



## Multi-Residential & Private Road Waste Collection Policy



<b>Division:</b> Engineering, Planning & Environment
<b>Policy Section:</b> Solid Waste Management
<b>Effective Date:</b> January 10, 2017
<b>Subject:</b> Multi-Residential & Private Road Waste Collection Policy
<b>Supersedes:</b> Waste Collection Design Standards (2013)

### **PURPOSE:**

To outline the requirements for curbside Waste Collection Services for Multi-Residential properties and Residential Dwelling Units fronting on Private Roads.

### **POLICY STATEMENT:**

The County endeavors to provide Waste Collection Services to as many residential properties as possible throughout the County of Simcoe. While the County is not obligated to provide Waste Collection Services to Multi-Residential properties or Residential Dwelling Units fronting on Private Roads, Waste Collection Services may be provided in site-specific locations, where the development meets this Policy. The Multi-Residential & Private Road Waste Collection Policy has been prepared to provide information for Owners of Multi-Residential properties or Residential Dwelling Unit(s) fronting on Private Roads regarding the County's requirements for the provision of curbside Waste Collection Services. These requirements must be met to the satisfaction of the Director of Solid Waste Management before the County will provide Waste Collection Services.

The County is responsible for residential Waste Collection Services and is available to comment regarding Solid Waste Management services on all development and redevelopment applications in the County of Simcoe. All requirements of the County's Waste Management By-law must be complied with for Waste Collection Services to be provided.

## **SCOPE:**

This policy applies to:

- any property with six (6) or more Residential Dwelling Units.
- Residential Dwelling Units fronting on to a Private Road.

## **DEFINITIONS:**

**The following definitions apply to the Multi-Residential and Private Road Waste Collection Policy.**

**“Common Collection Point”** means a location for Waste bins for up to 5 Residential Dwelling Units. The Common Collection Point must provide a minimum pad area or other storage containment method, at the sole discretion of the Director or Solid Waste Management, with an area of 1 metre x 1 metre for each Residential Dwelling Unit using the Common Collection Point and be signed and/or marked with the unit number of each Residential Dwelling Unit assigned to the Common Collection Point, so as to maintain Ownership of Waste.

**“County”** means The Corporation of the County of Simcoe.

**“County of Simcoe”** means the geographic area encompassing the 16 member municipalities but for the purposes of this policy excludes federal lands and the separated cities of Barrie and Orillia.

**“Director of Solid Waste Management”** means the Director of Solid Waste Management for the County of Simcoe. In the event that the Director of Solid Waste Management is absent or unable to carry out his/her duties, the authority granted herein shall be carried out by the General Manager of Engineering, Planning and Environment or the Chief Administrative Officer.

**“Multi-Residential”** means a property, used mainly for residential purposes, containing 6 or more Residential Dwelling Units (by reference to the database maintained and operated by the Municipal Property Assessment Corporation).

**“Owner”** includes an Owner, occupant, lessee, tenant, developer, property management firm, condominium corporation or any other person in charge, management or in control of a Multi-Residential property or Residential Dwelling Units fronting a Private Road in the County of Simcoe.

**“Ownership of Waste”** means each Residential Dwelling Unit must have responsibility for their own Waste. This requires that each unit has their own set out location for waste in front of the unit at the end of their own driveway or at a designated Common Collection Point. Sidewalks are not acceptable set out locations to designate Ownership of Waste.

**“Private Road”** includes any roadway that is not assumed by a local municipality, the County or the Province of Ontario.

**“Residential Dwelling Unit”** means a unit that, (a) consists of a self-contained set of rooms located in a building or structure, (b) is used or intended for use as residential premises, and (c) contains kitchen and bathroom facilities that are intended for the use of the unit only.

**“Service Provider”** means the contractor and its agents and employees retained by the County of Simcoe to provide Waste Collection Services.

**“Waste”** means garbage, recyclables, organics, yard waste, Christmas trees, bulky items and any other material designated by the County for Waste Collection Services.

**“Waste Management By-law”** means the County of Simcoe By-law No. 6256, as amended.

**“Waste Collection Services”** means services provided by the County for removal of Waste generated from Residential Dwelling Units within the County of Simcoe.

### **RESPONSIBILITY:**

**Director of Solid Waste Management:** Has the authority to grant or deny Waste Collection Services and has the authority to override this policy to allow for service to a development should he/she deem it reasonable to do so on a case by case basis.

**General Manager of Engineering, Planning and Environment:** The decision of the Director of Solid Waste Management may be appealed to the General Manager (GM) of Engineering, Planning and Environment and the decision of the GM is final and binding.

### **WASTE COLLECTION DESIGN STANDARDS:**

Private Roads must be designed, built and maintained to accommodate waste collection vehicles, including the following requirements:

1. The internal road layout is designed to permit continuous collection without requiring the waste collection vehicle to reverse. Where the requirement for continuous collection cannot be met the following may be permitted:
  - i. T-turnaround which is a “T”-shaped area that allows vehicles to reverse direction through a 3-point turn. Collection vehicles are not to reverse more than 20 metres and all turns shall have a 13 metre turning radius (see Appendix 1),
  - ii. Cul-de-sac with a minimum 13 metre paved turning radius (see Appendix 2),

- iii. Other means for collection vehicles to turn around, as approved on a case-by-case basis by the Director of Solid Waste Management;
2. Paved road width shall be a minimum of 6 metres (curb-to-curb) and all turns shall have a 13 metre paved turning radius;
3. Road base and surface strength must be adequate to safely accommodate waste collection vehicles without damaging the road;
4. Means of access & egress must be maintained;
5. Appropriate overhead clearance over the paved portion of the road must be maintained, including trees;
6. Road must be maintained to be safe for collection vehicles including appropriate winter maintenance and snow removal;
7. Unobstructed access to the waste;
8. All Residential Dwelling Units must have Ownership of Waste;
9. The set out location must be large enough to accommodate all Waste bins; and,
10. At the sole discretion of the Director of Solid Waste Management, a Common Collection Point(s) may be permitted in site-specific circumstances.

#### **APPLICATION AND APPROVAL PROCESS:**

1. Applicants are encouraged to pre-consult with the County prior to submitting their residential development applications (Subdivision, Condominium and Site Plans) to the local municipalities.
2. An Application for Waste Collection Services must be completed and submitted with the applicable fee for eligibility review prior to the commencement of Waste Collection Services. This application form is attached as Appendix 3 and can also be obtained by contacting the County's Solid Waste Management Department at 705-726-9300 or at [www.simcoe.ca](http://www.simcoe.ca). Completed applications are to be mailed to:

County of Simcoe Administration Centre  
1110 Highway 26  
Midhurst, ON L9X 1N6  
Attn: Contract & Collections Supervisor

3. The following information and documentation is to be provided with the Application for Waste Collection Services in order for County staff to determine if curbside Waste Collection Services can be provided in accordance with the Waste Collection Design Standards:
  - i. Type(s) and total number of Residential Dwelling Units in the development;

- ii. Engineering drawings, including a Turn Path Analysis, that demonstrates the roadway has been designed to accommodate waste collection vehicles; and
  - iii. Phasing Plans in the event of the entire development is not being built at once.
4. The Owner must apply for all known units within the development on one application, even if the development shall occur in phases. Should amendments to subsequent phases be made after eligibility has been determined, the County reserves the right to revisit provision of Waste Collection Service to the entire development including cessation of service.
5. Following a review of the proposed development design (i.e. plan of subdivision, plan of condominium, and/or site plan), County staff will provide written comments indicating whether the County of Simcoe could provide Waste Collection Services to the proposed development.
6. If the development is approved, the following advisory clause(s) is to be set out in the subdivision agreement, condominium agreement, site plan/development agreement and condominium documents for all new residential developments applying for Waste Collection Services from the County:
  - a. The Owner is required to comply with the County's Multi-Residential and Private Road Waste Collection Policy in the design of this development. Failure to comply may result in Waste Collection Services being withheld or suspended.
  - b. As-built engineering drawings will be required to be submitted to the County following construction of the road which demonstrates that the development has been constructed as per the plans reviewed by the County, prior to the County confirming that Waste Collection services can be provided to the development. If the as-built drawings do not conform to the approved engineering drawings, the County reserves the right to refuse provision of Waste Collection Services.
7. The County may require specific advisory clause(s) with respect to Waste Collection Service to be included in agreements of purchase and sale or lease for all Residential Dwelling Units and that the clause(s) be registered on title.
8. The Owner will be responsible for the private collection and disposal of Waste until the County confirms and commences Waste Collection Services.
9. For Applications for Waste Collection Services for multiple Residential Dwelling Units on an existing Private Road, the applicant will be required to obtain written

consent from all of the individual unit owners on that Private Road, authorizing the applicant to make the application on their behalf.

10. Applications will be approved or denied as a whole. Waste Collection Services must be consistent for all units on one property or all Residential Dwelling Units located on a Private Road.
11. The applicant has the right to appeal the decision of the Director of Solid Waste Management to the General Manager of Engineering, Planning, and Environment upon submission of a request in writing to the County Clerk and the fee of \$50.00. No new evidence will be permitted and the decision of the General Manager of Engineering, Planning and Environment is final and binding.

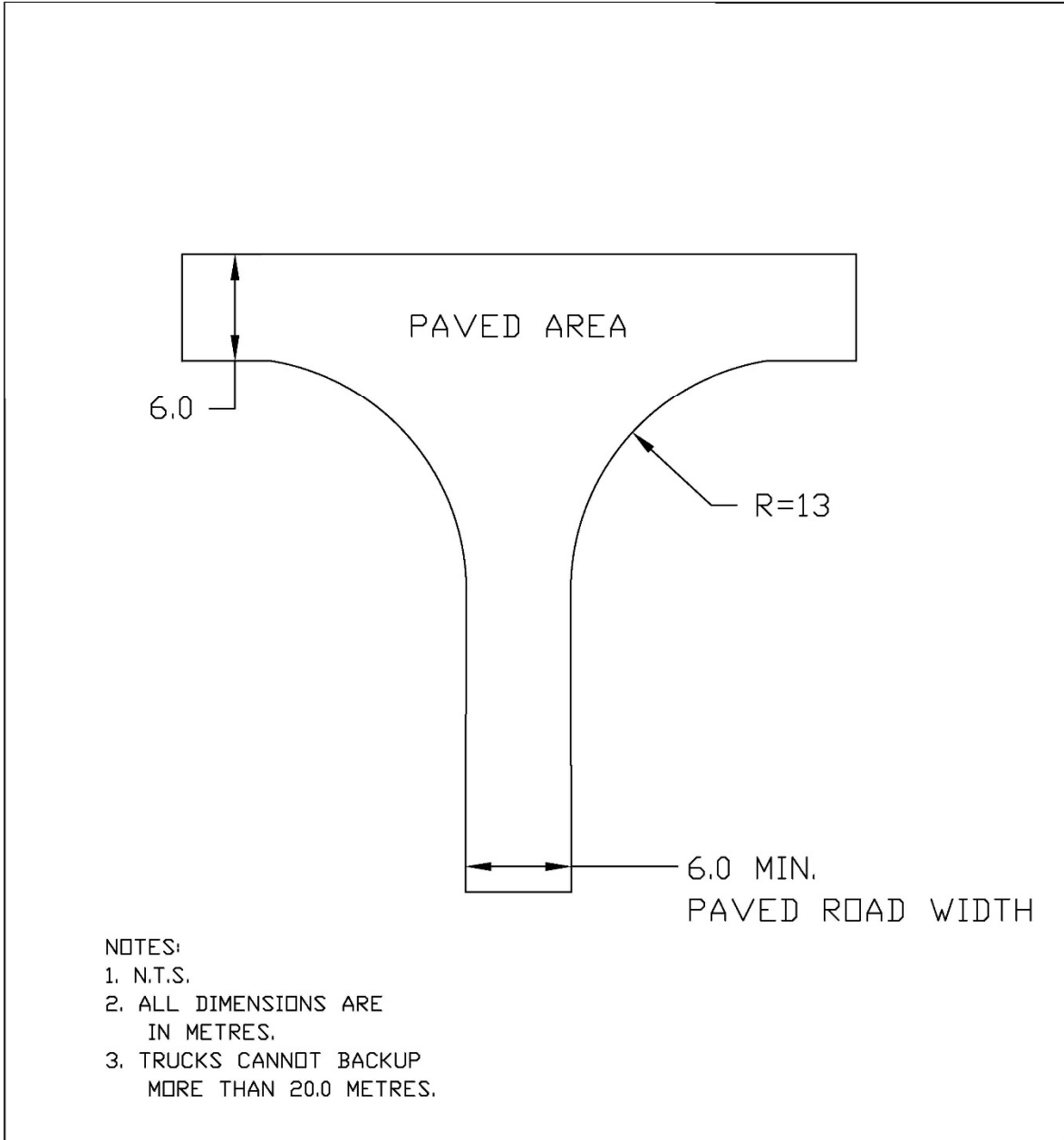
### **PROVISION OF WASTE COLLECTION SERVICES:**


1. Should the applicant be granted Waste Collection Services by the County, the County will provide the same service as to Residential Dwelling Units fronting on a public street as detailed within the Waste Management By-law and the County's annual waste management calendar or other means of communication.
2. For new residents, the County will provide recycling bins, organics containers and a waste management calendar for each unit in the development. The developer or property manager is required to schedule a pick-up of these bins and distribute one of each to every Residential Dwelling Unit upon occupancy. Pick up may be arranged by contacting the County's Customer Service Centre at 705-735-6901.
3. Should Residential Dwelling Units within the development require collection prior to completion of construction, the Service Provider will use their discretion and only enter the property if the roadways are safe to travel and access is unobstructed. Should the Waste not be collected, it is the responsibility of the developer to manage.
4. The applicant grants the Service Provider access to their property for Waste Collection Services including vehicle turnaround if necessary. In exchange for services for which the applicant would not otherwise be entitled, he/she confirms that the County and the Service Provider are not liable for any damage done to the property or any damage resulting from the provision of Waste Collection Services.
5. Upon approval the applicant commits to retaining the County as its Waste Collection Service provider for a period of five (5) years, which will be automatically renewed if

notice of cancellation is not received prior to the services being provided in the final year of this agreement in the applicable five (5) year term.

6. Both parties have the option of cancelling Waste Collection Services by providing one (1) year of notice to the other party.
  
7. The County reserves the right to revoke Waste Collection Services to any Residential Dwelling Unit that does not adhere to the requirements as laid out in this document and within the County's Waste Management By-law.

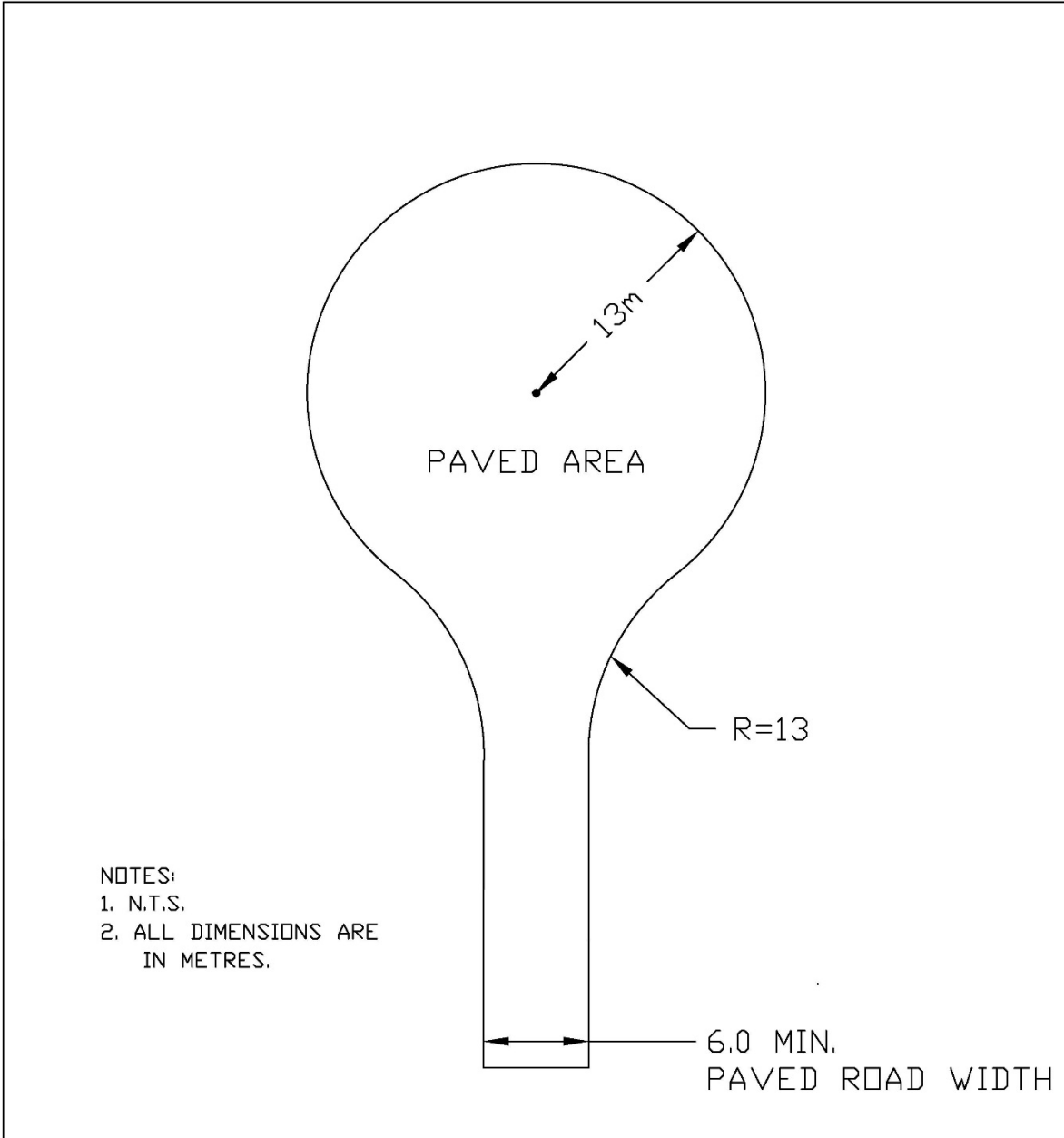
# Appendix 1



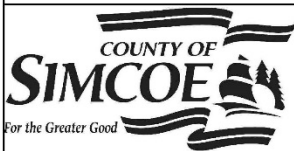
 <p>COUNTY OF <b>SIMCOE</b> For the Greater Good</p>	SOLID WASTE MANAGEMENT MINIMUM STANDARD		APPENDIX 1
	T-TURNAROUND		
	DATE: NOVEMBER 2016	DRAWN BY: JPM	



Appendix 2



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



SOLID WASTE MANAGEMENT MINIMUM STANDARD

CUL-DE-SAC

DATE: NOVEMBER 2016

DRAWN BY: JPM

APPENDIX

2

## Appendix 3

### Application Form for Waste Collection Services



By submitting this form you consent to the information submitted being utilized for investigation of waste collection service eligibility by appropriate authorities.

**Please fill in the information requested below**

Address (number and street): \_\_\_\_\_

Municipality: \_\_\_\_\_

Name of applicant: \_\_\_\_\_

Company Name: \_\_\_\_\_

Property Tax Roll No.: \_\_\_\_\_

Number of Residential Dwelling Units: \_\_\_\_\_

Application Fee (non-refundable): \$ \_\_\_\_\_

(\$50.00 per application or \$10 per unit whichever is greater)

**Relationship of applicant to property:**

Owner     Property Manager    Other \_\_\_\_\_

Unit Type:     Multi-unit     Single Unit\*

Road Type:     Fronting on a Public Road     Private Road(s)

Development:     New Development     Existing Development

**If New Development Check All That Apply:**

Draft Site Plan Approved     Final Site Plan Approved

Partially Constructed/Built     Construction/Buildings Complete

Partial Occupancy     Full Occupancy

Please submit site plan with application

**Expected Date of Completion with Occupancy:** \_\_\_\_\_

\*If a Single Unit on a Private Road all registered owners on that Private Road must also apply for Waste Collection Services at the same time

*By signing below the applicant acknowledges that they have read and understood the implications of the Multi-Residential and Private Road Waste Collection Policy and also certify that the information they have provided is accurate to the best of their knowledge:*

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Personal Information contained on this form is collected pursuant to the Waste By-law and sections 11, 12, and 227 of the *Municipal Act, 2001*. Questions about the collection of personal information should be directed to the County's Freedom of Information and Privacy Co-ordinator: County Clerk, County of Simcoe Administration Centre, 1110 Highway 26, Midhurst, ON L9X 1N6.

Phone: 705-735-6901; Fax: (705) 726-9832; e-mail: [solidwaste@simcoe.ca](mailto:solidwaste@simcoe.ca);  
Mail: County of Simcoe Administration Centre, 1110 Hwy. 26, Midhurst, ON L9X 1N6