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June 2026

Dear Ottawa Valley Waste Recovery Centre Commercial Customer:

RE: Waste Declaration Form Update

Since October 10, 2023, the Centre has required all waste haulers to declare in writing, using the Waste Declaration Form, the source location for each load of landfill brought to the Centre.

The attached form must be completed and signed by the waste hauler for each landfill load brought to the Centre. Copies of the waste declaration forms must be provided by the waste hauler and be presented to the scale house **prior** to disposal of waste. The form has been updated to no longer require the name and contact number of the waste generator.

This practice is in place to ensure material accepted at the Centre is being generated from within eligible Municipalities only. It is a requirement of the Centre's Provincial operating license to ensure waste accepted on-site is generated from within the approved service area only.

To conserve valuable landfill space, **only landfill waste generated within partner Municipalities (Petawawa, Pembroke, Laurentian Valley and North Algona Wilberforce)** is accepted at the Centre. For commercial customers listing their business location as the waste generator, please ensure that the loads contain ONLY waste generated within partner municipalities. At this time, construction and demolition material, recyclables and organic waste continues to be accepted from all communities within Renfrew County.

Please be advised, loads arriving on-site without declaration of waste documentation will be turned away. Verification of documentation will be undertaken. Failure to comply with this procedure will result in the immediate suspension of disposal privileges, pending full review by the Ottawa Valley Waste Management Board.

Should you have any questions or concerns, please contact Laurie Benjamin, Ottawa Valley Waste Recovery Centre General Manager.

Sincerely,

A handwritten signature in blue ink that reads "Laurie Benjamin".

Laurie Benjamin
General Manager
613-735-7537, ext. 222