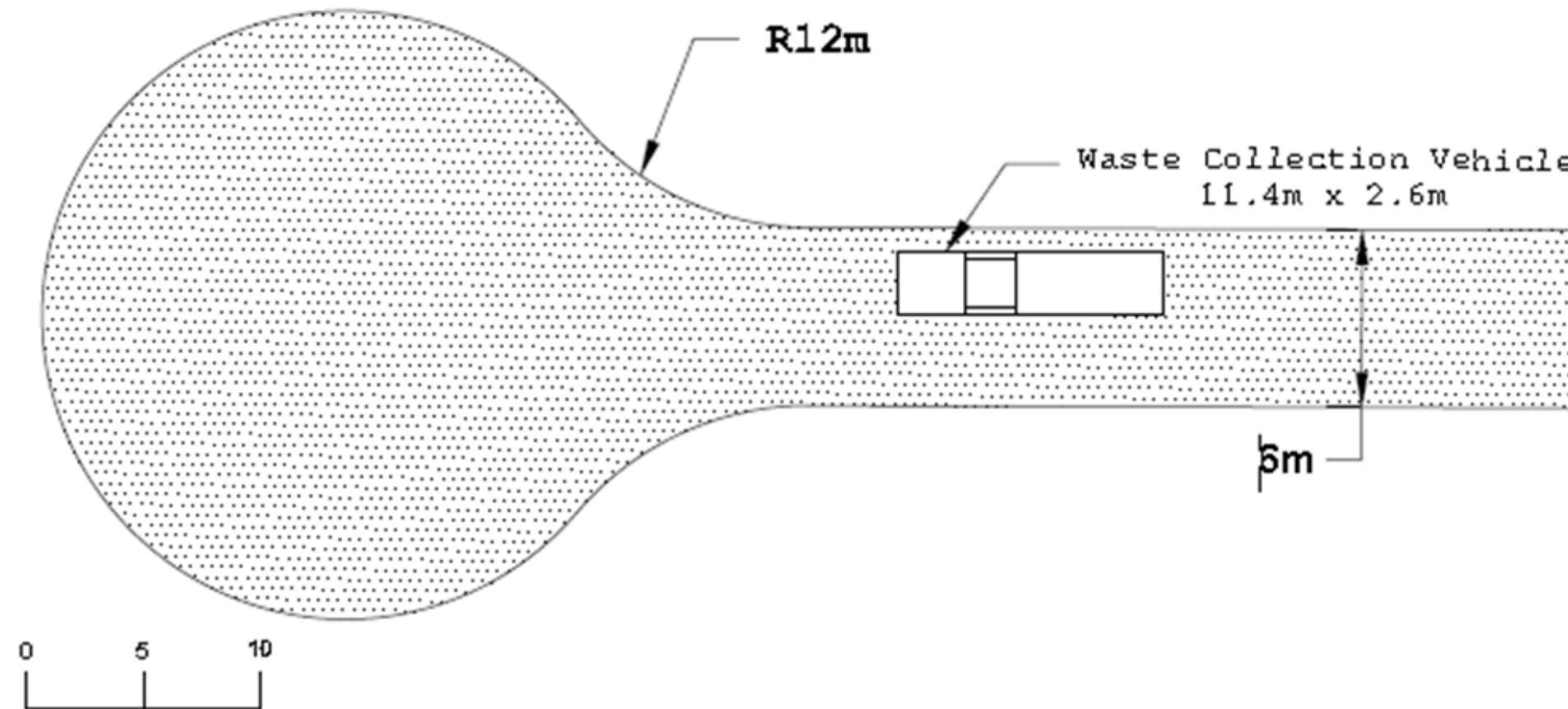
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Appendix A to C: Intentionally Deleted

Appendix D – Turnaround and set out dimensions

"CUL-DE-SAC" SPECIFICATION:

Minimum Requirement for
City Waste Collection Vehicle



NOTES:

ALL DIMENSIONS ARE IN METERS



PROJECT
NUMBER



AREA SECTION



TITLE

CUL-DE-SAC SPECIFICATION

DRAWN BY

DATE
NOV 30, 2013

SCALE
NTS

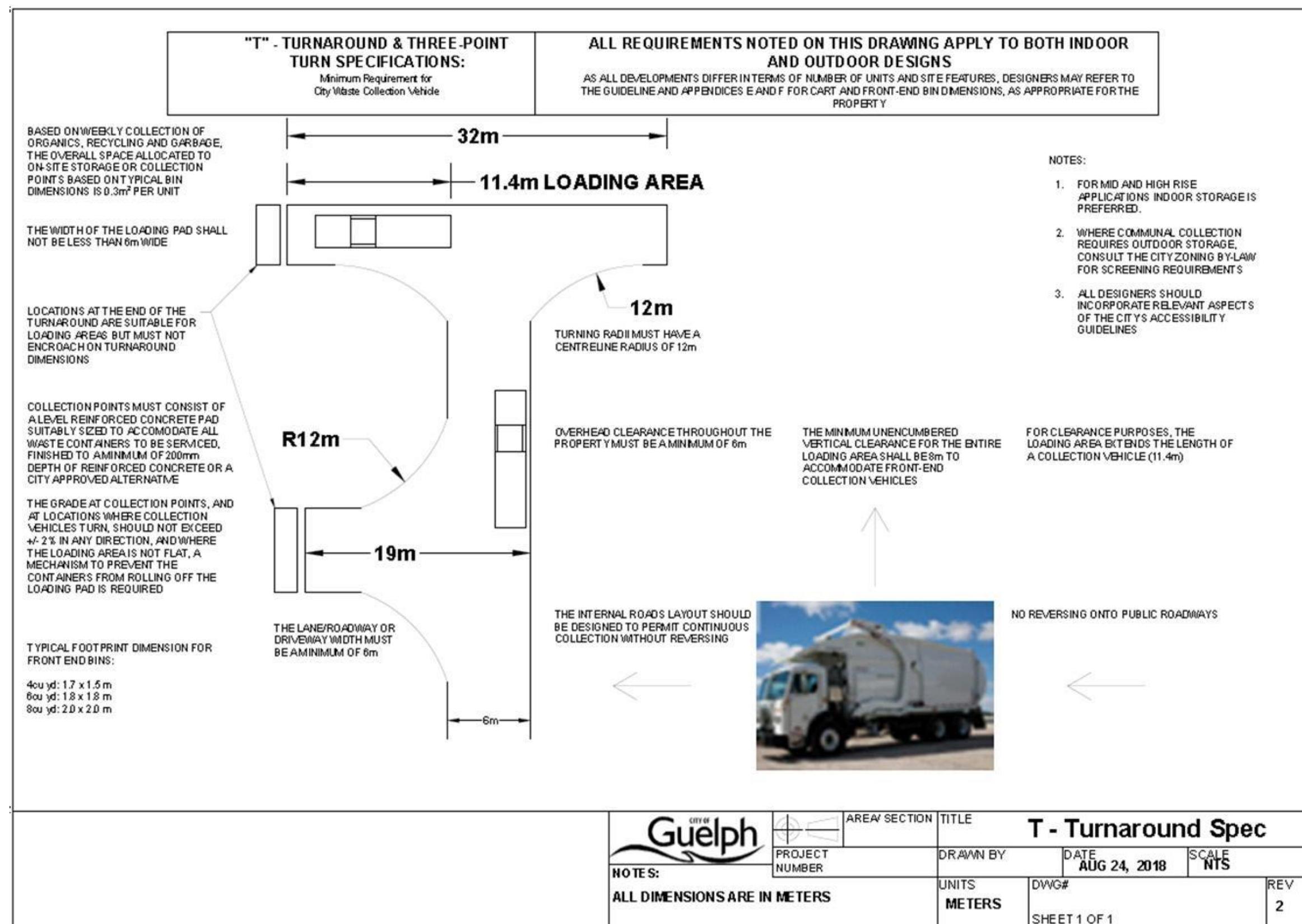
UNITS
METERS

DOC#

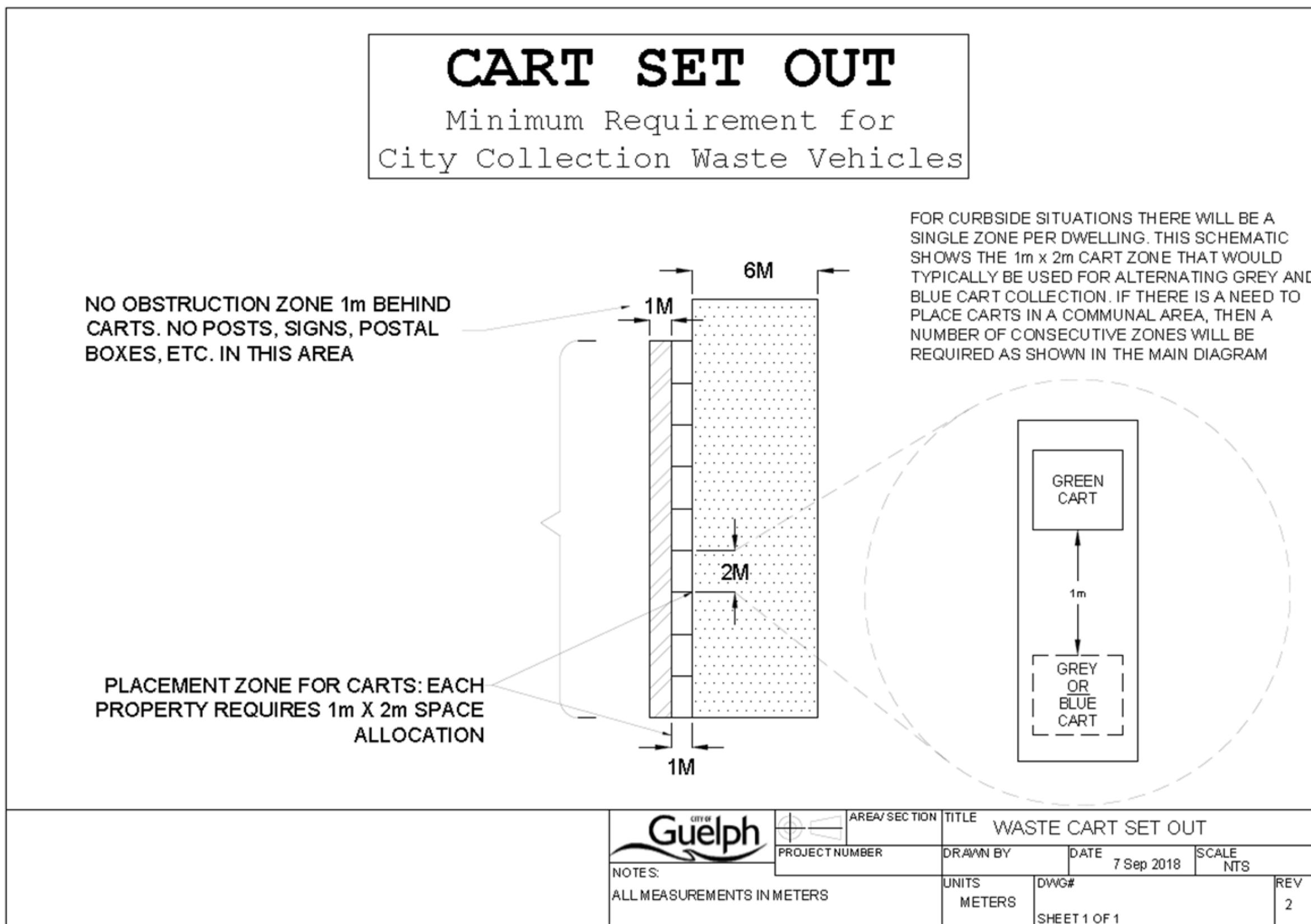
REV
3

SHEET 1 OF 1

Appendix D – Turnaround and set-out dimensions



Appendix D – Turnaround and set-out dimensions

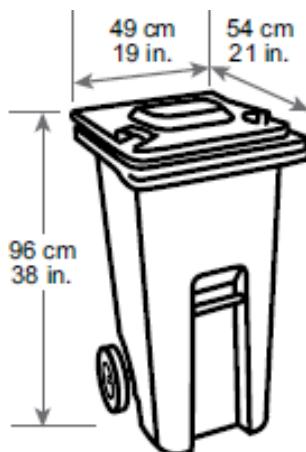


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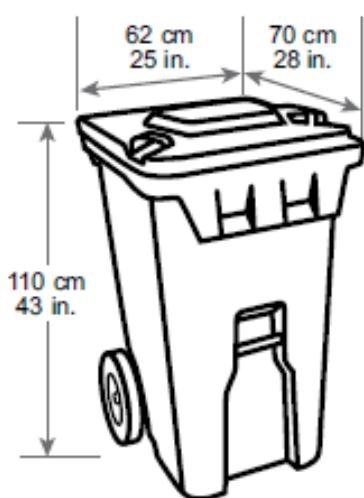
Appendix E – Cart Dimensions



Small
Holds 80 litres/21 gallons
(equivalent to
approximately one bag*)



Medium
Holds 120 litres/32 gallons
(equivalent to
approximately two bags*)



Large
Holds 240 litres/64 gallons
(equivalent to
approximately four bags*)



Extra large
Holds 360 litres/95 gallons
(equivalent to
approximately six bags*)

* A standard 30 in. x 38 in. (76 cm x 96 cm) bag

Note: all dimensions are approximate

Appendix F – Typical Front-end Bin Dimensions

An on-line investigation of commercial 4, 6 and 8 cubic yard Front-end Bin footprints was conducted, and then area measurements converted to cubic metres to determine an average based on 6 samples for each size.

Front-end Bin dimensions vary depending on bin height, lid type and loading characteristics (slanted top or sides, specialized uses, lid configurations), and commercial information was reviewed to eliminate extreme or exaggerated dimensions associated with non-typical designs.

Based on the sample set below, the average footprint for a 4 cubic yard bin is 2.58 square metres, for a 6 cubic yard bin the average is 3.23 square metres, and for an 8 cubic yard bin the average is 3.96 square metres. Tables F1 to F3 summarize the bin dimensions sampled.

Table F1 - 4 cubic yard Front-End Bin footprint

Sample	Length (feet)	Width (feet)	Area (square feet)	Area (square metres)
1	72	54	26.98	2.51
2	66	72	32.98	3.06
3	60	48	19.99	1.86
4	72	51	25.48	2.37
5	75	66	34.35	3.19
6	54	72	26.98	2.51
Average				2.58

Appendix F – Typical Front-end Bin Dimensions

Table F2 - 6 cubic yard Front-End Bin footprint

Sample	Length (feet)	Width (feet)	Area (square feet)	Area (square metres)
1	72	72	35.98	3.34
2	72	71	35.48	3.3
3	66	72	32.98	3.06
4	72	72	35.98	3.34
5	71	66	32.52	3.02
6	72	72	35.98	3.34
Average				3.23

Table F3 - 8 cubic yard Front-End Bin footprint

Sample	Length (feet)	Width (feet)	Area (Square feet)	Area (Square metres)
1	80	90	49.97	4.64
2	72	72	35.98	3.34
3	72	72	35.98	3.34
4	84	84	48.97	4.55
5	71	80	39.42	3.66
6	83	79	45.51	4.23
Average				3.96

The following conversion factors were used:

1 square inch = 0.007 square feet

1 square foot = 0.093 square metres

The City of Guelph tracks collection volumes based on Cart usage and is able to convert litres per household (the Cart measurement) into cubic yards for the

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Appendix F – Typical Front-end Bin Dimensions

purposes of determining the requirement for communal collection and Front-end Bins. The average footprints noted above have been used to develop this sampling of space requirements for buildings of various sizes:

Appendix F – Typical Front-end Bin Dimensions**Table F4 – Sampling of Storage Requirements for Weekly Communal Collection**

Number of Residential Units	Estimated weekly volume garbage (Grey) (cubic yards)	Estimated weekly volume recycling (Blue) (cubic yards)	Estimated weekly volume organics (Green) (cubic yards)	Required number of 4 cubic yard containers	Required number of 6 cubic yard containers	Required number of 8 cubic yard containers	Footprint required for 4 cubic yard bins (square metres)	Footprint required for 6 cubic yard bins (square metres)	Footprint required for 8 cubic yard bins (square metres)	Total footprint required (square metres)	Footprint required per unit (square metres)
25	3.9	5.9	2.6	1 grey 1 green	1 blue		5.16	3.23	0	8.4	0.34
50	7.8	11.7	5.2	1 blue	1 green	1 grey 1 blue	2.58	3.23	7.92	13.74	0.27
75	11.7	17.6	7.8	1 grey	3 blue	1 grey 1 green	2.58	9.7	7.92	20.21	0.27
100	15.6	23.4	10.4	1 green		2 grey 3 blue 1 green	2.58	0	23.77	26.35	0.26
125	19.5	29.3	13	1 grey	1 blue 1 green	2 grey 3 blue 1 green	2.58	6.47	23.77	32.82	0.26
150	23.4	35.1	15.6	1 blue		3 grey 4 blue 2 green	2.58	0	35.65	38.23	0.25
175	27.3	41	18.2	1 grey 1 blue 1 green		3 grey 5 blue 2 green	7.75	0	39.61	47.36	0.27
200	31.2	46.8	20.8	1 green	1 blue	4 grey 5 blue 2 green	2.58	3.23	43.57	49.39	0.25