



Community Services - Operations

333 McKinney Drive, Whitby, ON

www.whitby.ca

Technical and Risk Management Guidelines for Waste Collection Services on Private Residential Property



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1. General Information

1.1 Introduction

The purpose of the Technical and Risk Management Guidelines for Waste Collection Services on Private Residential Property is to ensure that owners, planners, developers and contractors of multi-residential apartment buildings or residential developments on private roadways are familiar with the requirements of proper waste collection and waste storage systems and that the provision of these are considered in the planning and development of all residential and Multi-Residential Properties. These requirements provide direction as to how developments are to be designed to provide for the safe and efficient movement for waste collection vehicles for present and future waste collection needs.

These requirements must be met before the Town of Whitby will consider providing waste collection services to any new or existing developments on private property. In addition to the requirements set out in this document, Municipal and Regional site plan requirements, Waste collection By-laws, Building and Fire Codes and any other applicable Regulations must also be adhered to.

These guidelines are minimum requirements only and the Town reserves the right to enact additional requirements during the review of development projects. The Town also reserves the right to designate the type of collection services to be provided as well as access and storage requirements on a case-by-case basis. If the Town determines that a development does not meet the requirements contained within this document, waste collection services will not be provided by the Town.

Building design and site design should provide for adequate and efficient waste handling, along with properly sized storage capacity for all generated waste that is to be located conveniently within the building structure or on the property site for easy and barrier-free access by residents and collection equipment.

The Town of Whitby and the Region of Durham have committed to aggressive waste reduction targets that are to be met through programs such as the Source Separated Organics (SSO) Green Bin program and the Blue Box recycling program. It is imperative these programs are easy to use and readily accessible to all residents.

In addition to household Residual Garbage and Organics collection, The Town of Whitby's Community Services - Operations Department is responsible for the collection of Yard Waste along with Special Collections (Bulky, Metal, Electronic Waste and Porcelain). The Region of Durham and/or Producer Responsibility Organization(s) are responsible for the collection and processing of Blue Box Recycling material.

1.2 Definitions

"Blue Box" means the designated Approved Receptacle for containing Recyclable Material and which meets the requirements of the Region and/or Producer Responsibility Organization(s) for the municipal collection of the Blue Box Program

"Blue Box Program" means the Provincial program established for the recovery of source separated Recyclable Materials from approved sources using an approved receptacle designated by the Region and/or the designated Producer Responsibility Organization(s) (PRO) for the Blue Box Program

"Bulky Item" means any item set out in By-law 7812-21 - Schedule B to the Waste Collection By-Law, and includes Metal Goods

“Bulk Front-End Container” means a large metal waste receptacle approved by the Town for holding waste to be emptied by the Town and/or its subcontracted designate

“Collection Area” means a location on private property designated exclusively for collection of residential waste materials

“Commercial Property” means a property zoned as commercial

“Commissioner” means the Commissioner, Community Services or their designate.

“Contractor” means any individual, firm, company or corporation and the employees of any such individual, firm, company, or corporation with whom the Town or the Region has entered into a contract or agreement for the collection, processing, handling, haulage, marketing, or disposal of Waste

“Eligible Property” means a residential dwelling unit or residential property that has been approved for municipal waste collection services by the Town

“Electronic Waste” means “electrical and electrical equipment” as defined under Ontario Regulation 522/20: Electronic and Electronic Equipment and as designated by the Ministry of the Environment, Conservation and Parks under the *Resource Recovery and Circular Economy Act, 2016* as amended

“Front-End Containerized Collection Service” means the bulk collection of Waste by means of a front-end collection vehicle

“Garbage Bag” means a plastic bag used to contain Residual Garbage and which measures not more than 66 centimetres by 90 centimetres (26 inches by 36 inches) at the time of purchase and can support 20 Kilograms (44 pounds) without tearing or breaking when lifted

“Green Bin” means a receptacle that has been approved by the Town and has been supplied by the Town or Region for the setting out of source separated organics

“Green Bin Program” means the program for the curbside collection of source-separated Organics Materials from residential sources using approved receptacles as defined in the Waste Collection By-law 7812-21

“Ground-Oriented Residential Dwellings” means any residential dwelling that has direct access from the dwelling unit to the ground level, which can include single detached dwellings, condominium townhouse dwellings, townhouse-like, semis, links, and back-to-back dwellings

“In-ground Waste Storage Container” means a semi-buried waste container that is leak-proof, typically used as a central location to consolidate generated refuse until collection

“Mixed Use or Mixed Commercial /Residential Property” means a location that includes both a residential and commercial component on the same property and includes “Live-Work” units

“Municipality” or “Municipal” means the municipality of the Town of Whitby, or the Region of Durham

“Organic Materials” means any household kitchen food waste and any other compostable household materials that are accepted in the Green Bin Program and set out in Schedule D of the Waste Collection By-Law 7812-21

“Producer Responsibility Organization” or “PRO” means a business established to contract with producers to provide collection, management, and administrative services to help producers meet their regulatory obligations under the Blue Box Regulation

“Producer Responsibility Organization” or “PRO” means a business established to contract with producers to provide collection, management, and administrative services to help producers meet their regulatory obligations under the Blue Box Regulation

Prohibited Waste” means any waste items referred to in Schedule C of the Waste Collection By-Law

“Private Street or Private Road” means a road or street not owned or maintained by the municipality

“Property Owner” means any firm, corporation, person, partnership, joint venture, condominium corporation, property management company or tenant association having ownership or responsibility of a property

“Recyclable Materials” means any material mandated under Ontario Reg. 101/94 or subsequently designated by the Region

“Region” means the Regional Municipality of Durham, and includes its officers, elected and appointed officials, employees, agents, Contractors, and assigns

“Residual Garbage” means all manner of waste which is not Recyclable Materials, Organic Materials, Yard Waste, Household Hazardous Waste, Bulky Items, Electronic Waste, Porcelain Waste, or Prohibited Waste

“Set Out” means to place, cause or permit to be placed Waste at any location for the purpose of municipal waste collection

“Special Collections” means any material that the Town of Whitby classifies as a part of the Special Collections Program which includes and is not limited to large Bulky Items, metal goods, electronics, and porcelain. This program and the materials eligible for collection are listed in Town’s Waste Collection By-law 7812-21 - Schedule B

“Waste Collection By-Law” means the Town of Whitby’s Waste Collection By-law No. 7812-21, being a by-law respecting waste collection, as amended from time to time

“Street” means any public highway, road, lane, alley, street, avenue, parkway, driveway, square, place, crescent or court where any part of which is intended for or used by the public for the passage of vehicles within the jurisdiction of the Town

“T-turnaround” means a “T” shaped area that allows vehicles to reverse direction through a 3-point turn

“Turning Radius” means the minimum area required for a vehicle to turn around

“Town” means The Corporation of the Town of Whitby and includes its officers, elected and appointed officials, employees, agents, Contractors, and assigns

“Waste” means anything discarded for collection from any source, and includes Recyclable Materials, Organics Materials, Yard Waste, Residual Garbage, and Bulky Items

“Yard Waste” means any items included in Schedule E of the Town’s Waste Collection By-law 7812-21 and any other waste material designated as Yard Waste by the Town or Region

2. Requirements

2.1 Site Plan Requirements

To ensure site plans have incorporated all guidelines as they pertain to waste collection services, applicants must include information that describes the following:

- Proposed waste handling system for Recyclable Materials, Organics Materials, Residual Garbage, Yard Waste and Special Collections
- Access routes for waste collection vehicles on private property
- Waste collection area
- Waste storage area
- Size, number of and type of waste containers/totes to be used
- Above ground features such as parking areas in relation to the access route
- Number of dwelling units and number of storeys
- That all access routes and curb return radii are dimensioned

The applicant must submit a completed “Application for Waste Collection Services on Private Property and Indemnification Form”, a copy of which is attached as Appendix “D” to these guidelines for review and consideration before any collection of waste will commence. The application will not proceed through the review process and no collection of waste will be commenced until a completed “Application for Waste Collection Services on Private Property and Indemnification Form” is received.

The Town will inspect and evaluate the details provided on the “Application for Waste Collection Service on Private Property and Indemnification Form”. Before any application is approved, the development must be more than 75% fully occupied, construction completed, and access must be free and clear of all obstructions. At the Town’s discretion, a site visit may be conducted with collection equipment to confirm requirements have been met. If the Town approves a development for waste collection on private property, service will be scheduled to commence in approximately 4 to 6 weeks from the approval date.

2.2 General Waste Collection Requirements

The following are the general conditions for the collection of Residual Garbage, Recyclable Materials and Organic Materials. Applicants should refer to the applicable Town By-Laws and Region By-laws for additional or specific collection requirements.

- a) The Town collects residential waste materials only and reserves the right to revoke collection services to any Multi-Residential Property, block townhouse or residential development that

does not meet the guidelines outlined in this document or the Town's Waste Collection By-law #7812-21.

- b) Property owners are responsible for the design, construction, and maintenance of safe and proper waste handling systems for residents on private property. This includes ensuring access routes to be maintained and in good repair, free and clear of ice and snow, are free and clear of visibility restrictions and obstructions including parking, storage or other items which would prevent access by a collection vehicle, free and clear accessibility to storage facilities and Collection Areas and have direct access to a municipal street that does not require the collection vehicle to back onto the municipal street.
- c) The design of the Collection Area and the access route(s), as outlined in this document, shall be provided exclusive of any onsite parking spaces.
- d) All waste materials must be securely stored inside a building so as to contain any litter and be easily accessible by residents in a well-lit, secure and barrier-free environment.
- e) The Property Owner is responsible for moving all waste containers out to the designated Collection Area on the designated collection day. All waste containers must be stored inside until the scheduled collection day. All waste containers must be returned to the storage area immediately following collection.
- f) Mixed Use developments, including "Live-Work" developments, must have commercial waste stored and set-out separately from residential waste. Property owners must be able to demonstrate effective private collection for commercial waste that does not impact or interfere with residential waste.
- g) Waste information and collection procedure signs must be installed in appropriate locations to ensure a safe and clean environment around the waste collection areas and access routes. Property owners are responsible for actively promoting any available waste diversion program provided by the Municipality, such as Blue Box recycling and Green Bin composting; as a means of reducing of Residual Garbage.
- h) Private access roads and internal streets must be constructed of a suitable material such as asphalt or concrete and be structurally adequate to prevent damage by and support a fully loaded waste collection vehicle. The Property Owner is responsible for ensuring that private access roads and internal streets are adequately maintained and shall be responsible for performing maintenance, repairs and reconstruction of any private access roads and internal streets that is necessary to ensure the safe collection of waste. In the event that repairs, maintenance or reconstruction is required, the Town may suspend Waste Collection Services until such repair, maintenance or reconstruction is completed to the Town's satisfaction.
- i) The Property Owner must complete the Application for Waste Collection Services on Private Property and Indemnification Form and is exclusively responsible for any damage on private access roads and/or storage areas from waste collection vehicles.
- j) The Property Owner is responsible for obtaining, designing, implementing, constructing, and maintaining safe waste handling systems including Front-End waste containers where applicable in accordance with the Town's Technical and Risk Management Guidelines for Waste Collection Services on Private Property.

- k) Until such time as the site is approved for Municipal collection services, the Property Owner is responsible for the collection, processing, haulage, and disposal of all waste from the property.
- l) As instructed by the Town, the Property Owner may have to demonstrate their commitment to the Town's diversion programs through waste audits at their expense, which are to be provided by a reputable waste consultant.
- m) The Town will not approve common collection points for curbside waste collection within any development.

3. Containerized Waste Storage and Collection Requirements

For Multi-Residential Properties that are required to have centralized waste storage area(s) for containerized waste collection, design requirements and services are to be as follows:

3.1 Waste Storage Area(s)

- a) Multi-Residential Properties must have internal waste collection storage rooms within the main building of sufficient size to receive and accommodate all Residual Garbage, Organic Materials and Recyclable Materials from residents. The dedicated storage area must be adequate to store Waste for a minimum of eight days.
- b) Mixed Use buildings must have commercial waste stored and set out separately from residential waste. Property owners must be able to demonstrate effective private collection for commercial waste that does not impact or interfere with residential waste.
- c) A clear and accessible area of 10 square metres within the building that can be used for the storage of larger items such as Bulky Items, shall be included in the design.
- d) Waste storage rooms must provide for easy and convenient access as well as for the movement of waste containers to and from the storage area to the collection area.
- e) The waste storage room must be ventilated, well lit, secure, rodent proof and separated from the living space and in accordance with local Zoning By-laws, building and fire codes.
- f) The storage room must have adequately sized roll up overhead doors, a roof, and a man door, leading to the collection area.
- g) Waste containers must have heavy duty wheels with locking castors.
- h) Large multi-residential developments with greater than 30 units must use compactors for all Residual Garbage.
- i) Cross contamination of waste materials is not acceptable, and it is the responsibility of the property owner to ensure appropriate internal collection procedures and waste handling systems are in place to minimize contamination.
- j) Waste handling systems must include separate containers for Organic Materials, Recyclable Materials and Residual Garbage. Consideration should be given to an

adequately sized chute system (to accommodate for each of the following waste streams: Residual Garbage and Recyclable Materials separated into containers and fibres). Chutes should be located adjacent to the building elevators or an acceptable equivalent whereby residents are provided a convenient location to leave their source separated waste.

- k) Consideration must be given in the design stage of the units to accommodate, within the living space, the various waste storage receptacles to be utilized in the Town, Region's and/or PROs waste collection and diversion programs.

3.2 Collection Area

- a) The development must have a waste Collection Area located on private property with direct and safe access for collection vehicles entering from and exiting to the municipal street.
- b) The Collection Area must consist of a level reinforced concrete pad that is well constructed and suitably sized to accommodate the weight of a fully loaded collection vehicle and loaded containers.
- c) The collection vehicle must be able to empty and return containers to the Collection Area without requiring containers to be shuffled either manually or mechanically.
- d) Collection vehicles must be able to safely drive out onto the street and not back out, in order to turn around.
- e) The Collection Area must be kept clear of all obstructions and clearly marked as a "No Stopping" or "No Parking" area.
- f) Along the collection access route and in the Collection Area, an overhead clearance of 7 metres above the ground measured at their lowest point must be provided from all obstructions such as wires, balconies, and trees.

3.3 Access Routes

- a) The internal roadways must be a continuous minimum of 6.0 m wide road width (face curb to face curb) for both one, and two-way operation, not including any marked parking spaces.
- b) The internal roadway must use a minimum of 9.0 metres in turning radius and the approach to the collection area is to be designed with a minimum 18.0 metres straight approach.
- c) The set-back distance from the internal roadway to any structure within the development must be in accordance with the zoning by-law.
- d) Where the requirement for a continuous drive-through access and exit cannot be achieved, a "T" type turnaround or cul-de-sac type turnaround may be permitted at the sole discretion of the Town. See specifications listed in Appendix "B" and "C".
- e) Where the access route used by the collection vehicle travels over the deck of an underground parking garage, the applicant must provide a letter to the Town certified by a Structural

Engineer that confirms the structural capability of the deck to support a fully loaded waste collection vehicle.

- f) The applicant is required to provide a waste collection vehicle turning template of the development by a certified person.

3.4 Frequency and Level of Service

- a) The minimum level of waste collection service for Eligible Properties for containerized waste collection service will be limited as follows:

Blue Box Recyclables: Weekly
Organics Collection*: Weekly
Residual Garbage: Weekly
Yard Waste Collection: Not Available
Special Collections: Online booking required**

For more details on level of service for Front-End Containerized Collection Service, please refer to Waste Collection By-law 7812-21 Schedule A.

*Organics Collection service is pending Region of Durham approval. ** Subject to department approval.

- b) The Town may at its discretion impose a fee for the collection, processing, and disposal of Waste if a higher frequency of service i.e. twice weekly collection, or if additional containers are required to accommodate a higher volume of waste. Approvals for a higher frequency of service or an increase in the number of containers are to be at the sole discretion of the Town.
- c) Property Owners are responsible for purchasing, cleaning and maintaining all waste containers which must be approved for use by the Town prior to the commencement of collection services.
- d) Property Owners are responsible for cleaning and maintaining all Collection Areas and container storage areas and are responsible for managing all overflow materials in a timely and tidy manner.
- e) Multi-Residential / Mixed Use Properties and block townhouse developments that have containerized waste collection are not eligible for Yard Waste collection. Property Owners are responsible for the collection, and disposal of Yard Waste.
- f) Multi-Residential / Mixed Use Properties and block townhouse developments that have containerized waste collection may be eligible for Special Collections on a case-by-case basis at the sole discretion of the Town.

4. Curbside Waste Collection Requirements for Ground-Oriented Residential Townhouse Developments

For ground-oriented residential dwellings such as condominium townhouse developments with an internal private road, waste collection design and services are to be as follows:

4.1 Waste Storage Area(s)

- a) Consideration must be given in the design stage of the units to accommodate the various waste storage receptacles to be utilized in the Town, Region and/or the designated PRO's waste collection and diversion programs. This includes designated internal storage space under sinks with sliders, and within closets that would include the ability to stack receptacles if necessary.

4.2 Collection Area

- a) The collection area must be along the internal access route of the development, either in front of, each and every dwelling unit or abutting each dwelling unit's driveway access. It is the responsibility of the residents to properly place their waste materials out for waste collection, in the designated collection area, on the designated day of the week as per the Town's collection schedule and in accordance with provisions outlined in the Town's Waste Collection By-law #7812-21.
- b) Live-work and Mixed-Use developments must have commercial waste stored and set-out separately from residential waste. Property owners must be able to demonstrate effective private collection for commercial waste that does not impact or interfere with residential waste.
- c) The collection area must be kept clear of all obstructions and clearly marked as a "No Stopping" or "No Parking" area.
- d) Along the collection access route and in the collection area, an overhead clearance of 7 metres above the ground measured at their lowest point must be provided from all obstructions such as wires, balconies, and trees.

4.3 Access Routes

- a) The internal roadways must be a continuous minimum of 6.0 m wide road width (face curb to face curb) for both one and two-way operation, not including any on-street dedicated parking spaces.
- b) The internal roadway must use a minimum of 9.0 metres in turning radius.
- c) The set-back distance from the internal roadway to any structure within the development must be in accordance with the zoning by-law.
- d) For each unit receiving Curbside Collection, an area of 2.5 m² (minimum) is required for the storage of two Blue Boxes, a Green Bin, Garbage Bags and Yard Waste.
- e) All internal roadways shall allow for the continuous forward collection of Waste without the need for waste collection vehicles to reverse.
- f) Where a continuous drive-through route cannot be achieved, a "T" type turnaround or cul-de-sac type turnaround may be permitted at the sole discretion of the Town. See specifications listed in Appendix "B" and "C".
- g) The internal access route must be designed to structurally withstand the weight of fully loaded waste collection vehicle.

- h) The applicant is required provide a waste collection vehicle turning template of the development by a certified person.

4.4 Frequency and Level of Service

- a) The Town of Whitby, Region of Durham and/or the designated PRO's curbside waste collection services will be limited as follows:

Blue Box Recyclables:	Weekly
Green Bin Organics:	Weekly
Residual Garbage:	Bi-weekly (every other week)
Yard Waste:	Bi-weekly (every other week April - November)
Special Collections:	<u>Online booking required</u>

- b) Waste collection services do not include the collection of yard waste that has been set out by property management or their sub-contractors. Collection services are solely intended for the collection of Yard Waste that has been set out by residents in accordance with the Town's Waste Collection By-law #7812-21.

5. Review Process

5.1 Submissions

The applicant must submit a formal letter, along with detailed site plan requirements as per Section 1, requesting Town of Whitby waste collection services along with a completed "Application for Waste Collection Services on Private Property" and **an annual** "Indemnification Form", a copy of which is attached as Appendix "D", a completed "Application Checklist", a copy of which is attached as Appendix "E" and a "Certificate of Insurance" to the Town of Whitby's Community Services - Operations Department for review and consideration before any waste collection services may be approved. Completed applications must be sent by email or regular mail to the attention of the Manager, Waste Services.

Email: pw.operations@whitby.ca

Or by regular mail:

Manager, Waste Services
Town of Whitby
333 McKinney Dr.
Whitby, Ontario L1R 3M2

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

5.2 Revisions to the Waste Collection Guidelines

The Town may from time-to-time review, revise and update its “Technical and Risk Management Guidelines for Waste Collection Services on Private Residential Property”. Any revisions to this document will require the approval of the Commissioner of Community Services or designate.

5.3 Distribution of Waste Collection Guidelines

The Town will distribute current copies of the “Technical and Risk Management Guidelines for Waste Collection Services on Private Residential Property” upon request to interested parties.

It is the intent of the Town to provide realistic and workable guidelines for waste collection services on private property to strengthen and benefit proper waste management practices in our community.

Waste collection guideline inquiries can be directed to the Town of Whitby Waste t Services Division by:

Phone: **905-668-3437**

E-mail: **pw.operations@whitby.ca**

APPENDIX

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Appendix “A”

Waste Collection Vehicles and Container Dimensions

The following table illustrates typical vehicle dimensions for typical waste collection vehicles. The dimensions are approximate and may vary from actual. All measurements are in metres:

Vehicle Type	Length	Width	Height
1. Recycling	10.76 m	2.77 m	3.69 m 5.08 m with bucket up
2. Front-End	9.85 m	2.77 m	4.31 m 6.15 m with forks extended
3. Rear Packer	11.54 m	2.77 m	3.69 m
4. Side Packer	10.46 m	2.98 m	3.85 m

The following table illustrates approximate dimensions for typical recycling carts and Front-End collected waste containers*.

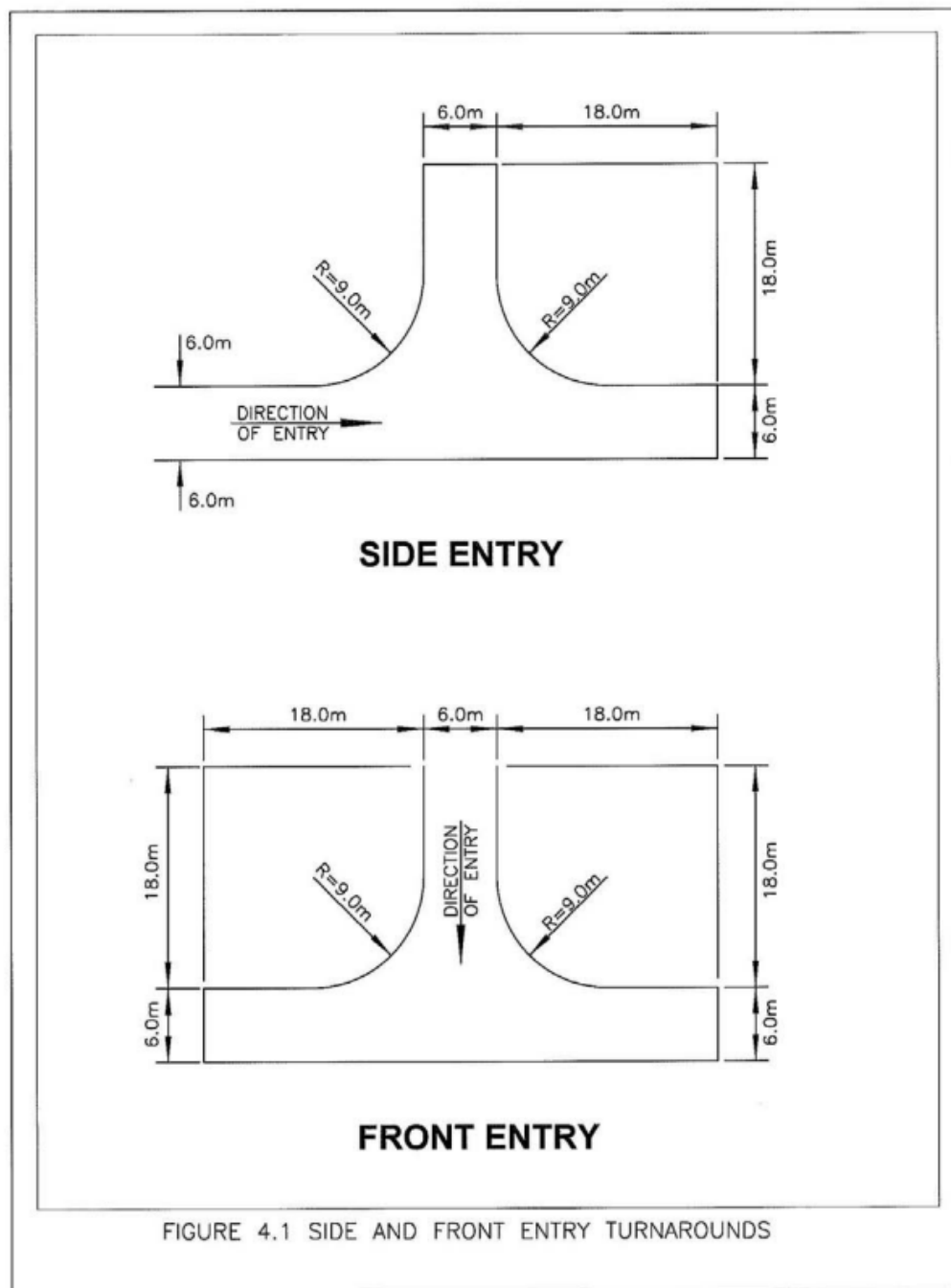
Containers & Capacity	Depth (front to back)	Width (side to side)	Height	Recommended Footprint
95 Gallon Recycling Cart	0.88 m 2.9 ft	0.67 m 2.2 ft	1.15 m 3.8 ft	1 cubic m 3.3 ft x 3.3 ft
2 Cubic Yard Bin	0.91 m 3.0 ft	1.82 m 6.0 ft	0.91 m 3.0 ft	2 m x 1.2 m 6.5 ft x 4 ft
3 Cubic Yard Bin	1.04 m 3.4 ft	1.82 m 6.0 ft	1.21 m 4.0 ft	2 m x 1.4 m 6.5 ft x 4.5 ft
4 Cubic Yard Bin	1.37 m 4.5 ft	1.82 m 6.0 ft	1.22 m 4.0 ft	2 m x 1.7 m 6.5 ft x 5.5 ft
6 Cubic Yard Bin	1.82 m 6.0 ft	1.82 m 6.0 ft	1.6 m 1.82 ft	2 m x 2.1 m 6.5 ft x 7 ft

* Note: Front-End waste containers contain protruding side brackets to facilitate lifting by collection truck lift arms. Extra space on either side of such containers has been incorporated into the recommended footprint column for space planning purposes.

** Note: Height of Front-End containers does not include castors (wheels), which add 6 to 8 inches.

Note: Recommended recycling cart ratio for Multi-Residential / Mixed Use Properties is 1 cart for every 7 units. Recycling carts are required for each recycling stream: Containers, Papers and Cardboard/Boxboard.

Dimensions for a “T” Turnaround



Appendix “C”

Dimensions for a Cul-de-sac Turnaround

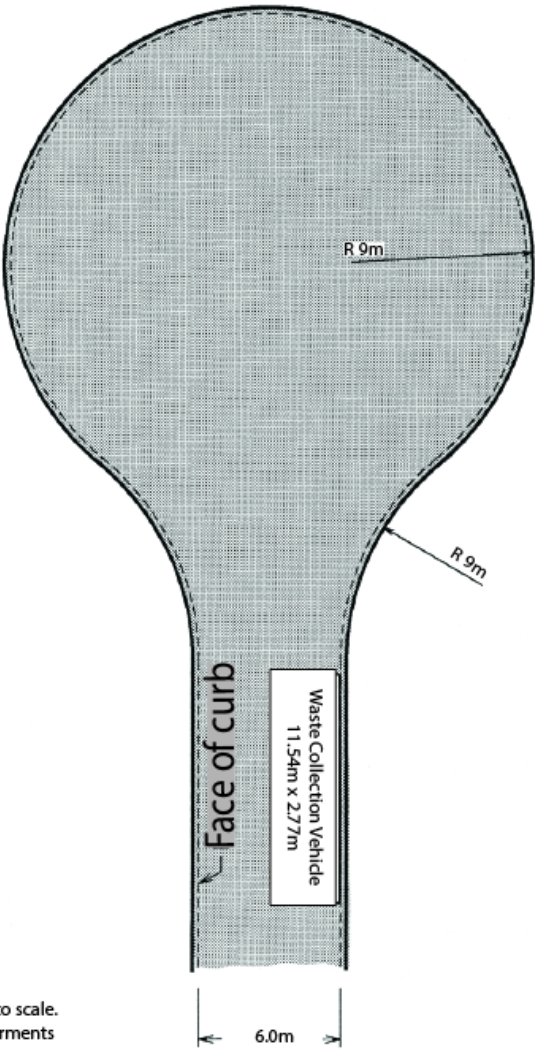


Diagram is not to scale.
Note: All measurments
are in metres.

Appendix "D"

Town of Whitby
Community Services- Operations
575 Rossland Road East
Whitby, ON L1N 2M8

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Application for Waste Collection Services on Private Property and Indemnification Form

Date: ____/____/____
YYYY MM DD

The undersigned requests the extended "on site waste collection services on private property" as provided by the Town of Whitby Community Services - Operations Department.

Applicant Details:

Applicant: _____ Property Owner: _____
Address of Owner: _____
City: _____ Postal Code: _____ Phone: _____ - _____ - _____
E-mail Address: _____ Cell: _____ - _____ - _____

Collection requested at:

Name of Property: _____ Contact: _____
Address of Property: _____
Phone: _____ - _____ - _____ E-mail Address: _____

Details of Location:

Type of Building (Townhouses, High Rise Building): _____

Expected date of completion (YYYY/MM/DD): _____

Site Plan Number: _____ Condominium Plan Number: _____

No. of Units: _____ Number of Floors: _____

Units Occupied to Date: _____ As of Date (YYYY/MM/DD): _____

Comments:

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Application for Waste Collection Services on Private Property and Indemnification Form - Cont'd

Terms and Conditions:

1. The undersigned, being the owner, or agent of the owner of the above property, acknowledges that it is agreed that the Town's collection vehicles or its agents shall be permitted to enter onto the above property for the purpose of collecting waste materials from the premises.
2. The Property Owner, or where applicable, its signing officer, shall ensure that in the event of a change in ownership for the above property, they will inform the new owner of this application. In the event of a change in ownership following the submission of this Application, the new Owner shall agree in writing to continue the Application and shall be required to execute any and all documents required by the Town.
3. The Property Owner, its officers, directors, shareholders, employees, agents, contractors, successors or assigns, further agree to indemnify, defend and hold harmless the Town of Whitby, its elected and appointed officials, employees, agents and its waste collection contractors on private property against all actions, suits, claims and demands, direct or indirect, which may arise as a result of the provision of these services to the property, including but not limited to any damages to structures, private access roads and/or Collection Areas that may be located on or about the premises, as a result of any waste materials collection equipment entering the property indicated above.
4. In the event of a sale, transfer or any other disposition of the Property, the Property Owner shall advise the Town of such sale, transfer or other disposition and shall be responsible for ensuring that the new owner executes and delivers a signed Application for Waste Collection Services on Private Property and Indemnity Form prior to the completion of such sale, transfer or other disposition. If the Property Owner neglects, fails or refuses to deliver an Application for Waste Collection Services on Private Property and Indemnity Form executed by the new owner, the Property Owner shall remain bound by this indemnity and that Town shall not be deemed to have waived, released, discharged, impaired or in any other way affect this indemnity.
5. In the event of a failure by the Property Owner to deliver a signed Application for Waste Collection Services on Private Property and Indemnity Form as references in Section 4 above, the Town may, in its sole and unfettered discretion, suspend or cancel Waste Collection to a Property until such time as the new owner has executed an Application for Waste Collection Services on Private Property and Indemnity Form.
6. The undersigned I at its sole cost and expense, shall take out and, maintain and annually provide the Town of Whitby and its waste collection contractors on private property an insurance certificate evidencing:
 - i) Commercial general liability insurance including premises and all operations subject to a limit of not less than two million (\$2,000,000) inclusive per occurrence for third party bodily injury and property damage.
 - i. The policy shall be in the name of the undersigned and shall name the Town of Whitby and the Town's waste collection contractors as an additional insured. Such insurance shall contain an endorsement to provide the Town with thirty days (30) written notice of cancellation.
 - ii) The undersigned will provide the Town with proof of the required insurance on the Town's certificate of insurance form attached hereto as Appendix F.
 - iii) The owner, shall ensure that all internal roadways on private property are suitably maintained for collection services throughout the year, including winter maintenance, as well as ensuring that there are no parked cars on the internal roadways that could be deemed as obstructions.

Dated: _____ Authorized Signature: _____

Printed Name: _____ Title: _____

I have the authority to bind the corporation

OFFICE USE

Date application received: _____ Date site inspected: _____

Site complies with Guidelines: _____ If not, why not: _____

Signatures of approval: _____ Date service is to start: _____

Date Approved: _____

Appendix “E”

Town of Whitby
Community Services- Operations
575 Rossland Road East
Whitby, ON L1N 2M8

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Application Checklist for Waste Collection Services on Private Property

General Requirements

Checklist

The property owners are responsible for the design and construction of proper and safe residential waste handling systems for their residents on private property including access routes, storage facilities, collection areas, and with direct access to a municipal street that does not require the collection vehicle to back onto the municipal street.	
The design of the collection area and the access road, as outlined in this document, shall be provided exclusive of any onsite parking spaces.	
All residual garbage, organic and recyclable material containers must be securely stored inside until the scheduled collection day and must be returned to the storage area immediately following collection.	
Waste information and collection procedure signs must be installed in appropriate locations to ensure a safe and clean environment around the waste collection areas and access routes. Property owners must be responsible for actively promoting Blue Box recycling, and Green Bin composting as a means of reducing of Residual Garbage.	
Private access roads must be constructed of a suitable material such as asphalt or concrete and structurally adequate to prevent damage by and support a fully loaded Waste collection vehicle.	
The property owner/manager is responsible for moving all non-compacted Residual Garbage, organic and recycling storage containers out to the designated collection area on the designated collection day(s). Front-End collected Residual Garbage containers that cannot be accessed from within the collection vehicle will not be collected.	

High Rise Buildings

For Multi-Residential / Mixed Use Properties with more than 6 units, waste collection design and services are to be as follows:

a) Storage

Checklist

The development must have internal Waste storage room of sufficient size to accommodate all required Residual Garbage and recycling containers. Such space should provide for easy access and movement of containers to and from the storage room. The storage room must be ventilated, rodent-proof and separated from the living space and in accordance with local zoning By-laws, building and fire codes.	
The storage room must have a roll up overhead door a minimum size of 4.0 metres wide and 4.0 metres high, leading to the collection area inside the building.	

Application Checklist for Waste Collection Services on Private Property - Cont'd

High Rise Buildings Cont'd

b) Collection Area

Checklist

Large Multi-Residential / Mixed Use Properties greater than 30 units must mechanically compact Residual Garbage waste. Waste handling systems must include separate containers for recyclables, compostables and Residual Garbage. Consideration should be given to an adequately sized four-chute system (one for each of: garbage, compostables, containers, and papers) adjacent to the building elevators or an acceptable equivalent whereby residents can leave their source-separated wastes near their units or in another convenient location.	
The development will require a collection area inside the building with direct and safe access entering from and exiting to the municipal street.	
The collection area is to be directly accessible to the waste and recycling collection vehicles.	
The collection area must be level with the access roadway.	
The collection area must consist of a level concrete pad and apron with a minimum width of 3.0 meters for every Residual Garbage bin and 1 metre for every recycling bin required. The minimum depth of the collection area is 3 metres.	
The collection area must be designed to prevent the containers from rolling from the collection area.	
The collection vehicle must be able to empty and return containers. The collection vehicle must be able to empty and return containers to the collection area without requiring containers to be shuffled either manually or mechanically; Collection vehicles must be able to safely drive out onto the street and not back out in order to turn around.	
The collection area must be kept clear of all obstructions and clearly marked as a NO STOPPING area.	
In the collection area, an overhead clearance of 7 metres must be provided from obstructions such as wires, balconies and trees.	

c) Access Routes

Checklist

The internal roadway shall be a continuous minimum of 6.0 metres in width, use a minimum of 13 metres in turning radii and the approach to the collection area is to be designed with a minimum of 18 metres straight approach.	
The internal roadway shall be designed to permit continuous collection without reversing onto the municipal street. Continuous drive through access is preferred.	

Application Checklist for Waste Collection Services on Private Property - Cont'd

High Rise Buildings Cont'd

c) Access Routes

Checklist

Where the requirement for a continuous drive-through access and exit cannot be met, a "T" type turnaround may be permitted, at the sole discretion of the Town, that includes the length of the collection vehicle plus the length of the collection area and is in accordance with the specification listed in Appendix B.	
The set-back distance from the internal roadway to any structure within the development must be in accordance with the zoning by-law.	
Where the access route used by the collection vehicle travels over the deck of an underground parking garage, the applicant must provide a letter to the Region and/or Municipality, certified by a Structural Engineer that confirms the structural capability of the deck to support a fully loaded waste collection vehicle.	

Townhouse Complexes

For single detached dwellings and all Ground-Oriented Residential Dwellings, including townhouse-type developments with an internal private road, waste collection design, and services are to be as follows:

a) Storage Area

Checklist

The development must be designed to accommodate waste material storage inside all dwelling units.	
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b) Collection Area

Checklist

The collection area must be along the internal access route of the development in front of each and every dwelling unit. It is the responsibility of the residents to properly place their waste materials out for waste collection on the designated day of the week.	
The collection area must be kept clear of all obstructions and clearly marked as a "No Stopping" or "No Parking" area;	
Along the collection access route and in the collection area, an overhead clearance of 7 metres must be provided from all obstructions such as wires, balconies and trees.	

c) Access Routes

Checklist

The internal road layout is designed to permit continuous collection of Waste materials without reversing.	
The internal roadways must be a continuous minimum of 6.0 metres in width from edge to edge of roadway surface not including any portion of a concrete curb or any on-street parking spaces and use a minimum of 9 metres in turning radii.	

Application Checklist for Waste Collection Services on Private Property - Cont'd

Townhouse Complexes Cont'd

c) Access Routes

Checklist

Where a continuous drive-through route cannot be achieved, a "T" type turnaround or cul-de-sac type turnaround may be permitted at the sole discretion of the Town. See specifications listed in Appendix "B" and "C".	
The internal access route must be designed to structurally withstand the weight of fully loaded waste collection vehicles.	
No more than two (2) garages are side-by-side without separation throughout the Townhouse development.	
The set-back distance from the internal roadway to any structure within the development must be in accordance with the zoning by-law.	

Appendix "F"



Certificate of Insurance

Proof of liability insurance will be accepted on this form only (no amendments)
This form must be completed and signed by your insurer or insurance broker
Insurance company must be licensed to operate in Canada

This is to certify that the Named Insured, hereon is insured as described below

Named Insured	Address of the Named Insured
Operations of the insured for which this certificate is issued:	

Automobile Liability Insurance (minimum limit to be evidenced - \$2,000,000 unless otherwise required)

Insuring Company	Policy Numbers	Amount of Coverage	Effective Date DD/M/YR	Expiry Date DD/M/YR
	Primary			
	Excess			

The above policy(ies) must cover all vehicles owned in whole or in part and licensed in the name of the insured including all vehicles leased on a long term basis for which the insured is required by contract to provide bodily injury and property damage insurance.

Commercial General Liability Insurance (minimum limit to be evidenced - \$2,000,000 unless otherwise required)

Insuring Company	Policy Numbers	Amount of Coverage	Effective Date DD/M/YR	Expiry Date DD/M/YR
	CGL	Per Claim/Annual Aggregate		
		Deductible, if any		
	Excess Liability (if applicable)	Per Claim/Annual Aggregate		

Provisions of Amendments or Endorsements of Listed Policy(ies)

Professional Liability – Claims Made Basis - Yes ☐ No ☐

Insuring Company	Policy Numbers	Amount of Coverage	Effective Date DD/M/YR	Expiry Date DD/M/YR
	Professional Liability	Per Claim/Annual Aggregate		
	Excess Professional Liability (if applicable)	Per Claim/Annual Aggregate		

- Is the limit inclusive of indemnity and claims expenses – Yes ☐ No ☐

- If the policy is on a claims made basis have there been any claims notices given for this policy term Yes ☐ No ☐

Commercial General Liability Insurance is written on an occurrence basis and is extended to include Premises Liability, Products/Completed Operations, Cross Liability and Severability of Interests Clause, Personal Injury Liability, Contractual Liability, Property Damage, Non-Owned Automobile Liability, Owner's and Contractor's Protective Coverage, and Contingent Employers Liability.

With respect to the Commercial General Liability Insurance excluding non owned auto coverage, The Corporation of the Town of Whitby, is added as Additional Insured but only with respect to liability arising out of the operations of the Named Insured.

Other Additional Insureds as per contractual conditions are as follows: (Note if Applicable)

The policy(ies) identified above shall apply as primary insurance and not excess to any other insurance available to The Corporation of the Town of Whitby.

These policies shall not be cancelled or changed so as to reduce the coverage as outlined on this certificate without thirty (30) days, prior written notice by registered mail by the Insurer(s) to the Corporation of the Town of Whitby, Corporate Services Department, Purchasing Section, 575 Rossland Road East, Whitby, Ontario L1N 2M8.

I certify that the insurance is in effect as stated in this certificate and that I have authorization to issue this certificate for and on behalf of the insurer(s).

Date: DD/M/YR 	Broker/Insurer's Name, Address, Telephone, Fax and E-Mail: 	Signature and Stamp of Certifying Official:
		Print Name

Revision Date: October 10, 2019