



Technical Guidelines
For
Waste Collection Services
For
Condominium Developments

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1. Introduction

The County of Brant is providing these Technical Guidelines for Waste Collection Services for Condominium Developments to condominium developments, located in the County of Brant, the ability to request for a review and consideration to receive waste and recycling collection services from the County of Brant.

The County is pleased to provide waste and recycling collection services to our residents. However, to continue to provide safe and efficient service, the County requires that some minimum standards be met. This document provides the minimum requirements only, and the County will work with existing and proposed condominium developments to gain optimum efficiencies for both the property owners and the County. In addition to the requirements set out in this document, Municipal and County site plan requirements, solid waste by-law, building and fire codes and any other applicable regulations are also required to be complied with.

Each property will have specific needs and will require detailed reviews. Onsite meetings may be required to discuss details pertaining to the application for collection services. The applicant shall have a knowledgeable representative available to meet with County staff on site, with the authority to speak about the application, as needed.

2. Definitions

- a. **“Blue box recyclables”** means wastes designated by the Circular Materials Ontario as part of the provincial blue box program and which are not to be collected as garbage.
- b. **“Collectible”** means any residential waste material which may be collected pursuant to County and/or Municipal by-law.
- c. **“Collection area”** means a location designated exclusively for collection of residential waste recyclables.
- d. **“Common collection points”** means any areas for multiple property owners, whose driveways do not front onto a public roadway or residents living on inaccessible private roads, to set out waste and recycling on their designated collection day where it is to be collected by the County.
- e. **“Contractor”** means any person or business which has entered into a contract with the County for the collection of waste on behalf of the County.
- f. **“County”** means the Corporation of the County of Brant or its authorized representative.
- g. **“Garbage”** means waste other than blue box recyclables, household hazardous wastes, furniture or appliances, seasonal leaf and yard wastes and other non-collectible wastes as outlined in the County’s waste collection by-law.
- h. **“Municipality”** or **“Municipal”** means the County of Brant.
- i. **“Owner”** includes an occupant, lessee, tenant or any other person in charge or control of an eligible property or premises.
- j. **“On-site waste collection”** means the collection of waste from containers on private property.
- k. **“Recyclable materials”** means any material included in the provincial blue box program.
- l. **“Set out”** means to place, or permit to be placed, waste at any location on private property for the purpose of waste collection.
- m. **“Street”** means any public highway, road, street, avenue, parkway, lane, alley or square.
- n. **“Turning radius”** means the minimum area required for a vehicle to turn around.
- o. **“Waste”** means residential Garbage materials.

3. General Waste Collection Requirements

The following are general conditions for the collection of garbage materials. Applicants should refer to the applicable County By-laws for additional or specific collection requirements.

- a. Property owners are responsible for the design and construction of proper and safe residential waste handling systems for their residents on private property, in both urban and rural settings. This includes access routes, storage facilities, collection areas, and with direct access to a municipal street that does not require the collection vehicle to reverse onto the municipal street.
- b. The design of the collection area on private property, as outlined in this document, shall be provided exclusive of any onsite parking spaces.
- c. All residential waste containers that are set out on the public right of way, shall be set out at curbside or approved Common Collection Point no earlier than 6:00 pm the night before the day of collection and prior to 7:00 am on the day of collection.
- d. All emptied residential waste containers, and uncollected materials, that are set out on the public right of way, shall be removed from the curbside or approved Common Collection Point by 8:00 pm on the collection day.
- e. Waste information and collection procedure signs must be installed in appropriate locations to ensure a safe and clean environment around the waste collection areas. Property owners must be responsible for actively promoting Blue Box recycling as a means of reducing Garbage waste.
- f. The property owner is responsible for moving all waste containers out to the designated collection area on the designated collection day.
- g. The property owner is responsible for collection, processing, haulage and disposal of all waste from the property until such time as the site is approved for collection services.
- h. The County reserves the right to revoke collection services to any development that does not meet the guidelines outlined in this document or the County's Solid Waste By-law or at any time becomes non-compliant with the terms of the collection agreement.
- i. The property owner must complete the enclosed application form and submit the package in accordance with the Submission Process found on Page 7 of this guideline.

Should you have any questions regarding these requirements, please contact the County of Brant Solid Waste/Wastewater Operations Section at 519-442-7268 or 855-442-7268.

4. Condominium Waste Collection Requirements

Condominium developments may submit a request for review and consideration to receive waste collection services from the County of Brant, as outlined in Section 5. When preparing the request, the proponent shall consider what “waste collection area” is appropriate for the development, refer to section 4.1 below, and review the “access routes” to the “waste collection area” against the requirements outlined in section 4.2 below.

4.1 Waste Collection Area (in order of preference)

- a. door to door collection areas service for each individual condominium unit with direct and safe access for collection vehicles, ensuring ownership of each collection area by the unit owner.
- b. common collection points serviced on private property with a direct and safe access route for collection vehicles.
- c. common collection points serviced from the public right of way.
- d. all common collection points on private property must be kept clear of obstructions and require clear marking as “No Stopping” or “No Parking”.

4.2 Access Routes

- a. The internal roadways must be a minimum of 3.048 metres (10 ft.) in width (not including on street parking lanes) with minimum of 13 metres turning radii or in accordance with the “Curb Return Radii at Intersections” table in the County of Brant Development and Engineering Standards (Section 7).
- b. A continuous forward drive through access route must be provide to all collection points, collection vehicles will not back up at any time.
- c. Along the collection access route and in the collection area, an overhead clearance of 7 metres must be provided from all overhead obstructions such as wires, balconies and trees.
- d. Private access roads must be constructed of a suitable material and be structurally adequate to prevent damage by and support a fully loaded waste collection vehicle.
- e. Collection vehicles must be able to safely drive out of private property and onto a municipal street.

5. Request for Review and Consideration Process

Listed below is the required documentation that the applicant must provide to the County for review and consideration.

- Formal request letter
- Completed application for waste collection services on condominium development (attachment 1)
- Indemnification form (attachment 2)
- Completed application checklist (attachment 3)
- Detailed site plan (turning movement plan*) if applicant is requesting for collection points on private property
- Proof of a Blue Box collection program for all residents to participate in which is the same service level as the garbage collection program offered by the County. Proof of this service will be required to be submitted to the County on an annual basis at a minimum.

The detailed site plan shall indicate at a minimum the following.

- Proposed waste collection area(s)
- Access route to waste collection area
- Curb radii's
- Road widths, slopes
- No parking/stopping areas sign locations
- Surface features (streetlights, road signs, utility boxes/transformers, trees, etc.)
- Building footprints
- Driveways
- Indication of scale of drawing
- Table which notes number of units, estimated number of garbage containers and recycling boxes set out at each waste collection area

* For new developments a turning movement plan for a garbage truck (detail below) is required.



The applicant must submit a completed application package to the County of Brant Solid Waste/Wastewater Operations Division for review and consideration to the address below or via email to operations@brant.ca;

County of Brant, Operations Department
Environmental Services Division, Solid Waste/Wastewater Section
26 Park Avenue
P.O. Box 160
Burford ON N0E 1A0

The County will respond in writing or email to the applicant acknowledging that the application has been received for further review.

6. Revisions to the Waste Collection Guidelines

The County may from time-to-time review, revise and update its “Technical Guidelines for Waste Collection Services on Condominium Developments”.

Any revisions to this document will require the approval of the General Manager of Operations or designate.

Attachment 1 – Application for Waste Collection Services on Condominium Development

Date: ____/____/____

The undersigned requests the Corporation of County of Brant consideration to extended waste collection services to the condominium development noted below.

Applicant Details:

Applicant: _____ Property Owner: _____

Address of Owner: _____

City: _____ Postal Code: _____ Phone: _____

E-mail address: _____ Cell: _____

Collection Requested at:

Name of Condominium Development: _____

Contact: _____

Address of Property: _____

Phone: _____ E-mail Address: _____

Details of Location:

Expected Date of Completion: _____

Condominium Plan Number: _____

No. Of Units: _____ Units Occupied to Date: _____

Comments:

Attachment 2 – Indemnification Form (Acknowledgement)

Acknowledgement

From: _____ (Owner)

(Name of property Owner)

(Address of property)

And:

(Name of duly authorized agent of property Owner(s))

(Address of duly authorized agent)

To: **The Corporation of the County of Brant** and its officers, employees, agents and contractors ("County")

In consideration of waste from the property of the Owner, the Owner on behalf of all Owners, occupants and invitees, and the heirs, executors, administrators, successors and assigns of the Owners, occupants and invitees hereby:

- a) Permits the County to enter, pass upon and re-enter (collectively "enter") the property for waste collection purposes;
- b) Certifies that the property (including the pavement, driving surface and boulevard) can sustain the entry of the County's waste and recycling collection vehicles; and
- c) Agrees to hold the County harmless for any losses, costs, damages, expenses or wear and tear that may result from entry onto the property for waste collection purposes, except losses, costs, damages or expenses caused by the County's negligence.
- d) The Owner, or the Owner's authorized agent, shall ensure that all internal roadways on property are maintained in good repair for collection services throughout the year, as well as ensuring there are no parked cars on the internal roadways that could be deemed as obstructions.
- e) Acknowledge that repeat obstruction of the internal roadways or turn-around area may result in missed collections or cancellation of property collection service.
- f) Have the authority to bind the corporation/organization.

Signed and delivered

(Signature of Owner)

(Print name of Owner)

(Signature of Witness)

(Date)

Attachment 3 – Application Checklist for Waste Collection Services on Condominium Development

Access Routes/Collection Area Condominium Requirements	Checklist
Is the access and internal roadway a minimum of 3.048 metres (10 ft.) in width (not including on street parking lanes) and have a minimum of 13 metres in turning radii or in accordance with the “Curb Return Radii at Intersections” table in the County of Brant Development and Engineering Standards (Section 7)	
Does the condominium development have a continuous drive-through access and exit, which does not require the collection vehicle to reverse at any time?	
Can the collection vehicles drive out onto the street and not reverse out in order to turn around?	
Does the collection area and/or access route need to be clearly marked as a No Stopping or No Parking area?	
Does the roadway and collection area provide an overhead clearance of 7 metres from obstructions such as wires, balconies and trees?	
Are roadways constructed of a suitable material and structurally adequate to prevent damage by and support a fully loaded waste collection vehicle?	
Are the roadways free of pot holes and snowplowed/salted/sanded on an as needed basis?	
New Developments Turning Movement Plan – Does the Garbage truck wheel path remain in travel lane?	