



# City of Richmond

## Report to Committee

**To:** Public Works and Transportation Committee      **Date:** February 5, 2016  
**From:** Tom Stewart, ASCT.      **File:** 10-6370-01/2016-Vol  
 Director, Public Works Operations      01  
**Re:** **Bylaw Amendments to Implement Requirements for Recycling from Single-Family Home Demolitions**

### Staff Recommendation

That:

- a. Demolition Waste and Recyclable Materials Bylaw No. 9516,
- b. Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 9522, and
- c. Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 9523

each be introduced and given first, second and third readings.

Tom Stewart, ASCT.  
 Director, Public Works Operations  
 (604-233-3301)

Att. 3

REPORT CONCURRENCE		
<b>ROUTED TO:</b>  Law	<b>CONCURRENCE</b>  <input checked="" type="checkbox"/>	<b>CONCURRENCE OF GENERAL MANAGER</b>  
<b>REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE</b>	<b>INITIALS:</b>  DW	<b>APPROVED BY CAO</b>  

## Staff Report

### Origin

At their October 26, 2015 meeting, Council adopted the following resolution:

1. That staff prepare a Demolition Waste and Recyclable Materials Bylaw, which establishes the following requirements for management of waste from single-family home demolitions:
  - (a) achieve a minimum of 70% diversion of demolition waste;
  - (b) establish a \$250 non-refundable fee assessed as part of the demolition permit application process;
  - (c) establish a \$2/square foot refundable fee, based on demolition waste recycling performance; and
  - (d) require that demolition contractors/builders submit a Waste Disposal and Recycling Services Plan as part of their demolition permit application, and a Compliance Report at the conclusion of the demolition process;
2. That a new Building Inspector 1 position be approved and a position complement control number assigned;
3. That this program be considered as part of the 2016 Operating Budget process;
4. That staff examine incentives for house preservation, including a fee structure; and
5. That the management of waste from single-family home demolitions be reviewed one year after its implementation.

This report presents the new bylaw and amendment bylaws necessary to enact the requirements outlined in Item 1, above.

This report supports Council's 2014 – 2018 Term Goal #4 Leadership in Sustainability:

*Continue advancement of the City's sustainability framework and initiatives to improve the short and long term livability of our City, and that maintain Richmond's position as a leader in sustainable programs, practices and innovations.*

*4.2. Innovative projects and initiatives to advance sustainability.*

### Analysis

The City has introduced various residential initiatives designed to increase recycling as part of working toward achieving the regional target of 80% waste diversion by 2020. As part of

advancing waste diversion in the construction/demolition sector, the City consulted with the Richmond Small Builders Group during 2014 and 2015 to provide input. This included undertaking a pilot project to test different recycling approaches and diversion levels associated with single-family home demolitions. The recommended approach for the proposed new Demolition Waste and Recyclable Materials Bylaw 9516 reflects input from this consultation process.

#### Demolition Waste and Recyclable Materials Bylaw No 9516

This proposed new bylaw sets out the requirements as outlined in Item 1 (above) of the Council resolution. In addition, Bylaw 9516 establishes additional provisions including:

- Exceptions, at the building inspector's discretion, to waive the bylaw requirements. This would be used in situations where the demolition must take place in an expedited manner due to health and safety, or emergency considerations (e.g. damage from fire, etc.)
- Applies to single-family and duplex homes.
- Requirements that demolition materials be taken to licensed recycling and/or waste facilities or reused in accordance with the approved Waste Disposal and Recycling Services Plan.
- Lays out the application, compliance reporting and record keeping requirements that demolition contractors must follow.
- Provides that if 70% or greater diversion of demolition waste is achieved, the refundable fee is fully refunded, and that the refund decreases on a sliding scale based on the percentage of demolition waste diverted.
- Makes the permit holder responsible for meeting the requirements of the bylaw.
- To provide a notice period for builders/demolition contractors, it is recommended that this bylaw become effective April 1, 2016.

In accordance with Council's direction, staff will establish a method to track builder and demolition contractor performance under the bylaw and report back in approximately one year. At that time, the established waste diversion target of 70% can be reviewed to determine the impact on recycling rates, how it contributes to broader regional goals, and whether industry practices have matured to the point where this target could be increased to advance recycling and waste diversion to even higher levels.

#### Consolidated Fees Bylaw No. 8636

The Consolidated Fees Bylaw No. 8636, also presented with this report, establishes the fees payable under the bylaw, including the \$250 non-refundable fee to fund the administration and resource requirements necessary to support the bylaw. In addition, the \$2/square foot refundable fee is established under this bylaw. This fee was established through the consultation process

and at an amount designed to provide an incentive for permit holders to comply. It represents approximately thirty percent of estimated current practice demolition costs. This corresponds with the estimated additional costs expected to be incurred by the City to cover the added resource requirements needed for compliance follow up and enforcement activities.

#### Notice of Bylaw Violation Dispute Adjudication Bylaw 9523

The Notice of Bylaw Violation Dispute Adjudication Bylaw 9523, also presented with this report, establishes fines for failure to comply with key provisions of Bylaw 9516, including:

- Failure to submit a Waste Disposal and Recycling Services Plan;
- Commencement of work without a plan;
- Removing waste other than to a licensed disposal facility; and
- Removing recyclable materials other than to a licensed recycling facility or as set out in the approved Waste Disposal and Recycling Services Plan (i.e. reuse).

#### Resource Funding Requirements

A new Building Inspector 1 position was approved to support the additional workload as a result of this program.

#### Incentives for House Preservation

In relation to the Council resolution for examination of incentives for house preservation, including a fee structure, staff note that the Community Charter provides the authority in which Municipalities can impose fees payable in respect of a service of the municipality. A fee for local government services must be related to the cost of providing those services. As such, a higher fee above the cost-recovery model cannot be imposed on the demolition fees that are punitive in nature in an effort to discourage demolition activities.

The Provincial government initiative to “Green” the Building Code has created drastic changes to the Building Code in recent years. Recent code changes such as requiring more insulation, thicker walls, higher thermal resistance of windows and doors, high efficient heating and ventilation system and new seismic requirements have an overall impact on the demand of existing older homes being relocated. These new code requirements would likely serve to be cost prohibitive, for example, if house moves were to be encouraged as part of the preservation strategy.

Therefore, the recycling and waste diversion strategy, as proposed in this report, is considered the most effective approach in promoting the reuse and recycling of demolition materials.

#### **Financial Impact**

Funding in the amount of \$115,220 has been included in approved 2016 operating budget for the new Building Inspector 1 position. This funding is fully offset by projected revenues from the non-refundable \$250 fee, to be collected at issuance of the demolition permit. Therefore, there is

no net operating budget impact resulting from the introduction of the new bylaw and associated resource requirements.

**Conclusion**

Demolition Waste and Recyclable Materials Bylaw No. 9516 establishes a standard to require recycling of waste from single-family and duplex home demolitions, including a permit fee plus a refundable fee based on square footage, where it is fully refundable if 70% waste diversion is achieved. The bylaw will be administered by the Building Approvals Department. In accordance with Council's direction, staff will report back in approximately one year after implementation of the bylaw.



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Senior Manager, Building Approvals  
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SJB:

- Att. 1: Demolition Waste and Recyclable Materials Bylaw No. 9516
- 2: Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 9522
- 3: Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 9523



## Demolition Waste and Recyclable Materials Bylaw No. 9516

**WHEREAS** Part 2, Division 1, Section 8 of the *Community Charter* confers upon the **City** authority to, by bylaw, regulate, prohibit, and impose requirements in relation to the protection and enhancement of the well-being of its community in relation to refuse, garbage or other material that is noxious, offensive or unwholesome, and in relation to the use of waste disposal and recycling services;

**AND WHEREAS** Part 7, Division 2, Section 194 of the *Community Charter* confers upon the **City** authority to, by bylaw, impose a fee in respect of the exercise of authority to regulate, prohibit or impose requirements;

**AND WHEREAS** the Greater Vancouver Sewerage and Drainage District, Greater Vancouver Regional District, and their respective member municipalities, including the **City**, have set a target in the Integrated Solid Waste and Resource Management Plan of 70% diversion of municipal solid waste from disposal by 2015;

**AND WHEREAS** it is deemed desirable to regulate, prohibit, and impose requirements with respect to the use of waste disposal and recycling services to ensure that waste and recyclable materials resulting from demolition work are managed in a manner that enhances and protects the well-being of the community and the target diversion rate is achieved,

**NOW THEREFORE**, the Council of the City of Richmond enacts as follows:

### PART ONE: APPLICATION AND AGREEMENT

- 1.1 No person shall commence or continue, or cause or allow the commencement or continuation of, any **work** except in accordance with the provisions of this Bylaw.
- 1.2 The **building inspector** may, in cases where this Bylaw would otherwise apply, approve **work**, in writing, and deem it exempt from application of this Bylaw in circumstances where such **work** is required to be carried out in the interests of public health and safety or to be carried out immediately in the case of emergency.
- 1.3 Nothing in this Bylaw precludes or relieves a person from complying with any provision of the **Building Bylaw**, other bylaws of the **City**, or any federal, provincial, or local government laws or regulations applicable to **work**.
- 1.4 Neither the review nor acceptance of a **waste disposal and recycling services plan**, or **compliance report** constitutes a representation, warranty, assurance or statement by the

City that the **owner** has complied with the **Building Bylaw**, this Bylaw, or any other applicable enactment, law, or regulation respecting safety.

## PART TWO: MANDATORY RECYCLING

- 2.1 At the time of submitting an application for a **building permit for work**, a properly completed **waste disposal and recycling services plan** regarding the management of **waste and recyclable material** must be signed by the **owner** or **agent** and submitted to the **building inspector**.
- 2.2 No person shall commence or continue, or cause or allow the commencement or continuation of, any **work** unless the **building inspector** has approved a **waste disposal and recycling services plan** for that **work**.
- 2.3 If **recyclable material** is removed from a **site**, the **recyclable material** must be removed:
- (a) to a **recycling facility**; or
  - (b) in accordance with an approved **waste disposal and recycling services plan**, including **reuse** by the **owner** or **agent**, removal to a **recycling facility**, or as otherwise set out therein.
- 2.4 If **waste**, other than **recyclable material**, is removed from a **site**, the **waste** must be removed to a **disposal facility**.

## PART THREE: COMPLIANCE REPORTING AND RECORD KEEPING

- 3.1 To ensure compliance with this Bylaw, the **owner** or **agent** must keep records of the surveying, removal, handling, management, and **disposal** of **waste and recyclable material**, including:
- (a) payment receipts, donation receipts, weigh bills, inspection reports, clearance letters, sampling reports, waste transport manifests, and recycling verification letters from mixed load **recycling facilities** detailing the percentage of **waste** recycled, **reused** or **disposed**;
  - (b) photographs, if applicable, recording the removal of **recyclable material** from the **site** as specified in an approved **waste disposal and recycling services plan**; and
  - (c) any other records that the **building inspector** specifies, at the time of application for a **building permit for work**, must be kept.
- 3.2 Within ninety (90) days after **project completion**, the **owner** or **agent** must submit the following to the **building inspector**:
- (a) a properly completed **compliance report**; and

- (b) originals of the records required to be kept under section 3.1 above.

#### **PART FOUR: FEES**

- 4.1 Every person who performs, or causes or allows the performance of **work**, must pay the non-refundable **application fee** and the **waste disposal and recycling services fee** at the time of submitting the **waste disposal and recycling services plan**.
- 4.2 The holder of the **building permit** for the **work** is eligible for a **fee refund**, as calculated in accordance with Schedule "B" attached to this Bylaw, if the following have also been completed to the satisfaction of the **building inspector**:
- (a) a **waste disposal and recycling services plan**;
  - (b) within ninety (90) days after **project completion**,
    - (i) a **compliance report**;
    - (ii) submission of the originals of the records required to be kept under section 3.1 above; and
    - (iii) an application to the **building inspector** for the **fee refund**;
  - (e) within seven (7) days of being requested to do so, submission to the **building inspector** of any of the records required to be kept under this Bylaw, in addition to those submitted under 4.2(b)(ii) above, in order to evaluate eligibility for the **fee refund**.

#### **PART FIVE: OFFENCES, PENALTIES AND ENFORCEMENT**

- 5.1 (a) A violation of any of the provisions identified in this bylaw shall result in liability for penalties and late payment amounts established in Schedule A of the *Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122*, as amended and replaced from time to time; and
- (b) A violation of any of the provisions identified in this bylaw shall be subject to the procedures, restrictions, limits, obligations and rights established in the *Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122*, as amended and replaced from time to time, in accordance with the *Local Government Bylaw Notice Enforcement Act, SBC 2003, c. 60*, as amended and replaced from time to time.
- 5.2 Any person who gives false information required under this Bylaw is deemed to have committed an infraction of, or an offence against, this Bylaw, and is liable on summary conviction to a penalty of not more than \$2,000 in addition to the costs of the

prosecution, and each day that such violation is caused or allowed to continue constitutes a separate offence.

- 5.3 Any person who contravenes or violates any provision of this Bylaw, or any **building permit** for **work** issued in connection with this Bylaw, or who suffers or allows any act or thing to be done in contravention or violation of this Bylaw, or any **building permit** for **work** issued in connection with this Bylaw, or who fails or neglects to do anything required to be done under this Bylaw, or any **building permit** for **work** issued in connection with this Bylaw, commits an offence and upon conviction shall be liable to a fine of not more than Ten Thousand Dollars (\$10,000.00), in addition to the costs of the prosecution, and where the offence is a continuing one, each day that the offence is continued shall constitute a separate offence.

## PART SIX: INTERPRETATION

- 6.1 In this bylaw, unless the context requires otherwise:

<b>AGENT</b>	means a person authorized in writing to act on behalf of the <b>owner</b> in connection with a <b>building permit</b> , including a hired tradesman or contractor.
<b>APPLICATION FEE</b>	means the fee set-out in the City's Consolidated Fees Bylaw No. 8636, as amended from time to time.
<b>BUILDING BYLAW</b>	means the <b>City's</b> Building Regulation Bylaw No. 7230, as amended or replaced from time to time.
<b>BUILDING INSPECTOR</b>	means the Manager, Building Approvals Department or those positions or persons designated by Council to act under this bylaw in the place of the manager.
<b>BUILDING PERMIT</b>	has the same meaning defined in the <b>Building Bylaw</b> .
<b>CITY</b>	means the City of Richmond.
<b>COMMUNITY CHARTER</b>	means <i>Community Charter</i> , SBC 2003, c. 26, as amended or replaced from time to time.
<b>COUNCIL</b>	means the Council of the <b>City</b> .
<b>COMPLIANCE REPORT</b>	means a report substantially in the form attached to this Bylaw as Schedule "B", as modified from time to time by the <b>building inspector</b> .
<b>CORPORATE OFFICER</b>	means the person appointed by <b>Council</b> pursuant to section 148 of the <i>Community Charter</i> as the Corporate Officer of the <b>City</b> , or his or her designate.

**DISPOSAL**

means:

- (a) the abandonment, discard, or destruction of any materials, substances, or objects; and
- (b) the application, release, or incorporation of materials, substances or objects in or to land.

**DISPOSAL FACILITY**means a **facility** that:

- (a) has a valid and subsisting permit, licence, or operational certificate issued under **GVS&DD's Municipal Solid Waste and Recyclable Material Regulatory Bylaw** for the operation of a disposal facility regulated under that bylaw;
- (b) is approved as a disposal facility under the **Integrated Solid Waste and Resource Management Plan**; or
- (c) destroys or landfills **waste** in the course of conducting an industry, trade, or business.

**FACILITY**

means any land, building, site, or structure.

**FEE REFUND**means the refund of a **waste disposal and recycling services fee** paid in respect of a **waste disposal and recycling services plan** as calculated in accordance with Schedule "B" attached to this Bylaw.**GVS&DD**

means the Greater Vancouver Sewerage and Drainage District.

**HAZARDOUS MATERIALS**means any material, product, or substance regulated as a controlled product or hazardous waste under the *B.C. Workers Compensation Act* and *B.C. Environmental Management Act*, respectively, that is present on a **site** or is produced, originates, or results from **work**.**INTEGRATED SOLID WASTE AND RESOURCE MANAGEMENT PLAN**means **GVS&DD's** approved Integrated Solid Waste and Resource Management Plan.**MUNICIPAL SOLID WASTE AND RECYCLABLE MATERIAL REGULATORY BYLAW**means the **GVS&DD's** Municipal Solid Waste and Recyclable Material Regulatory Bylaw No. 181, 1996, as amended or replaced from time to time.

**ONE-FAMILY DWELLING**

has the same meaning defined in the **Building Bylaw**.

**OWNER**

means the registered owner of an estate in fee simple, the registered owner of a leasehold estate and also includes:

- (a) the tenant for life under a registered life estate;
- (b) the registered holder of the last registered agreement for sale;
- (c) an Indian who is an **owner** under the letters patent of a municipality, incorporated under Section 9 of the *Local Government Act*;
- (d) a lessee or licensee with authority to build on land;
- (e) an occupier, tenant or holder of an interest in respect of the surface of water;
- (f) the Province or Canada, or a crown corporation or agency of either of them, if the government, corporation or agency applies for a **building permit**, a **gas permit**, or a **plumbing permit** under this bylaw, in respect of **parcel** in which it holds an interest; and
- (g) an **agent**.

**PROJECT COMPLETION**

means the date of completion and final approval of **work** as determined in accordance with the **Building Bylaw**.

**RECYCLABLE MATERIAL**

means a material, substance, or object that is produced, originates or results from **work** and satisfies at least one of the following:

- (a) is organic material and is capable of being composted;
- (b) is managed as a marketable commodity with an established market by the **owner** or operator of a **recycling facility**;
- (c) is being used in the manufacture of a new product that has an established market or is being

processed as an intermediate stage of an existing manufacturing process;

- (d) is being **reused** by the **owner**, or the **agent** on or off the **site** for **construction**; or
- (e) is a material, product or substance prescribed in Schedule "C" attached to this Bylaw as a **recyclable material**,

but excluding **hazardous materials**.

## RECYCLING FACILITY

means a **facility** or licensed business, other than a **disposal facility** or an incinerator facility, and that:

- (a) has a valid and subsisting permit, licence, or operational certificate issued under the **GVS&DD's Municipal Solid Waste and Recyclable Material Regulatory Bylaw**;
- (b) is required to provide information on quantities of received and transferred material to the **GVS&DD** through the **GVS&DD's Municipal Solid Waste and Recyclable Material Regulatory Bylaw**;
- (c) is approved as (i) a new organics processing facility; or (ii) a publicly-owned transfer station or landfill, under the Integrated Solid Waste and Resource Management Plan for purposes other than **disposal**;
- (d) is a drop off depot which is owned or operated by a charitable organization registered under the *Income Tax Act* (Canada) or a non-profit organization to which section 149 of the *Income Tax Act* applies;
- (e) is a **facility** where the owner or operator purchases or otherwise pays valuable consideration for all **recyclable material** received, cleaned, sorted, baled or packaged at the **facility**;
- (f) accepts only asphalt and concrete for the purposes of reprocessing, resale and **reuse**; or

(g) builds products using recycled or **reused** buildings materials or resells salvaged building materials under a valid business license.

<b>REUSE</b>	means further or repeated use of building materials.
<b>SITE</b>	means any land, building, structure, or improvements where <b>work</b> is or is intended to be performed.
<b>TWO-FAMILY DWELLING</b>	has the same meaning defined in the <b>Building Bylaw</b> .
<b>WASTE</b>	means any discarded or abandoned material, substance, or object that is produced, originates, or results from <b>work</b> , and any other prescribed material, substance or object, but excluding <b>hazardous materials</b> .
<b>WASTE DISPOSAL AND RECYCLING SERVICES FEE</b>	means the fee set-out in the City's Consolidated Fees Bylaw No. 8636, as amended from time to time.
<b>WASTE DISPOSAL AND RECYCLING SERVICES PLAN</b>	means the form of plan attached to this Bylaw as Schedule "A".
<b>WORK</b>	means the demolition, deconstruction, or systematic disassembly of a <b>one-family dwelling</b> or a <b>two-family dwelling</b> , and any accessory <b>buildings</b> on the same <b>site</b> , regulated by the <b>Building Bylaw</b> .

6.2 References in this Bylaw to enactments, bylaws of the City, or the bylaws or plans of **GVS&DD**, include those enactments, bylaws, and plans as they may be amended or replaced from time to time.

6.3 Unless otherwise defined herein, all words or expressions used in this Bylaw have the same meaning as the same or like words or expressions used in the **Building Bylaw**.

## **PART SEVEN: SEVERABILITY AND CITATION**

7.1 If any section, subsection, paragraph, clause or phrase of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision does not affect the validity of the remaining portions of this bylaw.

7.2 This Bylaw is cited as "**Demolitions Waste and Recyclable Materials Bylaw No. 9516**", and is effective April 1, 2016.

**PART EIGHT: FEES BYLAW**

8.1 The *Consolidated Fees Bylaw No. 8636*, as may be amended from time to time, applies to this bylaw.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

_____
_____
_____
_____

CITY OF RICHMOND
APPROVED for content by originating dept. <i>[Signature]</i>
APPROVED for legality by Solicitor <i>[Signature]</i>

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER

**Schedule "A"**  
**Waste Disposal and Recycling Services Plan**  
 (Single Family/Duplex - Residential)

Date \_\_\_\_\_

Demolition Project Site Address \_\_\_\_\_

Demolition Type      Residential Building      Other \_\_\_\_\_

Project Floor Space [square feet] \_\_\_\_\_ Estimated Total Waste and Recyclable Material Generation = \_\_\_\_\_ tonnes (from Table 1)

Main Floor Space [square feet] \_\_\_\_\_

Total Floor Space [square feet] \_\_\_\_\_

**Estimated Waste and Recyclable Material Generation (from Table 1)**

Walls and flooring = \_\_\_\_\_ kg (for complete demolition, or for walls and flooring calculated separately)

Roofing = \_\_\_\_\_ kg

Foundations and footings = \_\_\_\_\_ kg

Other material = \_\_\_\_\_ kg

**Total =** (Walls/Flooring \_\_\_\_\_ + Roofing \_\_\_\_\_ + Foundations \_\_\_\_\_ + Other \_\_\_\_\_) ÷ 1000 = \_\_\_\_\_ **tonnes**

Type of Structure (Wood frame, Concrete, Steel, etc) \_\_\_\_\_

Expected Project Completion Date (DD/MM/YYYY) \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of Permit Applicant: \_\_\_\_\_ (please print)

Signature of Permit Applicant \_\_\_\_\_ Date \_\_\_\_\_

**NOTE TO APPLICANT: Please complete the other side of the form**

<b>CITY STAFF USE ONLY</b>	
Building Permit No. ( <i>demolition</i> ): _____	
Waste Disposal and Recycling Services Package	<input type="checkbox"/> Form 1 – Project information and checklist received from permit applicant
<input type="checkbox"/> Application Fee Received <input type="checkbox"/> Fee Received <b>Waste Disposal and Recycling Services Fee Amount \$</b> _____	
Calculation of Fees: Fees set-out in the <i>Consolidated Fees Bylaw No 8636</i> .	
Waste Disposal and Recycling Services that will be required:	
<input type="checkbox"/> Removal of all recyclable materials to an authorized recycling facility or to a disposal facility for a purpose other than disposal <input type="checkbox"/> Re-use of recyclable materials as proposed in this Waste Disposal and Recycling Services Plan or in another acceptable manner	
Signature of Application Reviewer: _____	
<i>Keep a copy of this page and Form 2 in file</i>	



### Schedule "B" Compliance Report

Submit this form following the completion of project and attach documentation (copies of receipts, weigh bills, etc.)

Demolition Type: <input type="checkbox"/> Residential Building <input type="checkbox"/> Other _____	
Building Type: <input type="checkbox"/> Wood frame <input type="checkbox"/> Concrete <input type="checkbox"/> Other _____	
Project Site Address: _____	
Building Permit No. (demolition): _____	Name of permit holder: _____
Project Floor Space [square feet]: _____ (Main floor) _____ (Total)	
Project Start Date (DD/MM/YYYY): ___/___/___ Project Completion Date (DD/MM/YYYY): ___/___/___	

#### Waste Disposal and Recycling Services Plan Compliance

Diversion Form and documentation (i.e., receipts and weigh bills) attached

**Tonnes recyclable material managed as authorized** (i.e. non-hazardous material removed to a **Recycling Facility** or as approved in **Waste Disposal and Recycling Services Plan**) = \_\_\_\_\_ = "A"

**Tonnes disposed** (i.e. non-hazardous **waste** removed to a **Disposal Facility**) = \_\_\_\_\_ = "B"

**Total non-hazardous tonnages of waste from demolition** = \_\_\_\_\_ = A+B = **Total**

**Level of Compliance** =  $(A \div \text{Total}) \times 100 =$  \_\_\_\_\_ % = "C" (use for refund calculation)

#### Waste Disposal and Recycling Services Fee Refund Calculation

**Waste Disposal and Recycling Services Fee** paid (from Form 1) \$ \_\_\_\_\_ = "D" (use for refund calculation)

**Refund calculated as follows:**

If C is 70% or greater, then D = Refund = \$ \_\_\_\_\_

If C is less than 70%, then  $(C + 70) \times (D) =$  Refund = \$ \_\_\_\_\_

#### CITY STAFF USE ONLY

Compliance Report	Amount of <b>Waste Disposal and Recycling Services Fee</b> paid (Form 1) = \$ _____
<input type="checkbox"/> Complete	Amount of fee refunded = \$ _____
<input type="checkbox"/> Approved	
Compliance with Waste Disposal and Recycling Services requirements	<input type="checkbox"/> Yes <input type="checkbox"/> Partial <input type="checkbox"/> No

\_\_\_\_\_  
Signature of Permit Holder

\_\_\_\_\_  
Signature of Compliance Report Reviewer

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

**Diversion Form Example**

Project Site Address _____			Building Permit No. (demolition) _____	
<p>Calculate your achieved recycling rate as described below. Use recycling facility and disposal facility receipts to fill out the information below. Ask your hauler, recycler or site cleanup vendor to assist you.</p> <p>A volume to weight conversion table, if required, is on the next page.</p>				
<p><b>COMPLETE AND RETURN WITH RECEIPTS WITHIN 90 DAYS OF PROJECT COMPLETION</b></p> <p>Note: Each receipt must show the type and quantity of materials received and permit #</p>				
Material Type	A		B	
	Tonnes Reused or taken to Recycling Facility	Reuse or Recycling Facility used for purposes other than Disposal (name, location)	Tonnes taken to Disposal Facility	Disposal Facility Used (name, location)
Asphalt				
Cardboard				
Cement and concrete				
Uncontaminated excavated soil and rocks				
Drywall / Gypsum		<b>DRAFT</b>		
Green waste (incl. trees/shrubs)		<b>SAMPLE</b>		
Glass				
Metal				
Plastic – rigid (no PVC)				
Plastic wrapping and bags				
Roofing – asphalt shingles				
Wood - Clean				
Wood - Roofing				
Other recycled/reused materials (Please list)				
Mixed materials (excluding hazardous materials)				
<b>TOTAL non-hazardous MATERIALS</b>	<b>A =</b> _____		<b>B =</b> _____	
<p><b>Column Totals A / (A + B ) X 100= _____ % Materials managed as authorized</b></p>				

\* The building inspector will compare the total quantity of materials from columns A and B with the amount of waste expected from the project, based on estimates in Table 1 of Schedule C.

TABLE 1 - ESTIMATING WASTE GENERATION

Material type	Quantity	Lbs	Kg
<b>Demolition</b>			
Wood – floor (without conc. topping)	1 sq ft	10	4.5
Wood – floor (with conc. topping)	1 sq ft	20	9
Wood – wall (exterior)	1 lin ft	25	11.4
Wood – wall (interior)	1 lin ft	20	9
Wood – roof	1 sq ft	5	2.2
Concrete slab (4" thick)	1 sq ft	50	22.7
Asphalt	1 sq ft	50	22.7
Brick/masonry	1 sq ft	50	22.7
Spread footing (20" wide)	1 lin ft	265	120.5

TABLE 2 - VOLUME TO WEIGHT CONVERSION

Mixed C&D	Quantity	Lbs	Kg
Mixed C&D (structural)	1 cu yd	500	227.3
Mixed inerts (concrete, brick, dirt, asphalt)	1 cu yd	2000	909.1
Separated inerts	1 cu yd	2000	909.1
Wood	1 cu yd	375	170.5
Metals	1 cu yd	906	411.8
<b>Roofing Materials</b>			
Asphalt shingles/Composition	1 cu yd	419	190.5
Asphalt shingles/Composition	1 sq ft	3	1.4
Asphalt Tar Roofing	1 cu yd	2919	1326.8
Wood Shake/Shingle Roofing	1 cu yd	435	197.7
Wood Shake/Shingle Roofing	1 sq ft	2	0.9
Tiles (concrete roofing)	1 cu yd	10	4.5
Tiles (concrete roofing)	1 sq ft	2900	1318.2
<b>Yard Waste</b>			
Green waste (shrubs, turf, etc.)	1 cu yd	500	227.3
Yard trimmings	1 cu yd	108	49.1

Source: City of Santa Monica and Foster City Building Inspection Division (CA)

**Schedule "C"**  
**Recyclable Material**

## Recyclable Material List:

1. Appliances
2. Architectural detail elements (decorative trim, finials, railings, etc.)  
Asphalt
3. Asphalt roofing shingles
4. Bricks, blocks, ceramic tile
5. Cabinetry
6. Cardboard
7. Concrete
8. Doors
9. Drywall
10. Fixtures and hardware (lighting, plumbing, bathtubs, sinks, doorknobs, etc.)
11. Glass
12. Glass windows in frames
13. Green waste (shrubs, trees, sod, etc.)
14. Metal (steel, aluminum, coppers, brass, etc.)
15. Metal – cable and wiring
16. Metal – window frames
17. Paper
18. Plastic – ridged (buckets, pails, etc.)
19. Plastic – soft (wrapping, bags, etc.)
20. Wood – structural (including pallets)
21. Wood – plywood, particle board, OSB, etc.
22. Wood – shingles/siding (shakes, etc.)
23. Wood – flooring



City of  
Richmond

Bylaw 9522

**CONSOLIDATED FEES BYLAW NO. 8636,  
AMENDMENT BYLAW NO. 9522**

The Council of the City of Richmond enacts as follows:

1. The **Consolidated Fees Bylaw No. 8636**, as amended, is further amended by adding Schedule A attached to and forming part of this bylaw as a schedule to Consolidated Fees Bylaw No. 8636, in alphabetical order.
2. This Bylaw is cited as "**Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 9522**", and is effective April 1, 2016.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

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CITY OF RICHMOND
APPROVED for content by originating dept.
<i>[Signature]</i>
APPROVED for legality by Solicitor
<i>[Signature]</i>

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER

**SCHEDULE – Demolition Waste and Recyclable Materials**

**Demolition Waste and Recyclable Materials Bylaw No. 9516**  
Section 4.1

<b>Description</b>	<b>Fee</b>
Application Fee	\$250.00 per waste disposal and recycling services plan submission
Waste Disposal and Recycling Service Fee	\$2.00 per square foot of structure to be demolished



# City of Richmond

## Bylaw 9523

### Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 9523

The Council of the City of Richmond enacts as follows:

1. Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, as amended, is further amended at Part One – Application by adding the following after section 1.1(o):
 

“(p) Demolition Waste and Recyclable Materials Bylaw No. 9516,”
2. Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, as amended, is further amended by adding to the end of the table in Schedule A of Bylaw No. 8122 the content of the table in Schedule A attached to and forming part of this bylaw.
3. This Bylaw is cited as “**Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 9523**” and is effective April 1, 2016.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

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CITY OF RICHMOND
APPROVED for content by originating Division

APPROVED for legality by Solicitor


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MAYOR

\_\_\_\_\_  
CORPORATE OFFICER

**SCHEDULE A to BYLAW NO. 9523**

**SCHEDULE A to BYLAW NO. 8122**

**Designated Bylaw Contraventions and Corresponding Penalties**

A1 Bylaw	A2 Description of Contravention	A3 Section	A4 Compliance Agreement Available	A5 Penalty	A6 Early Payment Option	A7 Late Payment Amount	A8 Compliance Agreement Discount
	Period of Time from Receipt (inclusive)		n/a	29 to 60 days	1 to 28 days	61 days or more	n/a
<b>Demolition Waste and Recyclable Materials Bylaw No. 9516</b>	Failure to submit a completed waste disposal and recycling services plan with an application for a building permit for demolition	2.1	No	\$ 475.00	\$ 450.00	\$ 500.00	n/a
	Commencing, continuing, causing or allowing the commencement or continuation of demolition work without an approved waste disposal and recycling services plan	2.2	No	\$ 475.00	\$ 450.00	\$ 500.00	n/a
	Removing recyclable material from a site to a location other than a recycling facility or as otherwise set out in an approved waste disposal and recycling services plan	2.3	No	\$ 475.00	\$ 450.00	\$ 500.00	n/a
	Removing waste (other than recyclable materials) from a site to a location other than a disposal facility	2.4	No	\$ 475.00	\$ 450.00	\$ 500.00	n/a