



**TECHNICAL GUIDELINES  
FOR  
WASTE COLLECTION SERVICES  
ON  
PRIVATE PROPERTY**

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## INTRODUCTION

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Haldimand County is providing *Technical Guidelines For Waste Collection Services On Private Property* to ensure that owners of townhouses, condominium complexes, multi-residential structures, trailer parks and privately owned roads within the County, are familiar with appropriate waste collection and waste storage systems.

The County is pleased to provide waste and recycling collection services to our residents, businesses and other property owners. However, in order to continue to provide safe and efficient service, the County requires that some minimum standards be met. This document provides the minimum requirements only and the County will work with existing properties or development projects to gain optimum efficiencies for both the property owners and the County. In addition to the requirements set out in this document, Municipal and County site plan requirements, Waste Collection By-law, Building and Fire Codes and any other applicable Regulations are also required.

For multi-residential properties, the Provincial *3Rs Regulations* require developments to implement source separation programs for standard Blue Box recyclable materials that are generated within the facility. When planning waste management facilities, consideration should be given to a design that encourages recycling and other waste reduction programs. It is imperative this is easy to use and readily accessible to all residents. Building and site plans for multi-residential developments should also provide adequate and efficient waste handling and storage facilities for all wastes and be located conveniently within the building structure or on the property site for easy and barrier free access by residents and collection vehicles.

As each property will have specific needs and will require detailed reviews, the County will discuss each application in person. Onsite meetings can be held in order to discuss details pertaining to the application for collection services. Haldimand County wants to provide all property owners with efficient and effective waste and recycling collection systems which respects both the property needs and the responsibilities of the County.

## DEFINITIONS

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- a. **“Blue Box Recyclables”** means wastes designated by the County as part of the Blue Box program and which are not to be collected as garbage.
- b. **“Collectible”** means any residential waste material which may be collected pursuant to County and/or Municipal by-law.
- c. **“Collection Area”** means a location designated exclusively for collection of residential waste and blue box recyclables.
- d. **“Common Collection Points”** means any areas for multiple property owners, whose driveways do not front onto a public roadway or residents living on inaccessible private roads, to set out waste and recycling on their designated collection day where it is to be collected by the County;
- e. **“Contractor”** means any person or business which has entered into a contract with the County for the collection of waste or blue box recyclables on behalf of the County.
- f. **“County”** means the Municipality of the Corporation of Haldimand County or its authorized representative.
- g. **“Garbage”** means waste other than Blue Box recyclables, household hazardous wastes, white or metal goods, seasonal leaf and yard wastes and other non-collectible wastes as outlined in the County’s Waste Collection By-law.
- h. **“Multi-residential Building”** comprises of up to six (6) dwelling units and includes buildings with six (6) or less dwelling units that are considered vertical, row or town housing or condominium housing on ground level;
- i. **“Multi-residential Structure”** comprises of seven (7) or more dwelling units and may include, but is not limited to: condominiums, nursing homes and retirement homes;
- j. **“Municipality”** or **“Municipal”** means the Municipality of Haldimand County.
- k. **“Owner”** includes an occupant, lessee, tenant or any other person in charge or control of an eligible property or premises;
- l. **“On-site Waste Collection”** means the collection of waste from containers on private property.
- m. **“Recyclable Materials”** means any material included in the County’s Blue Box program.
- n. **“Roadways”** includes private roads, streets, avenue, lane, alley, square, driveway and or parking lot.
- o. **“Rural Area”** includes all areas within the County not defined under Urban Area.
- p. **“Set Out”** means to place, or permit to be placed, waste at any location on private property for the purpose of waste collection.

- q. **“Street”** means any public highway, road, street, avenue, parkway, lane, alley or square.
- r. **“T-turnaround”** means a “T” shaped area that allows vehicles to reverse direction through a 3-point turn.
- s. **“Turning Radius”** means the minimum area required for a vehicle to turn around.
- t. **“Waste”** means residential Blue Box recyclables and residual Garbage materials.

## GENERAL WASTE COLLECTION REQUIREMENTS

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

- a. Property owners are responsible for the design and construction of proper and safe residential waste handling systems for their residents on private property, in both urban and rural settings. This includes access routes, storage facilities, collection areas, and with direct access to a municipal street that does not require the collection vehicle to reverse onto the municipal street;
- b. Property owners are responsible for ensuring all private roads are maintained in good repair which includes but is not limited to: repairing potholes, ensuring roads are plowed and sanded/salted during winter months, removing overhanging tree branches that may interfere with the collection vehicles, etc. The County reserves the right to suspend collection services to any residential, industrial, commercial or institutional development that does not ensure that all private roads are maintained in good repair, until such time as the roads are brought back to a state of repair satisfactory to the County;
- c. The design of the collection area and access road, as outlined in this document, shall be provided exclusive of any onsite parking spaces;
- d. All residential waste containers that are set out on the public right of way, shall be set out at curbside or approved Common Collection Point no earlier than 7:00 pm the night before the day of collection and prior to 7:00 am on the day of collection;
- e. All emptied residential waste containers, and uncollected materials, that are set out on the public right of way, shall be removed from the curbside or approved Common Collection Point by 7:00 pm on the collection day;
- f. 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 as a means of reducing Garbage waste;
- g. Seasonal collection is scheduled for all private trailer parks and will be determined by the Municipal Property Assessment Corporation (MPAC) report submitted for individual trailers on the property;
- h. The property owner is exclusively responsible for any damage on private access roads and/or storage areas from waste collection vehicles, except losses, costs, damages, or expenses caused by the County's negligence;
- i. The property owner is responsible for moving all waste containers out to the designated collection area on the designated collection day;
- j. The property owner is responsible for collection, processing, haulage and disposal of all waste from the property until such time as the site is approved for collection services;

- k. The County reserves the right to revoke collection services to any residential, industrial, commercial or institutional (multi-unit) development that does not meet the guidelines outlined in this document or the County's Waste Collection By-law;
- l. The property owner must complete the enclosed application form and indemnification form and submit the package in accordance with the Submission Process found on Page 10 of this guideline.

Should you have any questions regarding these requirements, please contact Haldimand County's Solid Waste Operations Division at 905-318-5932.

## SITE PLAN REQUIREMENTS (MULTI-RESIDENTIAL PROPERTIES)

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

- a. Proposed waste handling system for recyclables and garbage;
- b. Access routes for waste collection vehicles on private property;
- c. Waste collection area;
- d. Garbage rooms, containers and storage facilities;
- e. Recycling rooms, containers and storage facilities;
- f. Size, number and type of waste containers/totes to be used;
- g. Above ground features such as parking areas in relation to the access route;
- h. Number of dwelling units and number of stories.

The applicant must submit a completed “Application for Waste Collection Services on Private Property” and “Indemnification Form”, and address these documents to the County’s Solid Waste Operations Division for review and consideration.

# REQUIREMENTS FOR PRIVATE PROPERTY

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## 1. Access Routes

- a. The internal roadways must be a minimum of 3.048 metres (10 ft.) in width, have a minimum of 13 metres in turning radii and the approach to the collection area is to be designed with a minimum 18.0 metres straight approach;
- b. Along the collection access route and in the Collection Area, an overhead clearance of 7 metres must be provided from all overhead obstructions such as wires, balconies and trees.
- c. Private access roads must be constructed of a suitable material and be structurally adequate to prevent damage by and support a fully loaded waste collection vehicle;
- d. Where the requirement for a continuous drive-through access and exit cannot be achieved, a “T” type turnaround will be permitted. See specifications listed in Attachment 1;
- e. Collection vehicles must be able to safely drive out of private property and onto a municipal street, not reverse onto a municipal street;
- f. For those properties that do not meet the technical guidelines, a Collection Area or Common Collection Point will be predetermined by the County that will be easily accessed by the curbside collection contractor(s).

## 2. Collection Area (in order of preference)

- a. Door to door Collection Areas serviced from the public right of way, ensuring ownership of each Collection Area and that waste collection by-law is adhered to;
- b. Door to door Collection Areas serviced from private property with direct and safe access for collection vehicles, ensuring ownership of each Collection Area and waste collection by-law is adhered to;
- c. Common Collection Points serviced from private property with direct and safe access for collection vehicles, to minimize illegal dumping;
- d. Common Collection Points serviced from the public right of way.
- e. All Collection Areas must be kept clear of obstructions and may require clear marking as a “No Stopping” or “No Parking” area upon the request of the County.

## REVISIONS TO THE WASTE COLLECTION GUIDELINES

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

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

## DISTRIBUTION OF WASTE COLLECTION GUIDELINES

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The County will distribute amended “Technical Guidelines for Waste Collection Services on Private Property” upon request to interested parties and to those that have been approved for this service. For more information, check the County’s website, [www.haldimandcounty.on.ca](http://www.haldimandcounty.on.ca).

It is the intent of the County to provide realistic and workable “Technical Guidelines for Waste Collection Services on Private Property” to strengthen waste management practices in our communities.

Waste Collection Guideline inquiries can be directed to Haldimand County’s Solid Waste Operations Division by:

Phone: **905-318-5932**

E-mail: [wasteadmin@haldimandcounty.on.ca](mailto:wasteadmin@haldimandcounty.on.ca)

## SUBMISSION PROCESS

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Listed below is the required documentation that the applicant must provide for review and consideration:

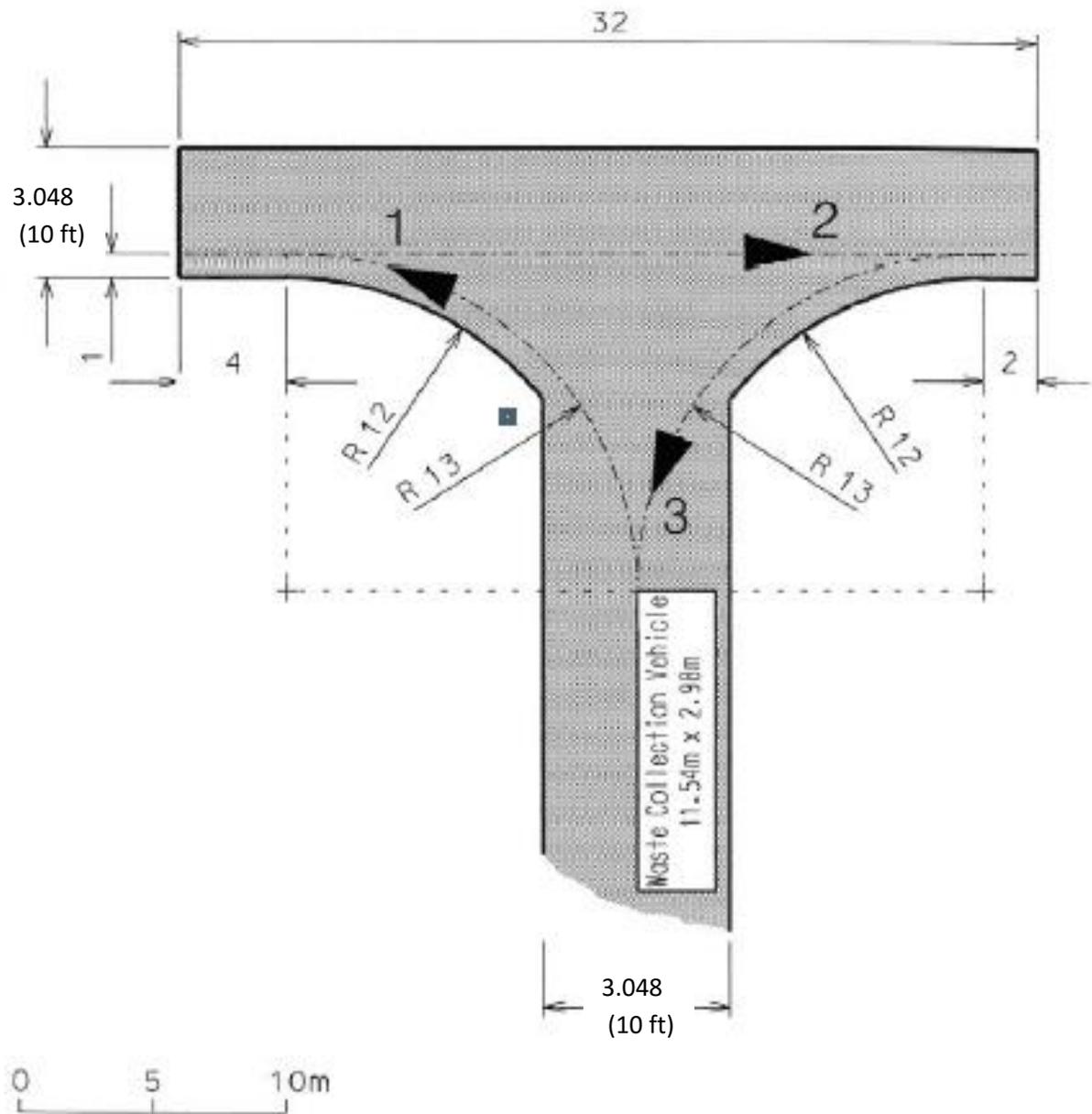
- Formal request letter
- Completed Application for Waste Collection Services on Private Property
- Indemnification Form (Acknowledgement)
- Detailed site plan
- Completed Application Checklist

Once completed, please mail to:

**Solid Waste Operations**  
**1162 Kohler Road**  
**Cayuga ON N0A 1E0**

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

**Attachment 1 – Dimensions for a “T” Turnaround**



Scale 1:250

Note: All dimensions are in metres.

**Attachment 2 – Application for Waste Collection Services on Private Property**

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Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

The undersigned requests the extended “on site waste collection services on private property” as provided by the Corporation of Haldimand County.

**Applicant Details:**

Applicant: \_\_\_\_\_ Property Owner: \_\_\_\_\_

Address of Owner: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Cell: \_\_\_\_\_

**Collection Requested at:**

Name of Property/Private Road: \_\_\_\_\_ Contact: \_\_\_\_\_

Address of Property/Location of Private Road:  
\_\_\_\_\_

Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**Details of Location:**

Type of Setting (private roadway, multi-residential building, multi-residential structure, trailer park): \_\_\_\_\_

Expected Date of Completion: \_\_\_\_\_

Site Plan Number: \_\_\_\_\_ Condominium Plan Number: \_\_\_\_\_

No. Of Units: \_\_\_\_\_ Number of Floors: \_\_\_\_\_ Units Occupied to Date: \_\_\_\_\_

**Comments:**

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**Attachment 3 – Indemnification Form (Acknowledgement)**

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**ACKNOWLEDGEMENT**

FROM: \_\_\_\_\_ (Owner)

(Name of private property Owner)

\_\_\_\_\_

(Address of private property)

AND: \_\_\_\_\_

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

\_\_\_\_\_

(Address of duly authorized agent)

TO: THE CORPORATION OF HALDIMAND COUNTY and its officers, employees, agents and contractors (“County”)

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

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

Signed and delivered

\_\_\_\_\_

(Signature of Owner)

\_\_\_\_\_

(Signature of Witness)

\_\_\_\_\_

(Print name of Owner)

\_\_\_\_\_

(Date)

**Attachment 4 – Application Checklist for Waste Collection Services on Private Property**

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<b><u>Access Routes/Collection Area Private Property Requirements</u></b>	<b><u>Checklist</u></b>
Is the access and internal roadway a minimum of 3.048 metres (10 ft.) in width and have a minimum of 13 metres in turning radii and the approach to the Collection Area designed with a minimum of 18.0 metres straight approach?	
Does the private property provide a continuous drive-through access and exit?	
Where the requirement for a continuous drive-through access and exit cannot be met, is there a “T” type turnaround designed that includes the length of the collection vehicle plus the length of the collection area and is in accordance with the specification listed in Attachment 1?	
Can the collection vehicles drive out onto the street and not reverse out in order to turn around?	
Does the Collection Area need to be clearly marked as a NO STOPPING or NO PARKING area?	
Does the Roadway and Collection Area provide an overhead clearance of 7 metres from obstructions such as wires, balconies and trees?	
If submitting on behalf of a trailer park, is the MPAC assessment that determines eligible properties included?	
Are Roadways constructed of a suitable material and structurally adequate to prevent damage by and support a fully loaded waste collection vehicle?	
Are the Roadways free of pot holes and snowplowed/salted/sanded on an as needed basis?	