



Region of Waterloo

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# Waste Collection Guidelines

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**In Reference to Waste By-law 17-007, a By-law to Govern the Collection  
of Waste and the Provision of Waste Management Facilities  
in the Regional Municipality of Waterloo, as amended**

**Region of Waterloo  
Waste Management Division**

September 2017

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## **1. PURPOSE AND GENERAL INFORMATION**

The purpose of the Waste Collection Guidelines is to clarify requirements for the provision of various waste collection programs and services provided by the Region of Waterloo for eligible premises and developments/redevelopments, and to ensure efficient and safe waste collection. This document also provides protocols to be followed in the event of an interruption to waste collection services due to construction or road closures, and when establishing collection services in eligible new developments and redevelopments.

The Region provides waste collection services to a variety of Premises deemed eligible as per By-law 17-007, *By-law to Regulate the Collection of Waste and the Provision of Waste Management Facilities in the Regional Municipality of Waterloo (Waste By-law)*, which could include Garbage, Bulky Items, Blue Box Material, Green Bin Material, Yard Waste Material and Large Metal Items.

These guidelines are subject to change without notice and are the minimum requirements only. The Region reserves the right to enact additional requirements.

### **1.1 Definitions**

The following terms are defined for purposes of this Waste Collection Guideline:

"Area Municipalities" means the City of Cambridge, the City of Kitchener, the Township of North Dumfries, the City of Waterloo, the Township of Wellesley, the Township of Wilmot and the Township of Woolwich;

"Blue Box Material" means the Blue Box Material listed in the Waste By-law;

"Bulky Item" means the Bulky Items listed in the Waste By-law that cannot fit into a garbage container such as defined in the Waste By-law;

"Christmas Tree" means a naturally grown evergreen tree used for the purpose of celebrating Christmas;

"Collectable Material" means Blue Box Material, Christmas Trees, Green Bin Material, Large Metal Items, Yard Waste Material, Bulky Items and Garbage;

"Collection Vehicle" means the vehicles operated for collection and transport of waste as agreed in the waste collection contract;

"Council" means the Council of the Region;

"Curbside" means the area directly in front of a Premises and within its extended property lines of the untraveled portion of the municipal road allowance;

"Curbside Premises" means Small Residential Premises, Multi-Residential Premises On A Roadway, Downtown City Premises and Downtown Township Premises in the Region;

"Director" means the Director of Waste Management or any successor position, or his or her designate;

“Downtown City Premises” means any commercial premises that lie upon a municipal roadway within the designated downtown areas as set out in the Waste By-law;

“Downtown Township Premises” means any commercial premises that lie upon a municipal roadway within the designated downtown areas as set out in the Waste By-law;

“Garbage” means solid, residual waste which does not fall within any other class of Collectable Material, but does not include Non-Collectable Material;

“Green Bin Material” means the Green Bin Material as listed in the Waste By-law;

“Large Apartment Buildings” means any apartment building, condominium complex, townhouse complex, co-operative complex or other similar complex that has seven or more Self-contained Units;

“Large Metal Item” means the Large Metal Items as listed in the Waste By-law;

“MPAC” means the Municipal Property Assessment Corporation, an independent, not-for-profit corporation funded by all Ontario municipalities, accountable to the Province, municipalities and property taxpayers through its 15-member Board of Directors.

“Multi-Residential Premises On A Roadway” means any apartment building, condominium complex, townhouse complex, co-operative complex or other similar complex that has between three and six Self-contained Units, provided that all such units lie upon a municipal roadway;

“Municipal Premises” means any premises that are owned or operated by a municipality;

“Non-Collectable Material” means the Non-Collectable Material as listed in the Waste By-law;

“Owner” means a person who owns, rents, leases or occupies a Premises or any other person in charge, management or control of a Premises;

“Premises” means a building or any part of it, together with its land and outbuildings, located in the Region;

“Region” means The Regional Municipality of Waterloo as a municipal corporation, its Council, members, employees, agents and representatives and, where the context requires, its geographic area;

“Registered Owner” means the person or persons registered on title as the owner of the Premises and, in the case of a condominium development, the condominium corporation;

“Self-contained Unit” means a place of residence designed or intended for habitation by one or more persons with its own culinary and sanitary facilities which are provided for the exclusive use of the person or persons who reside therein;

“Small Residential Premises” means:

- (a) a single detached house, semi-detached house or duplex that lies upon a municipal roadway;
- (b) a commercial business located in a building that is a converted house or that has a residential unit as part of the business; or

(c) a place of worship located in a residential area;

“Yard Waste Material” means the Yard Waste Material as listed in the Waste By-law; and

“Waste By-law” means By-law No 17-007, a By-law to Govern the Collection of Waste and the Provision of Waste Management Facilities in the Regional Municipality of Waterloo, as amended.

Refer to the Waste By-law for detailed definitions and waste collection services.

## **1.2 General Requirements**

The Region will provide collection of all or some Collectable Material to eligible Premises as defined in the Waste By-law. The Director reserves the right to decline, withhold or revoke waste collection services from any premises, development or redevelopment that does not meet the requirements set out in this document, the Waste By-law and any other applicable By-law or legislation. Eligible premises are required to abide by collection frequency, quantity limits and set out requirements as per the Waste By-law.

## **1.3 Road Closures/Construction**

When waste collection service is disrupted due to road closure or construction, it is the responsibility of the authority with jurisdiction for the work, such as the area municipality project manager or the construction company, at their sole expense, to:

- Provide information to the Region on the location and length of disruption of collection services. Notice should be provided 30 days in advance where possible;
- Provide a plan of alternative arrangements, to the satisfaction and approval of the Region, for the management of waste collection services for the affected Premises for the duration of the interruption;
- Notify the Owner of the affected Premises of the approved alternative arrangements;
- Return all empty containers to the appropriate Premises; and
- Provide an alternate collection of Collectable Material to the satisfaction of the Region where the Collectable Material cannot be moved to a Region-approved temporary collection location.

## **1.4 New Developments and Redevelopments**

Final approval of new developments and redevelopments is the responsibility of the Area Municipalities (including management and storage of solid waste on-site) however, the Waste Management Division of the Region determines and approves eligibility for municipal waste collection services.

The Region reserves the right to designate the type of waste collection provided and the access and egress that is required. Also, failure to comply with any of the requirements for service may result in waste collection service(s) being declined, suspended or revoked. Some developments may require a “Terms and Conditions of Service” form (Appendix A, B or C), which must be completed, signed and accepted by the Region prior to the commencement of waste collection service.

In the event that there are eligible Premises within a development or redevelopment that are inaccessible for Collection Vehicles, the developer, Owner or Registered Owner shall arrange to

provide private waste collection, at their own expense, for the entire development until safe and consistent access is determined by the Region. Prior to the commencement of waste collection service, the developer, Owner or Registered Owner remains responsible for the collection of all waste. Waste material generated by construction is not eligible for waste collection service and shall be disposed of through a private waste hauler at the expense of the developer or Owner.

## **2. REQUIREMENTS FOR SMALL RESIDENTIAL PREMISES AND MULTI-RESIDENTIAL PREMISES UP TO A MAXIMUM OF SIX (6) UNITS**

### **2.1 General Considerations**

Waste collection service will be provided for all eligible Premises fronting on a municipal roadway up to a maximum of six (6) Self-contained Units (units). All units that front onto the municipal roadway must have individual driveways, with the following exceptions:

1. Where a garage for a Premises fronts a public laneway, waste collection service may be provided subject to, at a minimum, the following requirements:
  - The municipal address for the Premises must be identifiable on the garage of the Premises that fronts the laneway;
  - Overhead clearance throughout the laneway must be kept free and clear with a minimum overhead clearance of 7.5 metres;
  - If the public laneway is less than 6.0 m wide, the public laneway must have one-way access of not less than 4.5 metres width and comply with all local By-laws; and
  - The following waste is prohibited from laneway collection, landlocked Premises excepted, and must be placed to the municipal roadway for collection:
    - Yard Waste
    - Bulky Items
    - Large Metal Items.

The developer or Owner shall contact the Region by telephone at 519-575-4400 to request waste collection service.

A site visit by Waste Management Division staff may be required prior to the start of waste collection services. Staff will determine placement location of the Collectable Material if necessary.

### **2.2 Eligible Premises that have a Commercial Component**

If an eligible Premises has a commercial component, waste collection service can be provided if the following requirements are met:

- MPAC identifies the Premises as including a Self-contained residential unit;
- Only the occupied Premises is eligible for waste collection; and
- Collection frequency and container limits stated in the Waste By-law can be met.

### **3. REQUIREMENTS FOR MULTI-RESIDENTIAL BUILDINGS WITH SEVEN (7) OR MORE SELF-CONTAINED UNITS**

#### **3.1 General Considerations**

Ontario Regulation 103/94 requires the owner of a building that contains six (6) or more Self-contained Units to implement and sustain a source separation program for waste generated at the building at their own initiative and cost. The Region can offer support to owners by offering eligible Premises one, some or all waste collection services, as per the Waste By-law.

The Region reserves the right to revoke waste collection service to any Multi-Residential Premises or development that does not meet the guidelines outlined.

#### **3.2 Eligible Multi-Residential Premises with Units Fronting onto a Municipal Roadway**

Waste collection service will be provided to Multi-Residential Premises with units fronting onto a municipal roadway only if all units that front onto the municipal roadway have individual driveways.

#### **3.3 Multi-Residential Premises with Units Fronting onto a Private Roadway System**

For Multi-Residential Premises with a private roadway system, waste collection service will be provided subject to, at a minimum, the following requirements:

- The internal road layout must permit continuous collection by the Collection Vehicles to drive through freely, without reversing;
- All roads must have a minimum width of six metres, excluding parking spaces;
- The turning radius from the centre line must be a minimum of 13 meters on all turns (Appendix D);
- All units must have individual driveways;
- Private roads must meet the requirements set out by the Area Municipality and be structurally adequate to prevent damage by and support a fully loaded Collection Vehicle (approximately 35 tonnes);
- Overhead clearance throughout the site must be a minimum of 7.5 metres and be free from obstructions such as overhangs, basketball nets, awnings, utility wires, balconies, and must be kept clear of tree branches, etc.; and
- A "Terms and Conditions of Service - Internal Collection" form (Appendix A), must be completed, signed and accepted by the Region prior to the commencement of waste collection service.

Common piles of material are prohibited on municipal roadways. Common piles may only be considered within the complex if the following requirements are met:

- Continuous forward collection cannot be achieved;
- Ninety-five (95) per cent of units must have collection in front of each unit;
- Waste from no more than six (6) units may be collected in a common pile; and
- Each unit placing Collectable Material in a common pile must comply with set out limits as determined in the Waste By-law.

The developer and/or Owner is responsible for the collection and disposal of waste until such time as the Region can commence the waste collection service.

### **3.4 General Information for Eligible Multi-Residential Premises**

- Private road systems must be maintained to ensure unimpeded and safe access to Collectable Material, including but not limited to ensuring that snow and ice are removed, sanded or salted and the road system is clear of parked vehicles.
- Container size, limits and collection frequency as set out in the Waste By-law will apply.
- Material preparation as set out in the Waste By-law will apply.
- Material must be set out not later than 7:00 a.m. on the designated collection day.
- Material from each unit must be sufficiently separated to allow identification of the residence for purposes of education. Resident education on correct waste management practices is the responsibility of the Owner.
- Material for collection must be clearly visible and directly accessible.
- Material placed before or left after collection is the responsibility of the Owner and/or the property management company.

### **3.5 Ineligible Multi-Residential Premises and Large Apartment Buildings**

If the Multi-Residential Premises or Large Apartment Building is deemed ineligible to receive municipal waste collection, the Owner is fully responsible for the provision of on-site waste disposal through a private waste hauler. The Region may provide a garbage rebate to offset some of the waste collection costs.

The Region may offer the collection of Blue Box Material through its Cart Collection Program (Section 5).

### **3.6 Garbage Rebates**

Garbage rebates are offered to Owners of Multi-Residential Premises and Large Apartment Buildings that are ineligible for the Region's garbage collection service.

Any Premises receiving a garbage rebate is prohibited from placing any Collectable Material to the curbside, with the exception of Blue Box Material eligible under the Region's Cart Collection Program (Section 5).

Owners must apply for the garbage rebate by calling the Region at 519-575-4400.

## **4. REQUIREMENTS FOR INSTITUTIONAL & MUNICIPAL DEVELOPMENTS**

### **4.1 Industrial**

The Region does not provide waste collection service to industrial premises. The Owner must arrange for on-site waste disposal through a private waste hauler.

### **4.2 Commercial**

Other than as determined in the Waste By-law, the Region does not provide waste collection service to commercial premises. The Owner must arrange for on-site waste disposal through a private waste hauler.



### **4.3 Schools**

The Region does not provide waste collection service to schools. On-site waste disposal must be arranged through a private waste hauler.

Public, Catholic and small private schools may be eligible for collection of Blue Box Material through the Region's Cart Collection Program (Section 5). On-site collection of Blue Box Material is prohibited. It is mandatory for schools to set all carts to the street curb for collection given potential safety issues.

### **4.4 Places of Worship**

Places of worship are eligible for waste collection service subject to the following requirements:

- The place of worship fronts onto a municipal roadway that is on an existing residential collection route; and
- Collection frequency and set out limits can be met.

### **4.5 Municipal Facilities**

The Region does not provide waste collection service at municipal facilities. The Owner is fully responsible for the provision of on-site waste disposal through a private waste hauler.

Large municipal facilities may be eligible for the collection of Blue Box Material as part of the Region's Cart Collection Program (Section 5).

## **5. CART COLLECTION PROGRAMS**

### **5.1 Recycling Carts (Blue Box Material)**

The Region may provide collection of Blue Box Material through its Cart Recycling Program free of charge to eligible Premises subject to the following requirements:

- A "Terms and Conditions of Service – Cart Recycling Program" form (Appendix B) is completed, signed and accepted by the Region;
- The volume of one type of recyclable material (e.g. containers) currently being placed out for collection would fill a 360 litres (95 gallon) recycling cart on a weekly basis;
- The site is located on a current Cart Recycling Program collection route; and
- The Region determines the cart collection location; including setting carts to the Curbside if Collection Vehicles cannot drive through freely.

Eligible Premises may include Large Apartment Buildings, multi-residential Premises ineligible to receive waste collection services, Municipal Premises, schools, and nursing homes. Places of worship, charities, not-for-profits, group homes and shelters may be eligible subject to the above noted requirements.

**APPENDIX A**

**The Regional Municipality of Waterloo  
Application for Curbside Waste Collection**

**TERMS AND CONDITIONS OF SERVICE**

**Instructions to Applicant:**

Please read & complete Section B and C. Date and sign.

*Mail, email or fax back to:*

Waste Management Division  
925 Erb St. W.  
Waterloo, ON N2J 3Z4  
Fax: 519-747-4944

<b>Section A – Site Profile</b>						
<b>To be completed by the Regional Municipality of Waterloo (“Region”)</b>						
Site Address (“Property”):						
Complex/Condo Name:						
Owned: <input checked="" type="checkbox"/>	Rented:					
Total # of Units:	# on public road:			# on internal road:		
ROW Services:	Blue Box	Garbage	Yard Waste	Green Bin	Large Metal Items	Bulky Items
Attachment:	Collectable Material <input checked="" type="checkbox"/>					
Collection Requirements (Section 13):						
Collection Day:			Start Date:			

**Section B – Applicant Information (“Applicant”)**  
**To be completed by the Owner or authorized representative**

\_\_\_\_\_

Applicant’s Name (please print)

**Applicant Status:**  
 Please check one:     Owner  
                                Other (Please specify) \_\_\_\_\_

*\*It is the joint and several responsibility of all owners/residents/property managers/superintendents of each Property to ensure compliance with these Terms and Conditions. If the Applicant is **not** the owner of the Property, the Applicant hereby confirms that he/she/it has legal authority to bind the Owner. A copy of such authorization must be attached to this application.*

**Property Owner Name:**

Address:

City:	Postal Code:
Phone No.:	Fax No.:
Email address:	

**Property Management Company:**

Contact Name:

Address:

City:	Postal Code:
Phone No.:	Fax No.:
Email address:	

In consideration of the Region providing curbside collection service as defined in By-Law 17-007 of the Region (“Waste By-law”) and/or specified in the Attachment(s), the Region and Applicant agree:

1. The Applicant agrees that the Region, its agents, servants, employees, subcontractors and licensees have authority and are permitted to enter on the Property to provide curbside collection service.
2. The Applicant shall comply with the Waste By-Law 17-007.
3. The Applicant shall maintain that portion of the Property travelled by vehicles used for the curbside collection service (“Vehicles”) in a good state of repair at his/her/its expense and to the satisfaction of the Region’s Waste Management Coordinator.

4. Private access roads on the Property must be capable of holding Vehicles without damage at all times of the year. The Applicant, being the owner of the Property (or agent of the Property owner), acknowledges that in entering the Property, the Vehicles will use the driveway, ramp, loading and parking areas and hereby waives any claims for damages that may arise to such areas, including any structures that may be located under such areas, as a result of usage, save and except any such claims or damages attributable to the gross negligence of the Region of Waterloo or those for whom it is in law responsible.
5. The Applicant shall ensure that the Vehicles and their drivers have unimpeded and safe access to waste (eligible for curbside collection) set out for waste collection beginning at 7 a.m. on waste collection day, including but not limited to ensuring that snow and ice are removed, roads are sanded or salted.
6. The Applicant shall inform, as necessary, all individuals that they are required to remain a minimum distance of 4.57 metres (15 feet) from the Vehicles and their drivers and that entering the cab of a Vehicle or hanging off of it is strictly forbidden.
7. The Applicant designates the following individual as a Site Waste Collection Contact Person:

<b>Section C - On Site Contact Name (person to contact regarding collection issues):</b>	
Name:	
Address:	
City:	Postal Code:
Phone No.:	Fax No.:
Email address:	

8. The Applicant shall notify the Region at least twenty-one (21) days in advance of any changes to the name, address, telephone number, fax number or e-mail address of the Site Waste Collection Contact person by mail, email or fax to:
 

Regional Municipality of Waterloo  
 Waste Management Centre  
 Attention: Waste Management Coordinator  
 925 Erb Street West, Waterloo  
 ON N2J 3Z4  
 Fax: 519-747-4944
9. The Applicant shall provide the Site Waste Collection Contact Person with a copy of these Terms and Conditions and any Attachment(s) and shall inform him or her about the operation of and obligations associated with the collectable and/or recyclable waste service immediately upon designating him or her.
10. The Applicant agrees that all material collected by the Region is the property of the Region to dispose of as the Region deems appropriate.

- 11. The Applicant agrees to comply with the provisions of these Terms and Conditions and any Attachment(s), failing which the Region may terminate service upon notice to the Site Waste Collection Contact Person.
- 12. The Applicant agrees that all notices, consents and other documents required or which may be given shall be in writing and delivered by hand, emailed, faxed or sent by regular mail and that any notice, consent or other document shall be deemed to have been received when delivered by hand, emailed or faxed (provided there is a confirmation of receipt) or, if sent by regular mail, within five (5) days following the date of mailing.
- 13. Collection Requirements – In order for a private property site to be eligible for internal waste collection, the roadway must be such that the trucks can drive through the complex without having to back up. Additionally, cars must not be parked on the internal roadway, low hanging branches that obstruct truck would need to be trimmed and the internal roadway must be plowed/salted to ensure safe access.

DATED at \_\_\_\_\_, this \_\_\_\_\_ day \_\_\_\_\_, 2017  
City Day Month

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**On Behalf of**



Region of Waterloo

## Regional Municipality of Waterloo Attachment – Collectable Material

(Blue Box Material, Christmas Trees, Green Bin Material,  
Large Metal Items, Yard Waste Material, Bulky Items, Garbage)

The Applicant agrees that:

1. Only Collectable Material as defined in By-Law 17-007 of the Region (“the Waste By-Law”) is provided for collection service. Any non-collectable waste is not the responsibility of the Region, its agents, servants, employees, subcontractors and licensees.
2. Collection limits as designated by the Waste By-Law will be in effect.
3. A Site Waste Collection Contact Person shall be appointed whose duties will include:
  - (a) informing current and new residents of collection schedule(s), collectable waste preparation techniques and standards, and
  - (b) appropriately distributing promotional materials as given to the person by the Region, its agents, servants, employees, subcontractors and licensees.
4. If a Site Waste Collection Contact Person is not available, then the responsibilities of the Site Waste Contact Person shall default to the Applicant.
5. Collection may not occur due to, but not limited to the following:
  - (a) Collectable waste has not been set out by 7 a.m. on the designated collection day.
  - (b) Collectable waste is not safely accessible (e.g., build up of snow).
  - (c) Individuals not abiding by the minimum distance requirement.
  - (d) Collectable waste that is supposed to be set in a mutually-agreed upon location, is not in that location or has been moved to a different location without prior consent of the Region.
6. The Region has the right to withdraw collection service, upon written notice, without recourse on the part of the Applicant, should the Region deem circumstances so warrant.
7. The Applicant shall comply with the regulations as set out in By-Law 17-007.  
<http://www.regionofwaterloo.ca/en/aboutTheEnvironment/landfill-operations.asp#bans>

**APPENDIX B**

**The Regional Municipality of Waterloo  
Application for Collection Service of  
Residential Recyclable Waste**

**TERMS AND CONDITIONS OF SERVICE**

**CART RECYCLING PROGRAM**

**Instructions to Applicant:**

Please read & complete Section B and C. Date and sign.

*Mail, email or fax back to:*  
Region of Waterloo  
Waste Management Division  
925 Erb St. W., Waterloo, ON N2J 3Z4  
Fax: 519-747-4944

<b>Section A – Site Profile</b>			
<b>To be completed by the Regional Municipality of Waterloo (“Region”)</b>			
Site Address (“Property”):			
Building Name:			
Building Type:			#of bldgs on site:
Owned? <input type="checkbox"/>	Rented? <input checked="" type="checkbox"/>	Waste Service:	
Total # of Units:		# on public road:	# on internal road:
Cart Program Attachment <input checked="" type="checkbox"/>		Rebate Form <input checked="" type="checkbox"/>	
Collection Location:			
Cart Recycling Collection Day:		Start Date:	

**Section B – Applicant Information (“Applicant”)  
To be completed by the Owner or authorized representative**

\_\_\_\_\_ Applicant's Name (please print)

**Applicant Status:**  
Please check one:  Owner  
 Other (Please specify) \_\_\_\_\_

*\*It is the joint and several responsibility of all owners/residents/property managers/superintendents of each Property to ensure compliance with these Terms and Conditions. If the Applicant is **not** the owner of the Property, the Applicant hereby confirms that he/she/it has legal authority to bind the Owner. A copy of such authorization must be attached to this application.*

**Property Owner Name:**

Address:

City:	Postal Code:
Phone No.:	Fax No.:
Email address:	

**Property Management Company:**

Contact Name:

Address:

City:	Postal Code:
Phone No.:	Fax No.:
Email address:	

In consideration of the Region providing recyclable waste (Blue Box Material) service as defined in Waste By-law 17-007 of the Region (“Waste By-law) and/or specified in the Attachment(s), the Region and Applicant agree:

1. The Applicant agrees that the Region, its agents, servants, employees, subcontractors and licensees have authority and are permitted to enter on the Property to provide the recyclable waste service.
2. The Applicant shall comply with the Waste Collection By-law 17-007 and wherever the term “curbside” is used in the Waste By-law it shall be deemed to mean that portion of the Property ordinarily travelled by motor vehicles.



3. The Applicant shall maintain that portion of the Property travelled by vehicles used for the recyclable waste service (“Vehicles”) in a good state of repair at his/her/its expense and to the satisfaction of the Region’s Waste Management Coordinator.
4. Private access roads on the Property must be capable of holding Vehicles without damage at all times of the year. The Applicant, being the owner of the Property (or agent of the Property owner), acknowledges that in entering the Property, the Vehicles will use the driveway, ramp, loading and parking areas and hereby waives any claims for damages that may arise to such areas, including any structures that may be located under such areas, as a result of usage, save and except any such claims or damages attributable to the gross negligence of the Region of Waterloo or those for whom it is in law responsible.
5. The Applicant shall ensure that the Vehicles and their drivers have unimpeded and safe access to recyclable waste set out for waste collection beginning at 7 a.m. on waste collection day, including but not limited to ensuring that snow and ice are removed, roads are sanded or salted.
6. The Applicant shall inform, as necessary, all individuals that they are required to remain a minimum distance of 4.57 metres (15 feet) from the Vehicles and their drivers and that entering the cab of a Vehicle or hanging off of it is strictly forbidden.
7. The Applicant designates the following individual as a Site Waste Collection Contact Person:

<b>Section C - On Site Contact Name (person to contact regarding collection issues):</b>	
Name:	
Address:	
City:	Postal Code:
Phone No.:	Fax No.:
Email address:	

8. The Applicant shall notify the Region at least twenty-one (21) days in advance of any changes to the name, address, telephone number, fax number or e-mail address of the Site Waste Collection Contact person by mail, email or fax to:
 

Regional Municipality of Waterloo  
 Waste Management Centre  
 Attention: Waste Management Coordinator  
 925 Erb Street West, Waterloo  
 ON N2J 3Z4  
 Fax: 519-747-4944
9. The Applicant shall provide the Site Waste Collection Contact Person with a copy of these Terms and Conditions and any Attachment(s) and shall inform him or her about the operation of and obligations associated with the recyclable waste service immediately upon designating him or her.

10. The Applicant agrees that all recyclable waste set out for waste collection is the property of the Region to dispose of as the Region deems appropriate.
11. The Applicant agrees to comply with the provisions of these Terms and Conditions and any Attachment(s), failing which the Region may terminate service immediately upon notice to the Site Waste Collection Contact Person.
12. The Applicant agrees that all notices, consents and other documents required or which may be given shall be in writing and delivered by hand, emailed, faxed or sent by regular mail and that any notice, consent or other document shall be deemed to have been received when delivered by hand, emailed or faxed (provided there is a confirmation of receipt) or, if sent by regular mail, within five (5) days following the date of mailing.

DATED at \_\_\_\_\_ . this \_\_\_\_\_ day \_\_\_\_\_, 2017  
City Day Month

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**On behalf of**



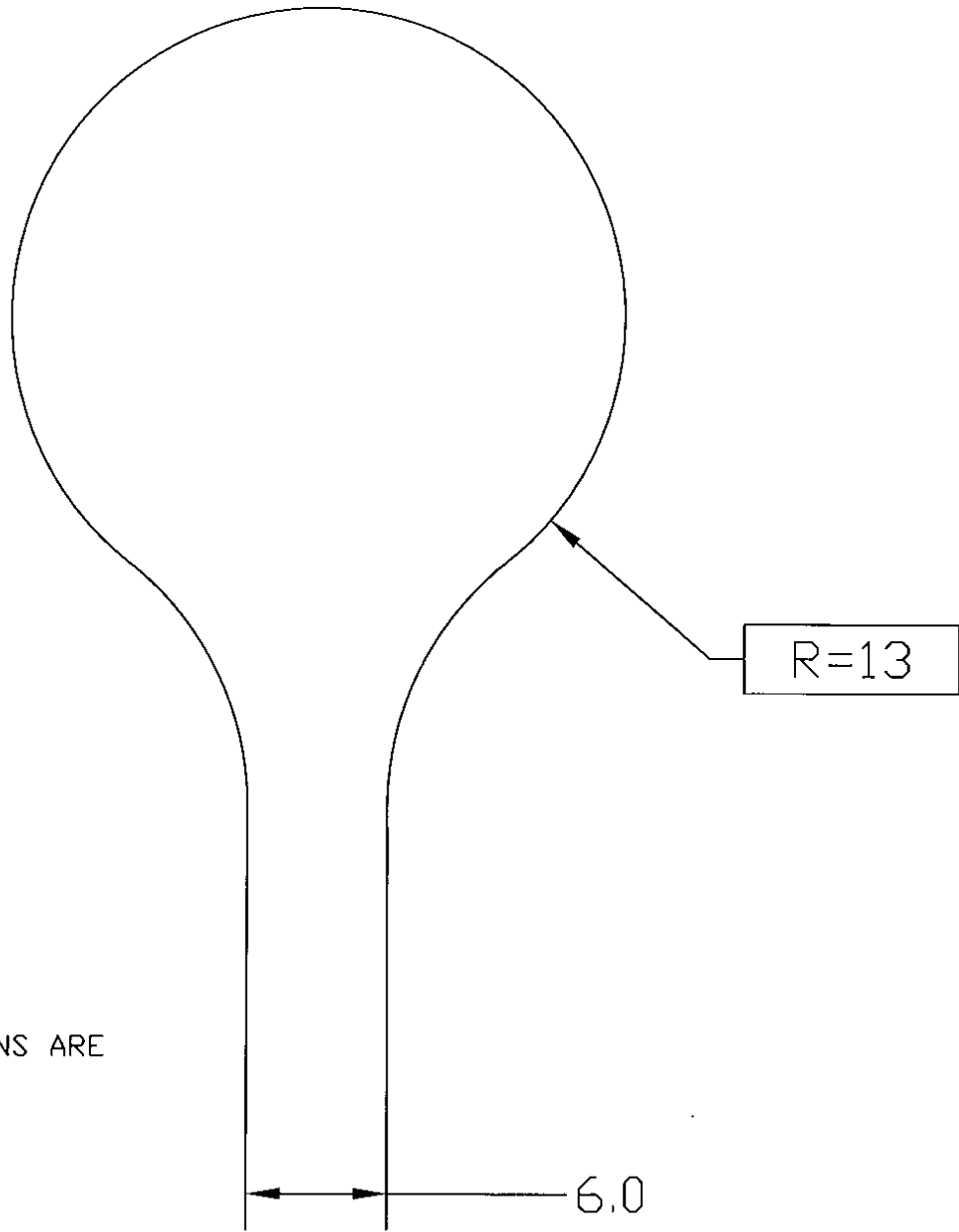
Region of Waterloo

## Regional Municipality of Waterloo Attachment – Cart Recycling Program

The Applicant agrees that:

1. Only recyclable material that is within the material limits is provided for collection service. Any non-collectable material as per Waste By-Law 17-007 is not the responsibility of the Region, its agents, servants, employees, subcontractors and licensees.
2. A limit of three Carts of old corrugated cardboard (OCC) will be picked up once per week at each Cart location. The Applicant is responsible for ensuring proper disposal of OCC in excess of this limit. The Region has the right to change material limit(s).
3. A Site Waste Collection Contact Person shall be appointed whose duties will include:
  - (a) informing current and new residents of recycling techniques and standards;
  - (b) appropriately distributing promotional materials and/or recycling collection containers (e.g., reusable Blue Bags) as given to the person by the Region, its agents, servants, employees, subcontractors and licensees;
  - (c) ensuring that the Carts are regularly cleaned, free of dirt and odour;
  - (d) ensuring that the Region, its agents, servants, employees, subcontractors and licensees are provided with collectable recyclable materials, free of non-collectable waste, and within the material limit(s); and
  - (e) as necessary, moving the Carts to the City curb or agreed upon pick up location on the designated collection day, and returning the Carts to their storage location.
4. If a Site Waste Collection Contact Person is not available, then the responsibilities of the Site Waste Collection Contact Person shall default to the Applicant.
5. Collection may not occur due to, but not limited to, the following:
  - (a) Carts are not located at the mutually agreed upon location. Carts may not be arbitrarily moved by Applicant without prior written authorization of the Region.
  - (b) Carts are not set out by 7 a.m. on the designated collection day.
  - (c) Carts are not safely accessible (e.g., parked vehicles or other obstructions; build up of snow of over 5.0 centimeters, a pathway having a width of 1.2 metre (4 feet) has not been provided, ice is not adequately removed or sanded or salted).
  - (d) Individuals not abiding by the minimum distance requirement.
  - (e) Non-collectable waste is in the Carts.
6. The Applicant understands it is their legal responsibility to implement and sustain recycling collection to their residents as per Ontario's Environmental Protection Act (Regulation 103/94, Section 10). The Region of Waterloo can support your efforts to comply with this requirement by offering you our Blue Box/Cart Recycling Program. The Region has the right to withdraw collection service, upon written notice, without recourse on the part of the Applicant, should the Region deem circumstances so warrant. The Applicant understands it is their responsibility to continue to offer collection of recyclable waste to their residents as per the Environmental Protection Act (Regulation 103/94, Section 10). The Applicant may apply for reinstatement of service offered by the Region as outlined in By-law 17-007.

**APPENDIX C**  
**CUL-DE-SAC DIMENSION REQUIREMENTS FOR COLLECTION VEHICLE**  
*(no parking in the cul-de-sac)*



- NOTES:  
1. N.T.S.  
2. ALL DIMENSIONS ARE  
IN METRES.