



City of North Battleford Solid Waste and Recycling Guidelines

The following are the procedures governing the City waste services for managing both solid waste and recyclables. These are guidelines regarding which properties qualify for carts, how to apply for the cart program, and rules and regulations for the proper storage, placement, pickup and maintenance of the carts. The City reserves the right to amend the guidelines at any time when circumstances warrant the change.

Definitions

For the purpose of these guidelines:

- Cart** means both household waste carts and recycling carts which are 360 litres in volume, on wheels and designed for automated collection
- Collector** means a person employed by the City or by contract to the City to collect waste
- Contractor** means the Solid Waste Contractor or the Recyclable Contractor
- City** means The City of North Battleford
- City Staff** means a person employed by the City
- City Waste Service** means household waste service, recycling service, or such other service the City may provide, for collection of waste from designated properties for transportation to a disposal site
- Collection** means the pickup and emptying of a cart by automated machinery
- Designated property** means a building or buildings, intended for residential use with no more than four dwelling units, on a separately assessed parcel of land
- Household waste** means the type of unwanted waste originating from domestic activities at a residence that is set out for household waste service but not to include recyclable material or other material prohibited for collection
- Property Owner** means the owner, occupant, or other person located at or using the designated property at a particular street address assigned a cart for the removal of household waste and recyclable material
- Recyclable Material** means waste material collected for the purpose of recycling or reuse

Types of carts

The City will provide two types of carts to eligible property owners of North Battleford:

- A black cart for the collection of household waste materials
- A blue cart for the collection of recyclable materials

Cart Ownership

The City will supply carts for City waste service with ownership of all carts remaining with the City. Carts assigned to designated properties are to be used for waste service for that particular assigned property only.

Each cart has a unique serial number and corresponding radio frequency chip to match the cart to a particular property. Only City Staff or a City appointed Contractor will be permitted to deliver or remove a cart from a designated property.

Privately owned carts will not be permitted for use in the City waste service program.

Damaged, Stolen or Missing Carts

Property owners will be required to properly store, maintain and care for the carts. Carts damaged or destroyed either through negligence or abuse will be repaired or replaced by the City with the property owner being responsible for all related costs.

The property owner will be responsible to inform the City if the cart assigned to their property has been damaged, destroyed or stolen. The City assumes no responsibility for damaged or destroyed carts. Costs to replace any cart stolen or missing from a designated property will be replaced at the cost of the property owner.

Responsibility of Property Owner

Each property owner assigned a cart is responsible to:

- Store the carts on the property in a suitable location.
- Ensure all solid waste is bagged or bundled before placing into the black cart. The bags shall be securely tied to prevent solid waste from spilling into the cart or onto the street when collected.
- Place only recyclable material in the blue cart.
- Place and securely tie shredded or small loose pieces of paper in clear

plastic bags for placement in the blue cart.

- Place the carts on the street per scheduled day and time for collection.
- Ensure the cart lid is completely closed when placed out for collection.
- Place the cart in a location free of impediments for proper access by the Contractor for collection. The Contractor is not responsible to reposition carts for collection.
- Remove the cart from the street and store on property following collection of waste from cart by the Contractor.
- Keep carts clean and sanitary both interior and exterior.
- Inform the City if a cart is damaged, destroyed or missing.

Responsibility of the City

The City will be responsible to:

- Provide carts to each designated property and to those properties following application and qualification for carts. Once the initial City-wide implementation of the cart program is complete, the City will provide within three business days, a cart to any qualified property owner.
- Invoice property owners for city waste services.
- Investigate complaints about the cart program and work with the complainant in an attempt to reach an amicable solution

Carts Assigned per Property

Properties that qualify for carts will be assigned one black cart and one blue cart per installed water meter.

Additional carts may be provided to a property owner upon request, to a maximum of 4 black carts and 4 blue carts per property, conditional that sufficient space is available for proper collection. The costs for these additional carts will be the responsibility of the property owner.

Allocation for roll-out carts

Designated properties will receive a black cart and a blue cart (to a maximum of 4 carts each type) with the invoicing of costs associated with the use of these carts to be quarterly per the water and sewer utility invoicing process of the City.

Properties greater than four residential units are deemed non-designated properties and will be considered as a commercial property for purposes of application of these guidelines and procedures. Property owners of non-designated properties will be responsible for arranging with a commercial waste collection company for collection of solid waste and recyclable materials. Invoicing for these services will be directly between the Contractor and the

property owner of the non-designated property. The City will not be involved with the invoicing.

Small commercial business and institutional facilities located within residential and/or the downtown area may apply to the City for black and blue carts and collection services.

Those properties that qualify for black and blue cart collection services will be provided carts and invoiced per the water and sewer quarterly billing process of the City.

Maximum Load Weights for Carts

Property owners shall not place household solid waste or recyclable materials into the respective carts so that the maximum load weight exceeds 136 kilograms. Carts exceeding this maximum weight will not be collected.

Spacing of Carts for Collection

Property owner's shall leave a minimum of 1.2 metres (4 feet) between the edge of the cart and the edge of the next cart or other obstacle or vehicle. Insufficient spacing will result in the cart not being collected.

Carts will not be collected if a parked vehicle is partially or fully in front of the cart.

Cart will not be collected if located behind a windrow. Cart access must be clear of any impediments.

Placement of Carts for Collection

Unless alternate arrangements are approved, all carts will be placed for collection based on the street address for the designated property.

Carts will be placed on the street with the wheels touching or as close as possible to the curb of the street. The property owner will be responsible for placing the carts past the boulevards and snow windrows. City staff or Contractors will not clean a pathway in the boulevard or snow windrow for cart collection service.

For designated properties located on 100th Street or in the downtown area, carts will be placed on the edge of the sidewalk nearest to the street, with the serial number facing the street. Carts are not to be placed on the street.

If street address collection is determined to be impractical by the Contractor or by City staff of the Public Works department, an alternate collection location will be chosen, either side street collection (along the avenue) or back alley collection.

The location for placement of carts for back alley collection will be determined by

the Contractor and City staff. Carts cannot block back alley traffic or other service providers from accessing the back alley. Carts will be placed in the appropriate location on the collection day and must be returned to the designated property after collection. Carts cannot be left or stored in the back alley.

Back alleys will only be snow ploughed if excess snow impedes collection of the carts. The City will not be responsible for removing the snow windrows in the back alleys.

For designated properties located on a cul-du-sac, carts will be rolled to the centre of the street for collection. Carts will be placed so that the serial number faces to the right side of the cul-du-sac (the way traffic flows into the cul-du-sac.)

Exceptions to Front Street Collection

Conditions that may warrant exceptions to front street collection are:

- The front yard is severely sloped and stairs are the only access
- Parking restrictions at the front of the property do not allow proper cart placement
- Proper spacing of carts at the front of the property cannot be achieved because the quantity of carts to be placed out cannot be accommodated
- Overhead restrictions interfere with the collection of the carts, for example trees, overhead signs, power lines, cable and telephone lines, streetlights, etc., and another front street location is not available.

Property owners may apply to the City for an alternate front street collection location. City staff and the Contractors will determine if an alternate location is warranted and make a decision. Alternate collection locations will be reviewed on an annual basis in the event circumstances change which support front street collection.

Additional cart collections

The property owner may request additional cart collections by contacting the City. The Contractor will be contacted and advised of the request, who subsequently will make the arrangements with the property owner for a date and time of collection. Following any work done, the Contractor will advise the City's utility clerk of the following:

- Property owner's address and name of person making the request
- Unit number if the property has multiple units
- Date of collection
- Number of carts collected and the charge for additional collections

All charges for additional cart collection will be invoiced on the utility billing for city waste services.

If a property owner neglects to place the carts out on the scheduled day of collection and requests collection on another day, the Contractor may return for an alternate day collection. Any additional charges will be invoiced to the property owner on the utility billing for city waste service.

Cart Collection Refusal

A Contractor will refuse to collect household solid waste or recyclables for the following reasons:

- The cart has been damaged.
- The cart is not placed in the proper location or is facing in the wrong direction.
- The cart lid is not completely closed.
- The load weight exceeds the maximum allowed.
- The cart is placed without sufficient spacing between the cart and the next cart or other obstacle or vehicle on the street.
- The cart is placed where an overhead obstacle impedes collection.
- The cart contains items not acceptable for disposal or recycling.
- The household solid waste has not been properly prepared before being placed in the cart.
- Non-recyclable materials are placed in the blue cart.
- Carts are not put out at the scheduled time and day for collection.
- The cart is not a City cart assigned to that designated property.

Collection Day and Time

Carts must be placed out for collection by 7:00 a.m. on collection day and be returned to the designated property as soon as possible after collection but no later than 7:00 p.m. the same day of collection.

The City has been divided into collection zones with each zone assigned a designated collection day. Weekly collection will alternate between solid waste and recycling collection. Property owners will be responsible to ensure they know the collection day schedule for their location.

Holidays

If a collection day falls on a holiday, the collection will take place either the day prior to or following the holiday. The City will notify the General Public of the temporary schedule change in the City Section of the newspaper and on the City website. After the holiday week, collection will resume on its regular schedule.

Street Cleaning and Routine Maintenance

Property owners are responsible to move the carts from the collection location back onto their property the day of collection. City staff when conducting street cleaning or routine maintenance will not be responsible to move carts off the street. Property owners will be responsible for any damage to carts while City staff are conducting street cleaning or routine maintenance

Recyclable Materials in Household Waste Carts

Property owners may be surcharged or assessed a fine if excessive recyclable materials are placed in their household solid waste cart.

Solid Waste Materials in the Recycling Carts

Property owners are not to place solid waste in the blue recycling carts and may be assessed an additional charge for the removal of the solid waste from the recyclable load. If the recyclable material in the truck becomes contaminated and not recyclable, the property owner will be charged all costs for transporting to and disposing of the contaminated recyclable materials at the Waste Management Facility as well as all costs for cleaning the vehicle to ensure the recycling collection vehicle is returned to recycling collection standards.

Assistance to Move Carts - Application

The City may assist with placement of carts for collection and the return of the carts to the designated property following collection, for those property owners who are physically unable to place the cart out and return it to the property for storage. Property owners may apply to the City for this service with the application to include:

- Reason for application
- Medical certificate confirming the property owner's physical restrictions that prevent moving the cart on their own
- Letter of declaration that no family member, neighbour or friend is available or willing to assist with placing the cart out for collection and with the return of the cart to its place of storage

This service will be available to only those property owners that are assigned carts at designated properties.

Arrangements for assistance will be discussed with the property owner and the City. The property owner must have a suitable location on the property to store the carts when not placed out for collection, with access to this location always easily available. The property owner must ensure that all pets will be secured so as to not pose a threat or danger to City staff. The City assumes no responsibility

for the security of any pets while accessing the location of the carts nor does it assume responsibility for any damage that may occur to the carts at any time the assistance service is being provided.

The assistance service will be assessed at minimum on an annual basis. The City reserves the right to discontinue the assistance service if situations change that warrant the change in service. The City shall charge a fee for the assistance service to be included on the utility billing for city waste service.