TO: Owners and property managers receiving Region of Waterloo curbside waste collection
RE: Reminder of the waste curbside collection services

We want to remind property managers and owners of the Region of Waterloo’s curbside waste collection services. The curbside waste services apply to single-family residences and small apartment buildings (3 - 6 units). We do not collect from sites with more than six units.

Residential waste curbside collection services and limits are listed below. It is important to note that the waste limits apply at all times, including tenant move in/move out periods.

<table>
<thead>
<tr>
<th>Curbside collection services</th>
<th>Limits per collection</th>
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<tbody>
<tr>
<td></td>
<td>Single family homes</td>
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<tr>
<td>Garbage</td>
<td>Every second week</td>
</tr>
<tr>
<td>Blue box recycling</td>
<td>Weekly</td>
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<tr>
<td>Green bin food waste</td>
<td>Weekly</td>
</tr>
<tr>
<td>Bulky items or appliances</td>
<td>Every second week</td>
</tr>
<tr>
<td>Double garbage days</td>
<td>Four times a year (after Easter, Thanksgiving, Christmas and New Years)</td>
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<tr>
<td>Yard waste (spring to fall)</td>
<td>Every second week</td>
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</tbody>
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* Maximum weight of 23 kilograms (50 pounds) for each bag, can, blue box or green bin.

Garbage tag program: To accommodate garbage bags/cans set out over the limit, garbage tags are available for purchase. Tags are sold in sheets of 5 tags for $10 per sheet. Tags can be purchased at municipal and regional offices, as well as on-line. Garbage tags cannot be used for bulky items or appliances. You can find more details and purchase sites on our website, www.regionofwaterloo.ca/waste.

As a property manager or owner, you are responsible for ensuring that:
- All tenants adhere to the limits for garbage and bulky item/appliance programs.
- Any garbage bags/cans set out over the allowable limit must have a garbage tag.
- All untagged garbage bags/cans or bulky items/appliances in excess of the limits will not be collected and must be removed from the curb.
- Any garbage bags or containers placed out on a non-garbage collection week, or not on your specific garbage day, must be removed from the curb.
- During winter months, snow is cleared away from the curb, and waste is placed curbside at ground level, not on the sidewalk or on/behind a snowbank.
It is important to understand that under the Regional Waste By-Law 17-007, the owner/property manager is responsible for ensuring compliance. Failing to comply with the Regional Waste By-law may result in a ticket being issued, and if convicted, in a fine of up to $5,000. In addition to a ticket or a summons, a clean-up cost may be added to your annual tax bill. To review the complete by-law, please refer to our website, www.regionofwaterloo.ca/waste.

We encourage all residents to maximize the blue box recycling and the green bin food waste recycling programs instead of sending recyclable items to landfill. These two programs can collect and divert about two-thirds of an average household’s waste, and both have weekly curbside collection. Green bins are available (free) for pick-up at our Waste Management sites, Cambridge, 201 Savage Drive, Monday to Friday, 8:30 a.m. to 4 p.m., and Waterloo, 925 Erb Street, West, Gate 1, Monday to Friday, 8:30 a.m. to 4:30 p.m. Blue boxes can be purchased at many local retailers. We recommend writing your address on all containers with permanent marker.

To help you educate tenants and avoid fines, these tools are available for you to share:

- On-line resources on our website, www.regionofwaterloo.ca/waste:
  - Landlord and Property Managers page: Includes landlord responsibilities, how to set up your building for recycling success, bans, by-laws and more.
  - Posters and brochures: Sorting posters can be downloaded from our Publication page.
  - Website search tool: The Waste Whiz online search tool can help find out if something is recyclable and how, www.regionofwaterloo.ca/wastewhiz.

- Waste calendars: Annual Waste Calendars with monthly pages of collection schedules and detailed waste information are mailed to all addresses that receive the Region’s curbside waste collection.

We hope you find this information useful. Your active participation is needed to build and maintain healthy and vibrant neighbourhoods. Please call if you have any questions, 519-575-4400.

Sincerely,

Dave Johnstone
Supervisor, Waste Collection & Diversion

Thomas Hudacin
Manager, Licensing & Enforcement