

# BEST PRACTICES GUIDE FOR WASTE SORTING



# The Waste Collection Guide is becoming the Best Practices Guide for Waste Sorting

**As part of its 2023–2030 Strategic Plan, the City of Pointe-Claire is committed to accelerating the ecological transition and reducing its ecological footprint. The City has thus taken the decision to no longer print a Waste Collection Guide each year. However, you will still receive the collection calendar so that you have the key dates handy.**

This year, the traditional Waste Collection Guide is changing to become the Best Practices Guide for Waste Sorting.

This new guide, designed to be kept long term, will help you adopt eco-responsible actions in your day-to-day life.

This practical guide will help you better understand which materials go in which bin and how to reduce your waste production. By promoting efficient sorting, together we are all helping to reduce the use of landfills, improve recycling and protect our environment.

Available in digital format, it is accessible at all times, giving you a practical and dynamic tool. Consult the Guide now and adopt better habits for a more sustainable future!

## Table of Contents

**4**

The 4 Rs

**6**

General Information

**7**

How to Use the Bin Properly

**8**

Your Bin is Damaged?

**9**

Ecocentres

**10**

Organic Waste

**12**

Recyclables

**14**

Household Waste

**16**

Leaf and Branch Collection

**18**

Bulky Items

**20**

Mattresses and Box Springs

**21**

Christmas Trees

**22**

Hazardous Household Waste

**24**

Permanent Collection Points



# The 4 Rs

**To reduce the quantity of waste sent to landfills, always think about the 4 Rs before throwing something out.**

The 4 Rs are the actions to prioritize when we manage our waste so as to minimize our impact and our ecological footprint.

## Reduction at the source

Reduction at the source allows us to use fewer resources and generate less waste.

- Before buying, let's ask ourselves the question: do I really need it?
- The least-polluting waste is waste that doesn't get produced in the first place.



## Recycling

Recycling allows recycled or secondary materials to be used in the manufacture of new products.

- Plastic bottles are used to make fleecewear, garden furniture and car parts.
- Newsprint is used to make cardboard boxes, egg cartons and animal bedding.
- Glass is used to make jars and insulating materials.



## Reuse

Reuse gives an item a second life, sometimes by modifying it.

- Can I rent or borrow this item?
- Can I find this item second-hand?
- Can I donate or sell this item?



## Recovery

The two main recovery methods are composting and energy recovery.

- Certain materials consigned to the trash can could be used as fuel or compost.
- Ecocentres and the collection of bulky items and mattresses facilitate recovery.

Lastly, disposal is the ultimate step for a product for which there is no other reclamation alternative. Consider all options and the various collections before putting a product in the trash can. Because it will wind up in the landfill.

# General Information

## Bins used in Pointe-Claire



The blue bin, for recyclables, is provided by the City. It can be used only for the collection of recyclables.



The green bin, for organic waste, is provided by the City. It can be used only for the collection of organic waste.



Residents are responsible for obtaining a container or bin for the collection of household waste. We recommend a grey or black bin. It must not be blue, green or brown. If it is a wheeled bin, it must have a European grip, not American.

## Where to place the bin?

- Not in the street
- Not on the sidewalk
- At the end of your driveway or on your land



Put out your bin after **6 p.m.** the day before collection or before **7 a.m.** the day of collection.

### For multi-unit buildings containers

Please do not block the container with parked vehicles or snow. The managers of multi-unit buildings must ensure that the containers remain accessible.



# How to use the bin properly

- 
- 1 Place bin 60 cm away from any cars, another bin, fire hydrant, etc.
- 
- 2 Position the bin with the handles and wheels facing the home.
- 
- 3 Leave the bin closed.
- 
- 4 Avoid overloading the bin.
- 
- 5 Avoid placing items on the lid.
- 
- 6 Remove any snow on the lid.
- 
- 7 Snow or no snow, place the bin so it is visible and accessible for the operator.

Your bin was not picked up?  
You followed all the instructions?  
Call 514-630-1230 or email [tp@pointe-claire.ca](mailto:tp@pointe-claire.ca)

For further information on selective collection, visit [binimpact.ca](http://binimpact.ca)

## What to do if your bin provided by the City is damaged

Submit a request on the City's website on the **Damaged or Broken Bin** page or scan the QR code. To make your request, have ready:

- A photo of the damaged part of the bin;
- The full serial number shown on the side of the bin (Including the 3 digits before the #);
- Your contact information.

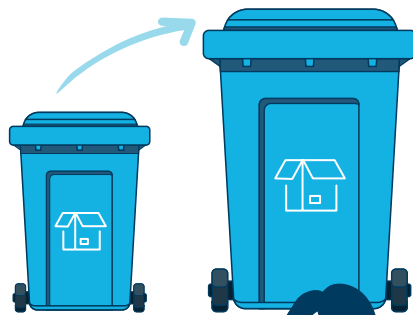


[ptclr.ca/bac-brise](http://ptclr.ca/bac-brise)

! Ensure that the City of Pointe-Claire logo appears on your bin before submitting a request.

## You need a second bin or would like a different size?

Check out the Pointe-Claire Collection Bins page to see the available sizes. Then visit the Damaged or Broken? page to submit your request.



## What to do if your waste wasn't picked up

Make sure you followed all the collection instructions: day, time, bin positioning, accepted container, weight of the container, accepted materials, etc.

Visit our website or Facebook page to see if any delays have been announced.

If the instructions were followed, report the situation to Public Works and Buildings Department the same day at [tp@pointe-claire.ca](mailto:tp@pointe-claire.ca) or 514-630-1230.



## Ecocentres



Before throwing something out, think about visiting the ecocentres. Materials and items are taken to sorting centres to determine what will be reused, recycled or reclaimed. Non-recoverable waste is sent to a landfill site.

### Local Ecocentres

📍 50 Terra-Cotta Avenue, Public Works yard

! A MULTI Card is required.

Please consult the collections schedule or visit our website for the dates.



### Agglomeration of Montréal Ecocentres

**This service is provided year round, free of charge, for a maximum of 12 m<sup>3</sup> of materials. Above this volume, a fee will be charged.**

📍 3535 Sartelon Street, Saint-Laurent  
7272 Saint-Patrick Street, LaSalle

! Proof of residence with address and photo is required.  
514-872-0384 | [montreal.ca/en/topics/ecocentres](http://montreal.ca/en/topics/ecocentres)

Please note that hazardous household waste is only accepted at the agglomeration of Montréal ecocentres.

! A document shredding service is available at the local ecocentres.


# Organic Waste



To determine if you can place your items in the organic waste bin, ask yourself these three questions:

- Is it edible?
- Is it paper or cardboard with traces of food on it?
- Is it garden waste without soil?

**If you answered yes to any of these three questions, your item must be placed in the organic waste bin.**

 Materials placed outside the bin will not be collected.

## Accepted Materials

**Kitchen waste**  
(raw, cooked or spoiled food)

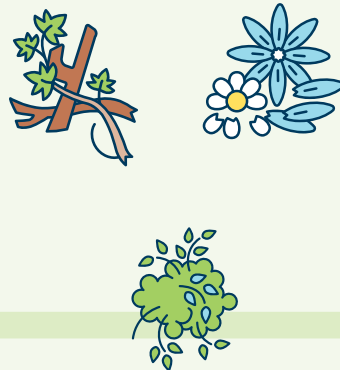
- Cereals, bread, pasta, nuts and shells;
- Coffee beans, filters and grounds;
- Tea bags and leaves;
- Herbs and spices;
- Fruit and vegetables;
- Cake, sweets and flour;
- Vegetable oils and fats (small amounts, in solid form, or soaked up with paper or cardboard);
- Sauces and dressings;
- Fish, seafood, meat and eggs (including shells and bones);
- Solid dairy products.



**Yard waste**

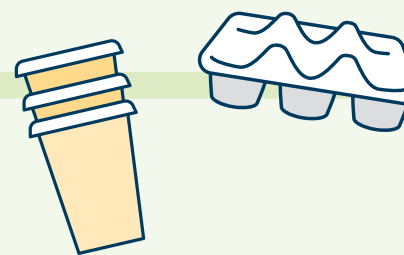


- Evergreen branches only (less than 1 metre long and less than 5 centimetres in diameter);
- Small tree roots, indoor plants;
- Leaves, twigs, evergreen needles, sawdust, straw;
- Garden waste (flowers, fruit, vegetables, plant and weeds) (remove the soil);
- Grass clippings that have not been treated with herbicide or insecticide.



**Other waste**

- Soiled cardboard: pizza boxes, French fry containers, egg cartons;
- Cold ashes produced by burning untreated wood;
- Paper vacuum bags and their contents (human or animal hair, feathers, dust);
- Toothpicks;
- Pet food;
- Soiled paper: tissues, paper towel, newspaper, paper napkins, muffin liners;
- Compostable plates, bowls and utensils.



## Prohibited Materials

Please note that noxious invasive plants (buckthorn, common reed, ragweed, poison ivy, Japanese knotweed etc.) must be placed in the household waste bin (in a bag). To prevent their spread, do not dispose of them in the organic waste bin or in natural areas.

**Plastic bags are not accepted, even if they are compostable or biodegradable.**

# Recyclables



It's easy to understand what goes in the bin. Just ask yourself the question: is it a container, packaging or printed item? That's all.



## What to put, or not put, in the recycling bin?

### EXAMPLES OF CONTAINERS AND PACKAGING

- ✓ Household cleaning product containers;
- ✓ Packaging, jars and containers of food products;
- ✓ Cardboard boxes;
- ✓ Aluminum foil and plates;
- ✓ Packaging of takeaway and prepared food.



### EXAMPLES OF PRINTED ITEMS

- ✓ Newspapers and flyers;
- ✓ Envelopes;
- ✓ Sheets of paper;
- ✓ Notebooks.

### DID YOU KNOW?

- A container comes with a cap or a lid.
- Packaging is used to transport a product easily.
- Containers and packaging made of degradable plastic do not go in the bin. They will contaminate the other recyclables.

## Containers, packaging, printed items. That's all.

### EXCEPTIONS

- Polystyrene protective packaging do not go in the blue bin: a permanent collection point for polystyrene is available in the Public Works parking lot. Aerosol do not go in the blue bin: they must be treated as household hazardous waste.

### GOOD MOVES

- Empty and lightly rinse out containers.
- Remove lids from jars and containers – except for small caps.
- Separate the materials making up the packaging (e.g., cereals bag in a box).
- Crush aluminum sheets into compact balls, even when lightly soiled, before placing them in your bin.
- Flatten and fold cardboard boxes.



### DO NOT PUT IN THE BIN

- ✗ Batteries
- ✗ Syringes
- ✗ Garden hoses
- ✗ Garden chairs
- ✗ Toys
- ✗ Cookware
- ✗ Clothing and fabric

NEED MORE INFO ABOUT THE BIN?  
VISIT [BINIMPACT.CA](http://BINIMPACT.CA)

# Household Waste

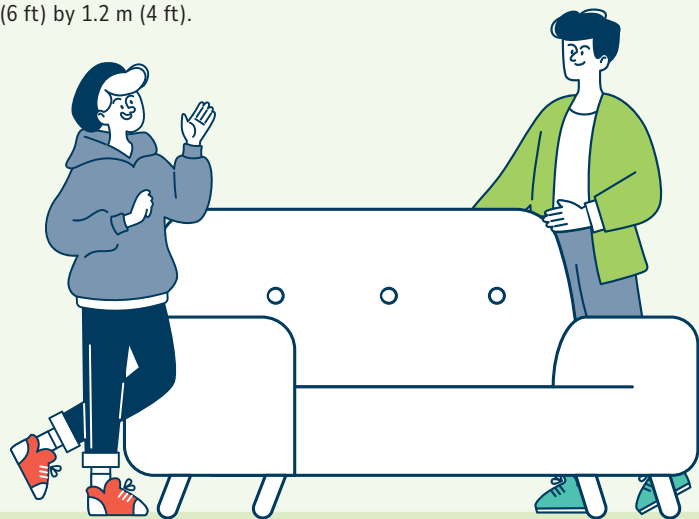


Before placing an item in the trash can, have you thought about the alternatives? Have you checked if you can put it in another one of the available collections? Only materials that have no potential for reuse, recycling or recovery should be thrown into the trash can.

- Only household waste placed in a closed container or wheeled bin is collected.
- Bulky items (anything that is too large to fit in a bin) are not accepted as part of this collection, except for upholstered items, such as sofas, armchairs and cushions.
- Electronic devices, halocarbons (e.g., refrigerators), tires, hazardous household waste and construction materials are not accepted. You can bring these to the ecocentres.

## Instructions for putting out upholstered items for collection

- For each address or apartment building, a maximum of 10 upholstered items (sofas, armchairs and cushions) are accepted per collection.
- Your items must be placed in your driveway, at the curb, after 6 p.m. the day before and before 7 a.m. the day of collection.
- It is important that these items not be placed too close to your bin. A space of 30 cm (1 ft) must be left all around the trash can to allow it to be picked up mechanically.
- The weight of each item must not exceed 220 lb (100 kg), and the maximum dimensions are 1.8 m (6 ft) by 1.2 m (4 ft).



## Manual Collection

Materials can be placed in a bin OR in plastic bags.

### Bin

\*We recommend removing the lid on the morning of collection to avoid losing it.

- Reusable plastic container with handles and a lid, with a minimum capacity of 40 L and a maximum capacity of 100 L;
- Container weighing no more than 55 lb (25 kg) once filled;
- Maximum of one container per address.

### Bag

\*Bags must be put out before 7 a.m. the day of collection.

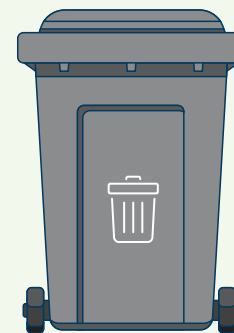
- Opaque plastic bag, with a minimum capacity of 50 L and a maximum capacity of 150 L;
- Bag weighing no more than 55 lb (25 kg) once filled;
- Maximum of 3 bags per address.



## Mechanized Collection

Only bins with a European grip are accepted for mechanized collection.

- Materials may be placed in a wheeled bin with a European grip, whose volume does not exceed 360 L.
- Bins provided by the City for organic waste and recyclables cannot be used for household waste collection, under By-Law PC-2864.



 It is prohibited to place organic waste, kitchen leftovers and recyclables in household waste.

# Leaf Collection



## Leaf collections are available in spring and fall.

Outside of the collection dates shown on the calendar, leaves must be placed in the green wheeled bin provided by the City. No bags are picked up at the curb outside the predetermined dates due to mechanical collection.

On collection days, you may place your containers and paper leaf bags at the curb. Bags can also be brought to ecocentres.

Plastic bags are prohibited.

## Accepted Containers:

- 120-L and 240-L green wheeled organic waste bins provided by the City;
- Reusable containers with a volume not exceeding 100 L;
- Cardboard boxes;
- Paper bags (with or without cellulose film).

## Leafcycling and Grasscycling

These ecological practices involve mowing or shredding fallen leaves, and leaving grass clippings on the lawn during mowing, so they decompose into the soil. Leaves and grass are natural fertilizers for your ground and flower beds.



# Branch Collection

## The City of Pointe-Claire offers branch collection from May 1 to October 31.

There's no need to request collection of your branches. Public Works crews circulate throughout the area on predetermined routes, so that collection runs efficiently.

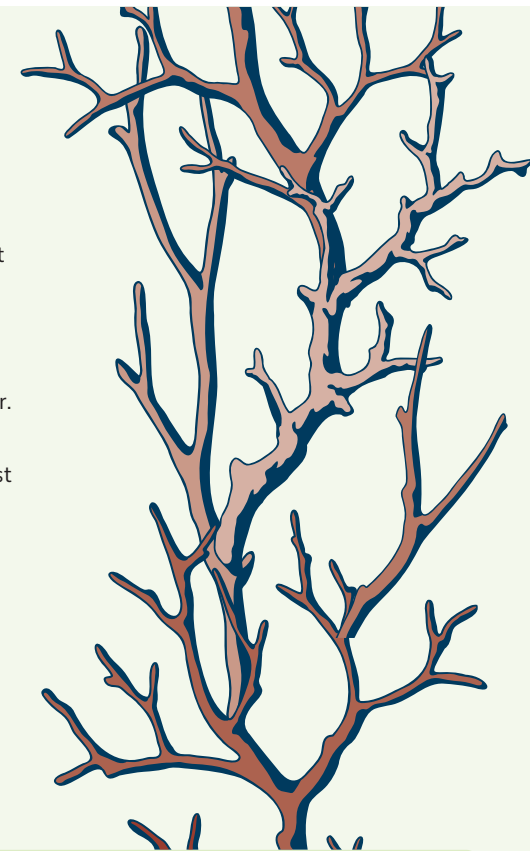
The branches collected are transformed into coarse wood chips, which are used for landscaping in the City's parks and green spaces and for maintaining the trails in Terra-Cotta Natural Park. Surplus quantities are redistributed, free of charge, to Pointe-Claire residents.

## A few Instructions to Follow:

- Branches must be placed on your property at the curb.
- The cut part of the branches must face the street to facilitate their collection.
- Branches must be free of debris (soil, roots, metal, etc.).
- Branches must be 10 cm (4 in) or less in diameter. Larger branches are accepted at ecocentres.
- The maximum height of any pile of branches must be 1.2 m (4 ft). Branches should be laid down, rather than stood upwards, wherever possible.

**For any pruning or felling performed by a contractor, the latter must manage the wood and branches.**

A permit is required to fell a tree.



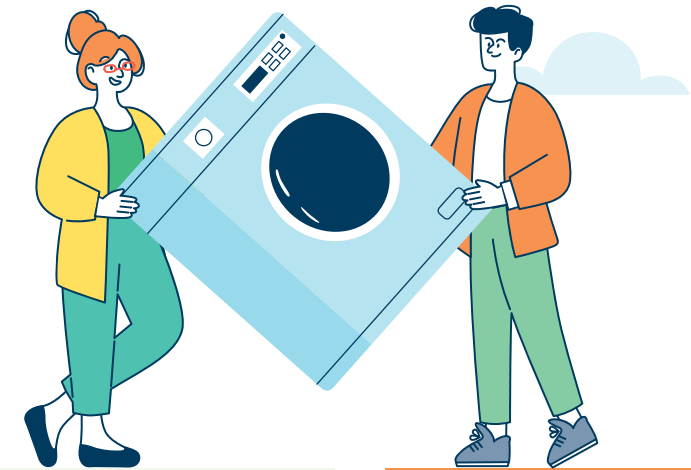
# Bulky Items



## Door-to-Door Collection is offered

Bulky items are non-upholstered items that are too big to put in a bag, box or trash can, with the exception of mattresses and box springs, which have their own separate collection. These items are reclaimed and recovered. Bulky items are not accepted during the household waste collection.

Before throwing away an item that may still be useful, we encourage you to post it on an exchange or resale site, or contact a not-for-profit organization.

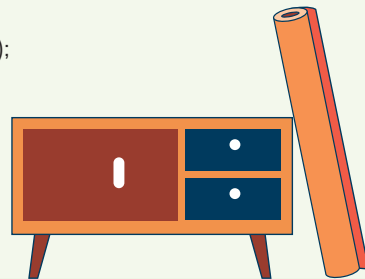



## A few Instructions to Follow

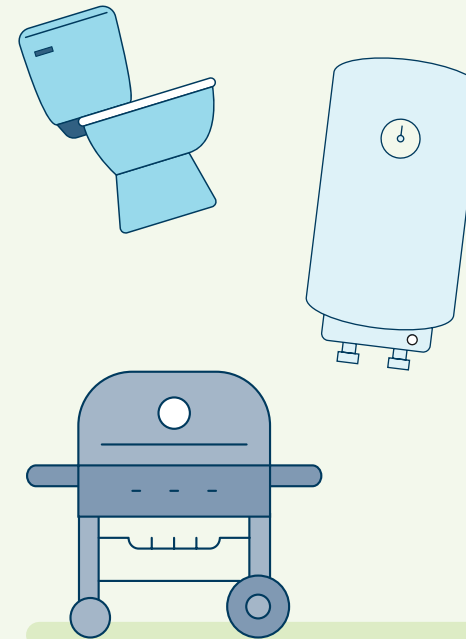
- Your bulky items must be placed in your driveway, at the curb, after 6 p.m. the day before and before 7 a.m. the day of collection.
- The weight of each item must not exceed 220 lb (100 kg), and the maximum dimensions are 1.8 m (6 ft) by 1.2 m (4 ft).
- For each address or apartment building, a maximum of 10 items or the equivalent of 5 m<sup>3</sup> is accepted per collection.
- Sharp or dangerous materials must be made safe (i.e., remove any glass, mirrors, nails, screws, etc.).
- Wherever possible, items should be tied in bundles to avoid scattering and to facilitate their collection.

## Accepted Materials

- Baths, toilets and sinks;
- Propane gas barbecues (without the tank);
- Household appliances (except those containing refrigerant gas);
- Mirrors, windows and glass with a maximum dimension of 24 x 36 or 24 x 72 in (secured);
- Furniture made of wood, metal, plastic or any other materials (tables, chairs, desks, chests of drawers, bookcases, cupboards, filing cabinets, etc.);
- Electric baseboards, range hoods, etc.;
- Doors and windows (24 x 36 inches or 24 x 72 inches maximum);
- Hot water tanks;
- Carpets (rolled up) with a maximum length of 6 feet;
- Pool liners (rolled up);
- Any other large household items.



 These items may also be brought to an ecocentre.



## Electronic devices

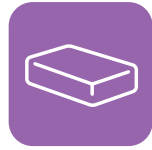
Electronic devices must be brought to an ecocentre or one of the official drop-off points of the Electronic Products Recycling Association (EPRA).



## Prohibited items

- Paints, solvents, oils, pesticides, fertilizers, aerosols, batteries, etc.;
- Tires;
- Halocarbons (refrigerators, freezers, dehumidifiers, air conditioners, etc.);
- Electronic devices (televisions, cell phones, players, etc.);
- Upholstered items (mattresses, couches, box springs, sofas, etc.);
- Wood or construction or renovation materials;
- Stone, bricks, rocks, earth, etc.;
- Tree trunks, branches and logs;
- Large cardboard boxes;
- Children's slides over 6 feet;
- Children's swimming pools;
- Carpets over 6 feet;
- Wooden pallets;
- Hot tubs.

# Mattresses and Box Springs



## A Door-to-Door Collection is offered

Please note that some furniture stores will collect your furniture and upholstered items upon delivery of new items. Just ask them!

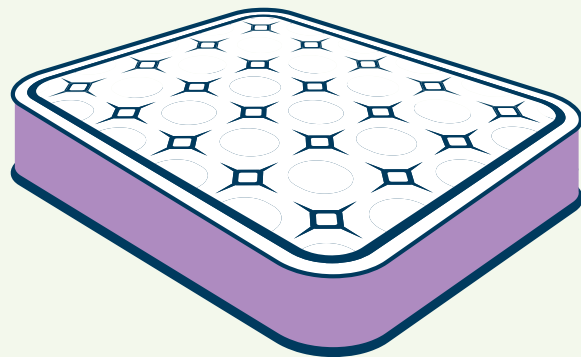
See the collection calendar for select dates.

### Accepted Materials

- Mattresses
- Box springs
- Futon mattresses

### A few Instructions to Follow

- Items must be placed at the curb after 6 p.m. the day before collection and before 7 a.m. the day of collection.
- The weight of each item must not exceed 100 kg (220 lb). Maximum dimensions are 1.8 m (6 ft) by 1.8 m (6 ft).
- For each address or apartment building, a maximum of 10 items or the equivalent of 5 m<sup>3</sup> per collection is allowed.



# Christmas Trees



All natural trees are accepted (fir, pine, spruce, birch). By participating in the collection, you ensure that your tree is recovered and transformed into wood chips or compost, rather than being sent to a landfill site.

See the collection calendar for the date.

### A few Instructions to Follow

- The tree must be accessible at the time of collection.
- To prevent the tree from being buried under snow or ice, we ask that you put it in your driveway, at the curb, only the day before the collection date.
- The diameter of the trunk must not exceed 13 cm (5 in).
- The height of the tree must not exceed 2.5 m (8 ft).
- Decorations must be removed.
- The tree must not be in a plastic bag.
- The tree must be placed horizontally at the curb (not vertically in the snow).

### Other Drop-Off Points

You can bring your tree to one of the City of Montréal ecocentres.




# Hazardous Household Waste



Hazardous household waste comprises products that pose a risk to the environment and human health if they are not disposed of responsibly and safely.

Under no circumstances should hazardous household waste be disposed of in nature, in the sewers, or included in the collections of household waste or recyclables.

 These items must be brought to an agglomeration of Montréal ecocentre.

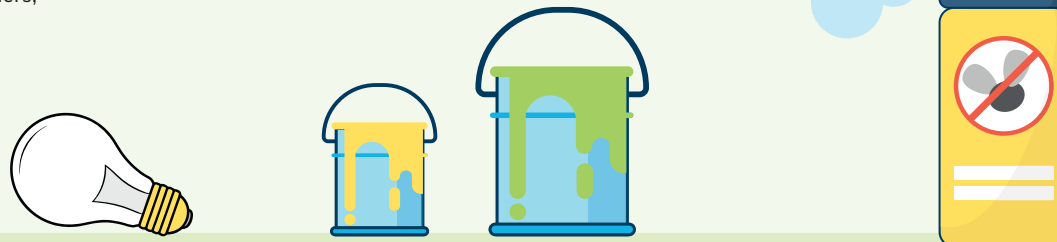
## How to recognize a hazardous household product?

On the product container, you will find a label displaying the hazardous product symbols, indicating that the product is corrosive, flammable, toxic or explosive.



## Accepted Materials

- Adhesives, tar, epoxy, paint stripper;
- All aerosol products;
- Intact compact fluorescent light bulbs and tubes;
- Car batteries (acid/lead);
- Propane cylinders;
- Motor oils, empty containers and filters;
- Vegetable oils;
- Mercury (thermometers);
- Paint (latex, alkyds, enamels);
- Pesticides and fertilizers;
- Small, obsolete fire extinguishers;
- Batteries;
- Pool chemicals;
- Maintenance and cleaning products;
- Fondue fuels;
- Drain cleaner liquid;
- Turpentine, Varsol, gasoline, fuel, thinners, alcohol;
- Rubbing alcohol;
- Hair dyes;
- Nail polish removers and nail polishes;
- Fixatives.





## Drop-off points

### Ecocentres

You can bring your hazardous household waste to an agglomeration of Montréal ecocentre.

#### Nearest Ecocentres:

 Saint-Laurent – 3535 Sartelon Street, Saint-Laurent

 LaSalle – 7272 Saint-Patrick Street, LaSalle

Proof of residence with address and photo required.

### Pharmacies

To dispose of expired or unused medication, take it to your pharmacy.

### Electronic products

To recycle your electronic products that no longer work or are no longer useful, visit the Recycle my electronics website to find the drop-off point nearest you: [recyclemyelectronics.ca/qc](http://recyclemyelectronics.ca/qc)

### Éco-peinture

To dispose of your old paint cans and aerosol paints, visit the Éco-Peinture network website: [ecopeinture.ca/en](http://ecopeinture.ca/en)

### Recycflu

The RecycFluo organization allows you to recycle your light bulbs, compact fluorescent lights and fluorescent tubes at more than 800 drop-off points. Full details can be found at: [recycflu.ca/en](http://recycflu.ca/en)

### GoRecycle

GoRecycle is a free at-home collection service for old refrigerators, freezers, wine coolers, and cellars: [gorecycle.com/en/](http://gorecycle.com/en/)

# Permanent Collection Points



The City has several permanent collection points for better management of your waste.

## Polystyrene (Styrofoam)

📍 In the Public Works parking lot (50 Terra-Cotta Avenue)

### Accepted material

To be recycled, materials must be placed in the appropriate bin. Otherwise, they are sent to a landfill site.

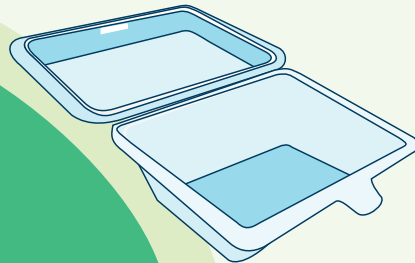
#### Expanded polystyrene

- Packaging for electronic devices and household appliances;
- Coolers;
- Styrofoam cups.

#### Extruded polystyrene

- Disposable plates and bowls;
- Food trays for meat, fish and poultry;
- Catering containers;
- Egg packaging.

Extruded polystyrene is now also accepted in the recyclable materials collection.



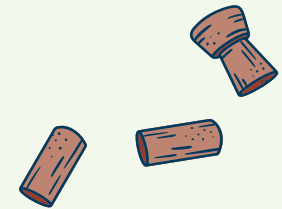
### Guidelines for collecting items before placing them in one of the bins:

- Remove labels.
- Remove adhesive tape.
- Remove absorbent pads.
- Clean the containers.

## Cork

Cork can be recycled at the following municipal buildings:

- 📍 City Hall (451 Saint-Jean Boulevard)
- 📍 Pointe-Claire Public Library – Central Library (100 Douglas-Shand Avenue)
- 📍 Pointe-Claire Aquatic Centre (60 Maywood Avenue)



## Electrobac

Recycling of small electronic devices (obsolete or non-working) and small ink cartridges. Only items that fit in the bin are accepted. Items must not be left outside the bin.

📍 Pointe-Claire Aquatic Centre (60 Maywood Avenue)

### Accepted materials

- Chargers;
- Cables;
- Peripherals;
- Small ink cartridges;
- Small electronic devices (cell phones, digital cameras, MP3 and CD players, etc.).



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## Batteries

Alkaline, rechargeable, power tool and cell phone batteries can be recycled at the following municipal buildings:

- 📍 City Hall (451 Saint-Jean Boulevard)
- 📍 Pointe-Claire Public Library – Central Library (100 Douglas-Shand Avenue)
- 📍 Pointe-Claire Public Library – Valois Branch (68 Prince-Edward Avenue)
- 📍 Pointe-Claire Aquatic Centre (60 Maywood Avenue)  
Bob-Birnie Arena (58 Maywood Avenue)
- 📍 Pointe-Claire Cultural Centre (176 Du Bord-du-Lac – Lakeshore Road)
- 📍 Pointe-Claire Canoe Kayak Club (75 Du Bord-du-Lac – Lakeshore Road)

Only batteries that fit in the bin are accepted. Please remove batteries from your bags before placing them in the bin.

