



HALIFAX REGIONAL MUNICIPALITY

Waste Management Design Guidelines

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HALIFAX

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Technical content developed by Dillon Consulting Limited

Introduction

Waste management is a key consideration in the planning and development of new buildings in the Halifax Regional Municipality. Provincial disposal bans, municipal by-laws and established diversion requirements make it necessary for developments to include appropriately sized, well-designed waste management spaces. Properly planned storage and collection areas support regulatory compliance, improve diversion performance, and contribute to safe, functional and attractive sites.

These Waste Management Design Guidelines help developers and architects design appropriate waste storage and collection areas for all building types, including single-family residential, multi-residential, mixed-use, and industrial, commercial and institutional (ICI) developments. The guidelines outline expectations for source separation, waste diversion, and compliance with municipal and provincial requirements, and also provide practical tools to support safe and efficient waste management.

The guidelines also include resources for property managers, offering best practices for effective waste handling, safe movement of containers and maintaining compliant waste storage areas.



PURPOSE

These guidelines are designed to provide developers and property managers with the tools and requirements needed to:

- ✓ Define eligibility requirements for receiving waste collection services;
- ✓ Plan effective and compliant waste management storage and collection areas; and
- ✓ Support effective waste diversion and overall site management.

APPLICATION AND INTENDED AUDIENCE

These guidelines outline the municipality's expectations for waste management design and should be applied when preparing and reviewing architectural plans for new developments, as well as by property managers of existing buildings. The intended audience includes:

- **Developers, architects and property owners**, for clarity on eligibility for waste collection services and guidance on best practices for waste management design in new developments;
- **Municipal employees**, when assessing the suitability of waste management infrastructure;
- **Property managers**, to access best practices that support improved waste diversion and effective overall site management; and
- **The public**, to enhance understanding of the municipality's approach to waste management and collection.

REGULATORY REQUIREMENTS

These guidelines are intended to be used alongside, not in place of, applicable building codes, fire codes, land-use by-laws, municipal standards and other relevant legislation.

The following section highlights some of the key regulations related to waste management that influence the design, development and ongoing operation of buildings in the Halifax region.

Provincial regulations

Solid Waste-Resource Management Regulations, N.S. Reg. 25/96

The Nova Scotia Waste-Resource Management Regulations include one of the most comprehensive landfill disposal-ban programs in Canada. These bans protect environmental health, conserve landfill capacity and ensure valuable materials are recovered for reuse, recycling or composting.

The following materials are prohibited from landfill disposal and must be properly recycled or diverted through designated programs:

- **Organics:** Food waste, leaf and yard waste and soiled or non-recyclable paper.
- **Paper & cardboard:** Corrugated cardboard and newsprint.
- **Containers:** Steel/tin food cans, glass food containers and #2 HDPE plastic bottles and jugs.
- **Select plastics:** Plastic bags and film.
- **Electronics & appliances:** Televisions, computers, monitors and printers.
- **Hazardous waste & automotive:** Used tires, lead-acid batteries, paint and glycol (antifreeze).
- **Beverage containers:** All beverage containers (except milk).

A complete list of banned materials is included in the regulation. These disposal bans directly influence source-separation requirements and, in turn, the infrastructure and design considerations that developers must incorporate when planning new developments.

The regulations further require municipalities to maintain and implement a plan to ensure adherence (by residents and businesses) to these bans. These plans typically take the form of municipal by-laws.

Extended Producer Responsibility for Packaging, Paper Products and Packaging-like Products Regulations, N.S. Reg. 139/2023

As of December 2025, the Province of Nova Scotia – including the Halifax Regional Municipality – transitioned to an Extended Producer Responsibility (EPR) framework for the collection of designated household recyclable materials. Under this framework, producers supplying materials such as single-use packaging, paper products and packaging-like products are financially and operationally responsible for the collection, processing, and recycling of these designated materials from the residential sector, including apartment buildings.

This transition shifts responsibility away from municipalities, which are no longer directly responsible for funding or operating curbside collection programs for designated recyclable materials. In Halifax Regional Municipality, collection services continue to be delivered municipally; however, the municipality is being compensated for these services through Producer Responsibility Organizations (PROs). Circular Materials serves as the PRO for Nova Scotia.



Municipal by-laws

By-law S-600, Respecting Solid Waste Resource Collection and Disposal

- Established to meet the requirements for a waste-management plan under the Nova Scotia Waste-Resource Management Regulations and under the authority of the Halifax Regional Charter, Part XIII.
- Regulates the collection, source separation and disposal of waste for households and businesses.
- **Requires source separation into five streams: organics, container recycling, paper recycling, corrugated cardboard and garbage.**
- Establishes requirements and fines related to litter and illegal dumping.

Halifax Regional Municipal Charter, Part XV

- Requires every property to be maintained so as not to be dangerous or unsightly.

By-law S-300, Respecting Streets

- Requires property owners to maintain the area between the edge of the roadway and their property, free from garbage, waste or debris.

By-law M-200, Respecting Standards for Residential Streets

- Requires receptacles and containment of waste to prevent the escape of litter into the environment.
- Common spaces must be maintained in a clean and sanitary condition, free of debris and open garbage.

Design Guidelines

These guidelines establish a clear, six-step framework for determining the waste management requirements for a development. Appendix B includes a fillable form that developers and designers can use to verify that all waste management elements have been incorporated into their plans.

The steps in the framework include:

Step 1: Collection eligibility

Step 4: Waste storage area design

Step 2: Waste volumes and container requirements

Step 5: Collection access route

Step 3: Waste storage calculations

Step 6: Collection point



Developers are encouraged to include drawings in their design plans that illustrate a to-scale layout of waste storage rooms and/or outdoor enclosures, as well as staging and collection points. These drawings should identify the number and type of containers for each waste stream and clearly demonstrate how collection vehicles will enter, position for servicing, and exit the site.

Recommended drawing details include:

- The size of the waste storage area (in m²);
- The number and type of containers estimated for each waste stream;
- Screening for outdoor enclosures;
- The size and slope of the collection point (in m²);
- The overhead clearance for collection access (in m); and
- A vehicle turning template sweep analysis.

Appendix C provides examples, including a site plan overview and sample layouts for enclosures and individual waste storage rooms.



STEP 1 - COLLECTION ELIGIBILITY

In the Halifax Regional Municipality, access to waste collection services varies by property type, as outlined in **Table 1**. Municipal collection begins only once the development is complete and a final occupancy permit has been issued.

Under Nova Scotia's Extended Producer Responsibility (EPR) legislation, recyclables generated by registered multi-residential buildings, schools and campgrounds are collected free of charge through the Producer Responsibility Organization (PRO). The municipality serves as the service provider for EPR collection at eligible properties that receive municipal curbside collection.

All other property types – and all remaining waste streams – must arrange for private collection services.

Table 1: Development type and eligibility for waste collection

Development Type	Eligible for HRM Curbside Collection	Eligible to Register for EPR Collection (Recyclables) *	Must Arrange for Private Collection
Single-unit family homes (including mobile homes, and rowhouse or townhouse dwellings with street frontage)	✓		
Small multi-unit residential (6 or fewer units)	✓		
Mixed-use small multi-unit residential (6 or fewer units)	✓ (residential only)		✓
Large condominiums (7 or more units)	✓	✓	
Large multi-unit residential (7 or more units)		✓	✓
Mixed-use large multi-unit residential (7 or more units)		✓ (residential only)	✓
Industrial, commercial, and institutional (ICI)		✓ (schools and campgrounds)	✓

* Large multi-residential buildings and condominiums, schools and campgrounds must register for recycling collection with the PRO, [Circular Materials](#).

Private roads and laneways

HRM By-law S-600 has provisions that allow the municipality to collect waste from private roads, provided they are safely passable and can be feasibly serviced by a standard collection vehicle. These instances are evaluated on a case-by-case basis in collaboration with the municipality. Private roads intended for HRM waste collection services must:

- Meet HRM design standards;
- Remain free of obstructions, with adequate space for collection vehicles to turn around; and
- Be adequately maintained year-round to ensure safe passage for collection vehicles. This includes appropriate snow and ice control during winter months, the absence of excessive potholes, and sufficient clearance from trees, utilities, buildings, and other structures.

If a private road or laneway is inaccessible or unsafe for collection, residents must set out their waste at the nearest public road for collection (approved collection point).



STEP 2 - WASTE VOLUMES AND CONTAINER REQUIREMENTS

Properly sizing waste containers begins with understanding the amount of material a development is expected to generate. **Step 2** provides guidance and reference tables to estimate the appropriate number, type and capacity of containers for each waste stream.

Typical container specifications

Receptacle dimensions vary by manufacturer and waste hauler. The measurements provided in **Table 2**, **Table 3** and illustrated in **Figure 1** represent average values for estimating container footprints; actual dimensions may differ.

Note that containers 6 yd³ or larger are not intended to be moved manually and should only be used when collection occurs at the storage site (e.g., within an outdoor enclosure).

In addition, when a container is used in combination with a compactor and must be manually moved to the collection point, its size should not exceed 3 yd³ due to weight and maneuverability limitations. This size restriction does not apply when containers are positioned for direct truck servicing.

Table 2: Common cart dimensions

Cart Size (volume)	Width	Depth
240 L	0.7 m	0.7 m
360 L	0.9 m	0.7 m

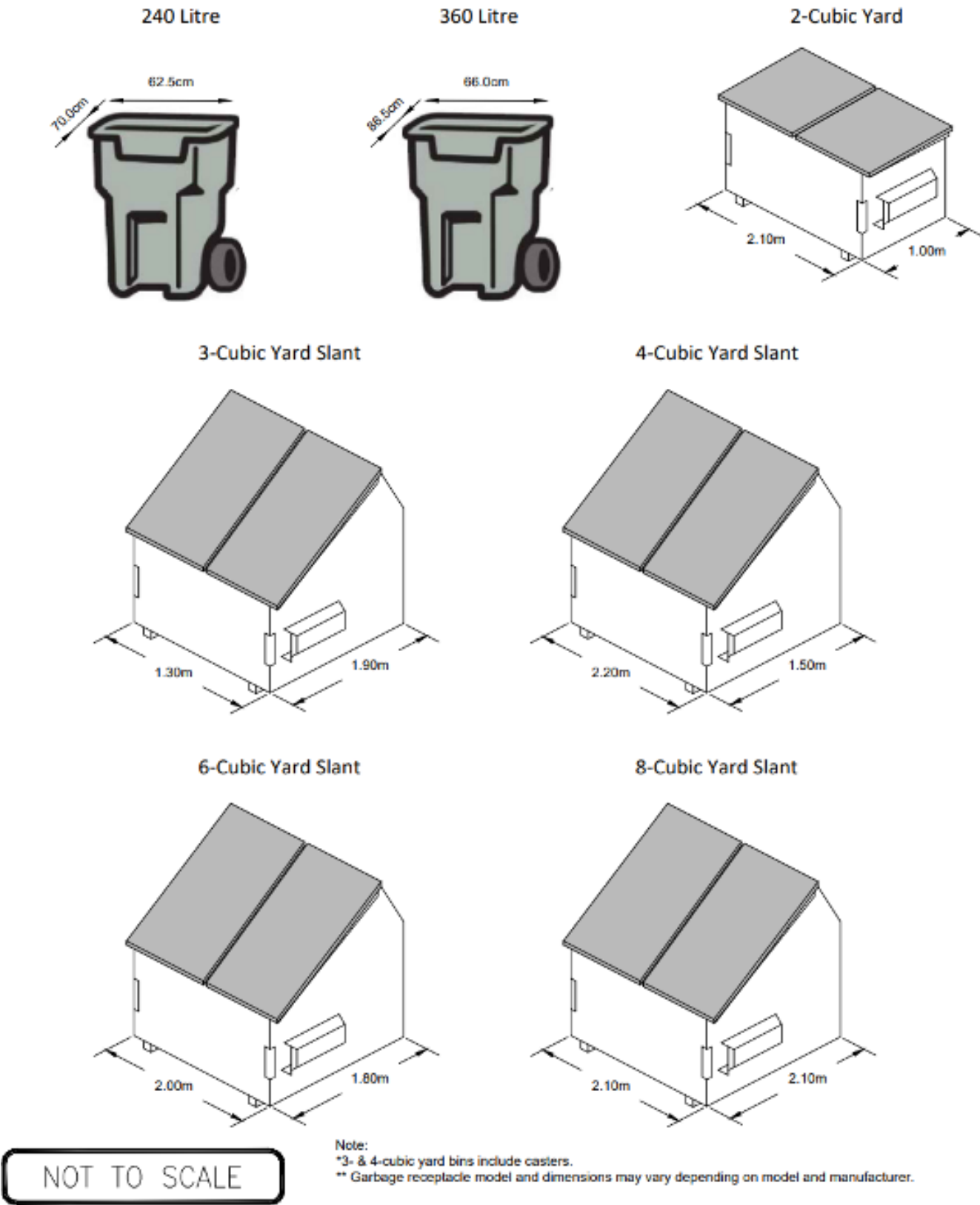
Table 3: Common container dimensions

Cart Size (volume)	Width	Depth
2 yd ³	2.1 m	1.0 m
3 yd ³	1.4 m	2.0 m
4 yd ³	2.3 m	1.5 m
6 yd ³	2.1 m	1.9 m
8 yd ³	2.1 m	2.1 m

* Width measurements include the metal sleeves used for lifting front-end containers.



Figure 1: Common carts and containers



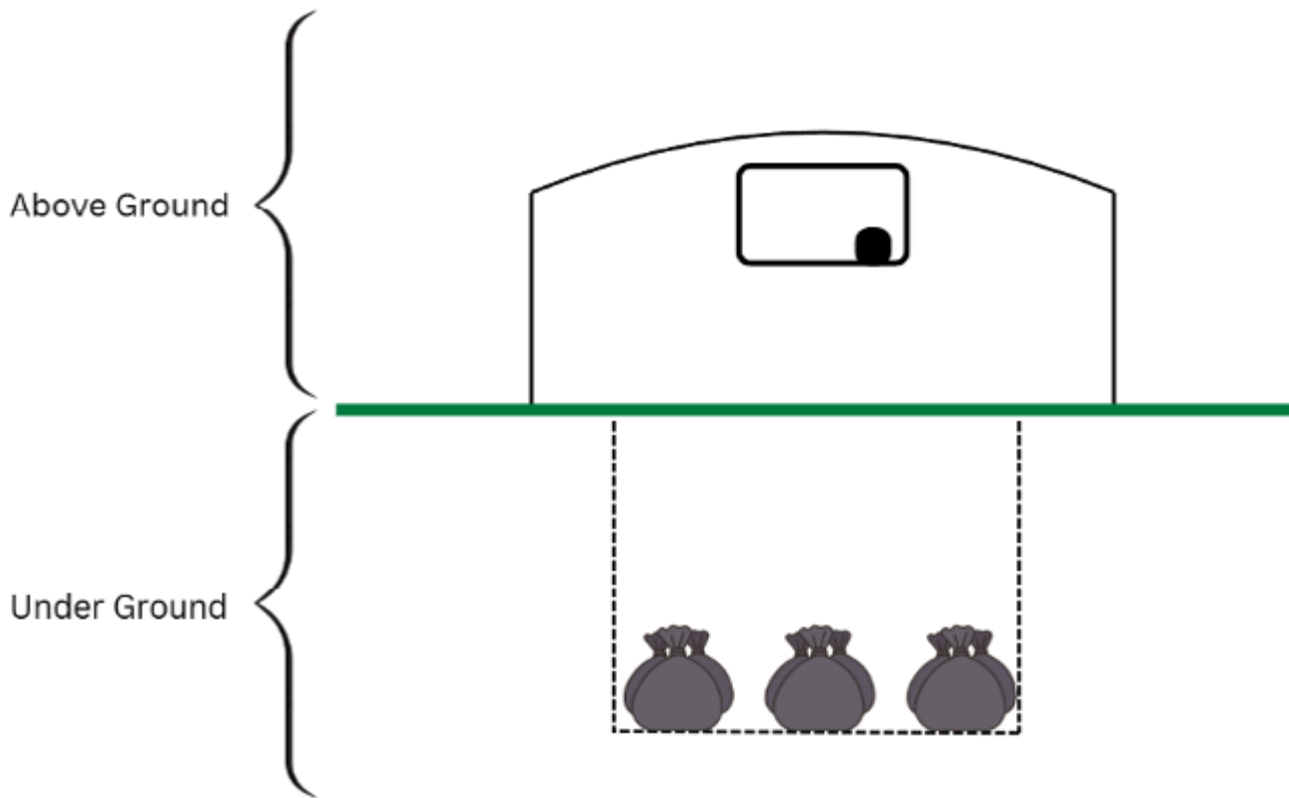
In-ground waste collection systems

In-ground waste collection systems provide an effective alternative for managing waste in dense urban areas, downtown cores or for co-collection from ICI properties. By burying a substantial portion of the container, these systems significantly reduce the surface footprint required for storage, helping to minimize visual clutter and maintain the aesthetic character of the surrounding area while preserving pedestrian accessibility. Subterranean storage keeps waste cooler, slowing decomposition and reducing odours. These systems also accommodate larger volumes of material, which may reduce collection frequency and help lessen truck traffic, congestion and associated emissions.



In-ground systems, which can typically be serviced by front-end loading or crane-equipped collection vehicles, use gravity to compact waste and increase storage capacity. It is essential to consult both the manufacturer and the hauler to confirm that selected containers meet operational and compatibility requirements. Successful implementation requires close coordination with the collection vendor throughout procurement, site assessment (ensuring sufficient overhead clearance, identifying underground constraints, and confirming adequate turning radii for collection vehicles) and the establishment of appropriate collection schedules and frequencies. A general sketch of a semi-underground container is shown in **Figure 2**.

Figure 2: Example of semi-underground waste container



Recommended type and number of receptacles – residential

Properties eligible for municipal curbside collection are required to set out garbage and recycling at the curb in bags (with bundled cardboard) and use municipally provided green carts (240 L) for organic waste.

In large multi-residential buildings, waste is typically managed in a dedicated indoor waste storage room or an outdoor screened enclosure (**Step 4**). Developers can estimate the required number of front-loading containers using **Tables 4 to 7**, based on the number of units. These estimates assume an average of two residents per unit and weekly collection. They apply to the standard waste streams anticipated in a multi-residential building, noting that additional containers may be required in special circumstances (e.g., construction and demolition waste generated during renovations).

The final number and size of containers should be decided in collaboration with the building's waste hauler to ensure compatibility with collection equipment and service requirements.

Large multi-residential developments should also include a dedicated bulky waste storage room that is at least 10 m² in size to accommodate the disposal of large items (e.g., furniture, mattresses, large children's toys).

Chutes

The use of waste chutes is discouraged, as they do not support proper waste diversion or source separation. Bi-sorter and tri-sorter chute systems are also not recommended, as they are prone to malfunction and do not reliably support the level of waste separation needed to meet regulatory requirements.

Where chutes are proposed, buildings should provide three separate chutes for garbage, organics and recyclable containers, with dedicated nearby areas for paper recyclables and corrugated cardboard. For single chute systems, clear signage must be in place to direct residents to the appropriate locations for all other waste streams.

One additional container should be provided for each waste stream serviced by a chute. This ensures that residents can continue disposing of waste while the primary container is removed for collection.

Compactors

Compactors reduce the number of containers required for waste storage, helping to minimize the overall space required. Dedicated compactors may be used for the garbage and cardboard streams. Other recyclables should not be compacted as they may face rejection at processing facilities.

When paired with a compactor, containers should not exceed 3 yd³, as larger sizes become too heavy and difficult to maneuver safely.

Table 4: Recommended number of carts/containers for recyclables based on number of units

Number of Units	Container Recycling (360 L Cart)	Container Recycling (Front-end Container)	Paper Recycling (360 L Cart)	Paper Recycling (Front-end Container)
7-10	1	-	2	-
11-20	2	-	3	-
21-30	2	-	4	-
31-100	-	3 yd ³	-	2 yd ³
101-130	-	4 yd ³	-	2 yd ³
131-150	-	4 yd ³	-	3 yd ³
151-180	-	2 x 3 yd ³	-	3 yd ³
181-200	-	2 x 3 yd ³	-	4 yd ³
201-240	-	2 x 4 yd ³	-	4 yd ³
241-290	-	2 x 4 yd ³	-	2 x 3 yd ³
291-310	-	2 x 4 yd ³	-	2 x 3 yd ³

* Assumes an average of two residents per unit and weekly collection.

Table 5: Recommended number of containers for corrugated cardboard based on number of units

Number of Units	Corrugated Cardboard
7-30	3 yd ³
31-110	4 yd ³
111-220	2 x 4 yd ³
221-310	3 x 4 yd ³

* Assumes an average of two residents per unit and weekly collection.

Table 6: Recommended number of carts for organics based on number of units

Number of Units	Organics (240 L Cart)
7-20	1
21-40	2
41-60	3
61-90	4
91-110	5
111-130	6
131-150	7
151-170	8
171-190	9
191-210	10
211-240	11
241-260	12
261-280	13
281-300	14
301-310	15

* Assumes an average of two residents per unit and weekly collection.

Table 7: Recommended number of containers for garbage based on number of units

Number of Units	Garbage - Uncompacted (Front-end Container)	Garbage - Compacted (Front-end Container)
7-10	2 yd ³	2 yd ³
11-20	3 yd ³	2 yd ³
21-30	4 yd ³	2 yd ³
31-60	2 x 4 yd ³	2 yd ³
61-90	3 x 4 yd ³	3 yd ³
91-120	4 x 4 yd ³	2 x 3 yd ³
121-150	5 x 4 yd ³	2 x 3 yd ³
151-180	6 x 4 yd ³	2 x 3 yd ³
181-210	7 x 4 yd ³	3 x 3 yd ³
211-240	8 x 4 yd ³	3 x 3 yd ³
241-270	9 x 4 yd ³	3 x 3 yd ³
271-290	10 x 4 yd ³	4 x 3 yd ³
291-310	11 x 4 yd ³	4 x 3 yd ³

* Assumes an average of two residents per unit and weekly collection.

Waste generation and storage for ICI properties

It is strongly recommended that waste management in ICI settings be centrally managed for the entire building rather than left to individual tenants. Centralized oversight supports consistent compliance, improves operational efficiency and safety, helps maintain a clean and orderly site and can also lead to cost savings through coordinated service arrangements.

Effective waste storage design for ICI properties begins with estimating the volume of waste generated per square metre (m²) of the premises. This estimate is the primary factor used to determine the required storage area and the number and size of containers needed.

When calculating total volume, it is recommended to round up to the nearest full cubic yard. For example, if calculations show a need for 2.5 yd³ of storage, a 3 yd³ container (or equivalent) should be selected. Rounding up ensures sufficient capacity, prevents overflow between collections and accommodates normal fluctuations in waste generation.

While these estimates provide a useful starting point for design, the final number, type and size of carts or containers should be confirmed in collaboration with the property's waste hauler. This coordination helps ensure that the selected containers are compatible with the hauler's collection trucks, equipment and safety protocols. The hauler can also advise on the enclosure layout, including container placement, clearances and access requirements, to support safe, efficient servicing.

Table 8 and **Table 9** provide waste generation estimates for common ICI premises. These values reflect standard waste streams; however, additional containers may be required to accommodate specialized waste streams, such as construction and demolition materials generated during tenant renovations or through certain business operations. The intended use of the property should be considered to determine whether additional space or containers are needed for these specialized streams.

Table 8: Waste generation estimates for ICI

Waste Categories	Generation (L/m ² /week)			
	Office Building/Daycare	Retail Building (Non-Food Retail)	Restaurant & Food Retail	Large Venues
Container Recycling	0.38	0.85	2.51	2.01
Paper Recycling	0.65	1.50	2.05	1.50
Corrugated Cardboard	0.85	4.00	5.00	3.00
Garbage	1.00	2.25	2.25	3.10
Organics	0.75	0.50	3.50	3.00

*Adapted numbers based on data used with permission from the City of Vancouver

Table 9: Waste generation estimates for hospitality lodging

Waste Categories	Generation (L/room/week)
Container Recycling	3.5
Paper Recycling	8.3
Corrugated Cardboard	14.3
Garbage	47.5
Organics	20

*Adapted numbers based on data used with permission from the City of Vancouver

Mixed-use buildings

Mixed-use multi-residential buildings may require two separate waste storage rooms or enclosures: one for residential waste and one for ICI-generated waste. Keeping these streams separate allows for residential tenants to benefit from free recyclables collection under the EPR program (see **Step 1**).





STEP 3 – WASTE STORAGE CALCULATIONS

For centralized collection, the following formula can be used to estimate the total storage space required for each waste stream, based on the type and number of containers identified in **Step 2**. The footprint of the waste storage room is the combined area required for all five streams, plus the additional area required for a bulky waste storage room (if applicable).

NUMBER OF
CONTAINERS

X

FOOTPRINT OF
EACH CONTAINER

X

2.25
(MANOEUVRE FACTOR)

Table 10 provides an example of how to calculate the minimum floor area required for a waste storage room in a multi-residential building with 100 units.

Table 10: Example waste storage calculation for a multi-residential building with 100 units

Waste Stream	Source Table	Recommendation	Container Footprint	Recommended Floorspace
Container Recyclables	Table 4	One 3 yd ³ container	1.4 m x 2 m = 2.8 m ²	2.8 m ² x 2.25 = 6.3 m ²
Paper Recyclables	Table 4	One 2 yd ³ container	2.1 m x 1 m = 2.1 m ²	2.1 m ² x 2.25 = 4.73 m ²
Corrugated Cardboard	Table 5	One 4 yd ³ container	2.2 m x 1.5 m = 3.3 m ²	3.3 m ² x 2.25 = 7.43 m ²
Organics	Table 6	Five 240 L carts	5 x 0.65 m x 0.7 m = 2.275 m ²	2.275 m ² x 2.25 = 5.12 m ²
Garbage	Table 7	Four 4 yd ³ containers	4 x 2.2 m x 1.5 m = 13.2 m ²	13.2 m ² x 2.25 = 29.7 m ²
Bulky Waste	N/A	10 m ² area	N/A	10 m ²
Total minimum floorspace (rounded)				64 m ²

A sample layout for the waste storage room corresponding to this example is provided in **Appendix B**.

STEP 4 – WASTE STORAGE AREA DESIGN

A well-designed waste storage area must accommodate all garbage, organics and recyclable materials generated between scheduled collection days. **Tables 11 through 13** outline design guidelines for waste storage in single family homes, multi-residential buildings and ICI properties. Mixed use developments are encouraged to provide separate storage areas for residential and commercial waste streams.



Table 11: Single family homes

Attribute	Design Guideline
Location	- Storage space in the garage, if applicable. - For homes without a garage or with direct curb access, a small alcove near the home’s entrance/exit for convenient temporary storage.
Size	≥ 1 m² per dwelling for green cart storage.

Table 12: Multi-residential and ICI – Indoor storage room

Attribute	Design Guideline
Location	• Separate, dedicated room with direct access to the collection point. • Collection vehicle access that does not block fire exits, public rights-of-way or pedestrian/vehicular access routes. • At ground level. If below grade, limit to one storey with an elevator to allow the transfer of waste bins to the collection point. • Away from fresh air intakes to prevent stale air or odours from entering occupied spaces.
Size	• Accommodates all waste, organics and recyclable materials generated between scheduled collection days, without overflow. • Total area = 2.25 x combined container footprint to allow for adequate manoeuvring space (see Step 3). • Layout allows access/removal of each container independently. • Horizontal dimension (width or depth) of ≥ 2 m to facilitate container movement.
Access	• Reasonably accessible for all occupants, including those with restricted mobility. • Walking distance from units < 100 m. • Provides equal access to all five waste streams.
Door	• Direct access to the external collection point via an overhead door or double doors ≥ 2.2 m wide.
Bulky Items	• Large multi-residential should include a bulky waste storage room: ◦ ≥ 10 m². ◦ Accessed by oversized or double doors.
Compactor	• If a compactor is installed, it may present concerns related to noise and vibration, and specialized solutions, such as an isolator, may be necessary to minimize disturbance to adjacent areas. • Access to the compactor must be restricted at all times to ensure resident safety.
Ventilation	• Adequate, well-maintained mechanical ventilation to suppress odours and comply with local building codes. • Cooling (A/C) can be considered to reduce warm weather odours.
Floors and walls	• Durable, easy to clean flooring and walls.
Drainage	• Hose outlet and floor drain to allow for container and floor cleaning. An oil-water separator is required for restaurants.
Lighting	• Well lit to support safety, proper sorting and discourage misuse.
Fire	• Waste storage rooms designated for temporary storage of combustible materials must include fire separation with a fire resistance rating in accordance with the National Building Code. Rooms should also be equipped with sprinkler systems and general fire prevention measures that adhere to applicable fire and building codes.
Security	• Lockable doors or security gates to prevent unauthorized access and vandalism.
Signage	• Clear, prominent and up-to-date signage to help residents and tenants correctly identify which receptacle to use, reducing contamination and improving diversion. • Instructional signs should include images for clarity, be weather resistant (e.g., laminated) and placed in well-lit, highly visible areas. • Where source separated containers for recyclables and organics are located more than 3 m from ICI garbage containers, directional signage is mandatory to guide users to the correct locations.
Pests	• Rodent resistant to prevent stored waste from providing refuge or food for pests.

*Mixed use buildings should have separate storage areas for residential and commercial

Table 13: Multi-residential and ICI – Outdoor enclosure

Attribute	Design Guideline
Location	- As far from public roads as reasonably possible while remaining convenient and accessible to users. - External storage is acceptable only if screened from view, either behind/beside the property or with a built screen. If containers must be placed in front of the building due to site constraints, containers must be ≥ 3.5 m from the front property line and screened from view, but a further distance is recommended if feasible. - Collection vehicle access route does not block fire exits, public rights-of-way or pedestrian/vehicular access routes.
Size	- Accommodates all waste, organics, and recyclable materials generated between scheduled collection days, without overflow. - Total area = $2.25 \times$ combined container footprint to allow for adequate manoeuvring space (see Step 3). - Layout must allow access/removal of each container independently.
Enclosure and Screening	- Self-contained, permanent structure, typically without a roof. Preferably designed with materials and colours consistent with the main building. - The structure should extend ≥ 0.5 m above container height to conceal the containers. - Bollards or a concrete curb should be placed at the rear of the collection point to prevent damage to the enclosure during servicing.
Access	- Reasonably accessible to all occupants, including those with restricted mobility. - Walking distance from units < 100 m. - Provides equal access to all five waste streams.
Door	Lockable gate with industrial-grade hinges, capable of opening to $\geq 135^\circ$.
Floor	- Surfaces must be hard, durable materials (e.g., asphalt, reinforced concrete). - Interior surfaces (including walls) should be constructed of materials that are smooth and easy to clean.
Lighting	Well-lit to support safety, proper sorting and deter misuse.
Fire Safety	Enclosure must comply with applicable fire safety requirements.
Security	Lockable doors/gates to deter unauthorized entry and vandalism
Signage	- Clear, prominent and up-to-date signage to help residents and tenants correctly identify which receptacle to use, reducing contamination and improving diversion. - Instructional signs should include images for clarity, be weather resistant (e.g., laminated) and placed in well-lit, highly visible areas. - Where source separated containers for recyclables and organics are located more than 3 m from ICI garbage containers, directional signage is mandatory to guide users to the correct locations.
Pests	Rodent resistant to prevent stored waste from providing refuge or food for pests.

*Mixed use buildings should have separate storage areas for residential and commercial



STEP 5 – COLLECTION ACCESS ROUTE

The design of collection access routes and collection points must prioritize safety and operational efficiency. Proper planning should incorporate sufficient dimensions for road width, turning radii and overhead clearance to safely accommodate modern and varying types of collection trucks.

The municipality provides curbside waste collection services using the municipal road network. As mentioned above, the municipality may also collect waste from private roads when it is safe and operationally feasible for collection trucks to do so. These situations are reviewed on a case-by-case basis in collaboration with the municipality.

Table 14 outlines the design requirements for commercial waste collection, including those provided by private haulers, HRM collection for eligible condominiums, and PRO services under the EPR program.

Table 14: Commercial collection

Attribute	Design Guideline
Entry and Exit	- Allow collection trucks to enter the site, service the carts and/or containers, and exit without reversing onto a public road. - In situations where continuous forward travel is impractical, simple turnaround configurations, such as cul-de-sacs or T-turnarounds, may be considered, though complex manoeuvres should be avoided.
Slope	Maximum slope of +/-6% for access road, with maximum +/-2% for collection point.
Width	Minimum width of 4.5 m along entire access route.
Clearance	Minimum vehicle height clearance of 4.5 m along entire access route.
Turning Radius	Minimum turning radius of 14 m along entire access route.
Signage	Signage indicating overhead clearance.

[private hauler, HRM collection (condominiums), PRO]

Three primary types of collection trucks are used in the Halifax region: front-end (**Table 15**), side-load (**Table 16**) and rear-load (**Table 17**). When planning site access, developers must ensure the waste collection truck's driving path provides adequate space for safe and efficient maneuvering. Developers should confirm these dimensions against the collection truck specifications expected to service their building with a waste consultant or waste hauler.

Table 15: Front-end collection truck specifications

Specification	Dimension (m)
Overall length	10.1
Length during collection	12.0
Width	2.9
Height	4.2
Height during collection	6.9
Outside turning radius	12
Axle space	6.1

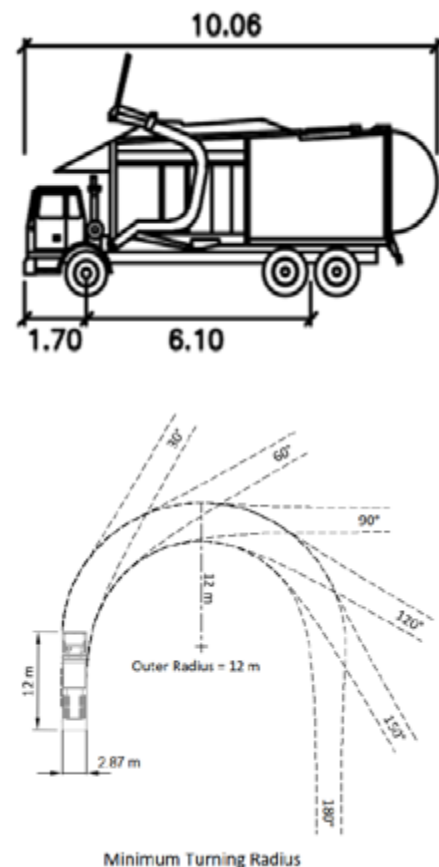


Table 16: Side-load collection truck specifications

Specification	Dimension (m)
Overall length	11.9
Width	2.9
Width during collection	4.3
Height	4.1
Height during collection	5.8
Outside turning radius	14
Axle space	7.6

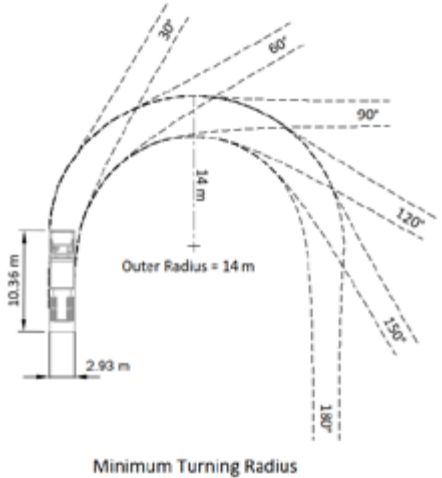
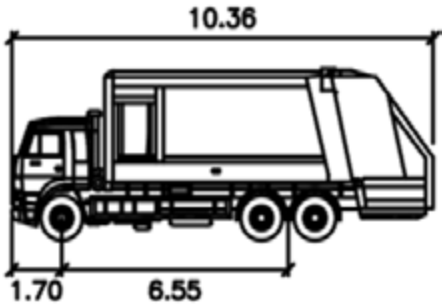
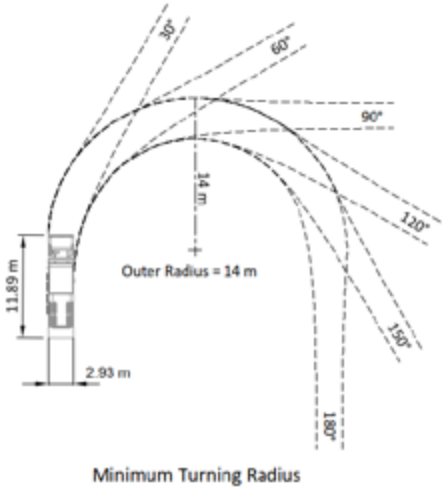
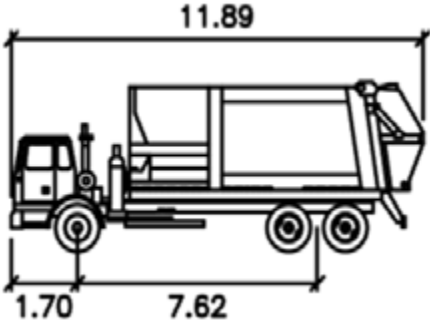


Table 17: Rear-load collection truck specifications

Specification	Dimension (m)
Overall length	10.4
Width	2.9
Height	4.2
Outside turning radius	14
Axle space	6.6

STEP 6 – COLLECTION POINT

Tables 18 and 19 outline general design guidelines for collection and loading areas. Well-designed collection points are essential to ensuring waste can be removed safely, efficiently and with minimal operational impact.



Table 18: Municipal curbside collection

Attribute	Design Guideline
Location	Along the curb, at the end of a driveway, not on a municipal sidewalk, accessible to the waste hauler, free of obstructions.
Size	1 m x 3 m

Table 19: Commercial collection

Attribute	Design Guideline
Location	- Separate from the roadway and not obstructing traffic, resident vehicles, accessibility areas, bike paths or pedestrian access. - Allows for forward entry and exit (reversing onto public roads is not permitted). - Maximum slope of +/-2% across the entire collection point. - Adjacent to the waste storage area. For indoor storage, double doors or an overhead door with access to the containers.
Size	- Minimum 13 m length x 5 m width. - For indoor storage, the collection point must also include a staging area for containers, following the general guideline of 5 m² per container.
Clearance	Minimum vehicle height clearance of 7.5 m, free of obstructions.
Floor	Solid pad (e.g., reinforced concrete) able to support 35 tonnes.
Signage	Signage indicating “No Stopping” and “No Parking.”

[private hauler, municipal collection (condominiums), PRO]

APPENDIX A

Acronyms, Abbreviations and Definitions

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“Bulky items”, as per Halifax Regional Municipality By-law S-600, are defined as “large items of a household nature including but not limited to furniture, stoves, mattresses, bed springs, barrels, water tanks, dishwashers, pieces of fencing and oil tanks”.

“Cart”, as per By-law S-600, is defined as “an aerated cart supplied to eligible premises by the Municipality for the collection of organic materials.” “Cart” will be used as the preferred term in lieu of the term “tote” and will share the same meaning.

“Container” will be used as the preferred term in lieu of the term “bin,” referring to the vessels waste is both deposited in and collected from.

“Corrugated cardboard”, as per By-law S-600, is defined as “a paper-based material generally consisting of a fluted corrugated sheet and one or two flat linerboards. It is widely used in the manufacture of corrugated boxes, corrugated shipping containers and other similar products.”

“Dwelling”, as per By-law S-600, is defined as “a building or a unit in a building, occupied or intended to be occupied as a home, residence or sleeping place by one or more persons but does not include a hotel, motel, guesthouse or inn.”

“EPR” means Extended Producer Responsibility.

“Guidelines” is the term used for these Waste Management Design Guidelines.

“HRM” means the Halifax Regional Municipality.

“ICI” means Industrial, Commercial and Institutional. As per By-law S-600 ICI waste is defined as “material of similar composition as mixed waste collected within the Municipality other than by municipal collection.”

“the municipality” means the Halifax Regional Municipality.

“Source-separation” refers to the practice of sorting and separating waste at the location where it is generated.

“PRO(s)” means Producer Responsibility Organization(s).

“Tenant” refers to a non-residential occupant, such as a business, organization or institution that leases or operates space in an industrial, commercial or institutional property.

“Truck” will be used as the preferred term in lieu of the term “collection vehicle”, referring to the vehicles used by the municipality to collect waste from eligible properties.

“Unit”, as per By-law S-600, is defined as “a self-contained portion of a building occupied as a separate residence.”

“Waste hauler” will be used as the preferred term in lieu of the term “Collection service provider,” referring to the hauler selected and under contract by HRM to provide waste collection services to eligible properties or the hauler selected and under contract for private collection by ineligible properties.

APPENDIX B

Waste Management Design Guidelines – Fillable Forms

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Waste Storage Design Review Form

MULTI-UNIT RESIDENTIAL & MIXED-USE DEVELOPMENTS

Project information

- Type of development: _____
- Civic address: _____
- PID: _____
- Number of storeys: _____
- Number of residential units: _____
- Number of commercial units: _____

Note: Mixed-use multi-residential buildings should include two separate waste storage rooms or enclosures: one for residential waste and one for ICI-generated waste. For mixed-use buildings, please also complete the form for ICI.

If Mixed-Use:

☐ Residential form completed ☐ ICI form completed

Step 1 – Collection eligibility

Anticipated type of waste collection (refer to Table 1 – HRM Waste Management Design Guidelines):

- Container recyclables: _____
- Paper recyclables: _____
- Corrugated cardboard: _____
- Organics: _____
- Garbage: _____

Step 2 – Waste volumes and container requirements

Recommended containers for residential (refer to Tables 4 to 7 –Waste Management Design Guidelines)

- Container recyclables: ____ x 360 L carts **OR** ____ x ____ yd³
- Paper recyclables: ____ x 360 L carts **OR** ____ x ____ yd³
- Corrugated cardboard: ____ x ____ yd³
- Organics: ____ x 240 L carts
- Garbage: ____ x ____ yd³

Would you be using a compactor? ☐ Yes ☐ No

Step 3 – Waste storage calculations

The footprint of the waste storage room is the combined area required for all five streams, plus the additional area required for a bulky waste storage room (if applicable).

$$\text{WASTE STORAGE ROOM FLOORSPACE} = \text{NUMBER OF CONTAINERS} \times \text{FOOTPRINT OF EACH CONTAINER} \times 2.25 \text{ (MANOEUVRE FACTOR)}$$

Waste Stream	Source Table (from HRM Waste Management Design Guidelines)	Recommended Containers (From Step 2)	Container Footprint	Recommended Floorspace
Container recyclables	Table 4			_____ x 2.25 = _____ m ²
Paper recyclables	Table 4			_____ x 2.25 = _____ m ²
Corrugated cardboard	Table 5			_____ x 2.25 = _____ m ²
Organics	Table 6			_____ x 2.25 = _____ m ²
Garbage	Table 7			_____ x 2.25 = _____ m ²
Bulky waste	N/A		N/A	_____ m ²
Total minimum floorspace (rounded)				_____ m ²

Step 4 – Waste storage area design

Proposed storage configuration:

☐ Indoor Storage Room ☐ Outdoor Enclosure

Complete the checklist applicable to your proposed waste storage configuration. If both indoor and outdoor storage areas are provided, complete both sections.

4.1. Indoor Storage Room ☐ N/A

Attribute		Design Guideline			
		Yes	No	N/A	Other Comments
Location	Separate, dedicated room with direct access to the collection point.	☐	☐	☐	
	Collection vehicle access does not block fire exits, public rights-of-way or pedestrian/vehicular access routes.	☐	☐	☐	
	At ground level.	☐	☐	☐	
	Away from fresh air intakes.	☐	☐	☐	
Size	Accommodates all waste, organics and recyclable materials generated between scheduled collection days, without overflow	☐	☐	☐	
	Total area = 2.25 x combined container footprint to allow for adequate manoeuvring space (see Step 3).	☐	☐	☐	
	Layout allows access/removal of each container independently.	☐	☐	☐	
	Horizontal dimension (width or depth) of ≥ 2 m to facilitate container movement.	☐	☐	☐	
Access	Reasonably accessible for all occupants, including those with restricted mobility.	☐	☐	☐	
	Walking distance from units < 100 m.	☐	☐	☐	
	Provides equal access to all five waste streams.	☐	☐	☐	
Door	Direct access to the external collection point via an overhead door or double doors ≥ 2.2 m wide.	☐	☐	☐	
Bulky items	≥ 10 m ² space allocated for bulky item waste storage	☐	☐	☐	
	The space is accessed by oversized or double doors	☐	☐	☐	
Compactor	Isolator or similar solution is installed to minimize disturbance to adjacent areas.	☐	☐	☐	
	Access to the compactor is restricted at all times to ensure resident safety.	☐	☐	☐	
Ventilation	Adequate, well-maintained mechanical ventilation that complies with local building codes.	☐	☐	☐	
Floors and walls	Durable, easy to clean flooring and walls.	☐	☐	☐	
Drainage	Hose outlet and floor drain to allow for container and floor cleaning.	☐	☐	☐	
Lighting	Well-lit to support safety, proper sorting and discourage misuse.	☐	☐	☐	
Fire	Includes fire separation with a fire resistance rating in accordance with the National Building Code.	☐	☐	☐	
	Room is equipped with sprinkler systems and general fire prevention measures that adhere to applicable fire and building codes	☐	☐	☐	
Security	Lockable doors or security gates to prevent unauthorized access and vandalism.	☐	☐	☐	
Signage	Instructional signage is clear, prominently displayed, weather resistant and compliant with requirements, including mandatory directional signage where recycling or organics containers are located more than 3 m from garbage containers.	☐	☐	☐	
Pests	Rodent resistant to prevent stored waste from providing refuge or food for pests.	☐	☐	☐	

4.2. Outdoor Enclosure

☐ N/A

Attribute		Design Guideline			
		Yes	No	N/A	Other Comments
Location	As far from public roads as reasonably possible while remaining convenient and accessible to users	☐	☐	☐	
	Screened from view, either behind/beside the property or with a built screen.	☐	☐	☐	
	If containers must be placed in front of the building due to site constraints, containers are at least ≥ 3.5 m from the front property line and screened from view.	☐	☐	☐	
	Collection vehicle access route does not block fire exits, public rights-of-way or pedestrian/vehicular access routes.	☐	☐	☐	
Size	Accommodates all waste, organics, and recyclable materials generated between scheduled collection days, without overflow	☐	☐	☐	
	Layout allows access/removal of each container independently.	☐	☐	☐	
	Total area = $2.25 \times$ combined container footprint to allow for adequate manoeuvring space (see Step 3).	☐	☐	☐	
Enclosure & screening	Self-contained, permanent structure	☐	☐	☐	
	Extends ≥ 0.5 m above container height to conceal the containers.	☐	☐	☐	
	Bollards or a concrete curb placed at the rear of the collection point to prevent damage to the enclosure during servicing.	☐	☐	☐	
Access	Reasonably accessible for all occupants, including those with restricted mobility.	☐	☐	☐	
	Walking distance from units < 100 m.	☐	☐	☐	
	Provides equal access to all five waste streams.	☐	☐	☐	
Door	Lockable gate with industrial-grade hinges, capable of opening to $\geq 135^\circ$.	☐	☐	☐	
Floor	Surface is made up of hard, durable materials (e.g., asphalt, reinforced concrete).	☐	☐	☐	
	Interior surfaces (including walls) are constructed of materials that are smooth and easy to clean.	☐	☐	☐	
Lighting	Well-lit to support safety, proper sorting and discourage misuse.	☐	☐	☐	
Fire	Enclosure complies with applicable fire safety requirements.	☐	☐	☐	
Security	Lockable doors or security gates to prevent unauthorized access and vandalism.	☐	☐	☐	
Signage	Instructional signage is clear, prominently displayed, weather resistant and compliant with requirements, including mandatory directional signage where recycling or organics containers are located more than 3 m from garbage containers.	☐	☐	☐	
Pests	Rodent resistant to prevent stored waste from providing refuge or food for pests.	☐	☐	☐	

Step 5 – Collection Access Route

Attribute	Design Guideline				
		Yes	No	N/A	Other Comments
Entry & exit	Allows collection trucks to enter the site, service the carts and/or containers, and exit without reversing onto a public road.	☐	☐	☐	
Slope	Maximum slope of +/-6% for access road, with maximum +/-2% for collection point.	☐	☐	☐	
Width	Minimum width of 4.5 m along entire access route.	☐	☐	☐	
Clearance	Minimum vehicle height clearance of 4.5 m along the entire access route.	☐	☐	☐	
Turning radius	Minimum turning radius of 14 m along entire access route	☐	☐	☐	
Signage	Signage indicating overhead clearance.	☐	☐	☐	

Step 6 – Collection Point

Attribute	Design Guideline				
		Yes	No	N/A	Other Comments
Location	Separate from the roadway and not obstructing traffic, resident vehicles, accessibility areas, bike paths or pedestrian access.	☐	☐	☐	
	Allows for forward entry and exit.	☐	☐	☐	
	Maximum slope of +/-2% across the entire collection point.	☐	☐	☐	
	Adjacent to the waste storage area.	☐	☐	☐	
	If indoor storage, double doors or an overhead door with access to the containers.	☐	☐	☐	
Slope	Minimum 13 m length x 5 m width.	☐	☐	☐	
	If indoor storage, the collection point includes a staging area for containers, following the general guideline of 5 m ² per container.	☐	☐	☐	
Clearance	Minimum vehicle height clearance of 7.5 m, free of obstructions.	☐	☐	☐	
Floor	Solid pad (e.g., reinforced concrete) able to support 35 tonnes.	☐	☐	☐	
Signage	Signage indicating "No Stopping" and "No Parking."	☐	☐	☐	

Attachments

Please attach drawings and relevant documentation that demonstrate the proposed waste storage area and collection configuration.

All drawings must:

- Clearly identify waste streams and container locations
- Be to scale and legible
- Include all relevant dimensions
- Be dated and titled

☐ Site plan overview

☐ Collection access route and collection point

☐ Indoor waste storage room layout

☐ Other (please specify) _____

☐ Outdoor enclosure layout

Declaration

☐ I hereby certify that the information and drawings submitted with this form accurately represent the proposed waste storage and collection design. I acknowledge that this form is intended to support alignment with municipal waste storage and collection recommendations.

Name: _____

Email: _____

Title: _____

Signature: _____

Company: _____

Date: _____

Phone Number: _____

Municipal review (For internal use)

Reviewer name: _____

Date reviewed: _____

☐ Meets recommended guidelines

☐ Revisions recommended

Comments:

Waste Storage Design Review Form

INDUSTRIAL, COMMERCIAL AND INSTITUTIONAL BUILDINGS & MIXED-USE DEVELOPMENTS

Project information

- Type of development: _____
- Number of storeys: _____
- Civic address: _____
- Number of residential units: _____
- PID: _____
- Number of commercial units: _____

Note: Mixed-use multi-residential buildings should include two separate waste storage rooms or enclosures: one for residential waste and one for ICI-generated waste. For mixed-use buildings, please also complete the form for ICI.

If Mixed-Use:

- ☐ Residential form completed ☐ ICI form completed

Step 1 – Collection eligibility

Anticipated type of waste collection (*refer to Table 1 – Waste Management Design Guidelines*):

- Container recyclables: _____
- Organics: _____
- Paper recyclables: _____
- Garbage: _____
- Corrugated cardboard: _____

Step 2 – Waste volumes and container requirements

Waste Generation Estimates for the ICI building (*refer to Tables 8 and 9 – Waste Management Design Guidelines*)

- Container recyclables: ____ L / week
- Paper recyclables: ____ L / week
- Corrugated cardboard: ____ L / week
- Organics: ____ L / week
- Garbage: ____ L / week

Recommended Container Requirements:

When calculating total volume, it is recommended to round up to the nearest full cubic yard. For example, if calculations show a need for 2.5 yd³ of storage, a 3 yd³ container (or equivalent) should be selected. Rounding up ensures sufficient capacity, prevents overflow between collections and accommodates normal fluctuations in waste generation.



Useful conversion factors

Volume:

1 gallon = 0.134 cubic feet

1 cubic meter = 35.3 cubic feet

1 cubic yard = 764.6 litres

3 cubic yards = 6 x 360 L carts

Weight:

1 tonne = 1,000 kg

1 pound = 0.454 kg

Distance:

1 metre = 3.28 feet

- Container recyclables: ____ x 360 L carts **OR** ____ x ____ yd³
- Paper recyclables: ____ x 360 L carts **OR** ____ x ____ yd³
- Corrugated cardboard: ____ x ____ yd³
- Organics: ____ x 240 L carts
- Garbage: ____ x ____ yd³

Would you be using a compactor? ☐ Yes ☐ No

Step 3 – Waste storage calculations

The footprint of the waste storage room is the combined area required for all five streams, plus the additional area required for a bulky waste storage room (if applicable).

$$\text{WASTE STORAGE ROOM FLOORSPACE} = \text{NUMBER OF CONTAINERS} \times \text{FOOTPRINT OF EACH CONTAINER} \times 2.25 \text{ (MANOEUVRE FACTOR)}$$

Waste Stream	Source Table (from Waste Management Design Guidelines)	Recommended Containers (From Step 2)	Container Footprint	Recommended Floorspace
Container recyclables	Tables 8 and 9			_____ x 2.25 = _____ m ²
Paper recyclables	Tables 8 and 9			_____ x 2.25 = _____ m ²
Corrugated cardboard	Tables 8 and 9			_____ x 2.25 = _____ m ²
Organics	Tables 8 and 9			_____ x 2.25 = _____ m ²
Garbage	Tables 8 and 9			_____ x 2.25 = _____ m ²
Total minimum floorspace (rounded)				_____ m ²

Step 4 – Waste storage area design

Proposed storage configuration:

☐ Indoor Storage Room ☐ Outdoor Enclosure

Complete the checklist applicable to your proposed waste storage configuration. If both indoor and outdoor storage areas are provided, complete both sections.

4.1. Indoor Storage Room ☐ N/A

Attribute		Design Guideline			
		Yes	No	N/A	Other Comments
Location	Separate, dedicated room with direct access to the collection point.	☐	☐	☐	
	Collection vehicle access does not block fire exits, public rights-of-way or pedestrian/vehicular access routes.	☐	☐	☐	
	At ground level.	☐	☐	☐	
	Away from fresh air intakes.	☐	☐	☐	
Size	Accommodates all waste, organics and recyclable materials generated between scheduled collection days, without overflow	☐	☐	☐	
	Total area = 2.25 x combined container footprint to allow for adequate manoeuvring space (see Step 3).	☐	☐	☐	
	Layout allows access/removal of each container independently.	☐	☐	☐	
	Horizontal dimension (width or depth) of ≥ 2 m to facilitate container movement.	☐	☐	☐	
Access	Reasonably accessible for all occupants, including those with restricted mobility.	☐	☐	☐	
	Walking distance from units < 100 m.	☐	☐	☐	
	Provides equal access to all five waste streams.	☐	☐	☐	
Door	Direct access to the external collection point via an overhead door or double doors ≥ 2.2 m wide.	☐	☐	☐	
Bulky items	≥ 10 m ² space allocated for bulky item waste storage	☐	☐	☐	
	The space is accessed by oversized or double doors	☐	☐	☐	
Compactor	Isolator or similar solution is installed to minimize disturbance to adjacent areas.	☐	☐	☐	
	Access to the compactor is restricted at all times to ensure resident safety.	☐	☐	☐	
Ventilation	Adequate, well-maintained mechanical ventilation that complies with local building codes.	☐	☐	☐	
Floors and walls	Durable, easy to clean flooring and walls.	☐	☐	☐	
Drainage	Hose outlet and floor drain to allow for container and floor cleaning.	☐	☐	☐	
Lighting	Well-lit to support safety, proper sorting and discourage misuse.	☐	☐	☐	
Fire	Includes fire separation with a fire resistance rating in accordance with the National Building Code.	☐	☐	☐	
	Room is equipped with sprinkler systems and general fire prevention measures that adhere to applicable fire and building codes	☐	☐	☐	
Security	Lockable doors or security gates to prevent unauthorized access and vandalism.	☐	☐	☐	
Signage	Instructional signage is clear, prominently displayed, weather resistant and compliant with requirements, including mandatory directional signage where recycling or organics containers are located more than 3 m from garbage containers.	☐	☐	☐	
Pests	Rodent resistant to prevent stored waste from providing refuge or food for pests.	☐	☐	☐	

4.2. Outdoor Enclosure

☐ N/A

Attribute		Design Guideline			
		Yes	No	N/A	Other Comments
Location	As far from public roads as reasonably possible while remaining convenient and accessible to users	☐	☐	☐	
	Screened from view, either behind/beside the property or with a built screen.	☐	☐	☐	
	If containers must be placed in front of the building due to site constraints, containers are at least ≥ 3.5 m from the front property line and screened from view.	☐	☐	☐	
	Collection vehicle access route does not block fire exits, public rights-of-way or pedestrian/vehicular access routes.	☐	☐	☐	
Size	Accommodates all waste, organics, and recyclable materials generated between scheduled collection days, without overflow	☐	☐	☐	
	Layout allows access/removal of each container independently.	☐	☐	☐	
	Total area = 2.25 x combined container footprint to allow for adequate manoeuvring space (see Step 3).	☐	☐	☐	
Enclosure & screening	Self-contained, permanent structure	☐	☐	☐	
	Extends ≥ 0.5 m above container height to conceal the containers.	☐	☐	☐	
	Bollards or a concrete curb placed at the rear of the collection point to prevent damage to the enclosure during servicing.	☐	☐	☐	
Access	Reasonably accessible for all occupants, including those with restricted mobility.	☐	☐	☐	
	Walking distance from units < 100 m.	☐	☐	☐	
	Provides equal access to all five waste streams.	☐	☐	☐	
Door	Lockable gate with industrial-grade hinges, capable of opening to $\geq 135^\circ$.	☐	☐	☐	
Floor	Surface is made up of hard, durable materials (e.g., asphalt, reinforced concrete).	☐	☐	☐	
	Interior surfaces (including walls) are constructed of materials that are smooth and easy to clean.	☐	☐	☐	
Lighting	Well-lit to support safety, proper sorting and discourage misuse.	☐	☐	☐	
Fire	Enclosure complies with applicable fire safety requirements.	☐	☐	☐	
Security	Lockable doors or security gates to prevent unauthorized access and vandalism.	☐	☐	☐	
Signage	Instructional signage is clear, prominently displayed, weather resistant and compliant with requirements, including mandatory directional signage where recycling or organics containers are located more than 3 m from garbage containers.	☐	☐	☐	
Pests	Rodent resistant to prevent stored waste from providing refuge or food for pests.	☐	☐	☐	

Step 5 – Collection Access Route

Attribute	Design Guideline				
		Yes	No	N/A	Other Comments
Entry & exit	Allows collection trucks to enter the site, service the carts and/or containers, and exit without reversing onto a public road.	☐	☐	☐	
Slope	Maximum slope of +/-6% for access road, with maximum +/-2% for collection point.	☐	☐	☐	
Width	Minimum width of 4.5 m along entire access route.	☐	☐	☐	
Clearance	Minimum vehicle height clearance of 4.5 m along the entire access route.	☐	☐	☐	
Turning radius	Minimum turning radius of 14 m along entire access route	☐	☐	☐	
Signage	Signage indicating overhead clearance.	☐	☐	☐	

Step 6 – Collection Point

Attribute	Design Guideline				
		Yes	No	N/A	Other Comments
Location	Separate from the roadway and not obstructing traffic, resident vehicles, accessibility areas, bike paths or pedestrian access.	☐	☐	☐	
	Allows for forward entry and exit.	☐	☐	☐	
	Maximum slope of +/-2% across the entire collection point.	☐	☐	☐	
	Adjacent to the waste storage area. If indoor storage, double doors or an overhead door with access to the containers.	☐	☐	☐	
Slope	Minimum 13 m length x 5 m width.	☐	☐	☐	
	If indoor storage, the collection point includes a staging area for containers, following the general guideline of 5 m ² per container.	☐	☐	☐	
Clearance	Minimum vehicle height clearance of 7.5 m, free of obstructions.	☐	☐	☐	
Floor	Solid pad (e.g., reinforced concrete) able to support 35 tonnes.	☐	☐	☐	
Signage	Signage indicating "No Stopping" and "No Parking."	☐	☐	☐	

Attachments

Please attach drawings and relevant documentation that demonstrate the proposed waste storage area and collection configuration.

All drawings must:

- Clearly identify waste streams and container locations
- Be to scale and legible
- Include all relevant dimensions
- Be dated and titled

☐ Site plan overview

☐ Collection access route and collection point

☐ Indoor waste storage room layout

☐ Other (please specify) _____

☐ Outdoor enclosure layout

Declaration

☐ I hereby certify that the information and drawings submitted with this form accurately represent the proposed waste storage and collection design. I acknowledge that this form is intended to support alignment with municipal waste storage and collection recommendations.

Name: _____

Email: _____

Title: _____

Signature: _____

Company: _____

Date: _____

Phone Number: _____

Municipal review (For internal use)

Reviewer name: _____

Date reviewed: _____

☐ Meets recommended guidelines

☐ Revisions recommended

Comments:

APPENDIX C

Example Site Plans and Layouts

HALIFAX

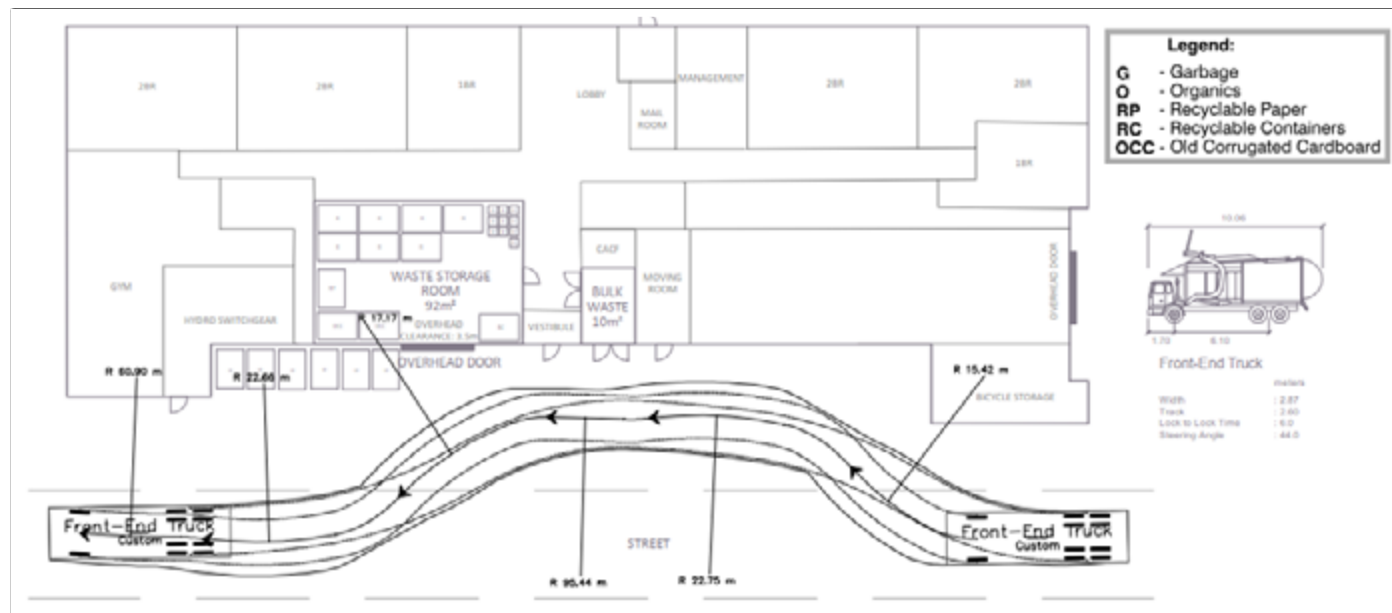
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Site plan example

Figure C1 illustrates a sample site plan for a building with 200 residential units. In this example, the waste storage room is positioned directly beside the outdoor collection point and is accessible through an overhead door, allowing for efficient movement of containers. A dedicated bulky waste storage room is also located nearby for added convenience. The vehicle turning template analysis confirms that the collection truck can enter the site, service the waste areas and exit in a continuous forward motion.

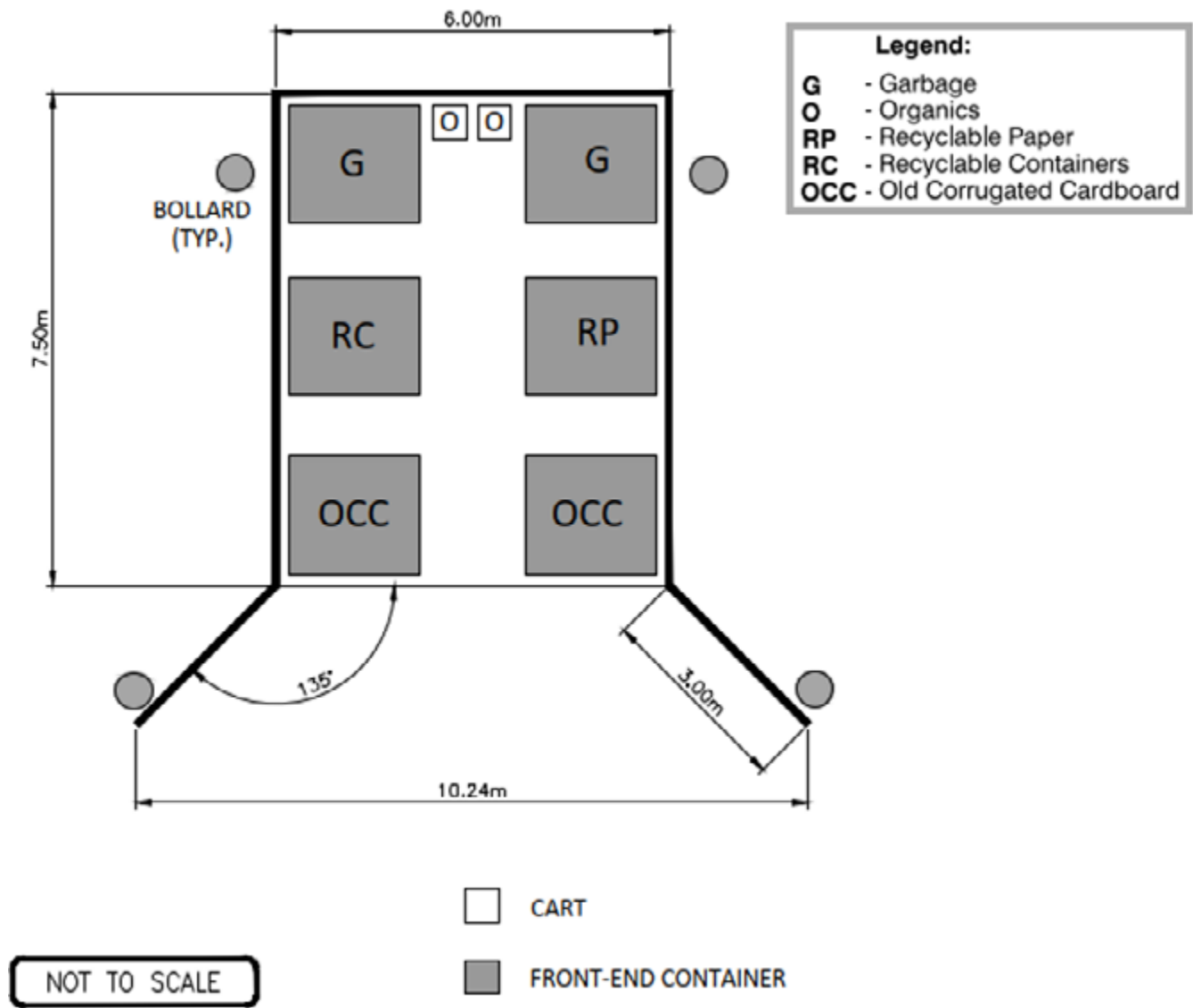
Figure C1: Example of a Site Plan Overview



Outdoor enclosure example

Figure C2 illustrates an outdoor waste enclosure designed for long-term durability, safety and efficient servicing. The structure is reinforced with bollards to protect it from accidental damage during collection activities. Containers and carts are arranged for easy access and can be moved out smoothly during servicing. The enclosure doors open to at least 135 degrees, allowing unobstructed movement of containers during collection operations.

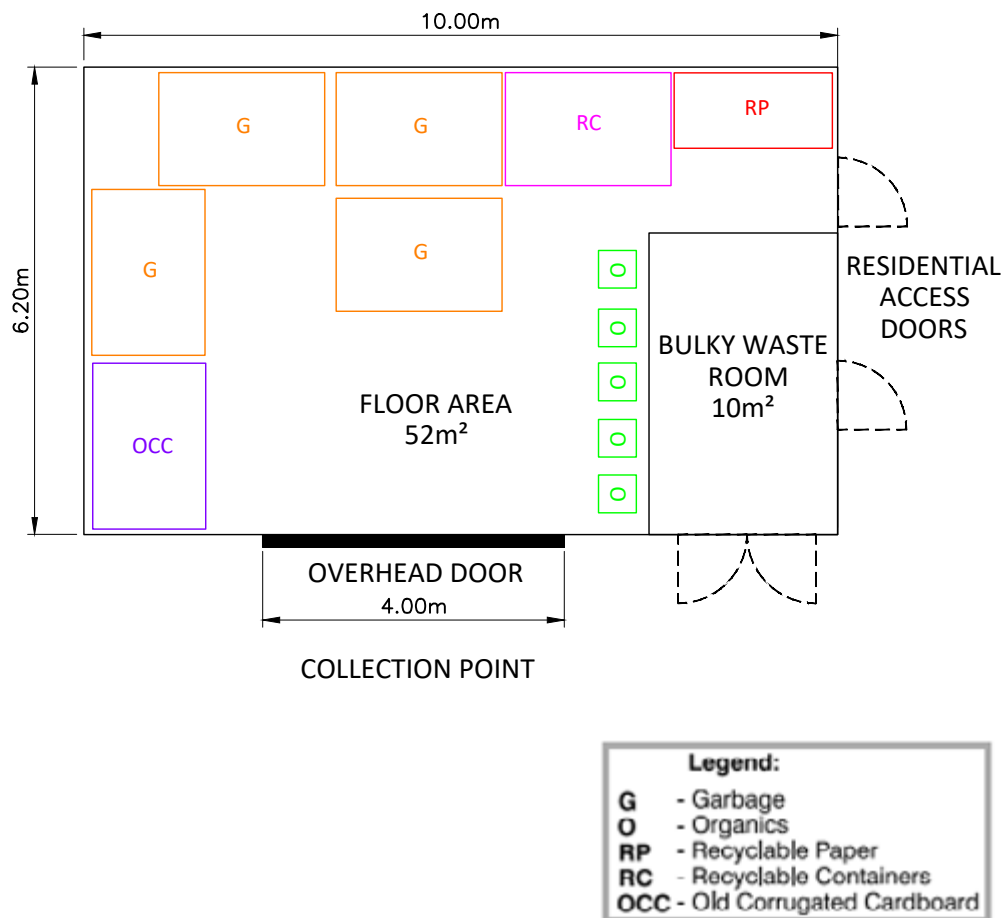
Figure C2: Example of outdoor enclosure



Indoor waste storage room examples

The waste storage room shown in **Figure C3** is designed to serve a multi-residential building with 100 units. It is located adjacent to a dedicated bulky waste storage area, providing convenient access for managing larger items. The room also features direct access to the outdoor collection point through an overhead door, allowing for efficient and unobstructed movement of containers during servicing.

Figure C3: Example of a multi-residential waste storage room, designed for 100 units

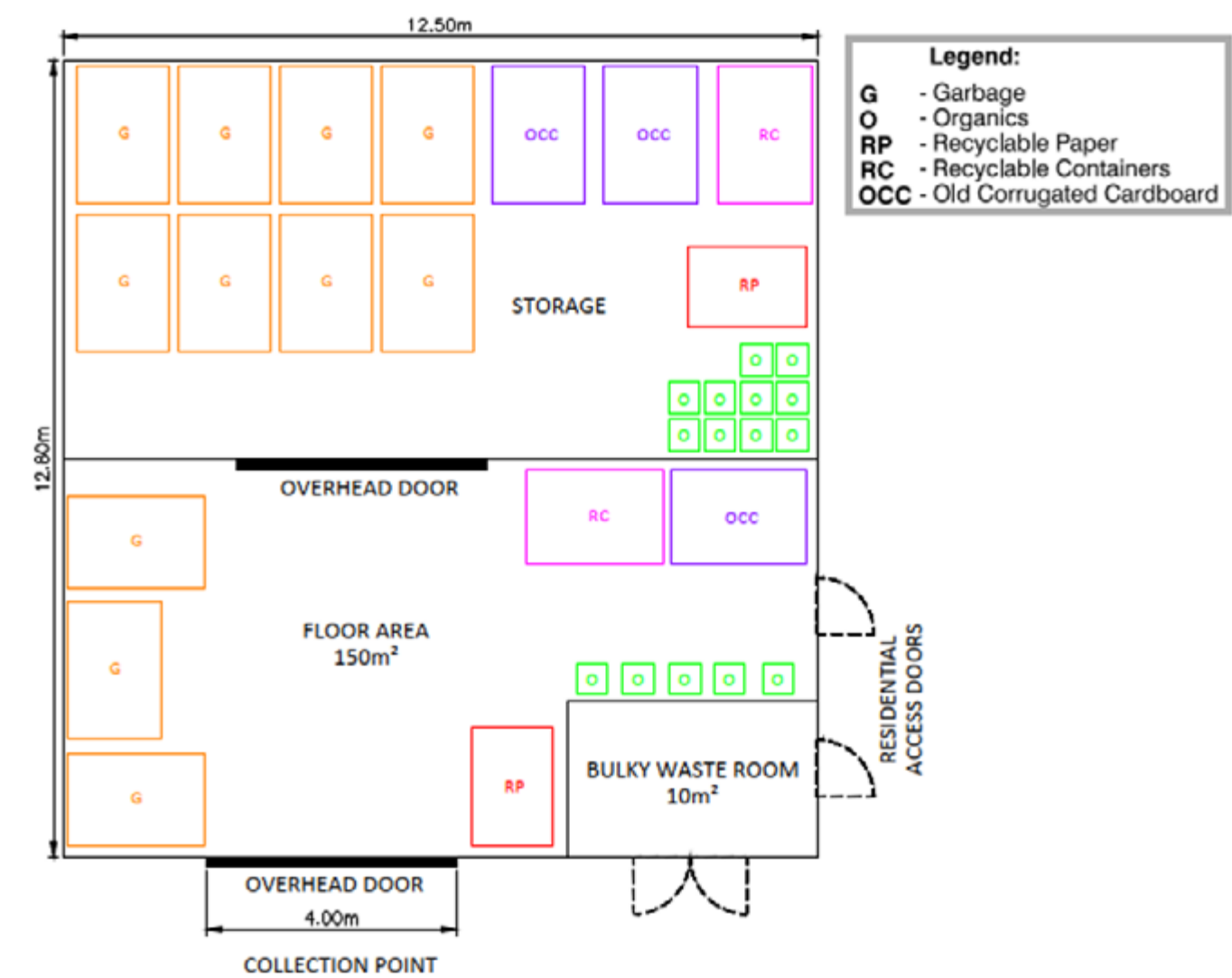


The waste storage room shown in **Figure C4** is designed to serve a multi-residential building with 300 units and is located adjacent to a dedicated bulky waste storage area for added convenience. The room is organized into two functional sections:

- A resident drop-off area that provides accessible space for waste disposal; and
- A container storage area where in-house maintenance staff manage, rotate and stage empty and full containers as needed.

Consistent with the design in **Figure C3**, the room also features direct access to an outdoor collection point through an overhead door.

Figure C4: Example of a multi-residential waste storage room, designed for 300 units





APPENDIX D

Property Manager Toolkit – Multi- residential buildings

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This toolkit provides practical strategies to strengthen waste management practices within the building(s) you manage. It includes guidance on:

- Leasing agreements;
- Effective signage;
- Improving waste storage room conditions;
- Designing and maintaining outdoor collection points;
- Ongoing program management;
- Communication and education strategies; and
- Monitoring performance and evaluating progress.

Note that the municipality provides sorting guides in multiple languages, including English, Arabic, Farsi, French, Hindi and Simplified Chinese. These resources are available at: halifax.ca/home-property/garbage-recycling-green-cart/collection-schedules-what-goes-where/sorting-guides

The municipality also offers a free **“Waste Management Certification for Multi-Residential Properties”** course, designed for property managers and superintendents who manage waste storage areas in multi-residential buildings. In addition, the municipality provides free educational services to support tenant engagement, including door-to-door outreach and lobby information sessions. For more information on the municipality’s waste education programs and available resources, contact wasteless@halifax.ca.



SETTING A FOUNDATION

This section outlines the foundational steps for establishing an effective waste management program in your building. It provides practical guidance on setting up the necessary infrastructure, signage and procedures to support effective waste diversion, management and compliance with By-law S-600.

Leasing agreement inclusion

Leasing agreement inclusions for waste management should clearly communicate expectations, confirming resident acknowledgment of sorting rules, bulky and move-related disposal procedures, cleanliness standards and fee implications in accordance with local bylaws.

- **Create a "Waste Management" addendum:**

- Include a specific section or addendum in the lease that residents must initial, confirming they have read and understood the building's waste management requirements.

- **Key clauses to include:**

- **Participation requirement:** *"Resident understands that proper waste sorting is required under HRM's By-law S-600 and must sort all waste materials into their designated streams: garbage, organics, recyclable containers, recyclable papers and corrugated cardboard."*
- **Sorting guidelines:** *"Resident/tenant acknowledges receipt of the building's Waste Sorting Guide and agrees to follow these guidelines. Management will provide updates as necessary."*
- **Bulky items:**
 - If there is no bulky waste storage room - *"Disposal of furniture, mattresses or other bulky items in or around the building's waste enclosures is strictly prohibited. Residents should coordinate with building management or a private hauler for the proper disposal of such items at resident's expense."*
 - If a bulky waste storage room is provided – *"Disposal of furniture, mattresses or other bulky items is permitted only in the designated bulky waste storage room. Items should be placed neatly to ensure safety and proper access. Disposal of these items in standard garbage bins, chutes, or hallways is strictly prohibited."*
- **Move-in/Move-out requirements:** *"Resident should flatten and recycle all moving boxes. All non-recyclable moving-related waste should be disposed of properly and not left in common areas. Fees may apply for improper disposal."*
- **Contamination & fees:** *"Resident agrees to keep the waste storage room (and chutes, if applicable) clean. Contamination of recycling or organics streams may result in additional management or hauling costs for the building. Management reserves the right to issue fines for improper disposal or leaving waste in non-designated areas, as permitted by local regulations."*

Signage

Waste storage area signage should be designed to convey essential information clearly and immediately, ensuring comprehension within seconds - including for those who do not speak English.

Best practices & strategies:

- **Resources:** Divert NS, Circular Materials and the municipality provide tailored signage for multi-residential properties. These resources use clear photos, correct colour-coding (blue, green, black) and reflect specific sorting rules for the Halifax region.
 - Visit the municipal website ([Sorting Guides & Labels](#)), and download the sorting guide for multi-residential buildings in all available languages.
 - Print durable copies of the municipality's sorting signs for use in waste storage rooms (laminated).
 - Contact the municipality at 311 or email wasteless@halifax.ca to request printed material or additional sorting resources.
 - Accepted material signage for recyclables are available through [Circular Materials](#).

Examples of sorting signs for waste storage rooms



- **If creating your own signage:**
 - Use high-quality photos of actual, common items from your building (e.g., a specific brand of yogurt container, a local coffee cup). Photos are more effective than icons or text alone.
 - Fonts should be large and easy to read.
 - Use a consistent colour scheme (blue = recycling, green = organics, black = garbage).
 - Signs should be laminated and replaced when worn or damaged.
 - Don't overcrowd your sign. Highlight five to seven most common items for each stream and add a "Common Contaminants" section showing the two to three items that do NOT belong (e.g., a biodegradable bag with a red "X" over it on the organics poster).

- **Placement:**

- Post signs in common areas such as building lobbies, mail rooms, laundry rooms, chute rooms and waste drop-off rooms.
- Eye Level: Place large posters directly above the corresponding containers at eye level.
- On the Containers: Label the front and top of each container.
- On the Door: Place a "What Goes Where?" overview on the door to the waste storage room so residents can review it before entering.

- **Chute rooms:** Place a small, durable sign right next to the chute handle listing what can and cannot go down that specific chute.



Under By-law S-600, the following signage is required for all commercial containers:

- The owner's name and phone number;
- The safety message "CAUTION: DO NOT PLAY ON OR AROUND;" and
- Large labels identifying the contents (e.g., "GARBAGE," "ORGANICS"). These labels must meet minimum letter size standards, typically 5 cm or 10 cm in height depending on the container size.
- These signs should be provided/applied by the owner of the bin (typically the private hauler).

Waste storage room ambience

Property managers report that residents participate more in proper waste sorting and disposal when the waste storage rooms are kept clean, bright and easy to use.

Maintenance schedule:

An unclean room discourages residents from taking the extra few moments needed to properly sort and dispose of their waste. It can also attract rodents or other pests, creating additional nuisances.

- **Regular cleaning:** Implement a daily or weekly schedule to sweep floors, wipe down surfaces and clean container lids and handles.
- **Provide tools:** Keep a broom, dustpan and paper towels in the waste storage room so residents can clean up small spills immediately.
- **Manage overflow:** Monitor container levels to prevent overflow, which is one of the primary causes of messy waste storage rooms.
- **Container washing:** Schedule regular, professional washing of all containers (especially organics and garbage) to prevent built-up grime and odours.
- **Hauler services:** Inquire about the services your waste hauler may offer to support cleanliness, such as bin swapping or professional container cleaning.
- **Container stacking:** To avoid improper disposal when residents do not fill containers completely, containers collecting the same waste stream should be stored behind each other and switched out by maintenance staff when full. This reduces the need to collect half-full containers and helps maintain an organized room.

Good lighting:

Bright, well-planned lighting is a simple yet essential element for creating a safe, user-friendly and efficient waste storage room. Benefits include:

- **Readability:** Bright, well-placed lighting helps residents clearly see and read sorting signage and correctly identify items.
- **Safety and comfort:** Good lighting creates a safer, cleaner and more inviting environment. This helps residents feel comfortable spending the few extra moments needed to sort their waste correctly instead of placing it in the first available container.

Odour control:

Odour control is one of the most common concerns raised by residents and a key reason why waste storage rooms are often avoided. Preventing odours before they occur is essential. Recommended strategies include:

- **Proper containers:** Use high-quality containers with tight-fitting, functioning lids, especially for organics and garbage.
- **Frequent collection:** Where possible, ensure collection schedules are frequent enough, particularly for organics, to prevent waste from decomposing and producing strong odours.
- **Regular cleaning:** Cleanliness is the most effective odour-control strategy. Odours are caused by bacteria, so all containers and lids, as well as waste storage room floors and walls, should be washed regularly.
- **Ventilation:** Ensure the waste storage room has adequate air circulation or a dedicated ventilation system to reduce moisture and odour build-up.
- **Deodorizers:** Commercial-grade odour neutralizers may also be used if needed. Avoid heavy perfumes, as they mask odours rather than eliminate them. Bio-enzyme digestors can also be effective, as they break down organic waste into harmless substances and help eliminate odours at the source.



Outdoor collection points

Outdoor collection points present unique challenges, including exposure to weather, pests and illegal dumping.

Best practices:

- **Screening:**
 - Waste containers should be screened from view with a permanent structure (enclosure) that extends a minimum of 0.5 m above container height.
 - Bollards or a concrete curb should be placed at the rear of the collection point to prevent damage to the enclosure during servicing.
- **Container selection and placement (in collaboration with your waste hauler):**
 - Use heavy-duty, durable containers with attached, tight-fitting lids to deter pests and keep out rain and snow.
 - Place containers on a level, paved and accessible surface, ensuring clear access for both residents and collection trucks, even in winter.
- **Pest & odour control:**
 - Keep lids closed. Post simple signs reminding users to "Please Close the Lid."
 - Use wildlife-resistant containers in areas with persistent animal activity, such as raccoons or bears.
 - Implement a regular cleaning schedule for the containers and the surrounding pad, especially during warmer months.
 - Report damaged bins to the waste hauler (i.e., holes) and request replacements.
- **Weather considerations:**
 - Use containers that are heavy enough or secured to prevent tipping over in high winds.
 - In winter, keep pathways to the containers shoveled and salted to ensure safe, uninterrupted access.
- **Preventing illegal dumping:**
 - Place containers in a well-lit, visible location rather than in a hidden or obstructed area.
 - Use clear signage indicating "Residents Only" and "Fines for Illegal Dumping" and ensure the area is monitored.
 - Consider using lockable containers or secured enclosures accessible only with a building key or code to prevent use by non-residents. Well-constructed waste corrals are particularly effective, as they secure containers, hide them from public view and limit unauthorized access.
 - Install security cameras.

PROGRAM MANAGEMENT

This section provides practical tools and strategies to help property managers address common operational challenges, including preventing illegal dumping, using monitoring tools and introducing value-added programs such as reuse initiatives.

Improper disposal

Improper disposal (e.g., furniture, electronics, bags of household waste left outside designated containers) can be a common and costly problem if not proactively managed.

Prevention strategies

- **Clear communication:** Be proactive. Regularly remind residents of the correct procedures for disposing of bulky items, electronics and hazardous waste. This includes:
 - Information on local charity pickups.
 - Instructions for scheduling a pickup with management (if offered, even for a fee).
 - Clear directions to municipal drop-off locations.
- **Provide alternatives:** Promote in-building reuse programs, such as a "Swap Spot" or community bulletin board, as an easy alternative for items in good condition.
- **Control access & visibility:**
 - Keep all waste areas (indoor and outdoor) well-lit.
 - Use security cameras to monitor problem areas.
 - Lock outdoor containers or waste compounds to prevent access by non-residents.
- **Post clear signage:** Install durable, professional "No Dumping" signs that state the area is under surveillance and that fines may be issued.

Response strategies

- **Identify and enforce:** Review camera footage to identify the individuals responsible for the improper disposal.
 - If a resident is involved, contact them directly and use the situation as an educational opportunity first. Ask that they remove the illegally dumped items as soon as possible. For repeat offenses, issue warnings and then fines, as outlined in the lease agreement.
 - For illegal dumping by a non-resident, call 311 to file a complaint. Once the municipality's officer has completed their investigation, remove illegally dumped items as soon as possible.
- **Prompt removal:** Leaving items in place can attract additional dumping and give the impression that the behaviour is tolerated.
- **Building-wide reminder:** After an incident, send a general reminder to all residents reinforcing proper disposal rules.



Cameras

Security cameras are a highly effective tool for monitoring waste areas to deter improper behaviour and maintain compliance. Benefits include:

- **Monitoring compliance:** Use cameras to identify residents who consistently contaminate recycling/organics streams or dump items illegally. This allows for focused education and enforcement.
- **Deterrence:** The visible presence of a camera is often enough to deter both residents from improper sorting and non-residents from illegal dumping.
- **Identification of contamination patterns:** Reviewing footage can help management determine when contamination occurs (e.g., weekends, late at night), and whether the issue is linked to a specific resident or a general building-wide pattern.
- **Notification:** Inform residents that waste areas are monitored for safety and compliance. Always ensure cameras are used in compliance with local privacy regulations.

Encouraging reuse

Property managers play an important role in waste diversion. Implementing effective reuse or swap programs can not only reduce a building's environmental footprint but can also lead to cost savings. By fostering a sense of community in your building, you can also encourage greater participation in the municipality's diversion programs.

Logistics and maintenance: For a reuse program to be sustainable and to prevent it from becoming a dumping area, the property manager (or building staff) should commit to:

- **Clear rules:** Post simple rules stating that donated items should be clean, in good condition and that management is not responsible for theft or damage.
- **Regular monitoring:** Periodically check the reuse/swap spot to remove any damaged, broken or inappropriate items and dispose of them properly.
- **Appoint an Ambassador/Champion:** Identify a willing resident to help promote and maintain the program.
- **Provide donation alternatives:** Offering a list of local charities or donation centres can encourage residents to donate reusable items that may not be suitable for the building's swap area. This supports waste diversion while ensuring items find an appropriate second life.

Ideas for some reuse/swap programs are presented in the following sections.

Implement permanent, resident-driven reuse Infrastructure

These options provide daily, low-barrier opportunities for reuse, making it as convenient as throwing something away.

- **"Swap Spot" or "Free Table":** Designate a small, clean shelf or table in a common area (such as the mailroom, laundry room or close to the waste storage room) for items in good, working condition. Clearly label it as a "Take a Book, Leave a Book" or "Free to a Good Home" spot.
- **Community bulletin/Notice board:** Create a physical board (or a digital one) where residents can list larger items (furniture, appliances, etc.) they are giving away or selling at a reduced price.

Organize seasonal community events

Scheduled events can generate excitement, create deadlines for decluttering and attract more participation than a permanent reuse spot alone. Events can be organized in connection to seasonal themes, for example, a children's clothing swap before the school year begins or a donation drive before the holiday season. The appointed Ambassador/Champion can help coordinate these events.

- **"Give & Get" or "Swap Meet" Day:** Host an annual or semi-annual event in a common room, courtyard or lobby where residents bring items to trade.
- **Repair workshops/café:** Partner with a local volunteer or business to teach residents how to repair minor household items, mend clothing or fix electronics. The municipality's Waste Resource Education Officers also provide free "Repair Workshops" for residents. Contact us at wasteless@halifax.ca for more information.
- **Partnership donation drive:** Organize a dedicated drop-off event for specific items (e.g., textiles, e-waste, non-perishable food) and partner with a well-known local charity.

RESIDENTS' COMMUNICATION STRATEGY

Having a tailored communication strategy for waste management in your building increases resident understanding and compliance with sorting rules, minimizing costs associated with improper disposal.

Resident onboarding

A resident's first few days in the building offer the best opportunity to establish proper sorting and disposal habits. This section outlines how to onboard new residents effectively by providing welcome kits, clear move-in instructions and practical tools.

Welcome kit

Providing new residents with a "Welcome Kit" is an effective first step to help them understand and participate in the building's waste management program.

Key inclusions:

- **Welcome letter:** A brief, friendly letter that introduces the building's commitment to recycling and sustainability. Include contact information for the property manager and the building's Waste Ambassador/Champion, if applicable.
- **Visual sorting guide:** A sorting guide from the municipality.
- **In-unit starter containers:** Provide residents with simple, in-unit tools. This may include a small "kitchen catcher" container for organics and a reusable blue bag for recycling. These items help remove common barriers to proper sorting.
- **Information sheet:** A simple sheet outlining:
 - Locations of all waste storage rooms and chutes.
 - Rules for using waste storage room.
 - Move-in rules, especially for breaking down and recycling corrugated cardboard boxes.
 - Notes on bulky items, hazardous waste and donation options.

Integration: The "Welcome Tour"

- **Pair the kit with a tour:** Make a brief waste storage room tour a standard part of the move-in orientation. Encourage residents to download the "Halifax Recycles" app.
- **Involve the Ambassador/Champion:** If possible, have the building's Waste Ambassador or the property manager conduct this brief tour.
- **Be specific:** Walk the resident to the waste storage room. Point out the colour-coded containers, explain the signage and, if applicable, demonstrate how to use the chute and what not to put down the chute.



Moving day instructions

Consider creating building specific moving rules to share with residents in the welcome kit and again when they are moving out. These instructions may include, but are not limited to, the following:

For residents moving in:

- **Moving boxes:** If your building has an online platform, encourage the resident to offer boxes as reuse for free to the building or encourage them to return them to the moving company (if applicable). If there is no reuse, boxes should be broken down flat and recycled.
- **Packaging material:**
 - Plastic bubble wrap/air pillows: Instruct the resident to ensure the material is clean and that air pillows are deflated. Material should be placed in a single plastic bag, tied closed, and placed in the container recyclables' container.
 - Packing peanuts/Styrofoam: Instruct the resident this material should be placed in the garbage (or taken to a participating depot circularmaterials.ca/nsdepots/ for recycling).
 - Paper/newsprint: Instruct the resident to place this material directly into the building's designated paper recycling container.

For residents moving out:

- Provide reminders and recommendations to residents to dispose of unwanted, non-essential items before moving day to reduce the volume of waste they will have to manage at the last minute.
 - If the building has a reuse program and/or online platform, promote donation or sales of unwanted items.
 - Encourage the donation of items that are still in good, usable condition to local charities.
- Share recommendations around "bulky item" collection. Will your building provide this service? If not, give clear instructions on drop-off locations within the Halifax region.
 - Clarify designated areas and times for placing larger pieces of moving waste (for example, boxes and/or bulky items) if your building offers this service.
- Remind residents about municipal drop-off locations for Household Special (Hazardous) Waste (20 Horseshoe Lake Drive in the Bayers Lake Business Park or at a mobile Household Special Waste Depot, schedules are available on the municipality's website).
- Provide reminders of the locations of all the recycling, garbage and organics containers in your building.



Ongoing resident engagement

A successful program relies on continuous engagement with all residents. This section covers both high-touch (in-person) and high-reach (digital) strategies to maintain effective engagement with residents.

Waste ambassador/champion

- **Recruitment:**

- Seek volunteers who are passionate about recycling, sustainability and community engagement.
- Advertise for Ambassadors/Champions in building newsletters, on community bulletin boards and during lobby sessions.
- Engage established resident associations or building committees to help identify volunteers.

- **Training & resources:**

- Partner with the municipality's Solid Waste Resource Education Officers as they provide free training sessions and educational materials (brochures, posters).
- Provide them with a direct contact (e.g., you, the property manager) to report issues such as container contamination, overflow or broken signage.

- **Roles & responsibilities:**

- Be a Friendly Guide: Have Ambassadors/Champions stand near the waste sorting area during peak times (e.g., evenings, weekends), a few times a year to offer friendly, non-confrontational advice.
- New resident onboarding: The Ambassador/Champion can assist with move-in orientation by walking new residents to the waste storage room and explaining the sorting system.
- Feedback loop: Ambassadors/Champions can collect feedback from residents about confusing materials, unclear signage or problem areas and help management identify areas for improvement.
- Promote events: Have them champion and promote other initiatives, such as lobby sessions or community swap days.

Lobby sessions

Interactive, in-person events are an example of an educational approach. Host them in a high-traffic area such as the main lobby or a common room.

- **Make it interactive:**

- "Ask an expert" Booth: Municipal Solid Waste Resources offers engaging lobby sessions to educate residents on proper sorting procedures and answer queries. For more details, contact wasteless@halifax.ca.
- "Is This Recyclable?" Game: Set up containers and a table of common "problem" items (e.g., coffee cups, black plastic, books, greasy pizza boxes, chip bags). Have residents sort the items and win a small prize (such as a reusable tote bag) for correct answers.



- **Provide value:**

- Giveaways: Offer practical items such as reusable "kitchen catcher" containers for organics, clear recycling bags (if required by your hauler) or fridge magnets with sorting information.
- Partner up: Host the session in conjunction with a resident appreciation event (e.g., "Coffee & Composting") to increase attendance.

- **Frequency:** Host these sessions at least twice a year and strategically after large move-in/move-out periods (e.g., end of August, early September).



Door-to-door

This is a high-touch method for reaching residents who may not attend group sessions.

Best practices and strategies:

- **Time it strategically:** Go door-to-door in the late afternoon or early evening when more residents are likely to be home.
- **Supply yourself with resources:**
 - Bring the containers: Do not just bring a flyer. Bring a small, in-unit organics container ("kitchen catcher") and a reusable blue bag for recycling to give to new residents or those without one. This removes a common barrier to diversion practices.
 - Bring the visuals: Have a one-page, highly visual sorting guide to hand them.
 - Keep the conversation brief and friendly. Introduce yourself, explain you are helping everyone to recycle better and hand them the sorting guide and containers.
 - Leave a door hanger with key information if no one is home.

Municipal Solid Waste Resources also offers door-to-door education for multi-residential properties. For more details, contact wasteless@halifax.ca.

Digital tools for communication

Use technology to promote the programs, connect residents and reduce the ongoing administrative load.

- **Dedicated online group:** Create a private online platform (such as a building-specific social media group, forum or email list) for residents to post photos of items they are giving away or looking for (see “Encourage Reuse Within Your Building”).
- **Regular promotion:** Use building newsletters, lobby digital screens or emails to promote the reuse efforts regularly. Share success stories (e.g., “Look what Maria found on the swap table this week!”).
- **Clear event registration:** Use online sign-ups for swap events to gauge participation and send reminders.
- **Regular education & reminders:** Use building newsletters, lobby digital screens or regular emails to send proactive reminders.
 - Share “Tip of the Week” (e.g., “Friendly Reminder: Please flatten all corrugated cardboard boxes”).
 - Communicate any changes from the municipality or your waste hauler (e.g., “As of December 1st, disposable coffee cups are accepted in recycling.”).
 - Promote upcoming events such as Lobby Sessions or community swap days.
- **Two-way feedback loop:** Create a simple, digital channel for residents to report issues or ask questions. This replaces the need for them to find a staff member.
 - Set up a dedicated email (e.g., recycling@yourbuilding.com) or a simple online form.
 - Residents can quickly report issues such as container overflow, broken signage or contamination.
 - This also provides a “hotline” for residents to ask, “Where does this go?” helping you identify common points of confusion.
- **Targeted contamination alerts:** Use digital tools to act on your findings from tracking progress.
 - If audits or camera footage show a spike in contamination (e.g., plastic bags in the organics container), send a focused, building-wide email blast with a clear visual reminder. This is much faster and more effective than waiting to print new posters.

MONITORING PERFORMANCE AND EVALUATING PROGRESS

Monitoring your building's performance is essential to understanding whether your communication strategies are effective. Regular tracking helps identify where additional education or support may be needed.

Tracking methods

- **Conduct visual audits:** Periodically (e.g., quarterly) perform a quick visual inspection of all containers before collection. Note the most common contaminants (e.g., textiles in recycling, plastic bags in organics).
- **Monitor hauler invoices:** Track any contamination fees or additional charges for extra pickups if receiving private collection. A reduction in these fees is a clear indicator of improved sorting.
- **Review camera footage:** Use camera footage to identify contamination "hotspots" or recurring behaviours.
- **Log resident feedback:** Use the "Feedback Loop" from your Waste Ambassador/Champion or direct communication from residents to identify common points of confusion.



Using the data

- **Focused education:** Use your findings to create specific, focused campaigns.
 - Example: If you notice seasonal patterns such as a spike in contamination around the holidays or student move-out periods, send a focused email or post reminders before those times.
 - Example: If coffee cups are the main contaminant, highlight this in your next newsletter or lobby sessions.
- **Share success:** When you see improvement (e.g., "Contamination fees are down 20% this quarter!"), share this good news with residents. Positive reinforcement builds community and encourages continued effort.



APPENDIX E

Property Manager Toolkit – Industrial, Commercial and Institutional Buildings

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This toolkit provides practical strategies to improve waste management practices within the building(s) you manage. It includes guidance on:

- Leasing agreements;
- Tenant onboarding and training;
- Designing and maintaining outdoor collection points;
- Managing specialized and high-volume waste;
- Communication and education strategies; and
- Monitoring, compliance and enforcement.

It is strongly recommended that waste management in ICI settings be centrally managed for the entire building rather than left to individual tenants. This supports consistent compliance, efficiency, safety, and clear accountability.

Note that the municipality provides sorting guides in multiple languages including English, Arabic, Farsi, French, Hindi and Simplified Chinese. These resources are available at: halifax.ca/home-property/garbage-recycling-green-cart/collection-schedules-what-goes-where/sorting-guides

The municipality also offers free educational services to support effective waste management in ICI settings. For more information on the municipality's waste education programs and available resources, contact wasteless@halifax.ca.



TENANT RESPONSIBILITIES AND ONBOARDING FRAMEWORK

This section provides the legal framework needed to support consistent compliance through well-defined, enforceable lease agreements. It also outlines the key onboarding steps that ensure management and tenants understand their waste-related responsibilities from the outset.

Leasing agreement inclusions

Your signed lease is a powerful tool for supporting tenant compliance and managing waste-related responsibilities. All waste requirements should be included as a "Waste Management Addendum" to the lease.

- **Example clauses to include:**

- **Designated waste contact:** *"Tenant should designate one staff member (e.g., Store Manager) as the official 'Waste Contact' responsible for all waste-related communication and staff training."*
- **Participation & staff training:** *"Tenant agrees to comply with the property's waste management program. Tenant is solely responsible for training all current and future staff in the proper sorting procedures. All fines and costs from non-compliance will be billed to the Tenant."*
- **Sorting guidelines:** *"Tenant acknowledges receipt of the building's Waste Sorting Guide and is aware of all applicable municipal/provincial commercial waste regulations."*
- **High-volume materials:** *"All corrugated cardboard boxes should be broken down flat before being placed in the designated recycling container or compactor. Failure to do so may result in additional service costs billed to the tenant."*
- **Specialized & prohibited waste:** *"Disposal of furniture, pallets, electronics, construction debris, hazardous materials or other prohibited items is not allowed in or around common waste enclosures. Tenant should coordinate with building management or a private hauler for the proper disposal of such items at Tenant's expense."*
- **Food service tenants:** *"All food service Tenants must provide proof of a valid rendering contract for Used Cooking Oil and a regular maintenance schedule for grease trap cleaning, at the Tenant's expense."*
- **Contamination & fees:** *"Contamination of any waste stream will result in increased service fees. Management reserves the right to issue fines and bill back any contamination charges, overflow fees or extra pickup costs from the waste hauler directly to the tenant(s) responsible."*



Tenant onboarding and training resources

Setting clear expectations from the outset is essential for business tenants. Effective onboarding ensures tenants understand the property's waste management requirements and know where and how to sort materials.

- **"Train the Trainer" model:** As the property manager, your responsibility is to educate the tenant's designated "Waste Contact," rather than every employee. The Waste Contact is then responsible for training all staff within their business.
- **Provide an "Onboarding Waste Package":**
 - **Welcome letter:** A letter introducing the property's waste program, emphasizing that proper sorting is mandatory and impacts operating costs for all tenants.
 - **Visual sorting guide:** A one-page, highly visual sorting guide from the municipality that is specific to commercial waste, found here: [Sorting Guides & Labels](#).
 - **Key information sheet:** A simple sheet outlining:
 - Locations of all waste containers, enclosures and, if applicable, compactors.
 - Contact information for the Property Manager for waste-related issues.
 - A summary of fines and charges for non-compliance.
- **Mandatory "Waste Area Walk-Through":**
 - Make a tour of the waste area a mandatory part of the tenant's move-in orientation with their designated Waste Contact.
 - Walk them to their designated collection point or shared enclosure. Point out the container locations, explain the signage and demonstrate how to use compactors or locked containers.
 - Clearly explain the financial and regulatory consequences of contamination.

WASTE INFRASTRUCTURE AND SPECIALIZED MANAGEMENT

A successful waste management program depends on strong, practical systems for handling waste. This includes managing the outdoor collection points and, most importantly, establishing clear policies for high-volume and specialized waste streams unique to commercial tenants, such as corrugated cardboard, organics and pallets.

Managing outdoor collection points

Outdoor enclosures face unique challenges such as weather, pests and illegal dumping.

- **Container selection & placement:**

- Use heavy-duty, durable containers with attached, tight-fitting lids. Container selection should be done in collaboration with your contracted waste hauler.
- Place containers on a level, paved and accessible surface.

- **Pest and odour control:**

- Confirm that lids remain closed. Post simple signs reminding users to "Please Close the Lid."
- Implement a regular cleaning schedule for the containers and surrounding pad, especially for organic containers.
- Confirm that the collection frequency is adequate, especially for organics.

- **Preventing illegal dumping:**

- Place containers in a well-lit area that is visible.
- Use clear signage indicating "Tenants Only" and "Area is Monitored."
- Consider using lockable containers or secured enclosures accessible only with a building key or code to prevent use by non-tenants. Well-constructed waste corrals are particularly effective, as they secure containers, hide them from public view and limit unauthorized access.

- **Waste area ambience:**

- A clean, well-lit enclosure encourages proper sorting. Bright, consistent lighting makes signage easier to read and creates a safer, more user-friendly environment.

Managing specialized and high-volume waste

Commercial tenants generate distinct and often higher volume waste streams compared to residents. Your waste management plan should address specific operational needs.

- **High-volume corrugated cardboard:**

- Enforce a non-negotiable policy that all corrugated cardboard should be flattened. Failure to comply should result in an immediate fine, as unflattened boxes cause container overflow and require costly extra pickups.
- For very high-volume tenants (e.g., supermarkets, furniture stores), your lease should reserve the right to require them to contract for their own dedicated corrugated cardboard compactor.

- **Food service tenants:**

- Organics: Tenants such as restaurants or cafes should have dedicated, pest-proof indoor containers and use the central organics toter correctly.
- Grease traps: The lease must require proof of regular grease trap cleaning by a licensed contractor, at the tenant's expense.
- Used cooking oil: Tenants must have a contract with a rendering company. Clearly designate a safe, clean area for their oil collection barrels, away from common waste and recycling containers.

- **Pallets and shrink wrap:**

- Establish a clear policy for pallets. Do not allow them to be left near the containers. Designate a "pallet pickup area" and clarify if tenants should arrange for their own removal.
- Clarify where large volumes of plastic shrink-wrap should go.



TENANT COMMUNICATION AND EDUCATION

Clear and consistent communication is essential for reinforcing sorting rules. This section covers the tools you'll use for ongoing education, from highly visual signage in waste areas to professional, proactive digital communication with your tenants.

Signage

Signage in common waste areas should be clear, visual and durable.

- **Resources:** Divert NS, Circular Materials and the municipality provide tailored signage for ICI properties. These resources use clear photos, correct colour-coding (blue, green, black) and reflect specific sorting rules for the Halifax region.
 - Visit the municipal website ([Sorting Guides & Labels](#)) and download the sorting guide for businesses and commercial properties in all available languages.
 - Print durable copies of the municipality's sorting signs for use in waste storage areas (laminated).
 - Contact the municipality at 311 or email wasteless@halifax.ca to request printed material or additional sorting resources.

Example of sorting guide for apartments

BUSINESS GUIDE | what goes where

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GREEN CART	CONTAINER RECYCLING Recycling bag 1	PAPER RECYCLING Recycling bag 2	GARBAGE	CONSTRUCTION & DEMOLITION (C&D)
ORGANICS - All food waste - Cooking oil and fat - Parchment paper - Soiled napkins and kitchen paper towels - Coffee filters and all tea bags - Leaves, brush and plants Boxboard or a sheet of paper can be used for food waste in your green cart.	BLUE BAG RECYCLABLES - All plastic containers (remove tops) - All redeemable beverage containers - All stretchy film plastic (including bags) - Milk and juice containers (caps removed) - Glass bottles and jars (lids removed) - Aluminum foil and plates - Tin/aluminum food cans - Pots and pans	PAPER AND CARDBOARD - Boxboard including frozen pizza outer packaging - Shredded/intact paper - Paper egg cartons and drink trays - Newsprint and flyers - Catalogues, paperback books, magazines and phonebooks - Envelopes (with or without windows)	CLEAR GARBAGE BAG - Aerosol cans (empty) - Latex gloves - Broken glass (wrapped) - Coffee cups (including "compostable" cups) - Chip bags and snack wrappers - Styrofoam - Caps, spray bottle heads, pumps, and tops/lids	- Wood - Drywall - Insulation Construction and demolition materials are banned from landfill disposal at the Otter Lake Waste Facility. Separate bins must be used for construction and demolition debris. C&D waste must be delivered to a licensed site in Halifax region for proper handling.
NOT FOR GREEN CART - NO plastic bags - NO "compostable" or "biodegradable" plastic products - NO corrugated cardboard - NO wax paper - NO ashes - NO grass or sods, rocks, logs, or tree trunks - NO pet waste - NO coffee cups - NO glass or metals - NO milk cartons Large amounts of cooking oil and trap grease must be collected by a rendering service.	NOT FOR BLUE BAG - NO styrofoam - NO paper - NO plastic cutlery - NO disposable or "compostable" coffee cups - NO caps or lids/tops - NO broken glass	CORRUGATED CARDBOARD All corrugated cardboard must be flattened. (Including appliance and pizza boxes). Keep separate from paper and boxboard.	OTHER Sharps/Syringes Separate collection of sharps/syringes pans.ns.ca Empty oil and antifreeze containers Take to recycling centres. Search locations and accepted items at uoma-atlantic.com Paint and empty cans Take to local Enviro-Depot productcare.org Electronics/Small Appliances Take to recycling centres. See site locations and accepted items at recyclemyelectronics.ca Batteries Free recycling program, recycleyourbatteries.ca	



- **If creating your own signage:**

- Use high-quality photos of actual, common commercial items (e.g., shrink wrap, corrugated cardboard, coffee cups, take-out containers). Photos are more effective than icons or text alone.
- Fonts should be large and easy to read.
- Use a consistent colour scheme (blue = recycling, green = organics, black = garbage).
- Signs should be laminated and replaced when worn or damaged.
- Don't overcrowd your sign. Highlight five to seven most common items for each stream and add a "Common Contaminants" section showing the two to three items that do NOT belong (e.g., a biodegradable bag with a red "X" over it on the organics poster).

- **Strategic placement:**

- Eye level: Place large posters directly above the corresponding containers.
- On the containers: Label the front and top of each container. HRM By-law S-600 requires messages placed directly on commercial containers of less than 365 L volume to use lettering not less than 5 cm in height and 2.5 cm in width. Messages placed on larger commercial container(s) or signage posted within 3 m of them must use lettering not less than 10 cm in height and 4 cm in width.
- On the enclosure door: Place a "What Goes Where?" overview on the door or gate.

Under By-law S-600, the following signage is required for all commercial containers:

- The owner's name and phone number;
- The safety message "CAUTION: DO NOT PLAY ON OR AROUND;" and
- Large labels identifying the contents (e.g., "GARBAGE," "ORGANICS"). These labels must meet minimum letter size standards, typically 5 cm or 10 cm in height depending on the container size.
- These signs should be provided/applied by the owner of the bin (typically the private hauler).



Digital communication for businesses

Use digital tools for efficient, professional communication.

- **Regular education & reminders:**

- Use regular email newsletters to tenants' Waste Contacts to send proactive reminders.
- Share a "Tip of the Week" (e.g., "Friendly Reminder: All corrugated cardboard boxes should be flattened to avoid extra pickup fees.").
- Immediately communicate any changes from your waste hauler.

- **Two-way feedback loop:**

- Set up a dedicated email or online form for tenants to report overflow, illegal dumping or damaged or broken containers.

- **Focused contamination alerts:**

- If audits or camera footage show a spike in contamination, send a focused, building-wide email blast with a clear visual reminder (e.g., a photo of the contaminated container).

MONITORING, COMPLIANCE AND ENFORCEMENT

This section outlines how to confirm that your program is working and how to hold tenants accountable. It covers using tools such as cameras, tracking hauler invoices to monitor costs and following a clear process for enforcing the rules established in the lease.

Handling improper disposal and illegal dumping

Improper disposal and illegal dumping (e.g., furniture, pallets, construction debris) could be a costly problem.

- **Prevention strategies:**

- Clear communication: Regularly remind tenants of the correct procedures for disposing of bulky items, pallets and specialized waste to avoid improper disposal.
- Control access: Lock waste compounds to prevent access by non-tenants. A keypad entry is recommended, as codes can be easily changed when tenants move out, eliminating the need to replace lost keys.
- Post clear signage: Install durable "No Dumping" signs that state the area is under surveillance and fines will be issued.

- **Response strategies:**

- Report: Report illegal dumping as soon as possible to 311.
- Prompt removal: Remove illegally dumped items immediately after conclusion of the investigation.
- Identify & enforce: Review camera footage to identify the individual responsible for improper disposal. If the offender is a tenant, contact them promptly and issue warnings or fines as stipulated in the lease agreement.
- Building-wide reminder: After an incident, send a general email reminder to all tenants about proper disposal rules and encourage them to report if they notice illegal dumping by non-tenants.



Cameras

Security cameras are a highly effective tool for monitoring waste areas.

- **Monitor compliance:** Use cameras to identify tenants who consistently contaminate streams or dump items improperly. This allows for focused education and enforcement.
- **Deterrence:** The visible presence of a camera is often enough to deter improper behaviour.
- **Notification:** Inform all tenants that waste areas are monitored for safety, compliance and enforcement purposes, to adhere to local privacy regulations.

Tracking and evaluation

Performance should be tracked to control costs and justify enforcement.

- **Collaborate with your waste hauler:**
 - Right-sizing service: Actively monitor container fullness. If containers are constantly overflowing or always half-empty, contact your hauler to adjust pickup frequency or container sizes to optimize costs.
 - Request audits: Ask your hauler to provide "waste audits" or contamination reports (often with photos) when they service your property.
 - Use hauler data: Forward contamination reports and photos from the hauler directly to a non-compliant tenant. This provides the third-party evidence needed to enforce lease clauses and bill back fees.
- **Monitor hauler invoices:**
 - This is a critical metric. Track all contamination fees or charges for extra pickups. A reduction in these avoidable add-on fees is a clear sign of success.
- **Conduct visual audits:**
 - Periodically perform a quick visual inspection of your containers. Note the most common contaminants (e.g., unflattened corrugated cardboard, plastic bags in the organics waste stream).
- **Use the data for enforcement:**
 - Focused education: If your audit shows food tenants are contaminating recycling, create a specific reminder just for them.
 - Enforce lease clauses: Use your findings (hauler invoices, photos from audits, camera footage) to enforce the lease agreement. Begin with a warning, clarifying that extra-service fees related to contamination will be invoiced directly to the responsible tenant.

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