

### **7(1) Collections from Garbage Storage Containers**

That, in an endeavour to provide more hygienic garbage storage facilities at apartments, row housing and high-rise buildings and to eliminate the large number of small containers necessary to store large amounts of garbage from these premises and to speed up the collection of garbage, a policy be established authorizing the General Manager of Environmental Services & City Engineer to make collections from large mobile garbage storage containers, provided that such containers, to be purchased by the property owners, meet the specifications of the General Manager of Environmental Services & City Engineer and are in locations approved by him/her.

ADOPTED DECEMBER 2, 1963; AMENDED MARCH 1, 1993 [7(1) AUG 1998]

### **7(2) Frequency of Garbage, Recyclable Material, Yard Materials and Fall Leaf Collection**

That the following policies be established in connection with the frequency of garbage collection, namely:

- (a) for large multi-family buildings, generally 25 units or more, garbage collection from any one point or building will be limited to a maximum of two per week, the second collection to be provided only if in the General Manager of Environmental Services & City Engineer's opinion, it is considered necessary; and
- (b) the City continue to provide only one collection per week for all other residences and commercial properties.

ADOPTED MAY 19, 1970; AMENDED MARCH 1, 1993 [7(2) AUG 1998]

### **7(3) Senior Citizens Unable to Take Out Garbage or Recyclable Material**

That the following policies to accommodate citizens unable to take their garbage or recyclable material to the streetline be established, namely:

- (a) persons wishing special accommodation for garbage collection commencing after May 31, 1976, must make written application to the General Manager of Environmental Services & City Engineer;
- (b) each application so received will be investigated and approved or rejected in writing by the General Manager of Environmental Services & City Engineer;
- (c) written application may be made at any time following approval of this policy, and applicants will be required to set out in such application circumstances requiring special collection, location of collection point and number of residents to be served;

- (d) each application must be accompanied by a note from a physician identifying that the applicant is not able to carry garbage and/or recyclable material to the curb; and
- (d) in all cases where a special collection has been approved, polyethylene bags must be used by the householder for setting out his/her garbage.

ADOPTED APRIL 20, 1976 [7(3) AUG 1998]

### 7(4) Weed Control Policy

That the following policies be established with respect to weed control:

- (a) an individual notice be sent to known violators of the *Weed Control Act*, R.S.O. 1990, Chapter W.5 with their tax notice advising them of their responsibility and that no other notice be given other than the newspaper advertisement;
- (b) a general advertisement pursuant to the *Weed Control Act*, R.S.O. 1990, Chapter W.5 be placed in "Living in the City" in May and that two reminding notices be inserted, one in June and one in July;
- (c) the former procedures be maintained in dealing with the new violators of the *Weed Control Act*, R.S.O. 1990, Chapter W.5;
- (d) the handling of the weed complaints is as follows:
  - (i) a report either by letter or phone call is submitted to the Department advising that there are weeds on a certain lot;
  - (ii) each complaint is recorded on a form and these forms are collected by the Municipal Weed Inspectors;
  - (iii) the complaint is checked to confirm that there is a violation of the *Weed Control Act*, R.S.O. 1990, Chapter W.5 and an estimate is made at the site by the Inspector of the number of hours that will be required to cut the weeds on the property being inspected and this estimate of time required to do the job is included on the work order issued for the property involved;
  - (iv) the form is returned to City Hall advising if there is such a violation, then a check is made as to the ownership of the property (this is accomplished by a search of the assessment rolls);
  - (v) a notice is then mailed to the owner requesting that the noxious weeds be destroyed within a seven day period;

- (vi) when the seven day period has expired, the Inspector is then requested to check the area. If no action has been taken, arrangements must be made to cut the weeds and the property would then have to take its turn on the cutting schedule. If the weeds have been cut, the Inspector returns the form which is filed as completed.

ADOPTED MARCH 5, 1973; AMENDED MARCH 6, 1978 [7(4) AUG 1998]

### 7(5) Containerized Garbage Collection Systems

That the following policies be established in connection with containerized garbage collection systems, namely:

- (a) present systems of garbage storage for all existing apartment buildings, and proposed apartment buildings for which a building permit has been issued or for which a development agreement has received Council approval, may be retained at the option of the owners;
- (b) proposed apartment buildings of 150 or more units that have not obtained the above approvals be required to install a garbage compaction unit to be used in conjunction with 3 cu. yd. bulk containers for garbage disposal;
- (c) proposed apartment buildings or apartment complexes having a total of between 30 and 149 units that have not obtained the above approvals be required to use 4 cu. yd. bulk containers for garbage storage, but owners of such buildings or complexes will have the option of installing compactors for use with 3 cu. yd. bulk containers or any other compactor system that may be approved by the General Manager of Environmental Services & City Engineer;
- (d) all owners of apartment buildings or apartment complexes or institutional buildings, existing or proposed, wishing to or being required to use the containerized garbage collection system, be required to use 3 or 4 cu. yd. bulk containers that meet the requirements of the General Manager of Environmental Services & City Engineer's drawings and specifications for bulk containers;
- (e) apartment and institutional building owners who will be using the containerized system have the option of purchasing and maintaining the bulk containers or of renting the containers from the City at a rental rate of \$23.00 per month with the City maintaining the rented containers; this rental rate to be revised from time to time to cover the City's costs;
- (f) owners purchasing the containers be required to maintain them to the satisfaction of the General Manager of Environmental Services & City Engineer;



- (g) any owner electing to purchase bulk containers will not have the right to change to the rental system at some future date unless for a new development, which will not include the extension of an existing development; and
- (h) any owner electing to rent bulk containers from the City be required to enter into an agreement with the City.

ADOPTED MAY 6, 1974; AMENDED MARCH 5, 1979 [7(5) AUG 1998]

### **7(6) Waiving of Landfill Site Fees**

That the following policy for the waiving of disposal fees at the City's sanitary landfill sites be established:

- (a) the applicant must be a registered charitable organization operating and having premises within the City of London;
- (b) the applicant must, as a primary function, be engaged in the recycling of waste materials resulting in reduced volumes of waste being disposed of at the City's sanitary landfill sites;
- (c) only solid wastes generated on the premises from the recycling operation will qualify for the exemption; and
- (d) any registered charitable organizations wishing to avail themselves of free disposal at the City's sanitary landfill sites must meet all of the requirements set out in sections (a) to (c) above, and must in addition make written application to the General Manager of Environmental Services & City Engineer for such exemption from disposal fees, and the decision of the General Manager of Environmental Services & City Engineer on such applications shall be final.

ADOPTED NOVEMBER 21, 1977 [7(6) AUG 1998]

### **7(7) City Radios in Employees' Cars**

That a policy be established whereby all City employees who use their private cars on City business and who are required to have City radios installed in those cars and/or carry equipment in them, be reimbursed by the Corporation at a rate of \$100.00 per year.

ADOPTED FEBRUARY 16, 1981 [7(7) AUG 1998]

### **7(8) Loose Leaf Collection**

That a policy be established to provide that a loose leaf collection program be established which would provide a concentrated collection in the older core area of the City where combined sewers are prevalent and susceptible to flooding and that, at the



discretion of the General Manager of Environmental Services & City Engineer, weather permitting and provided sufficient funding is available, the program be extended to other areas of the City, utilizing existing equipment and staff only.

ADOPTED FEBRUARY 17, 1986; AMENDED SEPTEMBER 21, 1987 [7(8) AUG 1998]

### **7(9) Appointment of Consulting Services Policy - RESCINDED**

ADOPTED SEPTEMBER 8, 1987; AMENDED OCTOBER 4, 1993, NOVEMBER 15, 1999, NOVEMBER 15, 2004, DECEMBER 17, 2007; RESCINDED JANUARY 1, 2008 (By-law No. A.-6151-17) [7(9) AUG 1998]

### **7(10) Spills Policy**

That, in an effort to decrease municipal liability under Part X of the *Environmental Protection Act*, R.S.O. 1990, Chapter E.19 (the "Spills Bill") and the regulations made there under, the following policy be established:

#### **(a) Notification and Cleanup of Spills**

In order to take all reasonable steps to prevent a spill of pollutant and to take immediate steps to notify the Ministry of the Environment and Energy, and to minimize the negative effects on the environment by containment and cleanup of the spill, the Environmental Services Department is to provide instructions to Departmental personnel outlining safety procedures, immediate actions to be taken and persons or organizations to be notified in case of a spill.

In this connection, the Operations Centre Dispatcher telephone number will be published as a spills reporting "hotline".

#### **(b) Contracts for Purchase of Goods and Services**

To minimize the municipality's liability in contracts for the purchase of goods and services, the following should be observed where possible:

- The purchase of potential pollutants should occur at the point of use.
- Where possible, the contractor or supplier should be required to provide evidence of Environmental Impairment Liability insurance coverage.
- The transportation and handling of hazardous materials should be entrusted to responsible haulers and handlers.
- To avoid contracts with liability "escape clauses", the municipality should use its own form of purchase order or sales contract or the Legal Services Department should review the terms of the proposed agreement.



- There is a need to be aware of "shell" corporations or the title to goods being transferred to a subsidiary company or carrier having no assets as this could have the effect of discharging responsibilities and liabilities to the municipality.

(c) Purchase or Sale of City Property with Buried Pollutants

Deeds and other property information are to be checked to ensure that no buried pollutants or tanks of pollutants are located on the property and appropriate action taken to protect the City, if possible, since a leak from an underground tank is classified as a spill.

(d) Insurance Coverage

The City's Insurance Policies should be reviewed on a regular basis with respect to Part X of the *Environmental Protection Act*, R.S.O. 1990, Chapter E.19 with a view to obtaining acceptable Environmental Impairment coverage.

ADOPTED DECEMBER 21, 1987 [7(10) AUG 1998]

### 7(11) Road Cuts by Utility Companies

That a policy be established to provide that utility companies will be required to obtain approval from the General Manager of Environmental Services & City Engineer prior to commencing any road cuts (other than emergency ones) on arterial street allowances on the understanding that as part of the granting of such approval, the General Manager of Environmental Services & City Engineer, where necessary and practical, may require one or more of the following measures to be undertaken:

- (a) rush hours;
  - (i) stop work and remove equipment and materials to reduce area used;
  - (ii) schedule work such as resurfacing to avoid rush hours so road can be re-opened;
  - (iii) use plates to cover road cuts;
- (b) reducing winter work to avoid slow down caused by frost and lack of hot mix asphalt for permanent repairs;
- (c) working nights and weekends to avoid streets being closed when no work is being performed;
- (d) using proper signing installed and maintained under the direction of the Transportation Division;

- (e) mandatory use of flagmen when road restricted and two-way traffic cannot be maintained;
- (f) avoiding construction during major events, ie. beginning of U.W.O. school year, Western Fair; and
- (g) better co-ordination with other utilities.

ADOPTED MARCH 20, 1989 [7(11) AUG 1998]

### **7(12) Requests for PCB Destruction**

That a policy be established whereby the Civic Administration is authorized to give approval for requests to carry out the chemical destruction of PCB material on the condition that the Ministry of the Environment and Energy advises that it is satisfied with the proposal submitted by the applicant and has issued a Certificate of Approval for the project to proceed. Upon the approval of such applicants by the Administration, a report is to be submitted to the Environment and Transportation Committee advising of such approval in order that the Council may be kept informed of PCB destruction activities within the City of London.

ADOPTED JUNE 5, 1989 [7(12) AUG 1998]

### **7(13) Blue Box Replacement Policy**

That the following "Blue Box" replacement policy be established:

- (a) the first replacement box be provided free of charge to program participants upon request;
- (b) the second replacement box and subsequent boxes thereafter be charged at cost to program participants upon request; and
- (c) the policy be reviewed following six months of program operation or following the replacement of 7,000 boxes whichever comes first.

ADOPTED DECEMBER 18, 1989 [7(13) AUG 1998]

### **7(14) Public Notification Policy for Construction Projects**

That this policy be established to provide guidelines for notification to the public for construction projects within the public right of way in an effort to keep the public informed and to obtain input from stakeholders who may be affected by the works.

This policy is intended as a guideline for effective public communication. The General Managers have the ability to adjust the points of public contact to suit the circumstances of each project.



The points of public contact in this policy may be met by the Class *Environmental Assessment Process*.

### Maintenance Activities:

This type of activity includes cleaning, adjusting, monitoring, repairing, or installing infrastructure on a short term basis. Minor road works and mill and pave operations are included in this category. No notice to the public is required unless there are tree removals or where a water shutdown is necessary.

- (a) If a tree needs to be removed under this category, a written notification will be posted on front doors of adjacent property owners within a 30 meter radius of the removal on the same side of the street. Multi-unit dwellings will receive one notice.
- (b) If there is a planned water service shutdown, written notification will be provided to the affected property owners. Multiple copies of the same notice will be delivered to the landlord/superintendent of multi-unit dwellings to enable them to notify their tenants.

### Rehabilitation Projects:

This type of project includes pipe rehabilitation, trenchless technology works, road rehabilitations, and road reconstructions not involving the reconstruction of sewers or water mains.

- (a) A preconstruction letter will be provided to each household, business, and property owner within a 30m radius of the project one week in advance of commencement notifying the occupant of the work to be done and providing telephone numbers for contact with the Department.
- (b) If there is a planned water service shutdown, written notification will be provided to the affected property owners. Multiple copies of the same notice will be delivered to the landlord/superintendent of multi-unit dwellings to enable them to notify their tenants.

### Reconstruction Projects:

This type of project includes at least one block of underground sewer or watermain construction or reconstruction.

- (a) An information letter will be provided to each household, business, and property owner within a 30m radius of the project a minimum of 3 months prior to commencement of construction. The notice will inform the occupant of the work to be undertaken, the



persons to contact for enquiries, the approximate timing of proposed works, and if any costs to the homeowner are anticipated.

- (b) If there is a planned water service shutdown, written notification will be provided to the affected property owners. Multiple copies of the same notice will be delivered to the landlord/superintendent of multi-unit dwellings to enable them to notify their tenants.
- (c) If the Environmental and Engineering Services Department is aware of a Community Association or Business Association, they will be contacted at the same time.
- (d) A public information centre will be held prior to the commencement of the proposed works to inform the households, businesses, and property owners what to expect during the project, to gather community input, to identify tree removals, and to identify any new fire hydrant locations.
- (e) If the project is on a primary collector or arterial, a billboard sign will be erected on the site including the name of the project, name of the consultant (if available), name of the contractor, and the approximate timeframe of the project.
- (f) A preconstruction letter will be provided to each household, business, and property owner within a 30m radius of the project one week in advance of the proposed works notifying the occupant of the work to be done and providing telephone numbers for contact with the City. Multiple copies of the same notice will be delivered to the landlord/superintendent of multi-unit dwellings to enable them to notify their tenants.
- (g) During the progress of the work, an inspector will be available to respond to enquiries as required.

### Warranted Sidewalks

This type of project includes sidewalks and associated restoration works installed under the warranted sidewalk program.

- (a) An information letter will be provided to each household, business, and property owner abutting the proposed sidewalk after the budget is approved and sufficient design information is available. The notice will provide the limits and location of the sidewalk, information on the program and the safety needs it addresses, and the persons to contact for enquiries.
- (b) If residents or affected stakeholders request, a public information centre may be held to discuss the project.

### Early Warning Signs:



For projects on arterial roads that will exceed one week in duration, two early warning signs should be installed 2 weeks prior to construction. The signs should indicate the anticipated start and end date of construction.

Developer Led Projects:

Projects within opened right of ways that are led by developers, should conform to all of the required steps within this policy. Permits for approved works (PAW) will be granted conditional on the developer or their agents meeting all necessary communication steps to the satisfaction of the General Manager of Environmental and Engineering Services and City Engineer.

Emergency Work:

This policy does not apply to emergency work. In emergency works, due to their nature, notification for water shutdowns will not occur.

Notice to Multi-unit buildings:

For multi-unit building, enough copies of pertinent letters are to be provided to the superintendent or landlord so that they can deliver a copy to each household. When the letter pertains to financial requests or commitments from the owner, it will be delivered only to that owner and not each household.

ADOPTED NOVEMBER 19, 2007

**7(15) Public Notification Policy for Major Private Projects**

Rescinded and replaced by 7(14) Public Notification Policy for Construction Projects November 2007.

**7(16) Drawing Review Fees**

Whenever an applicant submits servicing plans, drawings or specifications related to the detailed design of approved plans of subdivision for review and acceptance by the City, the following requirements are to be met:

- (a) the submission will not be received by the City until after certain conditions have been first met, namely:
  - (i) payment of a fee for the service which will be provided by the review, for all submissions related to a draft plan approval, revision or extension on or after September 7, 2004 and:



- (ii) that the submission shall meet the requirements for a full submission defined as follows.

Every full submission shall:

- i. describe the land on which the work is to be done, by a description that will readily identify and locate the site on which the construction is to occur;
  - ii. state the names, addresses and telephone numbers of the owner, contractor, architect or engineer, or other designer or person who will carry out the work;
  - iii. include a set of detailed design plans or drawings, a completed Engineering Drawing Submission Manifest as described in the Subdivision and Development Guide Manual as revised, and any other documents, fees and other information required by this Policy ;
  - iv. be accompanied by a preliminary estimate of the fees required by this Policy on forms prescribed by and available from the City Engineer.
- (b) Sufficient information shall be submitted with each servicing drawing submission to enable the City Engineer to determine whether or not the proposed subdivision construction and servicing, will conform with City standards, policies and procedures.
  - (c) Each drawing submission shall, unless otherwise specified by the City Engineer, be accompanied by two complete sets of the plans and specifications and all other pertinent reports as set out in the Subdivision and Development Guide Manual.
  - (d) Plans shall be drawn to scale preferably on paper, but alternately on Mylar or other durable material and shall be legible as per the City's drafting standards.
  - (e) Subdivisions submitted shall be referenced to a current plan of survey certified by a registered Ontario Land Surveyor and a copy of such a survey shall be filed with and retained by the Municipality.
  - (f) Plans and specifications furnished according to this Policy become the property of the municipality and will be disposed of or retained in accordance with relevant legislation.
  - (g) The City Engineer shall determine the required fees for the service provided by the review calculated in accordance with Schedule `A' of this Policy and the applicant shall pay such fees. The fees are reflective of the principle that the fees are based on the size of the development.
  - (h) In the case of withdrawal of a submission, or the abandonment of all or a portion of the work, or the non-commencement of any review, the City Engineer shall determine the



amount of paid fees that may be refunded to the applicant, if any, in accordance with Schedule `A' of this Policy.

- (i) Any fees paid under this Policy are not eligible for claim from the Urban Works Reserve Fund.
- (j) Any failure to pay all or part of any fee paid under this Policy is not eligible for interest charges or other penalties. However any such failure will result in submissions returned to the applicant without review.
- (k) Under special circumstances, the City Engineer or designate may elect to exempt any or all of the fees at their discretion.

**“POLICY SCHEDULE A”**

**Calculation of Drawing Review Fee**

The drawing review fees shall be calculated based on the formula given below, unless otherwise specified in this schedule.

**Drawing Review Fee (rounded to nearest dollar) = LB X R**

Where;

**LB** = the total number of lots and blocks in the subdivision exclusive of reserve blocks.

**R** = rate for the type of submission as indicated in the following Table.

**TABLE OF SUBMISSION RATES**

Type of Submission	Rate per Lots and Blocks in Subdivision
<b>Submission # 1</b>	\$60
<b>Submission # 2</b>	\$60
<b>Submission # 3</b>	\$60
<b>Submission # 3+</b>	\$60
<b>Partial Submissions</b>	\$60

**INTERPRETATION**

The following explanatory notes are to be observed in the calculation of drawing review fees:

- 1.  Fees for the review of Subdivision servicing drawings not described or included in this schedule shall be determined by the City Engineer.



2. Lots and blocks mean any tracts of land within the subdivision defined by a PIN (property identification number) and do not include properties external to the subdivision.
3. Submission #1 refers to the first time a set of drawings is submitted for review. Submission #2 refers to the first revised set with changes resulting from the first review. Submission #3 refers to the second revised set with changes resulting from the second review. And so on.
4. Partial submissions refer to instances when the developer requests that some of the drawings be reviewed separately from any full submission.
5. Above data includes only drawings related to subdivisions and does not include other types of submissions such as drawings related to capital works projects, consents, site plans, servicing agreements and Ministry of Environment Approvals.
6. Some minor adjustments or 'final polishing' may occur at the acceptance stage at the discretion of the City Engineer or designate. These modifications will not be considered a full or partial submission and no fee will be required.

### **REFUNDS**

Pursuant to this Policy, the fees that may be refunded shall be as follows:

1. Fees shall be 100% refunded if the submission is withdrawn prior to commencement of review.
2. If the review has commenced, no refund shall be made of the fees paid.
3. Under special circumstances, the City Engineer or designate may elect to refund any or all of the fees at their discretion.

### **PROJECT FEE EXAMPLE**

If a consultant submits a set of drawings containing 50 lots for review they would be charged the following:

- 1st submission - \$60/lot for a total of \$3000.
- 2nd submission - \$60/lot for a total of \$3000.
- 3rd submission (if needed) - \$60/lot for a total of \$3000.

Total = \$9000

ADOPTED JUNE 28, 2004 [7(16) SEP 2004