

Waste Management Plan and Source Separation Commitment

Preparing and Submitting a Waste Management Plan and Source Separation Commitment for the City of Guelph – Existing Properties

When a request for City of Guelph Waste Collection Services is made by a multi-residential property, submission of a Waste Management Plan (WMP) or updated WMP is required.

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 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 and tenants to properly use the systems to source separate.**

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.

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

Site Plan No.	If not available, indicate "N/A"		
Site Location			
Name of Development			
Date [mm/dd/yyyy]			
Property Management Company:			
Contact Name		Site Contact Name	
Contact Phone No.		Site Contact Phone No	
Contact Email		Site Contact Email	
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:	

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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:

Multi-residential properties in Ontario are governed by the following legislation, both of which require multi-residential units with six or more 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 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 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 residents 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, residents in terms of travel distance, location and container design, as compared to garbage

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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 Property:	
For All Properties:	
<input type="checkbox"/>	In cases where the collection vehicle is required to drive onto or over a supported structure (such as an ventilation grate, transformer cover, or underground parking garage or ramp), has provided a letter certified by a professional engineer stating that the structure will safely support a weight of 35 tonnes
<input type="checkbox"/>	Has an internal roads layout that permits 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 available;
For curbside collection systems:	
<input type="checkbox"/>	Has provided 1.5m² of in-unit storage space for organics, recyclables and garbage collectively
<input type="checkbox"/>	Storage noted above is located in the areas shown, with dimensions, on an attached drawing
For communal collection systems	
<input type="checkbox"/>	Has provided [<i>No. of units x 0.3m² wk/ #collections per wk</i>] of footprint area for storage of organics, recyclables and garbage
<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 are used for storage capacity. (For the purposes of this Waste Management Plan template, please indicate how waste volumes are accommodated by in-ground containers). Note: City service is compatible only with in-ground units that accommodate front-end loading
<input type="checkbox"/>	For medium to large properties, garbage and recyclables containers are available at the front entrance and parking lot areas as shown in attached drawing(s) attached
<input type="checkbox"/>	Includes the following features that facilitate and promote source separation into Organics, Recyclables and Garbage, and provides users with equal access for Organics, Recyclables, and Garbage. [<i>Information provided in this section includes detail about the features and systems put in place to convey waste and make Organics and Recyclables recovery as accessible and convenient as Garbage disposal. These are typically highly specific to the property, and examples include: existing chute systems and bi-sort or tri-sort chutes, internal or external storage areas, collection areas, signage and even site activities to promote source separation.</i>]
<input type="checkbox"/>	Provides 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)

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<input type="checkbox"/>	Provides loading pad(s) in number and size appropriate for the quantity of waste containers set out for collection, and not be less than 6 metres wide
<input type="checkbox"/>	Has a minimum unencumbered vertical clearance for the entire loading area of 6.5 metres to accommodate front-end collection vehicles.
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 Commitment , clearly showing, where applicable	
<input type="checkbox"/>	Collection access routes
<input type="checkbox"/>	Outdoor storage areas
<input type="checkbox"/>	Communal collection point(s)
<input type="checkbox"/>	Curbside collection area (sample unit 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 help our residents and tenants to properly use the systems in place to source separate”

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

Present this Waste Management Plan to all new and existing tenants, residents 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 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 to source separate their waste

Print Name:	Signature:
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