

CITY OF TORONTO REQUIREMENTS FOR GARBAGE, RECYCLING AND ORGANICS COLLECTION SERVICES FOR NEW DEVELOPMENTS AND REDEVELOPMENTS

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PART I – INTRODUCTION

GENERAL INFORMATION

The City of Toronto's Development Engineering Section of Engineering and Construction Services, in consultation with Solid Waste Management Services (SWMS), reviews all development applications made under the Planning Act. As such, all aspects pertaining to solid waste collection are reviewed and commented on by SWMS as part of the one-window service provided by Development Engineering. Developments that do not go through a Planning Act application process, including proposals that change existing collection points, existing method of collection, alterations to an existing enclosure, if there is a new building planned or a change of use and/or an existing building is being expanded by more than one-third of its original size, must be reviewed by SWMS to ensure continual compliance. All applications and new developments reviewed by SWMS must comply with the requirements set-out in this document.

The City of Toronto provides waste collection services to residential and select non-residential developments. In order to qualify for City of Toronto waste collection services, new developments, including existing developments currently receiving private collection services that apply and meet the City's eligibility criteria must adhere to the requirements outlined in this document. It should be noted that the City reserves the right to impose additional requirements during a detailed review of specific developments. It should also be noted that this document is to be used in conjunction with, not in place of, all applicable building codes and any processes required by the Planning Act.

Developments, including existing sites currently receiving private collection services, that meet the City's eligibility requirements, must provide the required facilities which allow for municipal collection of waste materials. If the facilities required for municipal waste collection cannot be provided, as determined by the developer and the General Manager, then it must be stated in the appropriate legal documentation concerning the development and notice shall be given to all future owners of the need to provide and maintain private collection services until the requirements for municipal waste collection are met.

Please refer to the appropriate section within this document when preparing your development application submission to ensure that it contains sufficient details to permit SWMS to review the submission.

Details to be included with the submission must include:

- accurate scale on all drawings
- access routes, with dimensions
- collection vehicle turning movements, with dimensions
- loading facilities, with dimensions
- waste storage facilities, with dimensions
- size and number of garbage, recycling and organics containers to be used
- diversion method
- number of dwelling units in the development/total ground floor area/number of storeys

The City reserves the right to re-review Site Plans in accordance with the time frame as established in the Site Plan Approval process. New or additional requirements as a result of operational changes or City policies may be imposed upon re-review.

This document has been amended to adhere to the City of Toronto's Development Infrastructure Policy and Standards (DIPS) which was approved by Toronto City Council at its meeting held December 5, 6, and 7, 2005 and the Toronto Green Standard (TGS), where Version 3 came into effect for new applications as of May 1, 2018.

This document may be updated, from time to time as required, in accordance with changes in Provincial Regulations, City By-Laws, alignment with other City documents, changes to the operational needs of SWMS, or from the direction of the General Manager.

All municipal collection services are subject to requirements of the By-Laws.

Failure to comply with these requirements and any additional requirements imposed by the General Manager will result in collection services not being approved or suspension of collection services.

Please contact 311 for any questions related to City of Toronto Waste Collection Services.

DEFINITIONS

1. "By-laws" shall mean the following City of Toronto by-laws and any amendments, as well as sections of the Toronto Municipal Code, and are applicable to the appropriate geographic areas, and shall include any new Solid Waste collection by-laws as approved by Council from time to time:
 - *Chapter 844, City of Toronto Municipal Code, as amended*
 - *Chapter 841, City of Toronto Municipal Code, as amended*
 - *Chapter 354, City of Toronto Municipal Code, as amended*
 - *Chapter 629, City of Toronto Municipal Code, as amended*
 - *Chapter 441, City of Toronto Municipal Code, as amended*
 - *Chapter 447, City of Toronto Municipal Code, as amended*
 - *Chapter 629, City of Toronto Municipal Code, as amended*
 - *Zoning By-law 569-2013, as amended*
 - *Chapter 149, Etobicoke Municipal Code, as amended*
 - *Borough of East York By-law 1-86, as amended*
 - *City of York By-law 2890-78, as amended*
 - *City of Scarborough By-law 24478, as amended*
 - *City of North York By-law 21732, as amended*
2. "City" shall mean the City of Toronto.
3. "CIRO" shall mean an abbreviation for charities, institutions & religious organizations.
4. "Collection Point" shall mean item as listed in Chapter 841 of the Toronto Municipal Code.
5. "Commercial Portion" shall mean the dedicated commercial portion of a Mixed Use Development.
6. "Commercial Property" shall mean item as listed in Chapter 841 of the Toronto Municipal Code.
7. "Curbside Collection" shall mean item as listed in Chapter 841 of the Toronto Municipal Code.
8. "DAC" shall mean any City run Division, Agency & Corporation. This includes, but is not limited to: civic centres, community centres, daycares, shelters, libraries, police/fire/EMS stations, pools and areas.
9. "Development" shall mean any new development or redevelopment that is going through the Planning Act application process.
10. "Dwelling Unit" shall mean item as listed in Chapter 844 of the Toronto Municipal Code.
11. "Eligible Commercial Property" shall mean item as listed in Chapter 841 of the Toronto Municipal Code.
12. "Front-End Collection" shall mean the collection of eligible Waste Materials from an approved, properly covered watertight container, in sound and good working order with a capacity greater

than 0.75 cubic metres (1 cubic yard) and no more than 4.6 cubic metres (6 cubic yards) and compatible with the equipment used by the City for the provision of Waste collection services.

13. "Garbage" shall mean item as listed in Chapter 844 of the Toronto Municipal Code.
14. "Garbage Bin" shall mean item as listed in Chapter 844 of the Toronto Municipal Code.
15. "Garbage Collection Services" shall mean item as listed in Chapter 844 of the Toronto Municipal Code.
16. "Garbage Tag" shall mean item as listed in Chapter 844 of the Toronto Municipal Code.
17. "General Manager" shall mean item as listed in Chapter 841 & 844 of the Toronto Municipal Code.
18. "Ground Floor Area" shall mean item as listed in Chapter 841 of the Toronto Municipal Code.
19. "High-Rise Building" shall mean a building that is greater in height than the width of the ROW of the adjacent street and is generally taller than 11 storeys. Can include residential, commercial, or non-residential areas.
20. "Household Hazardous Waste" shall mean items listed in the Environment Protection Act, Regulation 347 General – Waste Management.
21. "Household Residence" shall mean a building containing dwelling rooms and/or fewer than nine (9) Dwelling Units.
22. "Industrial Property" shall mean item as listed in Chapter 841 of the Toronto Municipal Code.
23. "Laneway Suite" shall mean a self-contained residential unit located on the same lot as a detached house, semi-detached house or townhouse, and generally located in the rear yard next to a laneway.
24. "Large Commercial Development" shall mean developments for commercial use whereby the development does not meet the criteria for an Eligible Commercial Property.
25. "Loading Area" shall mean the entire area associated with City of Toronto solid Waste collection front end operations including the Type G Loading Space, Staging Pad, and overhead doors (if applicable) as defined in this document.
26. "Low-Rise Building" shall mean various building types such as row, stacked, back-to-back and stacked back-to-back townhouses as well as residential developments that are 4 storeys or less in height. There can be a commercial or non-residential portion within the development.
27. "Mid-Rise Building" shall mean a building that is no taller than the ROW is wide and is generally between 5 to 11 storeys. Can include residential, commercial, or non-residential areas.
28. "Mixed Use Development" shall mean any development containing a combination of residential uses with commercial or non-residential uses, and any accessory uses thereto.

29. "Multi-Residential Property" shall mean item as listed in Chapter 844 of the Toronto Municipal Code.
30. "Non-Residential Property" shall mean item as listed in Chapter 841 of the Toronto Municipal Code.
31. "Organics Bin" shall mean item as listed in Chapter 841 & 844 of the Toronto Municipal Code (Refer to "Organics Container").
32. "Organic Materials" shall mean item as listed in Chapter 844 of the Toronto Municipal Code.
33. "Organics Collection Services" shall mean item as listed in Chapter 841 of the Toronto Municipal Code.
34. "Oversized Item" shall mean item as listed in Chapter 844 of the Toronto Municipal Code.
35. "Planning Act" shall mean the Provincial Legislation R.S.O. 1990, Chapter P. 13.
36. "Private Road" shall mean a privately owned and maintained road, street, mews, lane, driveway or access route that is not owned or maintained by the City.
37. "Prohibited Waste" shall mean items as listed in Chapter 844 of the Toronto Municipal Code.
38. "Public Laneway" shall mean all public laneways within the jurisdiction of the City.
39. "Public Road" shall mean any public road classified as an expressway, major arterial, minor arterial, collector or local road within the jurisdiction of the City, as per the City's Road Classification System.
40. "Recyclable Materials" shall mean item as listed in Chapter 841 & 844 of the Toronto Municipal Code.
41. "Recycling Bin" shall mean item as listed in Chapter 841 & 844 of the Toronto Municipal Code (Refer to "Recycling Container").
42. "Recycling Collection Services" shall mean item as listed in Chapter 841 & 844 of the Toronto Municipal Code.
43. "Regulation Container" shall mean item as listed in Chapter 844 of the Toronto Municipal Code.
44. "Residential Property" shall mean item as listed in Chapter 844 of the Toronto Municipal Code.
45. "Site" shall mean any Development or existing building/property. Including Residential Properties and Non-Residential Properties.
46. "Special Collection Services" shall mean items as listed in Schedule A, Chapter 844 of the Toronto Municipal Code.

47. "Staging Pad" shall mean the area immediately in front of the Type G loading Space designed for the manoeuvring and collection of the front end containers.
48. "Type G Loading Space" shall mean the space required for City of Toronto solid Waste front end collection vehicles to collect materials from front end containers as defined by the vertical clearance, width, length (excluding the Staging Pad) and grade minimum. See Page 28 for details.
49. "Yard Waste" shall mean item as listed in Chapter 844 of the Toronto Municipal Code.
50. "Yard Waste Collection Services" shall mean item as listed in Chapter 844 of the Toronto Municipal Code.
51. "Waste" shall mean Garbage, Recyclable Materials, Organic Materials, Yard Waste and Prohibited Waste Materials.

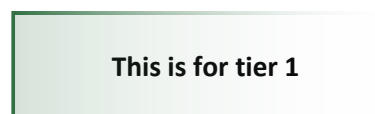
READING THIS DOCUMENT

This document is structured into sections based on the services provided by the City of Toronto.

The "Development Type" box, as seen below. These are placed at the start of each section and outline the "Type of Development" that service is best suited for.



The "TGS Highlight" as seen below. This is used to highlight each tier of TGS they align with. These items may be updated from time to time, in accordance with changes made to the TGS.



Developer Checklist			
Development Type	Criteria	Checklist Appendix E	Details
Single Family Households	All units front street	Checklist 1 – Page 57	Page 20
Townhouse/Low-Rise Building	All units front street	Checklist 1 – Page 57	Page 20
	Some/No units front street	Checklist 2 – Page 58	Page 23
Mid-Rise Building	Between 9 and 30 units	Checklist 2 – Page 58	Page 23
	31 to 60 Units, and eligible	Checklist 2 – Page 58	Page 25
	31 Units and up	Checklist 3 – Page 59	Page 26
High-Rise Building	31 Units and up	Checklist 3 – Page 59	Page 26
Commercial	Small	Checklist 4 – Page 62	Page 37
	Large	Checklist 5 – Page 63	Page 38
	Mixed Use Building	Checklist 6 – Page 63	Page 38
City Department, Agency or Commission		Checklist 7 – Page 64	Page 40
School	TDSB or TDCSB	Checklist 7 – Page 64	Page 40
	Private or Other	Checklist 5 – Page 63	Page 41
Charity, Institutions & Religious Organization		Checklist 8 – Page 64	Page 42
Industrial and Other Non-Residential		Checklist 5 – Page 63	Page 38



PART II – RECEIVING CITY WASTE COLLECTION SERVICE

This section is only for sites that are looking for, and are eligible to receive, City waste collection services. These include residential properties, some small commercial properties, some qualifying CIRO sites, City DAC's, and school board properties. Please refer to Part III and Part IV for specific requirements for these types of developments, in addition to this section.

This section is not for sites that can be described as a large commercial development, industrial property, institutional or non-residential properties that are not eligible to receive waste collection services from the City. Please skip to Part IV for design guidelines related to these types of developments.

RESPONSIBILITIES OF THE CITY

The following is a list of the responsibilities of the City while providing waste collection services. They may change from time to time based on changes to the By-Laws, operational requirements or direction from the General Manager.

- The City will collect garbage, recycling material, organics material, yard waste, oversized item and special collection items at approved collection point(s) and only in accordance with the By-Laws.
- The City provides regularly scheduled collection services as defined in the By-Laws. The frequency of service is dependent on the type of service and location within the City.
- The City does not collect prohibited waste materials. Refer to the By-Laws for further details.
- The City does not provide oversized item or yard waste collection services to commercial and other non-residential properties as defined by the By-laws.
- The City is not responsible for any damages to private roads caused by normal use. Private roads must be able to safely support a fully loaded collection vehicle.

- The City does not collect from damaged containers.
- The City reserves the right to refuse or discontinue collection services to properties that do not adhere to the requirements contained in this document or the By-Laws.

TERMS AND CONDITIONS FOR SERVICE

The owner of a site that applies for, and is granted approval to receive, City waste collection services will have to comply with the terms and conditions set out in this document and in the application form, see Appendix A. Below is a list of some of the main terms.

- The owner of a site must pay fees as outlined within Municipal Code, Chapter 844 - Article VII and Chapter 441 – Appendix A.
- The owner of a site is responsible for maintaining, repairing, and replacing all privately owned containers.
- The owner of a site must set out bins/containers and have them unlocked on the dedicated collection day by 7:00 am for daytime collection and between 6:00 pm and 9:00 pm for nighttime collection.
- The owner of a site receiving City waste collection must participate in diversion programs provided by the City. The use of a private waste collector to collect materials that the City provides diversion programs for, will result in service being discontinued.
- If the owner of a site requires any additional collection services, for materials not collected by the City in accordance with the By-Laws, they must be arranged and provided for at the expense of the property owner.

ELIGIBILITY CHECKLIST FOR WASTE COLLECTION SERVICES

Any site that is eligible to apply and is requesting City waste collection services must comply with the checklist on the following two pages in order to receive service.

Additionally, with a new development, the developer will be responsible for solid waste collection services generated by the new development until the following criteria, where applicable, have been met and the site has been inspected and approved by SWMS staff. Until that time, the developer is responsible for waste collection services, at the developers' expense, and must adhere to Ontario Regulation 103/94: Industrial, Commercial and Institutional Source Separation Programs under the Environmental Protection Act ("O. Reg. 103/94"), specific to source separation programs.

Eligibility Checklist	
All Sites Requesting City Service	
Complete	Criteria
☐	The location must be accessible. All Public roads, private roads, driveways, or other private accesses leading to the collection point(s) have been completed to at least base asphalt and full curb, in order to provide a clear delineation between the street and the boulevard or sidewalk, as per the approved plan, with no obstructions related to construction and move-ins.
☐	The collection point(s) are free and clear of debris and construction waste.
☐	Boulevards are rough graded.
☐	City winter maintenance operations are being performed on public roads used to access the new development or property. A private snow removal contract must be in place for any private road used to access the new development or property, at the discretion of the General Manager.
☐	A development must have a minimum of 50% occupancy per building or project/phase. Requests to start with a lower occupancy percentage will be reviewed on a case by case basis, at the discretion of the General Manager.
☐	The developer, agent of the development, or property manager must disclose in writing and as part of the negotiations for purchase, to a prospective buyer of a unit within the development, the type of waste collection service and requirements of the prospective owner/tenant regarding storage and collection. A copy of the disclosure document must accompany the application form for service and details form part of the site plan agreement.
☐	Each site will be inspected prior to the commencement of City waste collection services to ensure that the development has complied with all requirements for City waste collection services.
☐	Other additional criteria relating to access and safety issues may be requested, where applicable.
☐	All application forms, disclosure forms, or other requested documents have been received and approved by the City. A copy of the application form can be found in Appendix A of this document.
☐	Multi-residential buildings must submit a Waste Management Plan to SWMS. A Waste Management Plan must include: • Details on maintaining compliance with the By-Laws. • Details on the disposal of garbage, recycling, organics, oversized items, electronic waste and household hazardous waste, plus any additional waste streams that may be present in the building that will not/cannot be collected by the City. • Details on the roles and responsibilities for the various parties involved. • Architectural drawing showing the details of the waste storage room(s), loading area, and access route for the collection vehicle. • Detailed descriptions of the equipment residents will have access to, such as chutes and in-unit containers. • Additional items may need to be included, as requested by SWMS.

Only eligible sites that are requesting front-end collection must also comply with the following:

Eligibility Checklist	
Sites Requesting Front-End Collection Only	
Complete	Criteria
☐	The loading area is complete, clear and constructed of 200 mm thick reinforced concrete and meets the minimum required height clearances as per the final approved Site Plan drawing.
☐	If the collection vehicle is required to drive over any supported structure (such as an underground parking garage) the City is to be provided with a letter certified by a qualified Professional Engineer that the structure can safely support a fully loaded collection vehicle weighing 35,000 kilograms.
☐	The City is to be provided with a certification of compliance letter by a qualified Professional Architect that states that they have inspected the site and certify that the solid Waste facilities shown in the final approved Site Plan drawings have been built as designed.

PART III – RESIDENTIAL COLLECTION APPLICATION REQUIREMENTS

RESIDENTIAL CURBSIDE APPLICATION REQUIREMENTS

Application Steps to Obtain Service

1. The developer of a new development can request solid waste collection services by contacting the City of Toronto through their Development Engineering Contact. *Please refer to the Eligibility Checklist (Page 12-14).* The site will be inspected by SWMS staff prior to approval to ensure that the development has complied with all requirements for garbage, recycling and organics collection services. Upon approval, the City will mail out welcome packages and bin order forms to new residents.
2. Any other request for service can be started by contacting 311.

Curbside Bins

Single family curbside bins come in four sizes for garbage and recycling, and one size for organics. See Appendix C for more information on curbside bins.



RESIDENTIAL UNIT ABOVE COMMERCIAL APPLICATION REQUIREMENTS

Eligibility

1. Must have less than 9 residential units. For 9 or more residential units, see *Multi-Residential Curbside* section (Page 16).
2. Must have at least 1 commercial unit on the main/ground floor. Commercial unit must have separate storage space from residential storage.

Application Steps for Obtaining Service

1. The developer of a new development can request solid waste collection services by contacting the City of Toronto through their Development Engineering Contact. *Please refer to the Eligibility Checklist first (Page 12-14).* The site will be inspected by SWMS staff prior to approval to ensure that the development has complied with all requirements for garbage, recycling and organics collection services. Upon approval, the City will mail out welcome packages and bin order forms to new residents.

2. Any other request for service can be started by contacting 311.

Curbside Bins and Garbage Tags

RUAC properties may use bags with a garbage tag, or the City's curbside bins. To be assessed by the City on a case-by-case basis.

MULTI-RESIDENTIAL CURBSIDE APPLICATION REQUIREMENTS

Eligibility

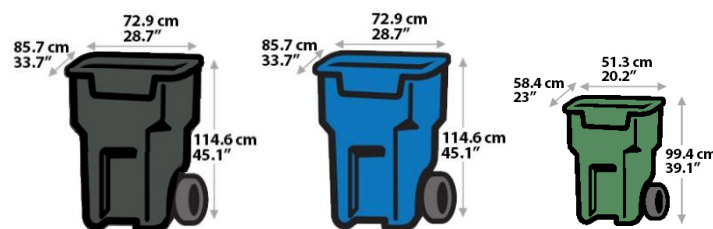
1. Must have between 9 and 30 residential units. For 31 or more residential units, see *Multi-Residential Front-End* section (Page 17).
2. Mid-rise buildings with between 31 and 60 residential units may be eligible.

Application Steps for Obtaining Service

1. The developer of a new development can request solid waste collection services by contacting the City of Toronto through their Development Engineering contact. *Please refer to the Eligibility Checklist first (Page 12-14).* A copy of the application form can be found in Appendix A of this document. The site will be inspected by SWMS staff prior to application approval to ensure that the development has complied with all requirements for garbage, recycling and organics collection services.
2. Any other request for service can be started by contacting 311.

Curbside Bins

1. The multi-residential curbside bin(s) must be obtained from the City of Toronto.
2. See Appendix C for more details and the recommended number of bins.



MULTI-RESIDENTIAL FRONT-END APPLICATION REQUIREMENTS

Eligibility

1. Must have 31 or more residential units.

Application Steps for Obtaining Service

1. The developer of a new development can request solid waste collection services by contacting the City of Toronto through their Development Engineering contact. *Please refer to the Eligibility Checklist first (Page 12-14).* A copy of the application form can be found in the Appendix A of this document. The site will be inspected by SWMS staff prior to application approval to ensure that the development has complied with all requirements for garbage, recycling and organics collection services.
2. Any other request for service can be started by contacting 311.

Front-End Containers

Front-end collection consists of specially designated containers, no larger than 4.6 m³ (6 yd³) per container for garbage and recycling, and no larger than 2.3 m³ (3 yd³) for organics.

Front-end containers compatible with City collection vehicles are required.

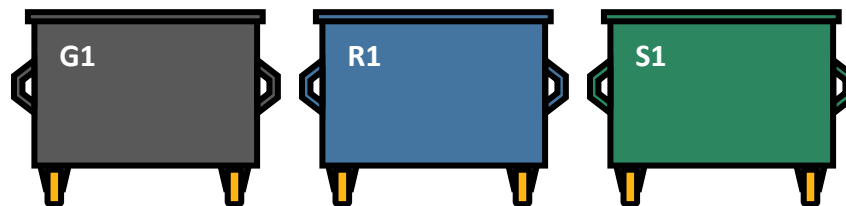
All front-end containers must have the following:

- A locking mechanism to secure the lid(s) in a closed position,
- A wheel locking mechanism to prevent the container from rolling when set out for collection, and
- City approved numbering

Refer to Chapter 844, Article III for Regulation Container specifications.

The City does not provide, sell, or repair front-end containers.

See Appendix C for list of container dimensions.



PART IV – NON-RESIDENTIAL COLLECTION APPLICATION REQUIREMENTS

SMALL COMMERCIAL APPLICATION REQUIREMENTS

Eligibility & Application Steps for Obtaining Service

Subject to the terms and conditions contained in this document, in Chapter 841 of the City of Toronto Municipal Code, and any directives issued by City Council from time to time the City may provide collection services to commercial properties that are:

1. Not an industrial property,
2. Less than 4 storeys,
3. And one of the following:
 - The total ground floor area of the entire building does not exceed 500 m², or
 - Is located in mix-use property, or a plaza/mall where the residential area of the plaza/mall is at least one third of the total area.

Individual businesses, with authorization from the property owner, may apply for waste collection services by submitting an application form. Eligibility will be determined by the General Manager.

Any request for service can be started by contacting 311.

Curbside Bins and Garbage Tags

Eligible properties can receive curbside collection from bins or bag only with garbage tags. If a property decides to use bins, they must be ordered from the City. Garbage tags for bag only collection are purchased online or from designated retailers.

CITY DAC & SCHOOL APPLICATION REQUIREMENTS

Eligibility & Application Steps for Obtaining Service

An existing DAC or school will be assessed on a case by case basis and waste collection will be dependent on the intended use of the building. Please contact SWMS for more information.

A newly built DAC or school must have the developer, or appropriate agent, contact SWMS prior to building occupation. This can be done through their Development Engineering contact or 311.

Curbside Bins and Front-End Containers

1. Curbside bins are ordered directly from the City.
2. Please refer to *Multi-Residential Front-End* section for front-end containers (Page 17).

CHARITIES, INSTITUTIONS & RELIGIOUS ORGANIZATION APPLICATION REQUIREMENTS

Eligibility & Application Steps for Obtaining Service

Subject to the terms and conditions contained in this document, Chapter 841 of the City of Toronto Municipal Code, and any directives issued by City Council, the City may provide waste collection services to CIRO properties. Please contact 311 and fill out an application.

Curbside Bins, Garbage Tags & Front-End Containers

1. Curbside bins are ordered directly from the City at time of application. Garbage tags for bag only curbside collection are purchased online or from designated retailers.
2. Please refer to *Multi-Residential Front-End* section for front-end containers (Page 17).

PART V – RESIDENTIAL DESIGN REQUIREMENTS

RESIDENTIAL CURBSIDE DESIGN REQUIREMENTS



The City of Toronto services approximately 461,000 single family residences through its curbside collection programs. These residences are serviced through a day or night collection schedule with the use of either automated side-load and/or rear-loading waste collection vehicles.

The dedicated collection point is determined by the General Manager. This is located at the curb along both public/private roads and laneways. The curbside program involves the use of garbage, recycling and organics bins for the collection of materials.

The use of the City's curbside collection program should be **AS CONVENIENT AS POSSIBLE** to each resident. As such, residents should not have to move their bins more than 100 m from their dedicated waste storage area to their dedicated collection point.

Development Type

The types of new developments that fit best with this collection style include:

- Single family developments
- Low-Rise Building developments

Collection Point & Access

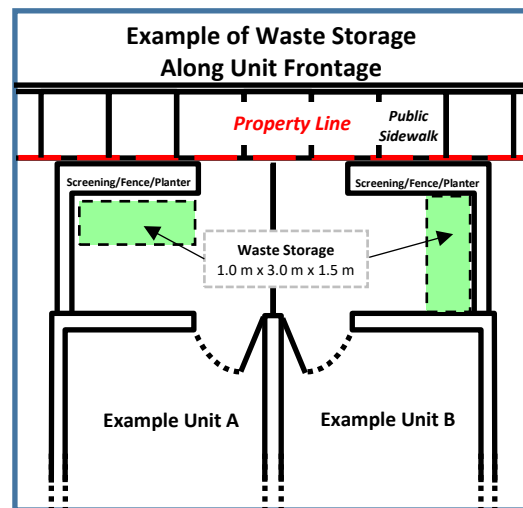
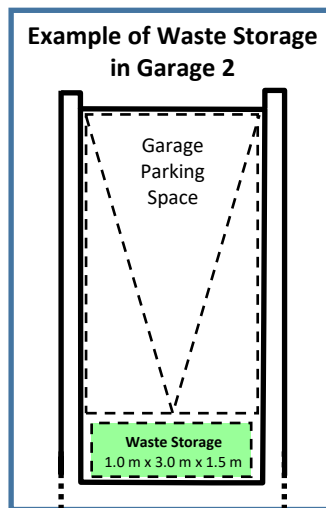
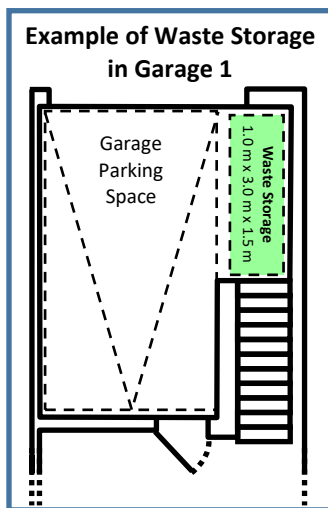
1. The resident is responsible for bringing their bins to and from the collection point. The garbage or recycling bin must be able to be placed 0.5 m away from the organics bin while set out at the collection point.
2. The collection point will only be located on public/private roads or laneways that the site is addressed to. The collection point may be located in a rear laneway (public or private), that the site is not addressed to, at the discretion of the General Manager.
3. Overhead clearance above the collection point must be a minimum of 4.4 m.
4. Public/private roads and public/private laneways where the collection point is located must allow the collection vehicle to enter and exit in a forward motion, with a minimum inside turning radii of 9.5 m and a minimum outside turning radii of 14 m.
5. New public/private roads and public laneways must be built to DIPS standards to allow for collection. Public/private roads must have a minimum width of 8.0 m, as per DIPS standards. New public/private laneways must have a minimum width of 6 m, as per DIPS standards.
6. Existing public/private lanes must have a minimum clear width of 3.5 m to allow for collection.
7. Public/private laneways, where collection takes place, require an additional buffer space of 0.5 m along each side of the laneway where collection points are located, at the discretion of the General Manager.
8. Eligible laneway suites will utilize the same collection point as the principle building. A minimum path width of 0.9 m, within the property, is required to allow access to the collection point. Alternative access paths may be possible, and will be assessed on a case by case basis.
9. Laneway suites are only eligible to receive waste collection in a public laneway, if the principle building is already receiving collection there.

Storage

A waste storage area is required to store at least one recycling bin, one organics bin and one garbage bin. Storage must be sufficient to store garbage and recyclable materials for a minimum of two weeks, organic material for a minimum of one week, yard waste and oversized items and special collection items as required.

1. The storage area provided must be:
 - On private property,
 - Within the building envelope, or garage, and is external to any living areas,
 - Well ventilated and at grade,
 - Minimum 1 m in width,
 - Minimum 3 m in length,
 - Minimum 1.5 m in height.

2. An external storage area, within the private property boundaries, is acceptable if screened off from view. Storage area requirements are the same as above.
3. Requests for an exception to reduce the length of an external storage area, only when it is located along the unit frontage and properly screened in, will be reviewed on a case by case basis at the discretion of the General Manager.
4. The resident must be able to travel to the collection point, with their waste bins, along a path that with no stairs and total distance is less than 100 meters.
5. The location of the storage area(s) will be to the satisfaction of the General Manager.



RESIDENTIAL UNIT ABOVE COMMERCIAL DESIGN REQUIREMENTS

A Residential Unit Above Commercial (RUAC) site consists of a residential apartment(s) that is located above a store, restaurant, or other commercial establishment. A RUAC is serviced through a day or night collection schedule with the use of automated side-load and/or rear-loading waste collection vehicles. The City provides curbside bin or bag collection for garbage, recycling and organics to these units.

Please refer to *Small Commercial Requirements* for the commercial portion (Page 37).

Development Type

The types of new developments that fit best with this collection style include:

- Low-Rise Building developments with commercial below residential
- Small commercial building with residential units.

Access and Storage

Please refer to *Residential Curbside Collection* for access requirements (Page 20).

RUAC properties will have their storage area requirements assessed by the City on a case-by-case basis.

MULTI-RESIDENTIAL CURBSIDE DESIGN REQUIREMENTS

Residential developments with a unit count between 9 and 30 units are eligible for multi-residential curbside collection for garbage, recyclable and organic materials at the discretion of the General Manager.

This program provides service through a day or night collection schedule with the use of automated side-load and/or rear-loading waste collection vehicles. Collection takes place on both public and approved private streets. The dedicated collection point is determined by the General Manager. The multi-residential curbside program involves the use of shared bins for the collection of garbage, recycling and organics.

It is the responsibility of the developer/property manager to ensure that the waste diversion program be AS CONVENIENT to each resident in the development as the garbage collection program. As such, residents should not have to walk more than 100 m, from their unit door, to reach a central waste disposal location or storage room.

Development Type

The types of new developments that fit best with this collection style include:

- Row or townhouse developments
- Low-Rise Building developments
- Mid-Rise Building developments

Collection & Access

1. An on-site staff/maintenance person is required to move the bins from the garbage/recycling/organics storage room to the curbside collection point. It is the responsibility of the building owner or property manager to ensure on-site staff are available.
2. All multi-residential curbside bins must be brought to the curb for collection. No loading facilities are required.
3. Please refer to *Residential Curbside Collection* for access requirements (Page 20).

Storage

The waste storage room must conform to building and fire codes and all other applicable legislation and be large enough to store all waste containers between collection days. The multiple curbside bins must be stored on private property, within the building envelope, and external to any of the living areas.

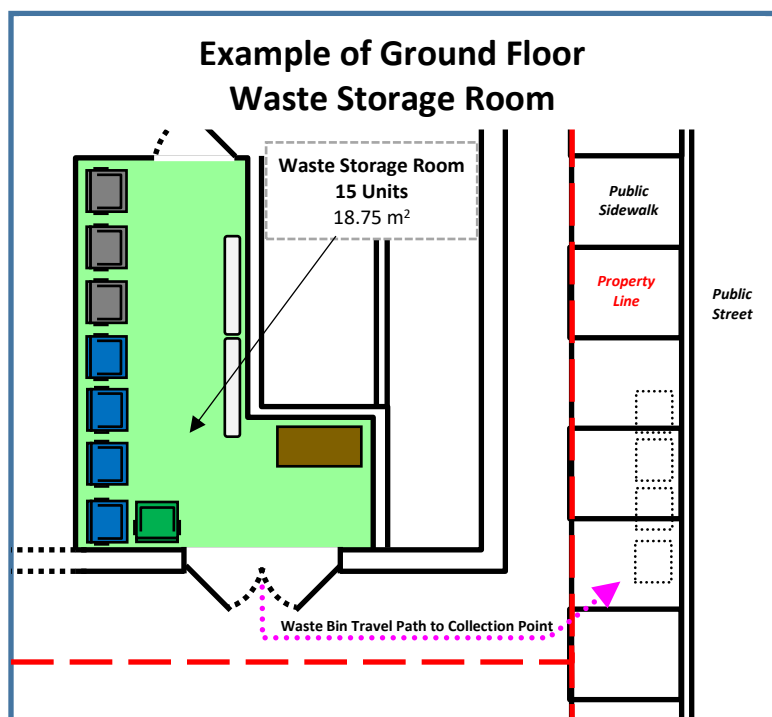
1. Bins must be stored in a centralized waste storage room that is easily accessible by all residents and designed in such a way that all multi-residential curbside bins are accessible by the residents, easy to manoeuvre and able to be placed out for collection.

2. The waste storage room area is calculated by the following:

- 1.25 m² per unit for garbage, recyclable material, organic material, oversized items, and special collection item storage.
- Add a minimum dedicated 1 m² area to the total area calculated above specifically for household hazardous waste storage and/or additional diversion programs.

- **NOTE:** Special storage or containment may be required for proper safe storage of household hazardous waste items. This may require more than the minimum area listed above.

3. The waste storage room must be kept clean and free of debris at all times.
4. Compactors and chutes are not permitted with the use of curbside bins or the multi-residential curbside collection program.



Mid-Rise Building Exemption

Eligibility Criteria

A mid-rise building that meets the following criteria may be eligible, at the discretion of the General Manager, to forego front-end waste collection requirements and utilize multi-residential curbside requirements and will be reviewed on a case by case basis when requested.

1. Have between 31 and 60 units.
2. The building must be between 5 and 11 storeys in height.
3. Demonstrate that front-end collection requirements are detrimental and incompatible with the buildings footprint and/or property area.

Collection & Access

An eligible mid-rise building is required to use the same collection and access requirements that are listed above.

Storage

An eligible mid-rise building is required to use the same waste storage room requirements that are listed for residential properties with a unit count between 9 and 30 units in addition to the following.

1. The waste storage room area is calculated by the following:
 - 1.25 m² per unit for the first 30 units.
 - 0.625 m² per unit for each additional unit over 30 for garbage, recyclable material, organic material, oversized items, and special collection item storage.
 - Add a minimum dedicated 1 m² area to the total area calculated above specifically for household hazard waste storage and/or additional diversion programs.
 - *NOTE:* Special storage or containment may be required for proper safe storage of household hazardous waste items. This may require more than the minimum area listed above.

MULTI-RESIDENTIAL FRONT-END DESIGN REQUIREMENTS



The following requirements apply to front-end collection services for developments with 31 units and above. This program provides collection on a day schedule with the use of front-end and rear-pack oversized item waste collection vehicles. Front-end containers are required for garbage, recycling and organics collection services.

Compacted collection requirements apply to all locations where a chute system is in use as well as for any development with 31 units or more, with some exceptions.

Uncompacted collection requirements may apply to any development that falls under one of the following exceptions:

- Townhouse developments with an underground parking garage.
- Other residential developments with a unit count between 31 and 60 units, at the discretion of the General Manager.

Development Type

The types of new developments that fit best with this collection style include:

- *Large Low-Rise Building developments*
- *Mid-Rise Building developments*
- *High-Rise Building developments*

Waste Diversion Methods

It is the responsibility of the developer/property manager to provide and maintain a waste diversion system using one of the following methods, subject to the approval by the General Manager:

- Three separate chutes; or
- Two separate chutes one of which is equipped with a dual sorter; or
- Single chute equipped with a tri-sorter; or
- No chute provided that there is a central waste collection and waste diversion facility on the ground floor;

When chutes and/or a sorter are used, they must allow for at least a standard 1.5 m³ (2 yd³) front-end container under each chute or section of the sorter. The layout of the chute/sorter must also allow for an easy change out of any full container without the need to detach another container first.

The building is required to be designed in a manner that prohibits public access to any waste storage room(s) equipped with a compactor(s) for the safety of the residents and the general public.

Compacted Front-End Collection Requirements

Compactor Unit

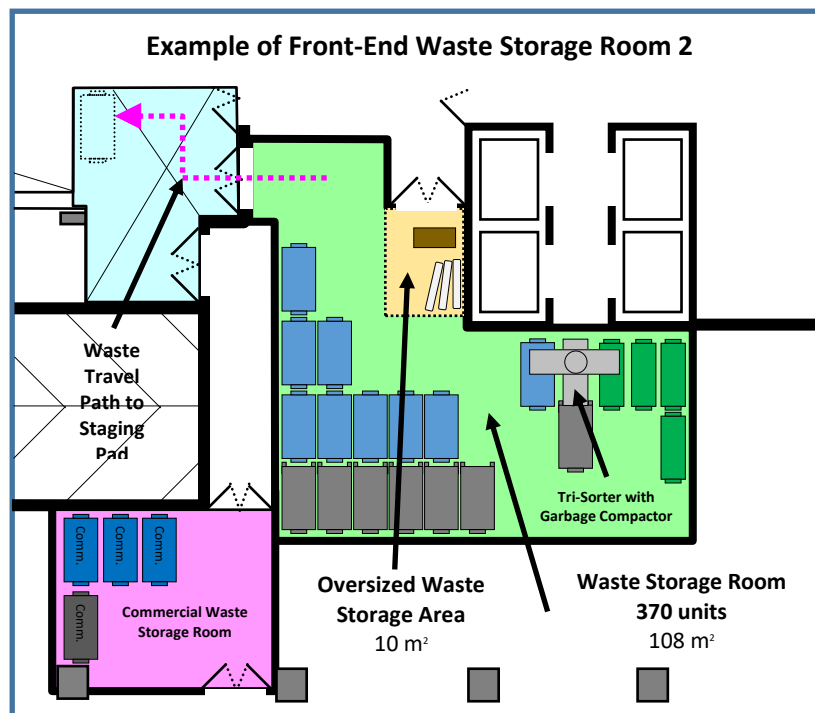
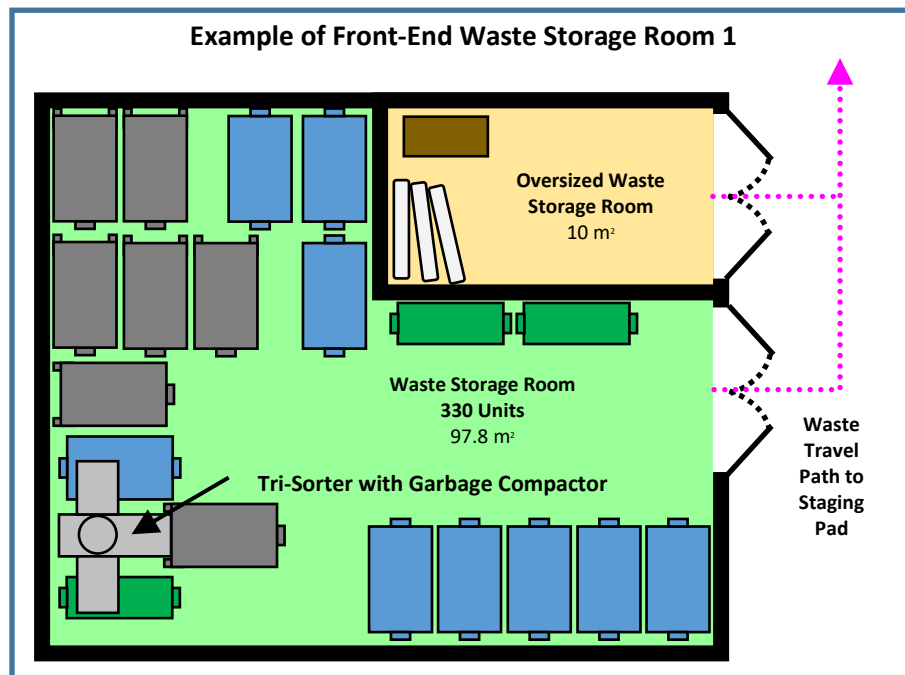
A stationary compaction unit must be installed in each building and secured at all times. Pressure should be set at 5500 kPa (800 lbs/square inch).

Storage

A waste storage room in each building must be built in accordance with all applicable building and fire codes and be large enough to store all waste containers between collection days. The waste storage room must be large enough to permit movement of the containers, to allow for washing of the entire room and containers, and provide additional space for future program expansion. The waste storage room must be located on private property, within the building envelope.

1. The waste storage room must provide a minimum floor area of:
 - 25 m² for the first 50 units (to accommodate containers and the compactor),
 - 0.26 m² for each additional unit, over 50 units,
 - *Formula* → $((Unit\ Count - 50) \times 0.26) + 25$
 - 10 m² for oversized item, and items eligible for special collection services.
 - Add a minimum dedicated 1 m² area, per 100 units, to the total area calculated above specifically for household hazardous waste storage and/or additional diversion programs.
 - *NOTE:* Special storage or containment may be required for proper safe storage of household hazardous waste items. This may require more than the minimum area listed above.
2. The waste storage room must be designed in such a way that all front-end containers can be placed out for collection in the loading area. It is recommended that the oversized item storage area be located within or with direct access to the loading area.
3. All doorways that waste containers travel through between the waste storage room and the collection point must be either double doors or overhead doors.
4. All front-end containers must be transported through the building through service corridors when the waste storage room does not directly connect to the loading area.
5. All front-end containers must be accessible at the collection point by 7:00 a.m. on collection days and must be returned to the waste storage room immediately following collection.
6. The waste storage room must be kept clean and free of debris at all times.

Examples of Front-End Container Storage Rooms:



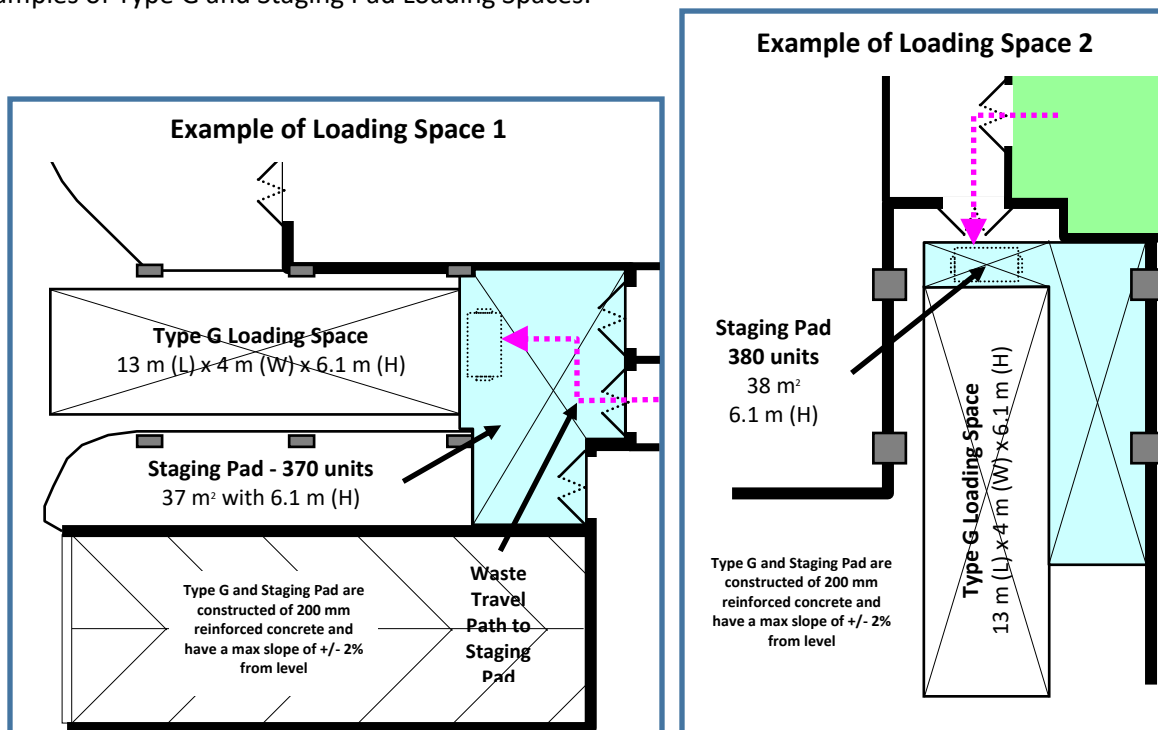
Loading Area

1. All dimensions are minimum and unencumbered from sprinkler system, support beams, overhead doors, meters, pipes, HVAC systems, surveillance cameras, mirrors, etc.
2. Type G loading space must be:
 - On private property,
 - 13 m in length,
 - 4 m in width,
 - 6.1 m unencumbered vertical clearance throughout, at a minimum,
 - Additional width may be required to accommodate turning radii, when located inside.
 - A minimum 2 m buffer between the front of the Type G and adjacent wall is required.
3. The Staging Pad must be:
 - On private property
 - Located directly in front of the Type G loading space,
 - 6.1 m unencumbered vertical clearance throughout, at minimum,
 - 5 m² is the minimum required for developments with 50 units or less,
 - 0.10 m² for each additional unit for developments with 51 units or more, including a starting base of 5 m² for the first 50 units,
 - *Formula* → $((Unit\ Count - 50) / 50) \times 5 + 5$
 - Below is a list to show the minimum staging pad area based on unit count:

Unit Count	Minimum Staging Pad Area (m ²)
31-50	5
100	10
150	15
200	20
250	25
300	30
350	35
400	40
450	45
500	50
550	55
600	60
650	65
700	70
750	75
800	80
850	85
900	90
950	95
1,000	100

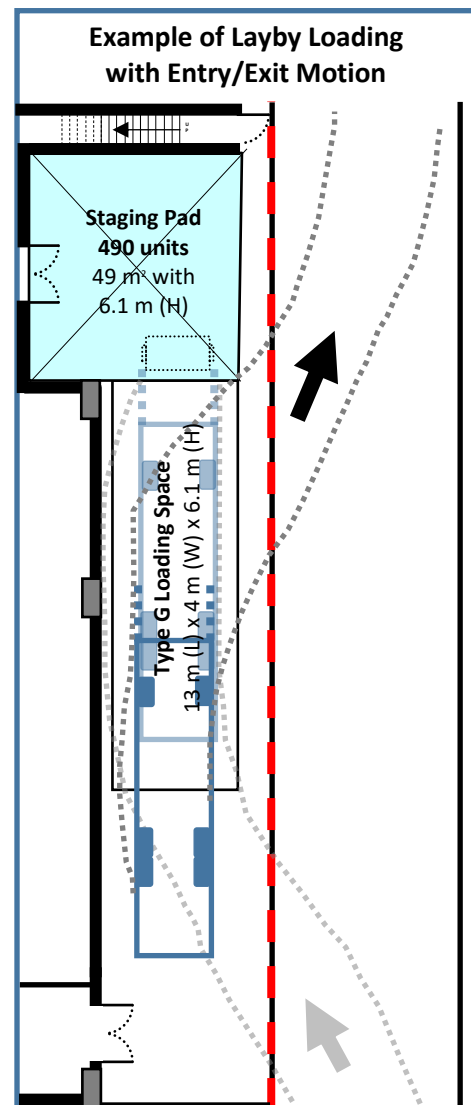
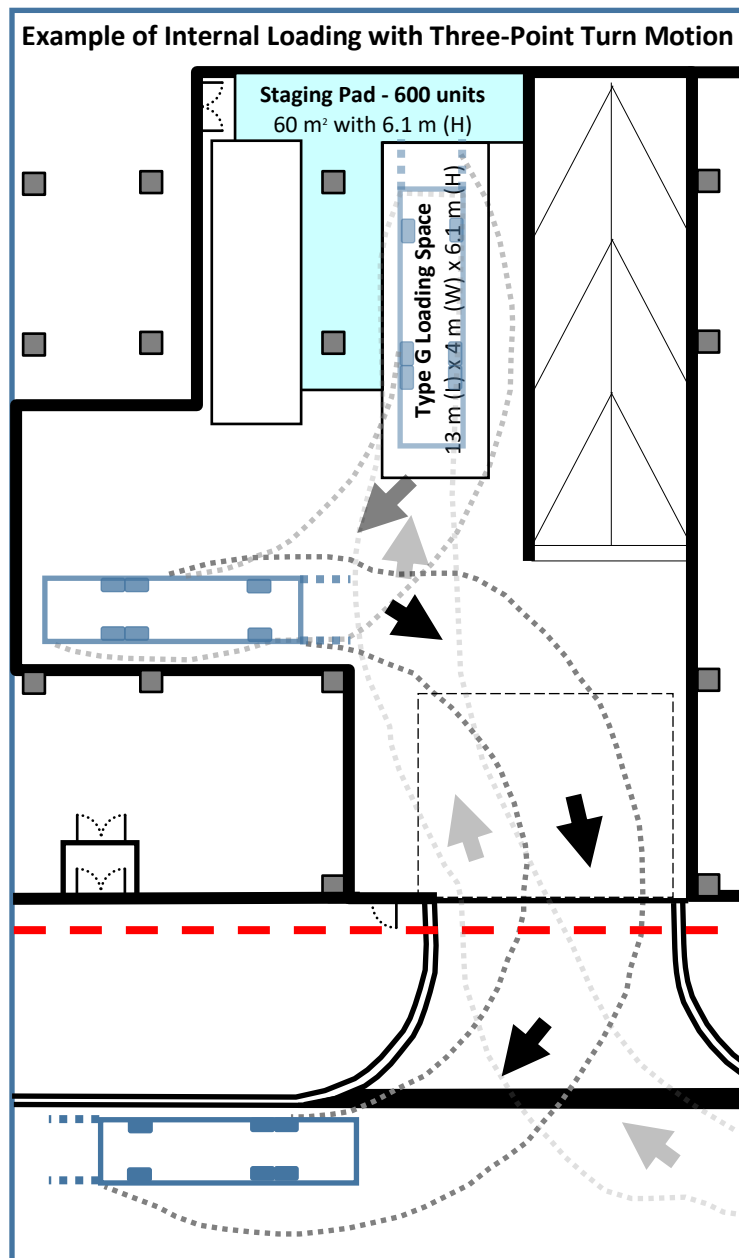
4. With 100 units or more, a minimum of 8 m², out of the total staging pad area required, must be allocated at the front of the Type G, with the remainder being located along the side if all of it can't be located in front.
5. The staging pad and the Type G loading space must be constructed of:
 - 200 mm thick reinforced concrete,
 - Have a slope that is level, +/- 2% from grade,
 - The use of paver stones, or other decorative interlocking material, is not permitted within the staging pad and Type G loading space defined areas.
6. The staging pad and the Type G loading space must have at least a 6.1 m unencumbered vertical clearance throughout the entire floor area. This vertical clearance restricts developments to using only 2.3 m³ (3 yd³) containers.
 - Containers larger than 2.3 m³ (3 yd³) will not be collected with this height restriction – the staging pad and Type G loading space in this situation must be outdoors or have an appropriately higher vertical clearance if indoors.
7. The design of the staging pad should not require the jockeying of containers by the driver. If jockeying of containers is necessary, an on-site staff person must be available to manoeuvre the containers for the driver. The City does not allow the driver to leave the collection vehicle.
8. If the loading area is enclosed, it shall be adequately ventilated. Fresh air intakes shall not be located in or near any loading area.
9. The staging pad area must be no higher than 0.6 m above the Type G.

Examples of Type G and Staging Pad Loading Spaces:



Access

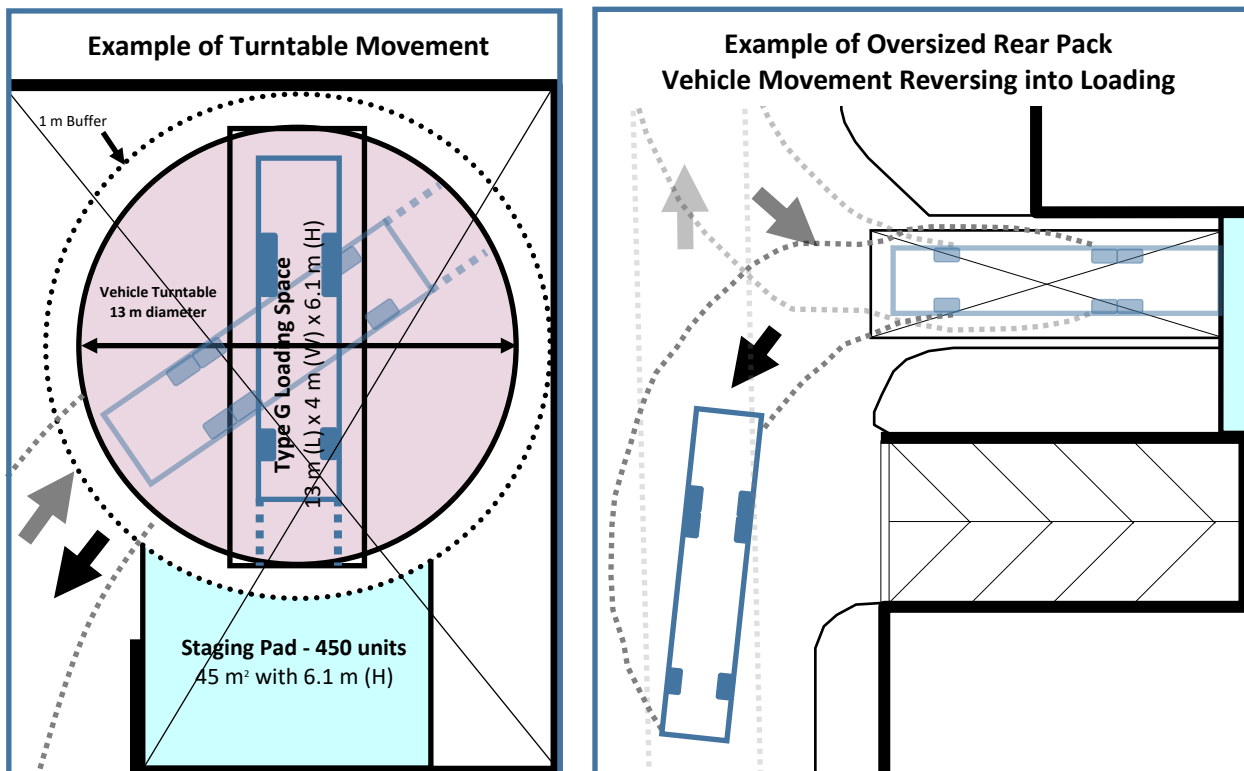
1. The access route and loading area must be designed in such a way as to allow a collection vehicle to enter the site, collect the waste, and exit the site in a forward motion without the need to reverse onto a public road. See Appendix B for truck dimensions and diagrams. Acceptable options include:
 - A turnaround area allowing for a three point turn where the truck reverses not more than one truck length,
 - A drive through loading area where containers do not block through access,
 - A layby access route where the truck reverses at most one truck length, or
 - A turn table, see item 7 below.



2. Reversing into a public laneway and some public roads may be permitted, on a case-by-case basis at the discretion of the General Manager. If approved, appropriate safety measures will be required.
3. Submitted Site Plan drawings must include a separate vehicle movement diagram for the two types of collection vehicles. This includes showing the anticipated travel path through the property, entry and exit of the property, including the turning radii throughout the property and the vehicle dimensions. Drawings must include a scale.
 - The front-end truck must be able to drive into the Type G loading space in a forward motion to service the staging pad,
 - The rear-pack oversized waste truck must be able to reverse into the Type G loading space to service the staging pad. This vehicle may be permitted to reverse into or out of the site, at the discretion of the General Manager.
 - See Appendix B for truck dimensions and diagrams.
4. Access driveways must be a minimum of 6 m wide at the point of ingress/egress to the site and a minimum of 4.5 m wide throughout the site with an unencumbered vertical clearance of 4.4 m throughout. Consideration must be made regarding width requirements for right or left hand turns that may be required on private property.
5. Turning radii of 9.5 m inside and 14 m outside must be available throughout the access route.
6. The slope of the access route can increase up to +/- 8% from level with appropriate gradual changes in the slope at the top and bottom to prevent both types of collection vehicles from bottoming out or otherwise making contact with the ground. The slope of the access route must not exceed +/- 8% from level and must provide adequate vertical clearance throughout the access route. Requests for slope exceeding 8% must be submitted in writing and will be assessed on a case by case basis at the discretion of the General Manager.
7. If the collection vehicle is required to drive onto or over a supported structure (such as an underground parking garage) the City must be provided with a letter certified by a Professional Engineer that the structure can safely support a fully loaded collection vehicle (35,000 kilograms) and conforms to the following:
 - Design Code - Ontario Building Code,
 - Design Load - City bulk lift vehicle in addition Building Code requirements,
 - Impact Factor - 5% for maximum vehicular speeds to 15 km/h and 30% for higher speeds.
8. If the collection vehicles are required to use a turntable to access the Type G loading space , the following must be met:
 - The minimum diameter for the turn table is 12 meters, at the discretion of the General Manager,
 - Provide a 1 m buffer around the outside edge of the turntable for safety purposes,
 - A redundant drive or backup system is required in the event of a breakdown,
 - Dock master on site to operate the turntable,
 - Within the vehicle movement diagrams, show that both types of collection vehicles are able to be rotated 360 degrees without coming into contact with any structure above or beside the turntable,

- The turntable must be able to support a fully loaded collection vehicle (35,000 kilograms). The City must be provided with a structural certification letter from a professional engineer and the manufacturer stating that the turntable is:
 - Professionally installed,
 - Capable of supporting at least 35,000 kg.
9. If waste collection operations are planned to take place on the turn table, then in addition to what is outlined in item 8 above the following must be met:
- A minimum diameter of 13 m is required, at the discretion of the General Manager,
 - Annotate vertical clearance. It must be at least 6.1 m,
 - Both letters, outlined in item 8 above, must also state that the turntable is capable of supporting waste collection operations on the turn table.
10. It is the responsibility of the developer, and subsequent property owners, to ensure that the access route is free of obstructions and protrusions, including, but not limited to, sightline obstructions, overhanging structures and speed bumps at all times. The City is not responsible for collecting waste in the event that the access route is obstructed.
11. For safety reasons, pavement markings, warning lights, mirrors and signage may be required.
12. Waste collection is not permitted in designated fire routes.

Examples of Front-End Collection Vehicle Movement Diagrams



Uncompacted Front-End Collection Requirements:

Storage

A waste storage room in each building must be built in accordance with all applicable building and fire codes and be large enough to store all waste containers between collection days. The waste storage room must be large enough to permit movement of the containers, to allow for washing of the entire room and containers, and provide additional space for future program expansion. The waste storage room must be located on private property, within the building envelope.

1. The waste storage room must provide a minimum floor area of:
 - 25 m² for the first 50 units,
 - 0.5 m² for each additional unit, over 50 units,
 - *Formula* → $((Unit\ Count - 50) \times 0.5) + 25$
 - 10 m² for oversized items, and items eligible for special collection services,
 - Add a minimum dedicated 1 m² area, per 100 units, to the total area calculated above specifically for household hazardous waste storage and/or additional diversion programs.
 - *NOTE:* Special storage or containment may be required for proper safe storage of household hazardous waste items. This may require more than the minimum area listed above.
2. The waste storage room must be designed in such a way that all front-end containers can be placed out for collection in the loading area. It is recommended that the oversized item storage area be located within or with direct access to the loading area.
3. All doorways that waste containers travel through between the waste storage room and the collection point must be either double doors or overhead doors.
4. All front-end containers must be transported through the building through service corridors when the waste storage room does not directly connect to the loading area
5. All front-end containers must be accessible at the collection point by 7:00 a.m. on collection days and must be returned to the waste storage room immediately following collection.
6. The waste storage room must be kept clean and free of debris at all times

Loading Area

Please refer to *Compacted Front-End Collection* for loading area requirements (Page 29-30).

Access

Please refer to *Compacted Front-End Collection* for access requirements (Page 31).

Outdoor Waste Storage Enclosure Requirements

If front-end containers can't be stored inside the building, then they must be stored in an enclosed structure within the property boundaries of the site. The enclosure should be as far away from the public road as possible while maintaining accessibility and convenience to the residents, kept clean and free of debris at all times to the satisfaction of the General Manager and in compliance with the By-Laws.

1. The minimum area for an enclosure is at least:
 - 4 m wide,
 - 3 m deep,
 - Include 10 m² for oversized item storage, and items eligible for special collection services,
 - Have a 6.1 m vertical clearance, to allow for loading operations from within the enclosure.
 - Add a minimum dedicated 1 m², per 100 units, of storage area to the total area calculated above specifically for household hazardous waste storage and/or additional diversion programs. Only if a similar dedicated space is not possible or presently available within the building.
- *NOTE:* Special storage or containment may be required for the safe storage of household hazardous waste items. This may require more than the minimum area listed above.
2. The enclosure must have a 200 mm thick reinforced concrete floor that is level +/- 2%.
3. The design of an enclosure should take into account the number and size of each container, and if the containers will be moveable on castors, or stationary. Different enclosure layouts should be considered based on the needs of the property to ensure easy collection. See Appendix D.
4. Acceptable enclosure door setups include:
 - 1.86 m, double doors, no centre post,
 - 2.5 m, double doors, no centre post,
 - 3 m, single or double doors,
 - 5 m, single or double doors,
 - Other door sizes may be considered based on the needs of the property,
 - Doors must be able to open at least 135 degrees,
 - Doors that swing, slide, or are on rails are allowed. Rails cannot interfere with vertical clearance requirements,
 - All doors must be securable, with a hold open device.
5. Oversized item storage can be either a dedicated section attached to the enclosure (preferred) or incorporated into the total area of the main enclosure. See Appendix D.
6. Enclosure doors must be opened and secured on collection day and containers must be accessible to the vehicle by 7:00 a.m. The driver is not permitted to exit the vehicle to facilitate collection.
7. The property owner, or their designate, is responsible to ensure that the appropriate by-laws have been adhered to in relation to fencing and screening.
8. Enclosures must be inspected and approved by SWMS prior to the commencement of City waste collection services.

LIVE/WORK DESIGN REQUIREMENTS

A Live/Work unit is a dwelling unit that is also used for work purposes, provided only the resident or residents of such accommodation work in the dwelling unit. Whether it is a building composed of only a single Live/Work unit or a larger development with multiple Live/Work units in combination with other units, the two components of this type of unit have separate requirements for storage and collection.

Refer to *Residential Curbside Collection* (Page 20), *Multi-Residential Curbside* (Page 23), or *Multi-Residential Front-End Collection* (Page 26) of this document for waste generated from the “Live” component.

The residential waste from the "Live" portion cannot be stored in the same area as the non-residential waste from the "Work" portion. Depending on the size of the building, the City may not be able to collect the waste from the "Work" portion.

Refer to *Small Commercial* (Page 37) or *Large Commercial, Industrial, And Institutional* (Page 38) requirements of this document for Waste generated from the “Work” component.

PART VI – NON-RESIDENTIAL DESIGN REQUIREMENTS

SMALL COMMERCIAL DESIGN REQUIREMENTS

The City provides a curbside commercial collection program for small commercial properties. These businesses are serviced through a combination of day or night collection with the use of automated side-load and/or rear-loading waste collection trucks. Commercial properties can use bags with garbage tags, or purchase bins from the City for the collection of garbage, recycling and organics.

A commercial property that is eligible to receive City waste collection services must make their own arrangements for disposal of yard waste, oversized items, electronic waste, hazardous waste, and any other waste items generated at the property.

Development Type

The types of new developments that fit best with this collection style include:

- *Commercial portion of small mix-use developments*
- *Small commercial only developments*

Storage

A waste storage room must be built in accordance with all applicable building and fire codes and be large enough to store all waste between collection days.

1. Garbage, recyclable materials and organic material must be stored on private property between collections.
2. The storage area(s) must be adequate based on the needs of the small commercial property.
3. The storage area(s) must be kept clean and free of debris at all times and satisfy the storage requirements as detailed in Chapter 841 of the City of Toronto Municipal Code.
4. Add a dedicated area for the safe storage of hazard waste, prohibited waste, and any other waste generated that are not eligible for City waste collection. *NOTE:* Special storage or containment may be required for proper safe storage of hazardous waste items.

Access

1. Bins or bags must be brought to the curb for collection.
2. Overhead clearance above the collection point must be a minimum of 4.4 m.

LARGE COMMERCIAL, INDUSTRIAL, & INSTITUTIONAL GUIDELINES

The City does not provide garbage, recycling or organics collection services to large commercial developments, industrial properties or institutional developments.

This includes, but is not limited to:

- Warehouses,
- Retirement homes,
- Long-term care facilities,
- Hospitals,
- Education residences,
- Shopping centres,
- Office towers.

All garbage, recycling, organics and other waste must be collected privately. Garbage and other waste materials are not to be placed on public property. Proper loading/storage facilities located on private property are required and must meet all applicable by-laws and legislation.

The following details are given only to assist in providing guidance on the development of waste management plans in accordance with the best practices for design and waste diversion used by SWMS.

Development Type

The types of new developments that fit best with this collection style include:

- *Commercial portion of large mix-use developments*
- *Large commercial only developments*
- *Industrial developments*
- *Institutional developments*

Access/Loading

1. In a mixed use development, if the non-residential portion plans to utilize the residential Type G loading space, Site Plan drawings must show that they can only do so on non-waste collection days. If non-residential portion will not utilize the residential Type G loading space, this must also be shown on the site plan drawing.
2. Show access route of private collection vehicle to and from the public road and collection/loading point.
3. The collection vehicle travel path is to be safe, and must not create a hazard to pedestrians.
4. Ensure the private collection vehicle travels along a route with a minimum 4.4 m vertical clearance through the site to the collection point.
5. Depending on the collection method to be used, a higher vertical clearance may be required if the collection point is enclosed or covered:
 - 4.4 m vertical clearance for rear-load collection
 - 6.1 m vertical clearance for front-end collection
 - 8 m vertical clearance for roll-off bins may be required when lifted off of the ground. Less may be needed if collected off of a dock.

Storage

The waste storage area must be built in accordance with all applicable building and fire codes and be large enough to store all waste between collection days.

1. In a mixed use development, the waste storage room for the commercial portion must be separate from the waste storage room for the residential portion.
2. In a mixed use development, any bins or containers used to hold waste materials must be labelled to clearly identify them for commercial/retail/non-residential use only.
3. Locate the waste storage room near, or with easy access to, the primary collection point. If the waste materials are required to travel through the building, avoid movement of materials through public spaces, such as lobbies or other common areas and utilize service corridors instead.
4. All waste materials generated on site must be stored on private property between collections.
5. The size of the waste storage room, within the property, must be adequate based on the needs of the property, and large enough to store all waste containers between collection days, including enough space for source separated materials as per O. Reg. 103/94.
6. Properly label waste equipment and infrastructure on Site Plan drawings such as, but not limited to, waste storage rooms, compactors, bailers, roll-off bins, winches, refrigerated organics storage room, etc.
7. Add a dedicated area for the safe storage and containment of hazard waste and any other waste that required specialised storage and disposal. *NOTE:* Special storage or containment may be required for proper safe storage of hazardous waste items.

CITY DAC & SCHOOL DESIGN REQUIREMENTS



The City provides garbage, recycling and organics collection services to City divisions, agencies & corporations (DAC's), and public school boards. A DAC consists of any organization under the control of Toronto City Council. Collection may be either front-end or curbside depending on the needs of the building. Night collection may be possible for some eligible curbside DAC Sites.

Development Type

The types of new developments that fit best with this collection style include:

- *Public Schools*
- *City owned developments*

There are many different types of buildings that are run by DAC's including, but not limited to:

- Civic Centres,
- Community Centres,
- Shelters,
- Libraries,
- Daycares,
- Police, Fire and EMS stations,
- Pools and Arenas.

Only schools that are part of the Toronto District School Board or the Toronto Catholic District School Board are eligible under this section. Other public school boards, within City limits, may apply on a case by case basis. Please refer to *Private School* section for the requirements for other schools (Page 41).

Storage

The waste storage area must be built in accordance with all applicable building and fire codes and be large enough to store all waste between collection days.

1. Locate the Waste storage room near, or with easy access to, the primary Collection Point. If the Waste materials are required to travel through the DAC building, avoid movement of materials through public spaces, such as lobbies or common areas and utilize service corridors instead.
2. A DAC with an outside waste storage enclosure requires a storage enclosure that is 3 m x 4 m, at a minimum. An additional concrete pad measuring a minimum of 5 meters in length is required to allow the front axel of the collection vehicle to rest on concrete while lifting. It is recommended

that a 13 meter by 4 meter concrete pad be provided with a vertical clearance of 6.1 meters. A larger enclosure may be required based on operational needs of the site. Please refer to *Outdoor Waste Storage Enclosure* section for further details on storage requirements (Page 35).

3. A DAC with an internal waste storage room requires a minimum floor area of 12 m², a larger storage area may be required based on operational needs of the site.
4. Add a dedicated area for the safe storage of hazard waste, prohibited waste, and any other waste generated that are not eligible for City waste collection. *NOTE:* Special storage or containment may be required for proper safe storage of hazardous waste items.

Access

1. Please refer to the *Multi-Residential Front-End* section for access requirements (Page 31), if the site receives front-end service.
2. Please refer to the *Multi-Residential Curbside* section for access requirements (Page 24), if the site receives curbside service.

Private Schools & Other School Boards

Schools that are privately operated or operated by a school board that is not overseen by Toronto City Council fall under this category. Depending on the size of the school, different requirements will apply. Does the ground floor area not exceed 500 m², and is the building height less than 4 storeys.

- If the school meets these requirements, please refer to the *Small Commercial* section for storage and access requirements (Page 37).

Or

- If the school exceeds these requirements, please refer to the *Large Commercial, Industrial, and Institution* section for storage and access requirements (Page 38).

CHARITIES, INSTITUTIONS & RELIGIOUS ORGANIZATION DESIGN REQUIREMENTS

The City provides garbage, recycling and organics collection services to charities, institutions & religious organizations (CIRO's) if certain criteria are met. Collection takes place during the day though the use of front-end collection or curbside collection of bins or bags depending on the needs of the building. Night collection may be possible for some eligible curbside CIRO Sites.

Development Type

The types of new developments that fit best with this collection style include:

- *Place of Worship developments*
- *Charity owned developments*

Storage

The waste storage area must be built in accordance with all applicable building and fire codes and be large enough to store all waste between collection days.

1. Locate the waste storage room near, or with easy access, to the primary collection point. Avoid the movement of waste materials through public spaces, such as lobbies or common areas.
2. All waste materials generated on site must be stored on private property between collections.
3. The size of the waste storage area, within the property, must be adequate based on the needs of the property, including enough space for source separated materials as per O. Reg. 103/94. *NOTE:* Special storage or containment may be required for proper safe storage of hazardous waste items.
4. Properly label waste equipment such as, waste storage rooms, compactors, etc.

Access

1. Please refer to the *Multi-Residential Front-End* section for access requirements (Page 31), if the site receives front-end service.
2. Please refer to the *Multi-Residential Curbside* section for access requirements (Page 24), if the site receives curbside service.

DESIGN FOR ALTERNATIVE COLLECTION METHODS & OTHER DEVELOPMENTS

The collection and storage methods mentioned in this section are currently not serviceable by the City of Toronto. These methods are also not permitted to be used with residential developments or DAC's.

The following details are given only to assist in providing guidance on the development of waste management plans in accordance with the best practices for design and waste diversion used by SWMS.

The use of a large in-ground storage containers, or a storage container that requires specialized equipment to lift, such as a crane or winch system, or any other non-standard or specialised container and collection method, including but not limited to those described, is considered an alternative collection method. When considering implementation of such a system, the following should be considered:

- The minimum vertical clearance required by specialized equipment and/or by large in-ground containers during collection,
- Ensuring that the container or equipment are spaced far enough away from buildings, fences, trees, poles or other structures to ensure the containers or service equipment will not cause damage during collection,
- Spacing between containers, if multiple are present, to ensure easy access by service vehicles,
- Check with local utilities for buried cables, gas lines, etc. if container extends into the ground.

OTHER DEVELOPMENTS

Other developments that have not been specified in this document, such as modular developments, will be reviewed on a case by case basis by SWMS. Please contact 311 for more information.



APPENDIX A – APPLICATION FORM



Waste Collection Application Multiple Unit Residences

Property Information

Service Address (Street Number, Street Name, Street Type)
Unit Count

Property Owner Business Information

Name (First, Last) of Property Owner	
Business/Organization Name	
Position Title	
Business Address (Street Number, Street Name, Suite/Unit Number, City, Province, Postal Code)	
Business Telephone Number	Business Alternate Telephone Number
Business Fax Number	Business Email
Signature	Date (yyyy-mm-dd)

Property Manager/Owner's Agent Business Information

Name (First, Last) of Property Manager/Owner's Agent (if signed by Property Manager or Owner's Agent)	
Position Title	
Business Address (Street Number, Street Name, Suite/Unit Number, City, Province, Postal Code)	
Business Telephone Number	Business Alternate Telephone Number
Business Fax Number	Business Email
Signature	Date (yyyy-mm-dd)



Waste Collection Application Multiple Unit Residences

On Site Contact Business Information (if different from above)

Name (First, Last)	
Business Telephone Number	Business Alternate Telephone Number

Agreement Terms and Conditions

The Owner, hereby requests and makes application, either directly or by its Property Manager or Agent, who has the authority to bind the Owner, to the City of Toronto (the "City") for the collection of garbage, recycling and organics from the above location and agrees as follows:

In return for the provision of garbage, recycling and organic collection service from the City, the Owner acknowledges and agrees that the following terms and conditions shall apply:

- The City shall collect garbage no more than twice per week, on such days as the City designates.
- The City shall collect recyclable materials no more than twice per week, on such days as the City designates.
- The City shall collect organics no more than once per week, on such days as the City designates.
- Garbage, recycling, and organics shall be separated and set out in compliance with the City's garbage, recycling, and organics by-laws (Municipal Code, Chapter 841 and 844) and shall be placed in containers approved by the City.
- Fees set out in the fees by-law (Municipal Code, Chapter 441) are applicable to the City's collection service.
- Prohibited Waste (described in Schedule C of Municipal Code, Chapter 841 and 844) shall not be included in the garbage, recycling and organics which is to be collected by the City.
- All household garbage, recycling and organics must be placed into the appropriate container(s), not on the ground beside the container(s).
- Building and renovation materials shall not be included in the garbage, recycling and organics which is to be collected by the City.
- The Owner(s) shall be solely responsible for maintaining privately-owned containers in good order and for their replacement.
- The Owner shall provide appropriate and physically adequate container(s) for collection of materials. The suitability of the container(s) will be determined by a City Solid Waste Management Services representative.
- The Owner shall notify the City's Solid Waste Management Services of any changes to its contact information.

Garbage, recycling, and organics containers shall:

- Be monitored by the Owner or his/her designate daily to prevent overflow problems.
- Be unlocked, free of contaminating items and placed at collection point on collection days by 7:00 a.m. for daytime collection schedules and between 6 p.m. and 9 p.m. for nighttime collection schedules.
- Be stored in an area that is accessible and convenient for the residents to use. Due to access limitations, the storage location may differ from the collection location. Both storage and collection locations must be approved by a City Solid Waste Management Services representative.

CONTINUES ON PAGE 3

Waste Collection Application Multiple Unit Residences

The Owner agrees to provide the City, its personnel or agents and collection vehicles such reasonable access to the Property as may be necessary for the collection of the garbage, recycling and organics as provided herein.

The Owner further acknowledges and agrees that for the purposes of accessing the Property, the City, its personnel or agents and the collection vehicles may use the driveway, ramp, loading and parking areas for the purposes of the solid waste collection services and hereby waives any claims for damages that may arise including, without limitation, damage to any structures that may be located under such areas or any related loss (including economic loss), as a result of such usage, save and except any such claims or damages directly attributable to the gross negligence of the City or those for whom it is at law responsible. The waiver of claims by the Owner shall survive the termination of this agreement.

The Owner further acknowledges and agrees that the City or those for whom it is at law responsible are not responsible for any damage to privately-owned garbage, recycling, and organics containers due to normal usage and wear and tear. It is the responsibility of the Owner to replace damaged privately-owned containers at its expense. The city will not collect garbage, recyclable materials, and organics from damaged containers.

The Owner agrees to the terms and conditions of garbage, recycling and organics collection as provided in this Agreement and further agrees that the City's Solid Waste Management Services reserves the right to change the collection terms, conditions, and requirements at any time on reasonable notice. Any deviation from the City's requirements by the development or building management may result in the termination of all solid waste management services.

The Owner agrees that failure to comply with any of the above noted requirements and conditions may, at the City's option, result in the immediate termination of garbage, recycling, and organics collection.

The Owner agrees that it shall provide a copy of the description and disclosure of the garbage, recycling and organics collection system to all current unit owners and prospective purchasers of units.

Signature of Owner, Property Manager or Owner's Agent

I/We have the authority to bind the Owner.

Name (First, Last) - Please Print

Signature

Date (yyyy-mm-dd)

Office Use Only

Received Date (yyyy-mm-dd)

Approved

☐ Yes

☐ No

As mandated by the Municipal Freedom of Information and Protection of Privacy Act, section 2(2.1) and 2(2.2), information collected on this form is considered business identity information. Business identity information could be publicly available and/or disclosed upon request unless an exception applies.

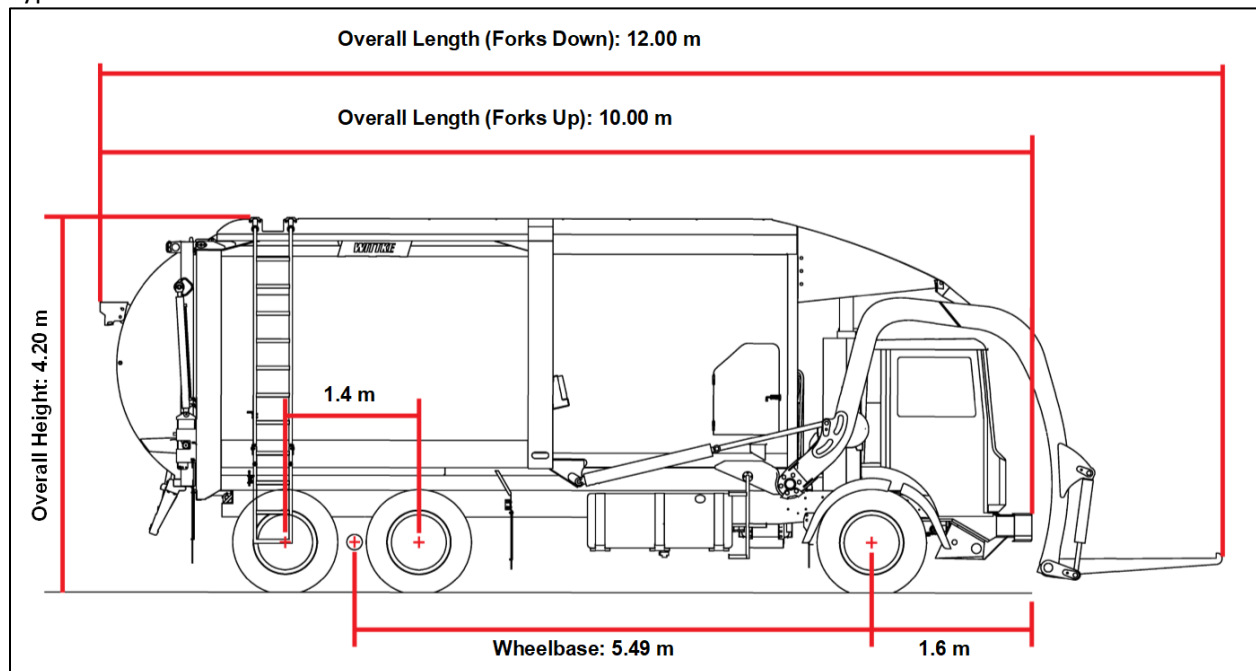
APPENDIX B – COLLECTION VEHICLES

Typical Front-End Waste Collection Vehicle

This collection vehicle is used by the City to service residential properties, or other select properties, on front-end collection services. This type of vehicle is used to collect garbage, recycling and organics containers. Vehicle movement diagrams must show the truck driving with the forks up.

Vehicle Dimensions*	
Front Overhang	1.6 m
Wheelbase	5.49 m
Rear Wheel Spread	1.4 m
Overall Length	10 m (12 m with forks down)
Width	2.4 m
Height	4.2 m
Inside Turning Radius	9.5 m
Outside Turning Radius	14 m

Typical Front-End Waste Collection Vehicle*



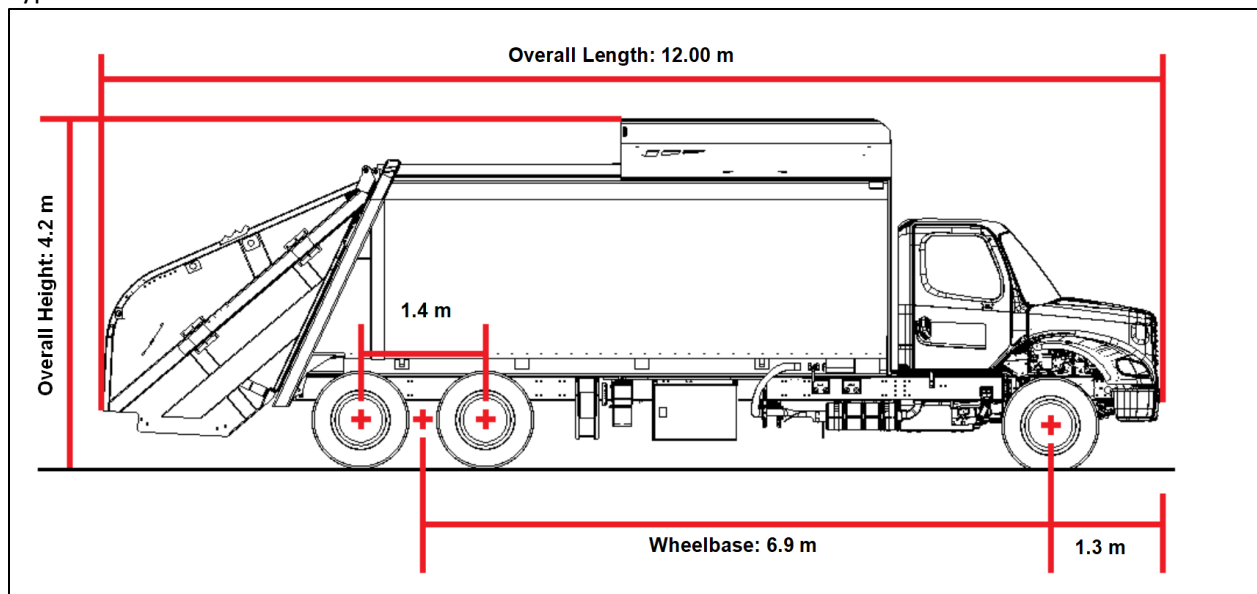
*These are approximate dimensions. Actual dimensions vary.

Typical Rear-Pack Oversized Waste Collection Vehicle

This collection vehicle is used by the City to service residential properties, or other select properties, on front-end collection services. This is a two-man crewed vehicle and is used to collect oversized items. Vehicle movement diagrams may show this truck reversing into or out of a site, at the discretion of the General Manager.

Vehicle Dimensions*	
Front Overhang	1.3 m
Wheelbase	6.9 m
Rear Axle Spread	1.4 m
Overall Length	12 m
Width	2.4 m
Height	4.2 m
Inside Turning Radius	9.5 m
Outside Turning Radius	14 m

Typical Rear-Pack Oversize Waste Collection Vehicle*



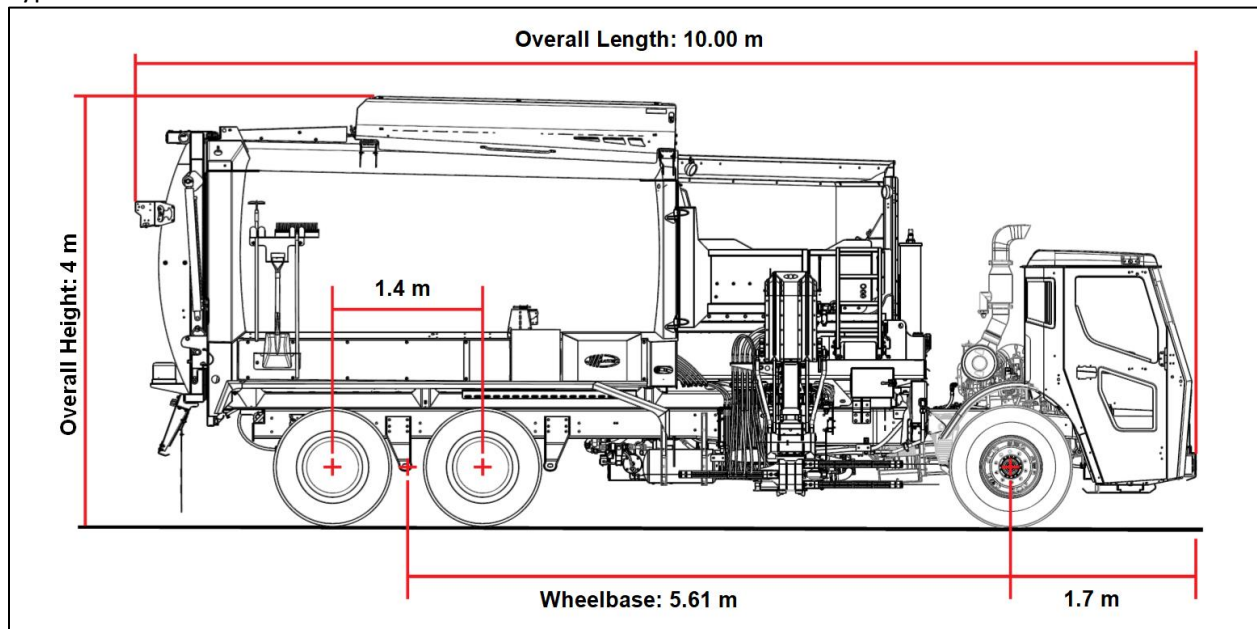
*These are approximate dimensions. Actual dimensions vary.

Typical Automated Side-Load Waste Collection Vehicle

This collection vehicle is used by the City to service residential properties, or other select properties, on curbside collection services. This type of vehicle is used to collect garbage, recycling and organics bins.

Vehicle Dimensions*	
Front Overhang	1.7 m
Wheelbase	5.61 m
Rear Axle Spread	1.4 m
Overall Length	10 m
Width	2.4 m
Height	4 m
Inside Turning Radius	9.5 m
Outside Turning Radius	14 m

Typical Automated Side-Load Waste Collection Vehicle*



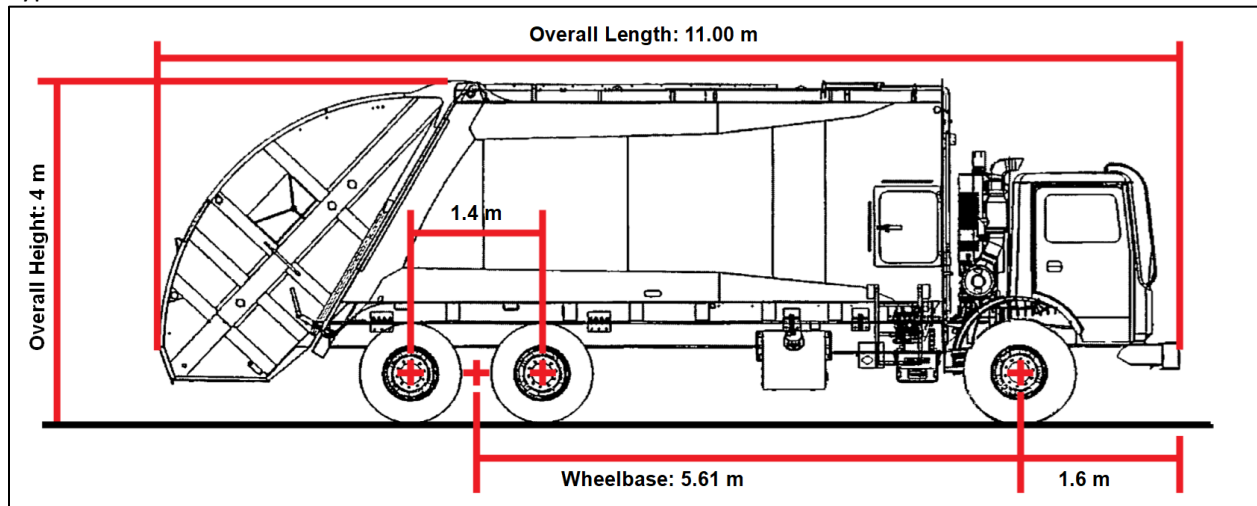
**These are approximate dimensions. Actual dimensions vary.*

Typical Rear-Load Curbside Waste Collection Vehicle

This collection vehicle is used by the City to service residential properties, or other select properties, on curbside collection services. This type of vehicle is used to collect garbage, recycling and organic bins, as well as oversized items.

Vehicle Dimensions*	
Front Overhang	1.6 m
Wheelbase	5.61 m
Rear Axle Spread	1.4 m
Overall Length	11 m
Width	2.4 m
Height	4 m
Inside Turning Radius	9.5 m
Outside Turning Radius	14 m

Typical Rear-Load Curbside Waste Collection Vehicle*

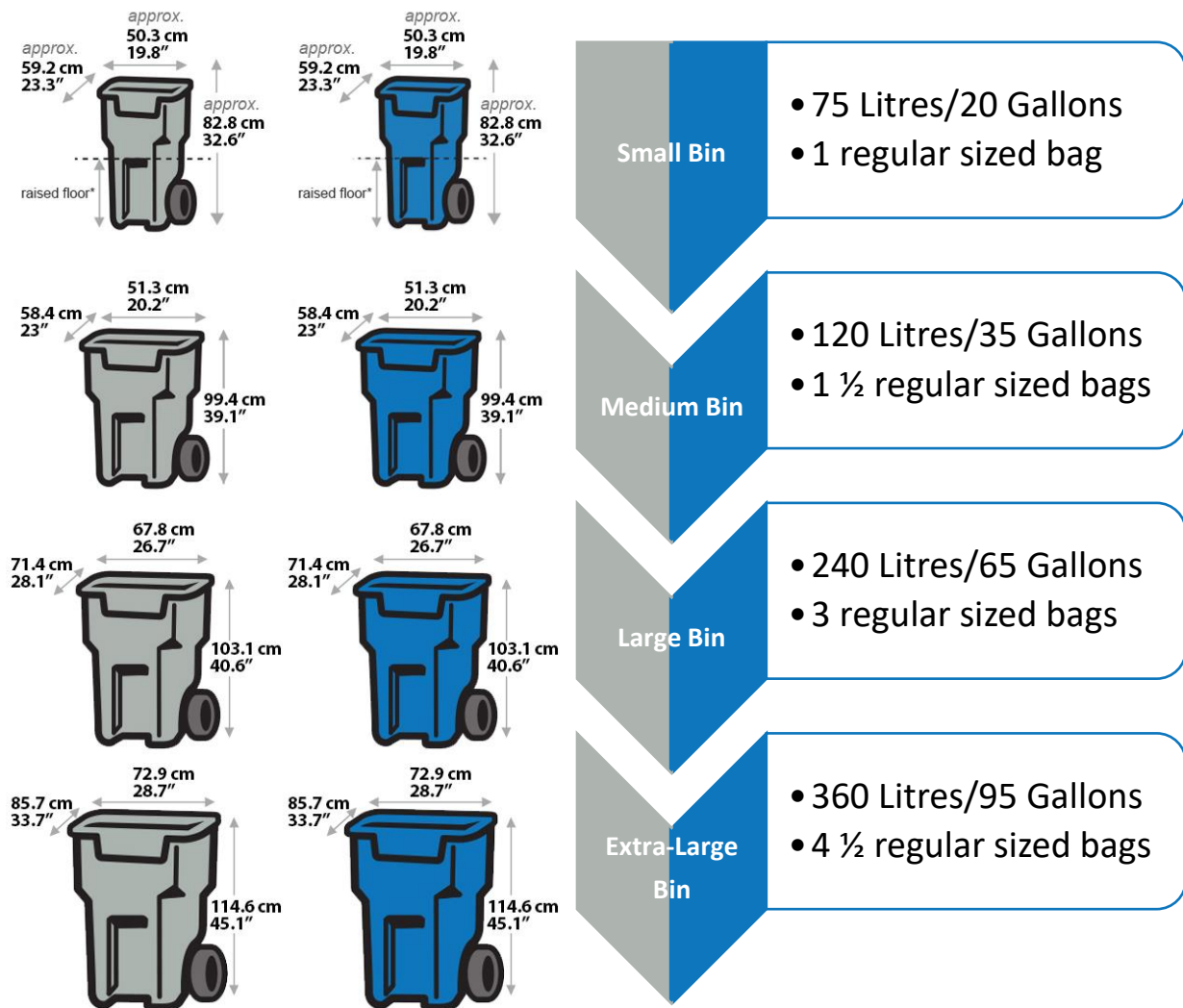


**These are approximate dimensions. Actual dimensions vary.*

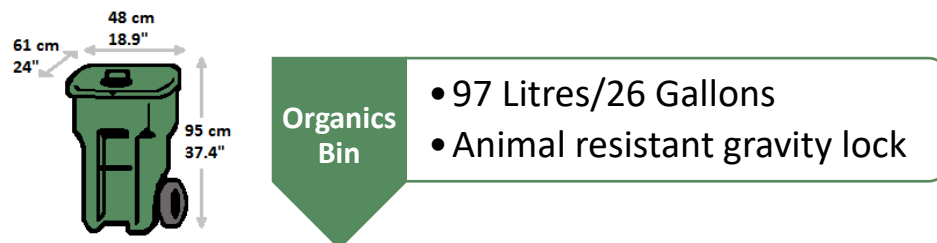
APPENDIX C – BINS AND CONTAINERS

Household Curbside Bin Sizes

The City has four different size options for garbage and recycling bins for household curbside collection.

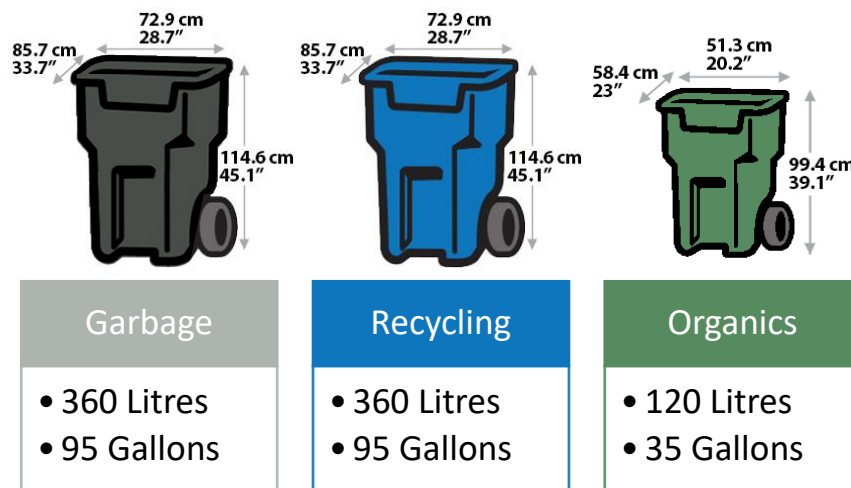


There is only one size and style of organics bin for household curbside collection. All household residences utilise the City's second generation animal resistant organics bin.



Multi-Residential and Shared Bin Sizes

The City does not provide different size options for garbage, recycling or organics bins that are used in multi-residential buildings, or where bin sharing is required. The City's extra-large bins will be used for garbage and recycling, and medium bins will be used for organics.



Recommended Number of Bins for Multi-Residential

The following list contains the recommended number of garbage, recycling and organics bins for a multi-residential building based on the number of units in the building. The list below assumes a once-a-week collection schedule for all materials.

Recommended Number of Bins/Unit in Multi-Residential Buildings									
# of Units	Garbage Bins	Recycling Bins	Organics Bins	Total Bins	# of Units	Garbage Bins	Recycling Bins	Organics Bins	Total Bins
9	2	2	1	5	20	4	5	2	11
10	2	3	1	6	21	4	5	2	11
11	2	3	1	6	22	4	5	2	11
12	3	3	1	7	23	4	6	2	12
13	3	3	1	7	24	5	6	2	13
14	3	4	1	8	25	5	6	2	13
15	3	4	1	8	26	5	6	2	13
16	3	4	2	9	27	5	6	2	13
17	3	4	2	9	28	5	7	2	14
18	4	4	2	10	29	5	7	2	14
19	4	5	2	11	30	6	7	2	15

Recommended Number of Bins for Mid-Rise Multi-Residential

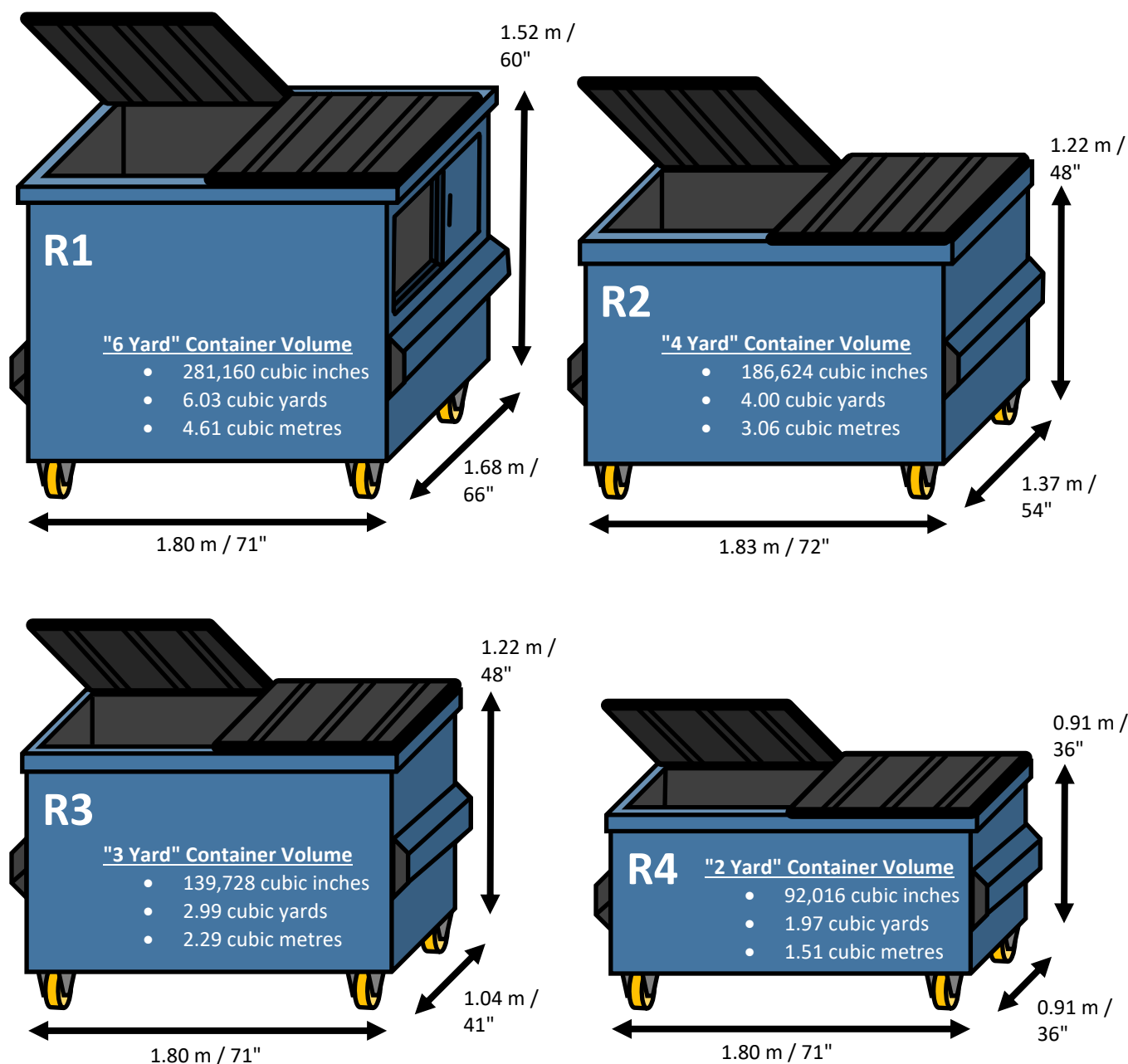
The following list contains the recommended number of garbage, recycling and organics bins for a mid-rise multi-residential building based on the number of units in the building. The list below assumes a once-a-week collection schedule for all materials.

Recommended Number of Bins/Unit in Mid-Rise Multi-Residential Buildings									
# of Units	Garbage Bins	Recycling Bins	Organics Bins	Total Bins	# of Units	Garbage Bins	Recycling Bins	Organics Bins	Total Bins
31	6	7	3	16	46	8	11	4	23
32	6	8	3	17	47	8	11	4	23
33	6	8	3	17	48	9	11	4	24
34	6	8	3	17	49	9	11	4	24
35	6	8	3	17	50	9	11	4	24
36	7	8	3	18	51	9	12	4	25
37	7	9	3	19	52	9	12	4	25
38	7	9	3	19	53	10	12	4	26
39	7	9	3	19	54	10	12	4	26
40	7	9	3	19	55	10	13	4	27
41	7	10	3	20	56	10	13	4	27
42	8	10	3	21	57	10	13	4	27
43	8	10	3	21	58	10	13	4	27
44	8	10	3	21	59	11	13	4	28
45	8	10	3	21	60	11	14	4	29

Front-End Container Sizes

The City does not provide, maintain, repair, or sell front-end containers. The City will only collect from containers that are a maximum of 4.6 cubic metres (6 cubic yards) for Garbage and recycling. The maximum container size for organics is 2 m³ (3 yd³).

The measurements provided below are average values for determining container volume, actual dimensions will vary by manufacturer. The metal sleeves for lifting the containers, and caster wheels are not included in the width or height measurements below. The metal sleeves add approximately 0.14 m (5.5") on each side of the bin. Caster wheels add approximately 0.20 m (8") to the height of the bin.



Recommended Volume for Waste Storage for Front-End

The following list contains the recommended volume per week for proper storage of garbage, recycling and organics. Volumes can be used to determine the number and size of bins needed.

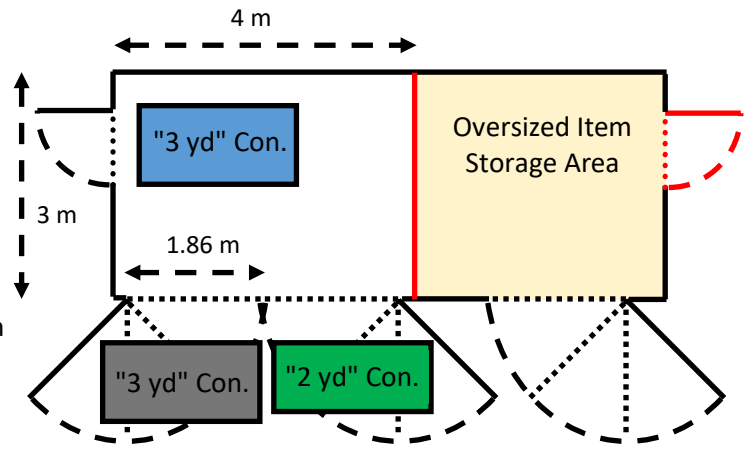
Recommended Weekly Waste Storage Volume per Unit by Material Stream				
# of Units	Compacted Garbage Volume m ³ (yd ³)	Uncompacted Garbage Volume m ³ (yd ³)	Recycling Volume m ³ (yd ³)	Organics Volume m ³ (yd ³)
31	1.53 (2)	3.06 (4)	2.29 (3)	0.76 (1)
32	1.53 (2)	3.06 (4)	2.29 (3)	0.76 (1)
33	1.53 (2)	3.06 (4)	2.29 (3)	0.76 (1)
34	2.29 (3)	3.82 (5)	2.29 (3)	0.76 (1)
35	2.29 (3)	3.82 (5)	2.29 (3)	0.76 (1)
36	2.29 (3)	3.82 (5)	2.29 (3)	0.76 (1)
37	2.29 (3)	3.82 (5)	2.29 (3)	0.76 (1)
38	2.29 (3)	3.82 (5)	3.06 (4)	0.76 (1)
39	2.29 (3)	3.82 (5)	3.06 (4)	0.76 (1)
40	2.29 (3)	3.82 (5)	3.06 (4)	0.76 (1)
45	2.29 (3)	4.59 (6)	3.06 (4)	0.76 (1)
50	2.29 (3)	4.59 (6)	3.06 (4)	0.76 (1)
55	3.06 (4)	5.35 (7)	3.82 (5)	1.53 (2)
60	3.06 (4)	6.12 (8)	3.82 (5)	1.53 (2)
65	3.06 (4)	6.12 (8)	4.59 (6)	1.53 (2)
70	3.82 (5)	6.88 (9)	4.59 (6)	1.53 (2)
75	3.82 (5)	6.88 (9)	4.59 (6)	1.53 (2)
80	3.82 (5)	7.65 (10)	5.35 (7)	1.53 (2)
85	4.59 (6)	8.41 (11)	5.35 (7)	1.53 (2)
90	4.59 (6)	8.41 (11)	6.12 (8)	1.53 (2)
95	4.59 (6)	9.17 (12)	6.12 (8)	1.53 (2)
100	4.59 (6)	9.17 (12)	6.12 (8)	1.53 (2)
110	5.35 (7)	10.70 (14)	6.88 (9)	1.53 (2)
120	6.12 (8)	11.47 (15)	7.65 (10)	1.53 (2)
130	6.12 (8)	12.23 (16)	8.41 (11)	1.53 (2)
140	6.88 (9)	13.00 (17)	9.17 (12)	1.53 (2)
150	6.88 (9)	13.76 (18)	9.17 (12)	2.29 (3)
160	7.65 (10)	15.29 (20)	9.94 (13)	2.29 (3)
170	8.41 (11)	16.06 (21)	10.70 (14)	2.29 (3)
180	8.41 (11)	16.82 (22)	11.47 (15)	2.29 (3)
190	9.17 (12)	17.58 (23)	12.23 (16)	2.29 (3)
200	9.17 (12)	18.35 (24)	12.23 (16)	3.06 (4)
250	11.47 (15)	22.94 (30)	15.29 (20)	3.82 (5)
300	13.76 (18)	27.52 (36)	18.35 (24)	4.59 (6)
400	18.35 (24)	36.70 (48)	24.47 (32)	6.12 (8)
500	22.94 (30)	45.87 (60)	30.58 (40)	7.65 (10)

APPENDIX D – ENCLOSURE DESIGN GUIDELINE

The following are general examples of enclosure layouts and features that can be utilized when designing an enclosure.

Minimum Specifications

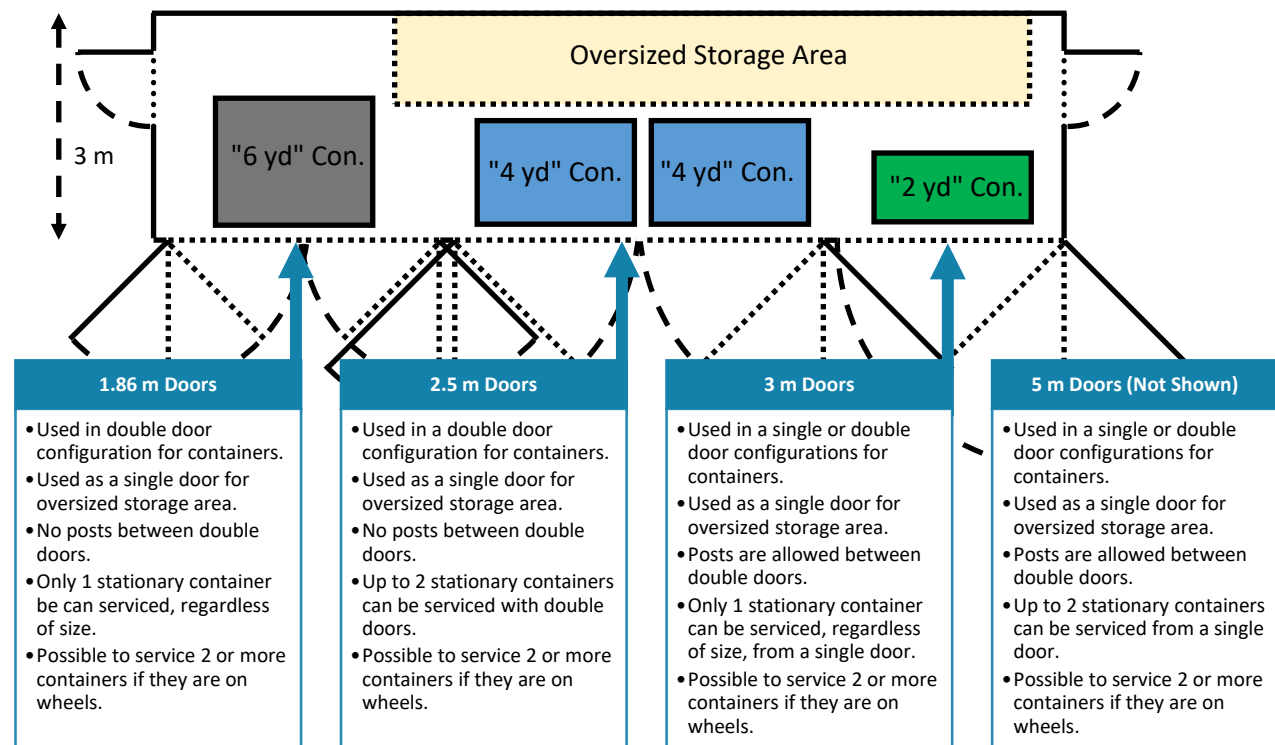
- Minimum enclosure area of 3 m x 4 m
- Plus a 10 m² oversized item storage area, either as a separate section (preferred, right), or included in the enclosure (below)
- Optional divider wall (shown in red), if present, will require an access door (shown in red) so resident can access both sides.
- Double doors, each one is 1.86 m, no posts between doors, open 135 degrees.
- The oversized item storage area does require at least one 1.86 m door that opens 135 degrees.



All containers must have wheels to allow multiple containers to be serviced. Only one stationary containers, regardless of size, is serviceable from behind a set of 1.86 m doors. The more containers that need to be housed in the enclosure, the larger it will have to be.

Door Sizes and Configurations

Various door sizes and configurations are possible. It is important to consider the size of containers and how many containers need to be serviced when designing an enclosure. Below is a combination of various container sizes, and door types that could be utilized when designing an enclosure.



APPENDIX E – DEVELOPER CHECKLIST

The following checklists are to be used alongside the main document and assist developers with meeting the core solid waste requirements, and ensuring all important criteria are included in site plan drawings.

Checklist 1 - Household Curbside	
Truck Access	Included in drawing
New public/private road or laneway built to DIPS	☐
Vertical clearance is at least 4.4 m	☐
Truck can enter and exit in a forward motion	☐
Show inside turn radii of 9.5 m on entry and exit of street	☐
Show outside turn radii of 14 m on entry and exit of street	☐
Collection Point	
At curb in front of house where unit is addressed	☐
Laneway suites share collection point with principle building	☐
Laneway suites require 0.9 m wide path to collection point	☐
Storage	
3 m length	☐
1 m width	☐
1.5 m height	☐
Shown on drawings	☐
Located near collection point, within 100 m	☐
Screening if on unit frontage	☐

Checklist 2 - Multi-Residential Curbside	
Truck Access	Included in Drawing
New public/private road or laneway built to DIPS	☐
Vertical clearance is at least 4.4 m	☐
Truck can enter and exit in a forward motion	☐
Show inside turn radii of 9.5 m on entry and exit of street	☐
Show outside turn radii of 14 m on entry and exit of street	☐
Collection Point	
At curb in front of development where site is addressed	☐
Notation for on-site staff to bring bins from storage to the curb	☐
Storage	
1.25 m ² for every unit for waste storage	☐
Within 100 m of farthest unit front door.	☐
Accessible to all residents	☐
Optional: 1 m ² for hazardous and other waste diversion programs	☐
Mid-Rise Building Exemption Eligibility	
Between 31 and 60 units	☐
Between 5 and 11 storeys	☐
Demonstrated front-end collection detrimental to site	☐
<i>If eligibility criteria are not met, go to Checklist 3</i>	
Storage	
All of the above, plus, 0.625 m ² per unit, for units 31 and up	☐

Checklist 3 - Multi-Residential Front-End

Truck Street Access	Included in Drawing
New public/private street or laneway built to DIPS	☐
Vertical clearance is at least 4.4 m	☐
Truck Site Access	
Truck can enter and exit in a forward motion	☐
Show inside turn radii of 9.5 m on entry and exit of street	☐
Show outside turn radii of 14 m on entry and exit of street	☐
Truck Onsite Access Route	
Access driveways from the street must be at least 6 m wide	☐
Width throughout travel path must be at least 4.5 m	☐
Vertical clearance throughout travel path must be at least 4.4 m	☐
Slope of travel path doesn't exceed 8% from level, appropriate transitions	☐
Front-end truck movement diagram	☐
Rear-pack oversized waste truck movement diagram	☐
Truck movement diagrams show entry and exit in forward motion	☐
Reversing into public roads is not allowed, laneways upon approval	☐
Warning system (lights and signs)	☐
Truck Turntables	
Turntable diameter is 12 m, if used for loading, then 13 m	☐
Vehicle movement diagram shows 360 degree rotation for both vehicles	☐
Dock master to operate and a backup system in place in there is a breakdown	☐
Letters stating turntable can support 35,000 kg, and loading if applicable	☐

Overhead Doors	Included in Drawing
Minimum width of 4 m	☐
Minimum vertical clearance of 4.4 m	☐
If located within Type G, minimum vertical clearance of 6.1 m	☐
Type G Loading Space	
Outlined and labelled	☐
13 m length	☐
4 m width	☐
6.1 m vertical clearance throughout	☐
2 m buffer from wall at front	☐
Notation for 200 mm reinforced concrete	
Notation for slope, does not exceed 2% from level	☐
Staging Pad	
Outlined and labeled	☐
5 m ² for first 50 units	☐
5 m ² plus, 0.10 m ² /unit for each additional unit from 51 units and up	☐
6.1 m vertical clearance throughout, at minimum	☐
Notation for 200 mm reinforced concrete	☐
Slope does not exceed 2% from level throughout	☐
With 100+ units, a minimum of 8 m ² at the front of Type G, remaining may run along the side	☐
Notation for on-site staff to maneuver bins and act as flag person for truck	☐

Storage General	Included in Drawing
Outlined and labeled	☐
Chutes labelled, if present	☐
Tri/Bi-sorter labelled, if present	☐
Sufficient space under sorter for a least 2 yd ³ container for each material	☐
At least 10 m ² for oversized item storage, outlined and labeled	☐
Double doors along path to staging pad	☐
Optional: 1 m ² , per 100 units, for hazardous and other diversion programs	☐
Storage with Compactor	
Compactor labelled	☐
25 m ² for first 50 units	☐
Plus, 0.26 m ² per unit for each additional unit over 50	☐
Storage without a Compactor	
25 m ² for first 50 units, and 0.5 m ² per unit above 50	☐
Outside Enclosure	
Minimum 3 m wide	☐
Minimum 4 m long	☐
At least 10 m ² for oversized item storage, outlined and labeled	☐
Large enough to account for the number and size of bins needed	☐
6.1 m vertical clearance throughout, at minimum	☐
Notation for 200 mm reinforced concrete	☐
Double doors options: Each door in set to be 1.86 m, 2.4 m, 3 m, or 5 m	☐
Single door options: 3 m or 5 m for bins, min. 1.86 m for oversized item area	☐

Outside Enclosure (Continued)	Included in Drawing
All doors open at least 135 degrees	☐
No centre posts if double doors are under 3 m	☐

Checklist 4 - Small Commercial	
Eligibility Criteria	Criteria Met
Less than 4 storeys	☐
Ground floor area under 500 m ² , or	☐
Mall/Plaza with at least 1/3 of total being residential	☐
<i>If eligibility criteria are not met, go to Checklist 5</i>	
Truck Access	Included in Drawing
New road or laneway is built to DIPS standards	☐
Vertical clearance of road is at least 4.4 m.	☐
Trucks can enter and exit the road or laneway in a forward motion	☐
Notation for staff to bring bins to the curb	☐
Storage	
Dedicated storage area within the property	☐
Storage area suitable to needs of the property	☐

Checklist 5 - Large Commercial, Industrial and Other Developments

Truck Access	Included in Drawing
Show waste collection vehicle travel path	☐
Vertical clearance is sufficient along travel path for private collection	☐
Travel path does not create a hazard for pedestrians	☐
Loading Bay	
Vertical clearance is sufficient to the needs of private waste collection	☐
Storage	
Dedicated storage area within the property near collection point	☐
Storage area suitable to needs of the property	☐
Waste travel path from storage to collection point avoids public spaces	☐
Label/outline waste specific equipment and areas	☐

Checklist 6 - Mixed Use Development Non-Residential Portion

Truck Access	Included in Drawing
If not sharing use of Type G, same as Checklist 5 <i>Truck Access</i>	☐
Loading Bay	
Notation that commercial portion will share use of residential Type G loading space	☐
If not sharing use of Type G, same as Checklist 5 <i>Loading Bay</i>	☐
Storage	
Notation that all bins/containers must be labeled as non-residential or similar	☐
Notation that waste storage must be separate from any residential waste storage area	☐
If not sharing use of Type G, same as Checklist 5 <i>Storage</i>	☐

Checklist 7 - City Divisions, Agencies or Commissions, and Public Schools

Truck Access	Included in Drawing
If on curbside collection, see Checklist 2 <i>Truck Access</i>	☐
If on front-end collection, see Checklist 3 <i>Truck Access (Street, Site & Onsite)</i>	☐
Collection and Loading	
If on curbside collection, see Checklist 2 <i>Collection Point</i>	☐
If on front-end collection, see Checklist 3 <i>Overhead Doors, Type G Loading & Staging Pad</i>	☐
Storage	
If storage is outside, see Checklist 3 <i>Outside Enclosure</i>	☐
If storage is inside, storage area must be at least 12 m ² based on needs of the building	☐

Checklist 8 - Charities, Institutions & Religious Organizations

Access	Included in Drawing
Curbside collection, see Checklist 2 <i>Truck Access</i>	☐
Front-end collection, see Checklist 3 <i>Truck Access (Street, Site & Onsite)</i>	☐
Collection and Loading	
Curbside collection, see Checklist 2 <i>Collection Point</i>	☐
Front-end collection, see Checklist 3 <i>Overhead Doors, Type G Loading & Staging Pad</i>	☐
Storage	
Storage is outside, see Checklist 3 <i>Outside Enclosure</i>	☐
Storage is inside, storage area must be sufficient based on the needs of the building.	☐