

## **Closing of garbage chutes at selected multi-residential buildings**

### ***Application & Maintenance Guidelines***

This information is intended to help you meet the requirements to apply for and maintain your permit to close the garbage chute in your multi-unit building.

#### **INITIAL APPLICATION**

You **MUST** apply to the General Manager, Solid Waste Management Services on the designated form, indicating your interest in closing the garbage chute. Only buildings who receive collection services from the City of Toronto are eligible to apply.

Once your application has been received, staff in SWMS and Municipal Licensing and Standards (“MLS”), will visit the property to determine if it meets the eligibility requirements.

#### **ELIBILITY REQUIREMENTS**

**Buildings will be eligible to close the garbage chute if they have:**

- **Sufficient space for storage of uncompact waste containers** on the property (if applicable). When a building uses a compactor, the number of bins needed for uncompact waste is based on a ratio of 2:1 (uncompact: compacted); and
- **Sufficient space for storage of recycling containers** on the property. The property must also have a sufficient number of recycling containers (a minimum of 8 cubic yards of recycling containers per 100 units) for use by the residents.
- **In-suite recycling containers** must have obtained, distributed and promoted at least six (6) months prior to the initial application. Building owners can obtain in-suite recycling containers from SWMS.

#### **ADDITIONAL APPLICATION INFORMATION**

Once it has been determined that the building meets the eligibility requirements, the building owner will be asked to supply the following information for approval by the General Manager of Solid Waste:

- A. a detailed communication plan to current and future residents to explain the garbage chute closure and changes to the waste diversion system in the building, as well as the rationale and goals of the program;
- B. a sample letter to all tenants describing how to properly recycle and manage waste, explaining that properly managing waste has environmental benefits and will save money; *<see website for sample>*
- C. a sample notice to be used to remind residents of proper waste and recycling disposal processes for the building; *<see website for sample>*
- D. an outline of training to be provided to staff; and
- E. a detailed plan on how the property manager/owner will assist seniors and people with disabilities in transporting their waste, recycling materials and organics to the common collection point.

## RESIDENT POLL / VOTE

Once the additional application information has been approved by the General Manager, the building owner will conduct a poll or vote (*see website for template*), depending on the type of building showing the following:

- For rental buildings, the building owner must conduct a poll that shows at least 51% of the units signed in support of closing the garbage chute. There must be **only one signature per unit**. Only tenants **18 years or older** can participate.
- For condominiums, the board must show at least 51% of the owners of the units in support of the application to close the garbage chute;
- For co-operatives, the board must show at least 51% of co-op members voted in support of an application to close the garbage chute.

## MAINTAINING YOUR PERMIT

- A. The building owner shall **close the openings to the garbage chutes on all floors by a non-permanent and easily reversible method**, for example, by padlocking the openings, so as to prevent use of the garbage chute by the residents of the building;
- B. The building owner shall **notify the General Manager** that the garbage chutes have been closed and **allow an inspection** of the garbage chutes to be done by an officer.
- C. The building owner shall **eliminate the ability for the residents to leave waste in rooms that contain access to the garbage chute**, unless the room meets all applicable standards for depositing waste in Chapter 629, Property Standards, the Ontario Building Code and the Ontario Fire Code, and the owner ensures that the room be kept clean at all times;
- D. Despite closing access to the garbage chute by residents, the building owner shall otherwise **maintain the garbage chute in accordance with all applicable municipal property standards**, including the maintenance of the garbage chute wash down system and garbage chute sprinkler system under Ontario Building Code, Division B, Article 3.6.3.3 "Linens and Refuse Chutes".
- E. The building owner shall **comply with all applicable City by-laws**, including the requirements for garbage and debris storage and disposal under Chapter 629, Property Standards, § 629- 22E.2, F and G and the requirements under Chapter 844, Waste Collection, Residential Properties;
- F. The building owner shall **maintain the common collection area for waste clean and well lit**;
- G. The building owner shall comply with the approved plan under § 844-37A to **assist seniors and people with disabilities to transport their waste** to the common collection point; and
- H. The building owner shall **keep the permit on file at the building for inspection** by an officer.

**Revoking a permit:**

The General Manager shall revoke a permit if:

- The building ceases to receive services from the City of Toronto;
- The permit was issued on mistaken, false or incorrect information;
- Permit conditions are not complied with;
- The building owner fails to address the maintenance of the common collection area within two days of a determination by an officer;
- The building owner does not maintain sufficient recycling containers for the building; or
- The General Manager receives and verifies a poll or vote from a building that indicates that:
  - (a) in the case of a residential complex, 51% of the dwelling units of the building are no longer in favour of the garbage chute closure;
  - (b) in the case of a co-operative, 51% of the members vote to reopen the garbage chute; or
  - (c) in the case of a condominium, 51% of the condominium owners vote to reopen the garbage chute.

**\*\*A building owner shall reopen the garbage chute for normal use within five days of receiving notice from the General Manager of the permit being revoked.**