



C&D Waste Management Policy – Reporting Procedure

- All Applicants for a Building Permit shall complete and submit a C&D Waste Management Plan as part of the permit application process.
- The plan shall be reviewed and accepted by the Town prior to the issuance of a Building Permit.
- Upon completion of the project, the Applicant shall submit a C&D Waste Management Final Report.
- The Town shall track and monitor data submitted in the Final Report to determine compliance with the C&D Waste Management Policy.
- Should it be determined that compliance, either with submission of Final Reports or achievement of diversion targets, is not being achieved, this Policy may be amended to require further incentives such as submission of security deposits with the Building Permit application.

STEP 1: C&D Waste Management Plan

Complete Forms 1, 2 and 3 and submit as the C&D Waste Management Plan with the Building Permit application. These Forms identify how the Applicant intends to meet the waste diversion goal for the applicable year by providing worksite promotion / education, defining waste types, collection systems and disposal sites.

- Form 1: Plan Framework
- Form 2: Waste Characterization, Projected Tonnage & End Markets
- Form 3: Development Site Plan

STEP 2: C&D Waste Management Final Report

Complete Form 4 “C&D Diversion Rate Table & Calculation” and submit as the Final Report for review once construction is complete. The report shall detail the waste diversion results achieved through implementation of the C&D Waste Management Plan (submitted at application) and include copies of all landfill or end market scale receipts as proof of product diversion.



Building Permit No.: _____ Legal Address: _____ Date: _____

Complete the following table and submit with Building Permit application as the C&D Waste Management Plan.

Category	Check Applicable Plan Details								
1. Promotion & Signage	<p>Promotion and signage for the C&D Waste Management Plan shall include the following initiatives / techniques:</p> <ul style="list-style-type: none"> <input type="checkbox"/> C&D waste diversion program participation work site sign. <input type="checkbox"/> C&D Waste Management Plan posted on work site. <input type="checkbox"/> C&D material type signage posted on collection containers. <input type="checkbox"/> Program details posted inside latrine door. <input type="checkbox"/> Other – Details: 								
2. Education	<p>Education will include providing information and details of the C&D Waste Management Plan to the following site workers / trades:</p> <table border="0" style="width: 100%;"> <tr> <td><input type="checkbox"/> Foundation</td> <td><input type="checkbox"/> Drywall</td> </tr> <tr> <td><input type="checkbox"/> Framing</td> <td><input type="checkbox"/> Floors/Finishing</td> </tr> <tr> <td><input type="checkbox"/> Roofing</td> <td><input type="checkbox"/> Other – Details:</td> </tr> <tr> <td><input type="checkbox"/> Mechanical Rough-Ins</td> <td></td> </tr> </table>	<input type="checkbox"/> Foundation	<input type="checkbox"/> Drywall	<input type="checkbox"/> Framing	<input type="checkbox"/> Floors/Finishing	<input type="checkbox"/> Roofing	<input type="checkbox"/> Other – Details:	<input type="checkbox"/> Mechanical Rough-Ins	
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<input type="checkbox"/> Mechanical Rough-Ins									
3. Site Preparation (if applicable)	<p>Preparation of the building site will include the following initiatives:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Scrub & Brush Diversion <input type="checkbox"/> Asphalt & Concrete Diversion <input type="checkbox"/> C&D Material Scavenging* <input type="checkbox"/> Other – Details: 								
4. Collection Methodology	<p>Separate collection methodologies will be provided for the following C&D materials:</p> <table border="0" style="width: 100%;"> <tr> <td><input type="checkbox"/> Wood Products**</td> <td><input type="checkbox"/> Metal</td> </tr> <tr> <td><input type="checkbox"/> Cardboard</td> <td><input type="checkbox"/> Plastics</td> </tr> <tr> <td><input type="checkbox"/> Drywall</td> <td><input type="checkbox"/> Other – Details:</td> </tr> </table>	<input type="checkbox"/> Wood Products**	<input type="checkbox"/> Metal	<input type="checkbox"/> Cardboard	<input type="checkbox"/> Plastics	<input type="checkbox"/> Drywall	<input type="checkbox"/> Other – Details:		
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<input type="checkbox"/> Drywall	<input type="checkbox"/> Other – Details:								
5. Recognized Recycling Partners	<p>C&D materials will be diverted utilizing the following recognized recycling partners:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Hauler - Recyclable materials are collected and transported by a hauler with an active Recycling Council of Alberta membership. <input type="checkbox"/> End Market - Recyclable materials are diverted to an End Market with an active Recycling Council of Alberta membership. <input type="checkbox"/> Other – Details: 								

* C&D Material Scavenging allows the public access for removing reusable materials from a building / site prior to demolition.

** Wood Products includes clean kiln dried wood and does not include pressure treated or creosote wood.



Complete the following table by outlining the types of C&D materials to be diverted during the construction project, the projected weights, collection and recycling systems and selected end markets and / or disposal sites. Submit with the Building Permit Application as part of the C&D Waste Management Plan.

C&D Material Type	Weight (est.)	Collection System / Type	Recycling Facility / End Market / Other	Disposal Facility
Scrub & Brush				
Concrete				
Asphalt				
Wood Products				
Cardboard				
Drywall				
Metal				
Plastics				
Other:				
Total Tonnes (est.)				



Provide details on the site plan to indicate where the central collection site(s) for C&D waste will be located through the various phases of construction. The site locations should address the issues of access (for both trades and service vehicles), convenience and transition through construction phases. Submit with the Building Permit Application as per the C&D Waste Management Plan.

I hereby confirm that the information detailed in this plan is accurate to the best of my knowledge.

Applicant Name and Title

Signature



**TOWN OF CANMORE
C&D WASTE MANAGEMENT FINAL REPORT
DIVERSION RATE TABLE & CALCULATION**

The following Table(s) shall be completed and submitted as the Final Report to the Town upon completion of the project.

Building Permit No.: _____ Legal Address: _____ Date: _____

1. DEMOLITION WASTE (If applicable and not to be included in Diversion Rate)

Type	Receipts*	Tonnes
Concrete <i>(100% Diversion Required)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Asphalt <i>(100% Diversion Required)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Scrub & Brush <i>(100% Diversion Required)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Demolition Waste Landfilled (i.e. Tear Down)	<input type="checkbox"/> Yes <input type="checkbox"/> No	

2. DIVERSION RATE TABLE & CALCULATION

A. New Construction Waste Diverted (Excludes Demolition Waste Diverted)			
Type	Receipts*	Tonnes	
Wood Products	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Cardboard	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Metal	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Drywall	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Other	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Total Tonnes of New Construction Waste Diverted	<input type="checkbox"/> Yes <input type="checkbox"/> No	A	Tonnes
B. New Construction Waste Landfilled (Excludes Demolition Waste Landfilled)			
Total Tonnes of New Construction Waste Landfilled	<input type="checkbox"/> Yes <input type="checkbox"/> No	B	Tonnes
C. New Construction Waste Generated (Combines A and B)			
Total Tonnes of New Construction Waste Generated (A + B = C)		C	Tonnes
3. Diversion Rate	(New Construction Waste Diverted / New Construction Waste Generated) x 100%	Or	(A / C) x 100%
			%

* Receipts include weigh bills / scale tickets and are to be INCLUDED with Final Report.

I hereby confirm that the information detailed in this final report is accurate to the best of my knowledge.

Applicant Name and Title

Signature