

# Recycling *handbook*



*For Owners, Property Managers  
and Superintendents*



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## 1.0 Introduction

The Region of Peel collects garbage and recyclable materials from approximately 300,000 households that receive curbside waste collection services and 88,000 multi-residential units (e.g. apartments and condominiums). Multi-residential units make up almost 25 per cent of the Region's households and are key to helping the Region reach its waste diversion goal of diverting 70 per cent of waste from disposal by 2016.

Research indicates that there is a lower recycling participation rate among residents living in multi-residential buildings versus residents that receive curbside waste collection. Recent waste composition studies show that only 30 per cent of recyclable materials are recovered from multi-residential buildings compared to an 80 per cent recovery rate from households receiving curbside waste collection.



As an owner/property manager, your endorsement of the Region's recycling program is critical to helping the Region achieve its waste diversion goals.

Simple ways that you can help include:

- Provide new tenants with reusable blue recycling bags and the Region's *Waste Management Guide*
- Promote and encourage proper recycling methods with your tenants
- Help the Region distribute recycling information in your building

This guide is intended to provide you with the resources necessary to manage waste and increase recycling participation rates in your building. If you have any questions, please contact the Region of Peel. We will be happy to assist you with recycling initiatives in your building. Thank you for your assistance and participation.

The Region of Peel provides waste management services in the Cities of Brampton and Mississauga and in the Town of Caledon. For more information on these programs call the Region of Peel at 905-791-9499 or in long-distance areas of Caledon call 905-584-2216, free of charge. Visit [www.peelregion.ca/waste](http://www.peelregion.ca/waste).



## 2.0 Owner's Responsibilities

As an owner, you play a critical role in the implementation and success of the recycling initiatives in your building. Your tenants are more inclined to participate in recycling when you take the initiative to deliver information, resources and tools to aid them. The Region of Peel provides recycling carts or front-end bins to all multi-residential buildings and reusable blue recycling bags for each unit.

**Remember: Recycling is mandatory in the Region of Peel.**

Waste collection services may be revoked by failing to comply.

### 2.1 Property Owner/Manager's Responsibilities

As a property owner/manager, you are the primary contact and the responsible party with regards to waste collection services at your building.

To ensure a successful recycling program and continued waste collection services, all property owners/managers should:

- Update the Region of Peel with the complete contact information of the current property manager and superintendent of the building. To notify the Region, call 905-791-9499
- In all tenant leases or condominium packages make sure to include that recycling is a requirement
- Ensure that there are methods in place that make recycling as convenient as garbage disposal wherever possible (e.g. recycling boxes in common areas such as chute rooms, laundry rooms, mail rooms and offices; and recycling carts/bins located indoors in a designated recycling room)

- Provide training for new and existing superintendents on their responsibilities regarding waste and recycling collection in the building as listed in this Guide. These responsibilities may also be added to their job description
- Ensure that the property has the required capacity for recycling, based on the number of units within the building, as per the listed requirements from the Region of Peel's Waste Collection Design Standards Manual:
  - a) Semi-automated Recycling Collection: one recycling cart for every 10 units is required. (e.g. an apartment building with 120 units must have at least 12 recycling carts at the property)
  - b) Front-end Recycling Collection: 0.5 cubic yards capacity for every 10 units is required. (e.g. an apartment building that has 120 units must have at least six cubic yards of recycling capacity at the property)

The Region provides weekly recycling collection to multi-residential complexes. The designated set-out point where recycling carts/front-end bins are collected must be approved by the Region's Waste Management division.

See Appendix B for a sample of the Acknowledgement and Release for Private Property Waste Collection Services form for information on multi-residential building owner's/manager's responsibilities for Regional waste collection.



## 2.2 Superintendent's Responsibilities

As a superintendent, you are the most important link in ensuring the continued success of the recycling program at your building. By encouraging tenants to recycle, you are helping the Region achieve its waste diversion goals.

To ensure a successful recycling program and continued waste collection services, all superintendents should:

- Provide new and existing tenants with information on the Region's recycling program in addition to a Region of Peel reusable blue recycling bag. You may request additional recycling bags by calling the Region of Peel at 905-791-9499

**Note:** It is suggested that a letter (see Appendix A) with the specific recycling location and procedures in your building be included with the recycling materials and given to new tenants

- Ensure current recycling stickers are clearly affixed to recycling carts/front-end bins, and are replaced when they become worn. Additional recycling stickers are available by calling the Region of Peel at 905-791-9499
- Post current recycling posters in the recycling area, and in common areas, including the laundry room, the mailroom, lobby bulletin boards, garbage disposal locations and garbage/recycling chute rooms. Additional recycling posters are available by calling the Region of Peel at 905-791-9499
- Inspect recycling and garbage containers daily to:
  - i) Remove contaminating items such as garbage, non-recyclable items and household hazardous waste from recycling carts or front-end recycling bins

- ii) Remove recyclable items from garbage bins and place them in recycling carts/front-end bins
- iii) Manage recycling container overflow by placing the overflow recyclables into large clear plastic bags and storing the bags beside the recycling carts. Do not throw excess recyclables into garbage containers. If additional recycling carts/front-end bins are required, call the Region of Peel at 905-791-9499 to request the delivery of the additional recycling carts/front-end bins

**Important** – Containers that are contaminated will not be collected and could lead to the termination of collection services.

- Make sure all cardboard boxes have been broken down, placed within the appropriate recycling containers, or bundled and stored beside recycling carts for pickup on collection day (maximum size: 90 x 90 cm (36 x 36 in.))
- Keep the recycling carts/front-end bins clean from spills and residue
- Ensure all recycling carts/front-end bins are set out at the designated collection area on the correct collection day by 7 a.m.
- Ensure the collection area is clear of obstacles, such as garbage, parked cars, furniture and large items, and/or large metal appliances and fixtures. During the winter, the area should be clear of snow and ice and should be salted

Report any damaged and/or stolen recycling carts/front-end bins to the Region of Peel at 905-791-9499. Recycling carts/front-end bins are provided and delivered to multi-residential properties at no charge.



### 3. Tips for improving recycling at your building

- Promote the Region's recycling program
- Promote the Region's searchable waste material database at [www.peelregion.ca/waste](http://www.peelregion.ca/waste) - tenants can simply type in an item and the database will inform them whether to place it in their recycling container, garbage or to take it to a CRC for disposal
- Post recycling posters in all common areas to help tenants learn what is acceptable recycling material; posters are available by calling the Region of Peel at 905-791-9499



- Include recycling reminders and tips in your building's newsletters and meetings on a regular basis
- Ensure that recycling areas are easily accessible and welcoming to tenants
- Include recycling as a requirement in leases
- Ensure that tenants are made aware of the recycling program, are given proper instructions for how and where to recycle, and are given a reusable blue recycling bag
- Show your support for recycling. Your support lets tenants know that recycling is an important aspect of the building's operation
- Encourage tenant participation by asking for a volunteer building environmental champion





## Multi-Residential Recycling Guide Recycling is mandatory in the Region of Peel

Place only these items in your building's recycling containers.  
Please make sure all your items are rinsed and empty.



Aluminum foil plates and trays  
(no foil wrap)



Flattened cardboard boxes - not to exceed 90 cm x 90 cm (36 in. x 36 in.) (remove plastic wrapping)



Plastic bottles, jugs and jars (remove caps and place in garbage)



Beverage cartons and boxes



Glass bottles and jars (remove caps and place in garbage)



Plastic tubs and lids (remove lids and place in recycling container)



Cardboard cartons (remove liners, empty and flatten)



Metal food and beverage containers (do not flatten cans)



Polystyrene foam packaging



Empty aerosol and metal paint cans (remove paint can lids and place in recycling container. Remove aerosol caps and place in garbage)



Plastic bags (place all plastic bags in one tied plastic bag)



Printed paper (no shredded paper - place in garbage)

Do NOT place these items in your building's recycling containers.



- ✗ Home health care waste – plastic tubing for IV bags or dialysis
- ✗ Household hazardous waste – paint, motor oil, cleaners, batteries, compact fluorescent light bulbs
- ✗ Other plastic – clear plastic food containers, plastic takeout containers, food wrapping, dishes, utensils, pots, toys, pails, plant trays/cells/flats, blister packaging
- ✗ Paper and plastic takeout beverage cups
- ✗ Dishes and cookware – drinking glasses, glass cookware, kitchen utensils, pots, pans
- ✗ Shoes and textiles – clothes, linen, towels
- ✗ Other items – foam packaging “popcorn,” coat hangers, wire, aluminum foil, light bulbs, mirrors, ceramics, chip bags, cookie bags and trays

For more information, call 905-791-9499 or visit [www.peelregion.ca/waste](http://www.peelregion.ca/waste).  
In long-distance areas of Caledon, call 905-584-2216, free of charge



### 4.0 Benefits of Recycling

- Recycling collection is provided at no charge to all multi-residential buildings that meet the Region of Peel's Waste Collection Design Standards. There is no restriction on the amount of recycling that can be set out for collection. In the future, fees may apply to the amount of garbage collected over a set limit
- Garbage volumes can be greatly reduced if all recyclable materials generated by tenants in your building are recycled. According to waste composition studies conducted in 2005/2006, approximately 32 per cent of garbage is comprised of recyclable material

- Environmental benefits of recycling include:
  - Reduced garbage volumes destined for disposal (less garbage to landfill or incineration)
  - Reduced energy consumption: 95 per cent less energy is required to recycle an aluminum can than to make it from bauxite, the primary ore
  - Reduced environmental degradation caused by resource extraction: steel and aluminum containers can be recycled over and over, reducing the need to extract primary ores such as iron and bauxite to produce new products
- Revenue is generated from recycled material, reducing reliance on property taxes by subsidizing a portion of waste management program costs

### 4.1 Where does your recycling go?

All recyclable materials are collected and sorted at the Region of Peel's Integrated Waste Management Facility. Recyclables are then sold to different end users who recycle the materials into new products. Please refer to Appendix C for a diagram of the recycling process from collection to final product.



## 5.1 General Resources

The following recycling related resources are available to superintendents and property owners/managers by contacting the Region of Peel at 905-791-9499:

- Reusable blue recycling bags
- Waste information guides
- Recycling posters
- Refrigerator magnets
- Blue boxes
- Recycling carts/front-end bins (to replace broken carts/bins or to request additional carts/bins)

## 5.2 Waste Collection Services

Garbage must be placed in the designated collection area before 7 a.m. on your building's collection day. Waste collectors are not allowed to leave their trucks. It is the responsibility of the superintendent to ensure that there are no obstructions around the bins, to ensure that the bins are not overflowing and to manoeuvre bins during collection if necessary.

## 5.3 Furniture and Large Item Collection

Bulky items such as furniture and mattresses must be placed in the designated area for collection. Furniture and large items must not be placed in garbage bins. Bins containing furniture and large items may be refused for collection.



Items accepted for collection include:

- Barbecues (propane tanks must be removed and taken to a Community Recycling Centre)
- Microwave ovens
- Carpets (tied in bundles no larger than 1.2 m [4 ft.] in length and 76 cm [2.5 ft] in width)
- Small appliances
- Furniture, e.g. sofas, tables, chairs, mattresses
- Televisions

## 5.4 Large Metal Appliance and Fixture Collection

Large metal appliances and fixtures are collected by appointment only. Residents are required to pay \$15 for the first item and \$10 for each additional item collected on the same day (please allow a minimum of seven days for pickup).



Residents may call the Region of Peel at 905-791-9499 or visit [www.peelregion.ca/waste](http://www.peelregion.ca/waste) to schedule an appointment for pickup.

Payment methods: credit card over the phone; debit card, cash or cheque at Access Peel, located at 10 Peel Centre Dr. in Brampton; online at [www.peelregion.ca/waste](http://www.peelregion.ca/waste). Cheques payable to the Region of Peel are also accepted at Brampton and Mississauga City Halls and at the Caledon Town Hall.

For safety reasons, please remove all appliance doors and place them beside the appliance for collection. Taping or tying the door shut is not an acceptable alternative to removing the door. Appliances must be empty of all food and waste.



Large metal appliances and fixtures can also be dropped off, free of charge, at Peel’s Community Recycling Centres.

**Items accepted for collection include:**

- Air conditioners
- Dehumidifiers
- Refrigerators
- Stoves
- Washers and dryers
- Dishwashers
- Empty hot water tanks
- Empty heating oil tanks (cut in half)
- Metal fireplaces
- Freezers
- Furnaces
- Heat pumps/exchangers
- Large home safes
- Metal bathtubs
- Metal shower enclosures
- Pool heaters/pumps/metal filters
- Water coolers

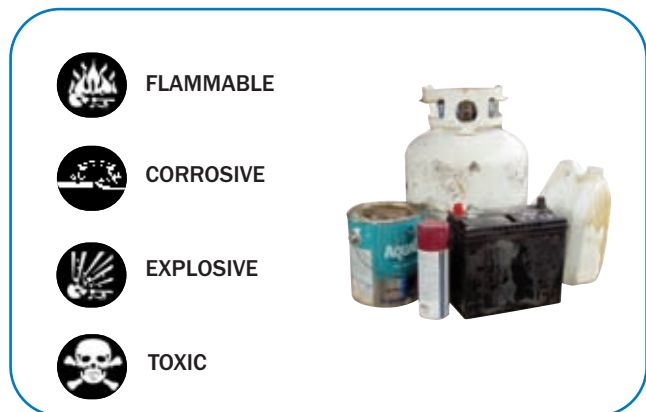
### 5.5 Community Recycling Centres (CRCs)

Peel’s network of Community Recycling Centres (CRCs) offer residents an opportunity to dispose of their household hazardous waste, recyclable materials, garbage and reusable goods, in an efficient and environmentally sound manner.

### 5.5.1 Household Hazardous Waste (HHW)

HHW must not be placed in your garbage or recycling or poured down the drain. It is important to take your HHW to one of the Region of Peel’s CRCs for safe disposal, free of charge.

Hazardous waste includes items that are marked with these symbols:



**Acceptable HHW items:**

- Propane tanks and cylinders (18 kg or 40 lbs. max.)
- Fluorescent light bulbs/tubes and ballasts
- Batteries (all types including lead acid)
- Syringes/needles/lancets (only in biohazard containers)
- Mercury thermometers/thermostats

*Continued on next page*



### Acceptable HHW items (cont'd):

**Note:** There is an 80 litre (20 gal.) limit per day on the following items:

- Antifreeze
- Motor oil and filters
- Brake and transmission fluid
- Fuels (gas, kerosene, etc.)
- Cleaners and detergents
- Aerosol cans (full or partially full)
- Pool chemicals
- Medication and pharmaceutical products
- Fire extinguishers
- Paints/stains and solvents \*
- Chlorine
- Photographic chemicals
- Acids and bases
- Fertilizers and pesticides
- Adhesives (all types)

\*Reusable paint is available at CRCs, free of charge, while supplies last.

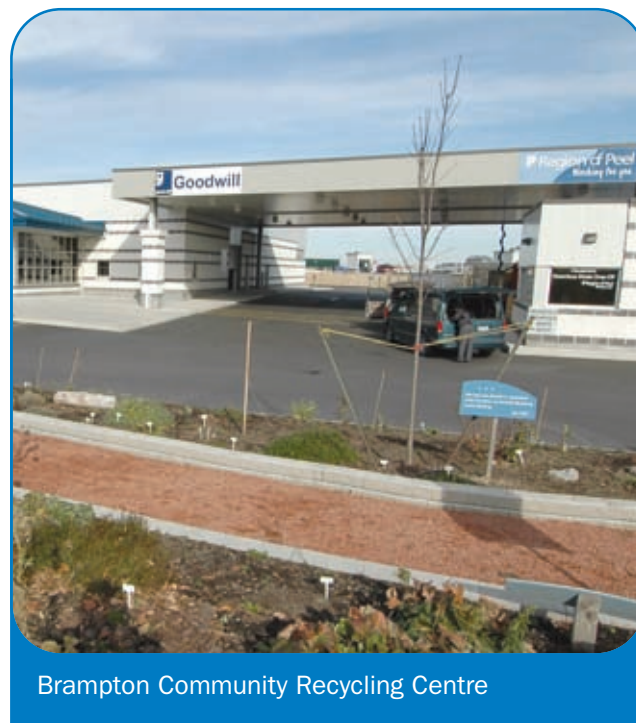
The Region of Peel accepts used cooking oil from residents and small businesses at its CRCs. The oil is converted to biodiesel fuel for use in Regional vehicles. Peel residents may drop off up to 120 litres per day of used cooking oil at any Peel CRC, free of charge.

### 5.5.2 Other Items Accepted at CRCs

Electronics – such as computers, VCRs, fax machines, printers, cell phones, etc., should be taken to a CRC. Ensure that all batteries and toner cartridges are removed before electronics are taken to a CRC. Disposal fees apply.

Reusable items – All Region of Peel CRCs accept reusable items, such as clothing, books, housewares, furniture, toys, etc. for free. The Bolton and Brampton locations have reuse stores where residents can drop off and purchase reusable items.

**\*Note:** Items in poor condition will not be accepted for reuse and a disposal fee may apply.



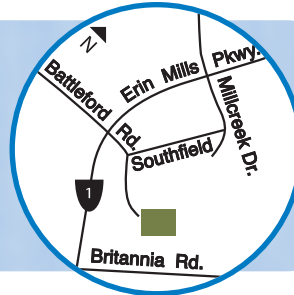
Brampton Community Recycling Centre



### 5.5.3 Community Recycling Centre Locations

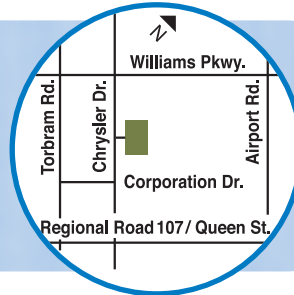
#### Battleford Community Recycling Centre

2255 Battleford Rd., Mississauga L5N 8P6  
Hours: Mon to Sun, 8:30 a.m. - 4:30 p.m.  
Evening Hours: Thurs until 8 p.m.  
(May to September only)



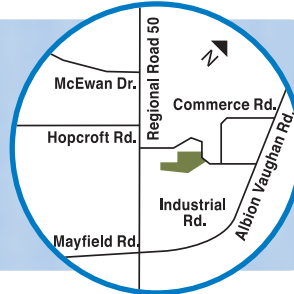
#### Brampton Community Recycling Centre

395 Chrysler Dr., Brampton L6S 6G3  
Hours: Mon to Sun, 8:30 a.m. - 4:30 p.m.  
Evening Hours: Thurs until 8 p.m.  
(May to September only)



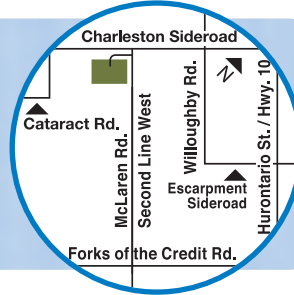
#### Bolton Community Recycling Centre

109 Industrial Rd., Bolton L7E 1K5  
Hours: Tues to Sat, 8:30 a.m. - 4:30 p.m.



#### Caledon Community Recycling Centre

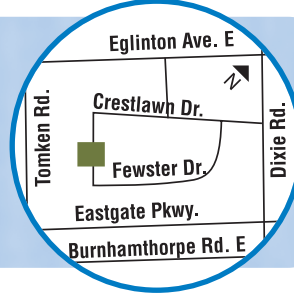
1795 Quarry Dr., Caledon L7K 1R9  
Hours: Mon to Sat, 9 a.m. - 4:30 p.m.



**NEW! Opening Summer 2008!**

#### Fewster Community Recycling Centre

1126 Fewster Dr., Mississauga L4W 2A4  
Hours: Mon to Sun, 8:30 a.m. - 4:30 p.m.  
Evening Hours: Thurs until 8 p.m.  
(May to September only)





## 6.0 Troubleshooting

### My recycling carts/bins are overflowing

- If carts occasionally overflow, excess recyclable material can be placed in large transparent (clear or tinted blue) plastic bags and then placed beside the recycling carts for pickup on collection day. If front-end recycling bins are overflowing, place excess recyclable material in transparent plastic bags and hold for the following week's collection
- If overflow persists, you may order more carts/bins by calling the Region of Peel at 905-791-9499

### Garbage is being placed in the recycling OR recyclable materials are placed in the garbage

- Making recycling easy for tenants will help discourage contamination
- Ensuring that recycling areas are equipped with proper recycling signage will help limit confusion
- If the building is on the front-end recycling collection program, make sure that top lids are locked to discourage large garbage items from being dumped into the container (especially if bins are kept outdoors)
- Make residents aware of proper recycling practices in resident newsletters
- Ensure that carts and/or front-end bins are monitored everyday to reduce the need to search through them on collection day

**Important** – contaminated recycling carts/front-end bins may not be picked up on collection day.

### Illegal dumping

- If possible, store all containers indoors until your scheduled collection days
- Label bins as private property
- Chain and lock all outdoor containers
- Store outdoor bins close to the building, in a well lit location
- If illegal dumping is a consistent problem, consider installing security cameras around bin storage area. Some buildings have found that this is an effective deterrent to illegal dumping

### Overcoming language barriers

- The Region of Peel has translation services available. Please have any tenants that require translation call the Region of Peel at 905-791-9499 and indicate their language so that they can be connected to a translator
- Recruit tenants who speak common languages to act as a liaison for information that needs to be communicated
- Make use of visual cues/graphics wherever possible to aid in the recycling process

### High tenant turnover in the complex

- Have waste and recycling information and materials ready for new tenants
- Ensure that recycling is included in the lease agreement
- Show new tenants where the recycling facilities are located



### Preventing theft of recycling containers

- Where possible, keep recycling containers indoors until your scheduled weekly collection
- Where applicable, lock and chain outdoor recycling containers

### Disposal of electronics and household hazardous waste

- Direct tenants to dispose of these items at one of the Region of Peel's CRCs.
- Have a volunteer recycling steward collect these items in a common recycling area and have them deliver the items to the local CRC on a monthly basis. Proof of residency in Peel, e.g. a driver's license will be required when these items are brought to the CRC

**Note** – Household hazardous waste can be dropped off at any CRC, free of charge. Fees may apply when dropping off electronic goods. Call 905-791-9499 for information regarding CRC drop-off fees.

### Recycling containers smell and/or attract pests

- Encourage tenants to rinse out empty containers prior to placing them in the recycling bins
- Items that still contain food are not recyclable and should be placed in the garbage
- When proper set-out procedures are followed, recycling bins should not be odorous

### Expanding Recycling Program

- Have recycling bins located in common areas, like the mailroom or laundry room, to collect items like junk mail and empty detergent containers
- Individual Blue Boxes for common areas are available by contacting the Region of Peel at 905-791-9499

### Recycling participation is low

- Encourage recycling in building newsletters, bulletin boards and/or elevator posters
- Establish a reward program to motivate residents to recycle more
- Contact the Region of Peel to provide and staff an in-lobby recycling display for residents/tenants.



## Sample Letter for New Tenants

Dear Resident,

(BUILDING ADDRESS), in partnership with the Region of Peel, is pleased to offer you recycling services. As part of (BUILDING NAME)'s recycling program, we encourage you to place recyclable materials in the proper receptacles located in (LOCATION OF RECYCLING CARTS OR FRONT-END BINS).

In an effort to make recycling as convenient for you as possible, there is no need to separate paper products from your other recyclable materials. Simply place all recyclable material in our building's recycling containers. In addition, we encourage you to use your Region of Peel reusable blue recycling bag to assist in the transport of recyclable material to the recycling area.

Please place all recyclable material into the containers loosely and do not tie recyclable material in plastic bags (only plastic bags should be placed in one tied plastic bag for recycling).

Flatten all cardboard boxes prior to placing them in the recycling bins.

Please refer to the attached list of recyclable items and the recycling posters located in the recycling area to see what items can be recycled.

By doing your part, you are helping our building divert waste from disposal, which benefits our community and the environment. Thank you for your participation in the recycling program. Please contact me at (PHONE NUMBER) should you have any further questions.

Sincerely,

(SUPERINTENDENT SIGNATURE AND FULL CONTACT INFORMATION)



### Acknowledgement and Release for Private Property Waste Collection Services

New Submission     Renewal

1. In consideration of the Regional Municipality of Peel (hereinafter the "Region") providing a waste collection service,  
\_\_\_\_\_ (hereinafter the "Owner") being the registered Owner of  
\_\_\_\_\_ (hereinafter the "Lands") shall:

- a) Permit the Region and its employees, contractors and authorized agents entry onto the land for purposes of providing waste collection services; and
- b) Release, save harmless and indemnify the Region from all actions, causes of actions, damages, liability, fines, proceedings, claims and demands arising as a result of the Region and its employees, contractors and authorized agents utilizing the Lands, including but not limited to, the driveway, ramp, loading and parking areas of the Lands for purposes of providing waste collection services, save and except any claims or damages attributable to the negligence of the Region or those for whom it is in law responsible.

2. It is herein acknowledged by the Owner that the Region's waste collection from the Lands is conditional on:

- a) The Owner providing free and clear access to a collection point determined satisfactory by the Region's Commissioner of Environment, Transportation and Planning Services for these purposes. The Owner's proposed route of access for collection purposes as set out on a plot plan of the building and parking lot which is attached hereto;
- b) The Owner utilizing waste containers approved by the Region's Commissioner of Environment, Transportation and Planning Services;
- c) The Owner maintaining all compaction equipment containers in good and operable condition including regularly cleaning and sanitizing containers;
- d) All designated waste being set out for collection in approved containers no later than 7:00 a.m. on the designated collection day.
- e) The Owner or its agents moving containers during collection if so required. The Region will not be responsible for emptying containers that are inaccessible to the collection vehicle;
- f) The Owner maintaining garbage enclosures in a safe, clean, sanitary, odor free and tidy condition, including cleaning and sanitizing enclosures on a weekly basis or more frequently as required. Garbage and recyclable materials are to be placed in appropriate containers. Cardboard is to be broken down and placed within appropriate recycling containers or bundled according to the Region's Waste Collection By-law;
- g) The collection area being signed, kept clear of parked vehicles, bulky items and white goods (all as defined in the Region's Waste Collection By-law);
- h) The collection area being fully cleared of snow and ice and salted during winter months;
- i) The Owner notifying and obtaining approval from the Region prior to making any changes that will affect waste collection services, including but not limited to moving or making changes to waste collection points and adding or changing garbage containers;
- j) The Owner ensuring that all tenants or unit owners have equally convenient access to recycling and garbage collection containers and/or systems;
- k) The Owner conducting daily examination of garbage and recycling containers to:
  - i) correct and/or prevent overflow problems;
  - ii) to remove contaminants from recycling containers;
  - iii) to correct and/or prevent recyclable materials from being mixed with garbage.
- l) The Owner attaching and maintaining labels provided by the Region to recycling containers;
- m) The Owner placing and maintaining information posters provided by the Region describing the Region's recycling program in common areas, including chute rooms, waste drop-off locations, lobby, mail room and laundry room of the complex;
- n) The Owner distributing recycling bags provided by the Region to all tenants or unit owners and contacting the Region for replacements as required;
- o) The Owner notifying tenants or unit owners, in writing, of the current recycling program within the complex. Notice must be kept up to date, redistributed regularly and be provided to all new tenants or unit owners; and,
- p) The Owner including the requirement to recycle in all tenant leases or condominium packages.



- 3. The Owner further acknowledges the Region's waste collection service is limited to:
  - a) Waste collection service on such days as designated by the Region's Commissioner of Environment, Transportation and Planning Services;
  - b) Garbage, recyclable materials, household organics, yard waste, bulky items and white goods (all as defined in the Region's Waste Collection By-law) , as designated by the Region's Commissioner of Environment, Transportation and Planning Services;
  - c) White goods (as defined in the Region's Collection By-law) shall be collected subject to scheduling and notice to be provided by the Owner to the Region one week prior to pick up.
- 4. The Owner further acknowledges that the Region shall not collect garbage generated from building renovations, apartment fires and parking lot sweepings. All materials to be collected must be in accordance with the Region's Waste Collection By-law.
- 5. This Agreement may be terminated immediately by the Region, upon the Owner failing to perform or comply with any of the conditions or restrictions as provided for herein. If any of the conditions or restrictions are not complied with, the Region shall not be required to provide waste collection to the Owner. The Region shall send a notice of termination to the Owner within 48 hours of the termination of the Agreement. The Owner hereby agrees that they shall not make any claims or demands for costs or damages as a result of the termination.
- 6. The Owner may terminate this Agreement upon providing the Region with 60 days written notice of termination.
- 7. Any notice which the Region or the Owner is required to give pursuant to this Agreement shall be given at:

Owner: \_\_\_\_\_

Region: The Regional Municipality of Peel  
Commissioner of Environment, Transportation and Planning Services  
10 Peel Centre Drive  
Brampton, Ontario L6T 4B9

I/ We have authority to bind the Corporation.

Company Name: \_\_\_\_\_

Per: \_\_\_\_\_ Name: \_\_\_\_\_ Title: \_\_\_\_\_

Per: \_\_\_\_\_ Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature/Authorization: \_\_\_\_\_ Signature Date: \_\_\_\_\_  
(YYYY/MM/DD)



## The recycling process



Place recyclable material in your blue recycling bag and empty it into your building's recycling containers when full. If you need a recycling bag, contact your property manager, superintendent or the Region of Peel.



Recyclable material is collected once a week by the Region of Peel.



The material is taken to the Region of Peel's Integrated Waste Management Facility.



All recyclables are separated according to material type e.g. cardboard, paper, aluminum, steel and polystyrene.



The separated recyclable materials are baled and sold to companies who recycle the materials into new products...



The items you place in your building's recycling containers are recycled into products such as paper, glass and steel. Recycling works!









For more information about the Region of Peel's Waste Management programs or services, call 905-791-9499. Caledon residents in long-distance areas can call 905-584-2216, free of charge. Visit [www.peelregion.ca/waste](http://www.peelregion.ca/waste).