



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☒	Decision Request ☐	Councillor Activity ☐
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To: Mayor Zebian and the West Hants Regional Municipal Council

Submitted by: Todd Richard, Director Public Works

Date: September 8, 2026 Committee of the Whole

Subject: Amendments to the Private Road Curbside Waste Collection Pilot Program Policy (RCOPW-003.00) to include the Forest Lakes Development

LEGISLATIVE AUTHORITY

West Hants Regional Municipality Solid Waste Bylaw Section 7

“The Municipality, its servants, agents or independent contractors shall provide collection services to eligible premises within the Municipality located on highways plowed by the Department of Transportation or the Municipality, in accordance with a schedule approved by the Municipality from time to time, and to such other premises on any private roads as may be expressly designated for inclusion in general municipal collection by the Municipality.”

DECISION REQUEST

THAT COUNCIL APPROVE POLICY RCOPW-003.01, PRIVATE ROAD CURBSIDE WASTE COLLECTION PILOT PROGRAM, REPLACING POLICY RCOPW-003.00 TO REFLECT THE INCLUSION OF THE FOREST LAKES DEVELOPMENT FOLLOWING COUNCIL APPROVAL ON JULY 28, 2026.

THAT COUNCIL APPROVE THE REVISED POLICY TO ENSURE THE MUNICIPALITY’S TERMS, CONDITIONS, ACCESS REQUIREMENTS, LIABILITY PROVISIONS, AND SERVICE LIMITATIONS APPLY TO ALL PARTICIPATING PRIVATE ROADS WITHIN THE PILOT PROGRAM.

BACKGROUND

On June 23, 2026, Council approved a one-year Private Road Curbside Waste Collection Pilot Program for Destination Way and Cozy Crescent in Vaughan, commencing July 1, 2026 and

concluding June 30, 2027. Information packages and green carts were subsequently delivered to all affected properties prior to the implementation of service. A copy of the report presented to council is included in the Appendix.

The pilot program was established to evaluate the operational, financial, and safety implications of providing municipal curbside waste collection services on private roads that meet minimum access and infrastructure requirements. The pilot also provides an opportunity to collect information and assess the feasibility of extending similar services to other private roads within the Municipality.

On July 21, 2026, Councillor Paul Wheadon presented a report requesting that the Forest Lakes Development in Ardoise be added to the pilot program. The request was supported by a petition signed by 21 residents and property owners seeking curbside collection of garbage, recycling, and organics. Residents identified several concerns with the existing centralized collection system, including illegal dumping, wildlife interference with waste materials, ongoing cleanup responsibilities, and litter accumulation within roadside ditches and surrounding green spaces. Residents also noted that the current system had been inadequate throughout the lifespan of the development.

Following consideration of Councillor Wheadon's report and the concerns raised by residents, Council approved the inclusion of the Forest Lakes Development in the pilot program at its July 28, 2026 Council meeting. The approved service area includes all roads within the Forest Lakes Development.

Collection services commenced on September 1, 2026 and will continue until August 31, 2027. Information packages and green carts were delivered to participating properties during the week prior to service implementation.

Following Council's approval, staff reviewed Policy RCOPW-003.00 and determined that amendments are required to ensure the policy accurately reflects all roads currently participating in the pilot program.

The revised policy will be issued as **Policy RCOPW-003.01**, replacing RCOPW-003.00 and aligning the policy with Council's decisions respecting private roads approved for participation in the curbside waste collection pilot program.

Without these amendments, the policy would continue to reference only Destination Way, Cozy Crescent, and Moonshadow Run, resulting in inconsistencies between Council's approved pilot program and the Municipality's governing policy.

Property ☐	Public Opinion ☐	Environment ☐	Social ☐	Economic ☐	Councillor Activity ☐
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DISCUSSION

The Private Road Curbside Waste Collection Pilot Program was approved by Council on June 23, 2026 for Destination Way and Cozy Crescent and was subsequently expanded by Council on July 28, 2026 to include the Forest Lakes Development. As a result, amendments to the policy are required to ensure the Municipality's governing document accurately reflects all roads participating in the pilot program.

The proposed amendments do not change the intent, scope, service levels, eligibility requirements, operational requirements, or liability provisions of the existing policy. The amendments are administrative in nature and are intended to formally incorporate Forest Lakes Development into the policy framework already approved by Council.

The revisions included in Policy RCOPW-003.01:

- Update the Purpose and Preamble sections to reflect the inclusion of the Forest Lakes Development.
- Add the Forest Lakes private roads to the list of participating roads within the pilot program.
- Add a new section (4.3) identifying the Forest Lakes roads approved by Council.
- Document the participation period of September 1, 2026 to August 31, 2027.
- Ensure all existing road standards, maintenance requirements, operational conditions, safety provisions, service limitations, and liability protections apply equally to the Forest Lakes Development.

The Forest Lakes roads proposed for inclusion in the policy are:

- Argyle Close
- Aspen Court
- Balsam Fir Lane
- Larch Lane
- Paradise Drive
- Poplar Way

- Black Cherry Lane
- Discovery Crescent
- Eagle View Drive
- Highland Drive
- Spruce Court
- Turtle Way
- Vista Ridge

Approval of the revised policy will ensure consistency between Council's previous decisions and the Municipality's governing policy while providing the appropriate operational and risk management framework for waste collection services on participating private roads.

NEXT STEPS

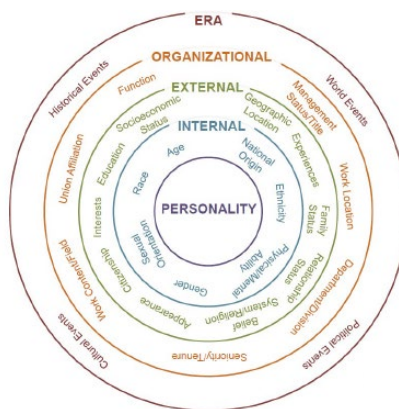
If approved by Council, staff will implement **Policy RCOPW-003.01** Private Road Curbside Waste Collection Pilot Program and replace Policy **RCOPW-003.00**. Collection services will continue in accordance with Council's previous approval until August 31, 2027, unless otherwise amended or repealed by Council.

FINANCIAL IMPLICATIONS

None.

DIVERSITY, EQUITY, INCLUSION AND ACCESSIBILITY CONSIDERATIONS

Staff reviewed this administrative matter, and no material DEIA impacts were identified.



ALTERNATIVES

No specific alternatives are provided.

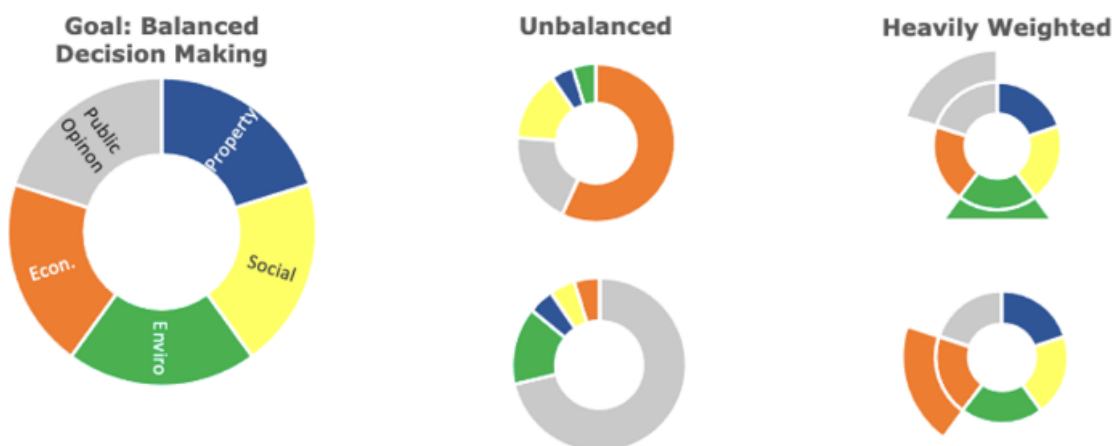
ATTACHMENTS

- Revised Private Road Curbside Waste Collection Pilot Program Policy RCOPW-003.01
- Private Road Curbside Waste Collection Pilot Program Specific to Destination Way & Cozy Crescent – Report to Committee of the Whole, submitted by Deputy Mayor Debbie Francis
- Private Road Curbside Waste Collection Pilot Program Specific to Forest Lakes Development – report to Council, submitted by Paul Wheadon, Councillor District 4

CHIEF ADMINISTRATIVE OFFICER REVIEW

I support the recommendation.

Council has been provided with a reference taken from the Meeting and Committee Procedural Policy , Appendix C “Decision Making by Council and Committee of the Whole” as a reminder of the principles highlighted for good decision making.



Report Prepared by: _____

Jenny LaPierre, Sustainability & Environmental Quality Supervisor

Report Reviewed by: _____

Deanna Snair, Municipal Clerk

Report Approved by: _____

Mark Phillips, Chief Administrative Officer



WEST HANTS REGIONAL MUNICIPALITY
*PRIVATE ROAD CURBSIDE WASTE
COLLECTION PILOT PROGRAM*

RCOPW-003.01

Purpose

The purpose of this Policy is to establish the terms and conditions under which the West Hants Regional Municipality will provide Curbside Waste Collection Services for residential dwelling units on Destination Way, Cozy Crescent, Moonshadow Run and the roads located within the Forest Lakes Development during a pilot program taking place from July 1, 2026 to June 30, 2027. Forest Lakes Development was added to the pilot program effective September 1, 2026 and will participate in the pilot program until August 31, 2027.

This pilot program is intended to:

- Evaluate the feasibility of extending municipal solid waste services to private roads;
- Assess operational, safety, and infrastructure considerations; and
- Inform future policy decisions regarding private road eligibility.

Preamble

This Policy shall establish the Municipality's position concerning the provision of municipal service and maintenance of private roads included in the pilot program and establish minimum standards for access, and to outline conditions that must be satisfied to enable waste collection vehicles to travel on private roads identified in the pilot program.

This Policy applies exclusively to the following private roads within WHRM:

- | | |
|----------------------|--------------------|
| • Destination Way | • Eagle View Drive |
| • Cozy Crescent | • Highland Drive |
| • Moonshadow Run | • Larch Lane |
| • Argyle Close | • Paradise Drive |
| • Aspen Court | • Poplar Way |
| • Balsam Fir Lane | • Spruce Court |
| • Black Cherry Lane | • Turtle Way |
| • Discovery Crescent | • Vista Ridge |

No other private roads are included in this pilot program.

POLICY:

1. Definitions

- 1) "cleared road" means a private road that is free from obstructions that may prevent access of a waste collection vehicle. Such obstructions may include, but are not limited to, snow, ice, potholes, and tree limbs;

- 2) “homeowner” means the property owner, or collection of property owners, that share a private road and are responsible for its maintenance;
- 3) “Municipality” means the West Hants Regional Municipality;
- 4) “private road” means any street, road, lane, bridge or other thoroughfare accessible to motor vehicles that is not a municipal street or a provincial highway and includes references in this Policy to “roads”. In this policy private roads means Destination Way, Cozy Crescent, Moonshadow Run, and the roads located within the Forest Lakes Development identified in Section 4.3;
- 5) “pilot program” means a temporary program approved by WHRM to test curbside collection service delivery on selected private roads;
- 6) “service provider” means the contractor and its agents and employees retained by the Municipality to provide Waste Collection Services;
- 7) “turning area” means an area on or with direct access to the private road that is configured to permit collection vehicles to turn around 180 degrees;
- 8) “waste collection vehicle” means any vehicle owned or contracted by the Municipality to collect waste.

2. Ownership of Private Roads:

- 2.1 The Municipality shall not assume ownership of a private road.
- 2.2 During the duration of the pilot program, as outlined in the policy, municipal staff may consider curbside collection on a private road only if the road is designed and constructed at minimum to a private road standard, as outlined in the West Hants Municipal Services Specifications Manual. Refer to Appendix “B” for the Private Road Standard.
- 2.3 The Municipality shall not provide nor fund road maintenance or road repairs on private roads.

3. Minimum Access Standards

- 3.1 In order for a waste collection vehicle to travel on a private road, the entire segment of roadway must be:

- 3.1.1 Identified with a sign that meets the requirements of the Municipality's Civic Addressing By-law, utilizing a name approved by the Civic Addressing Coordinator, that is visible from the municipal street or provincial highway;
 - 3.1.2 Meet the minimum standard specifications as detailed on Drawing Number WH-27. A minimum of 5.5 metres (18 feet) wide at its narrowest point, not including road shoulders;
 - 3.1.3 Finished with surface treatment such as gravel, tar and chip, asphalt or concrete;
 - 3.1.4 A cleared road, free of obstructions, including overhead clearance of 4.4m, and maintained as necessary to permit safe passage of the waste collection vehicle at all times; and
 - 3.1.5 The road must be kept in good condition with proper grading to prevent and remove excessive potholes, ruts and wash boarding. Snow and ice must be removed, and snow pushed back off the road shoulders.
- 3.2 Appropriate turning areas at long sections of roads and at the end of the road shall be provided, at the expense of the Homeowner, in a location and of a design approved by the Director of Public Works or their designate. Turning areas shall be designed to accommodate waste collection vehicles such that turning movements can be completed without reversing. A minimum unobstructed turning radius of 13 metres shall be provided at all such locations.
- 3.3 Private roads with bridge or culvert structures, steep slopes, rail crossings, and overhanging structures will be evaluated for waste collection vehicle access on a case-by-case basis by the Director of Public Works or their designate.
- 3.4 The Director of Public Works or their designate reserve the right to refuse to permit waste collection vehicles to travel on a private road if in their discretion minimum access standards are not satisfied and may in their discretion authorize the service provider to decline collection services when encountering unsafe or unsatisfactory conditions such as overhangs, snow, ice, flooding, damaged bridges, solid waste containers that have not been maintained and made accessible in accordance with the Solid Waste Bylaw, solid waste that has been spilled from containers, or solid waste not properly placed for collection for any other reason.

4. Eligibility and Road Requirements

For the purpose of this pilot:

4.1 Destination Way and Cozy Crescent

Destination Way and Cozy Crescent have been reviewed and meet the Municipality's private road collection requirements, including but not limited to:

- Adequate road width for collection vehicles;
- Appropriate turning radius;
- Structural integrity to support collection vehicles;
- Safe ingress and egress;
- Sufficient sightlines and minimal obstructions.

4.2 Moonshadow Run

Moonshadow Run is not included in the pilot program due to the following reasons:

- The width does not meet the minimum 5.5 meter requirements, as it is 4.5 meters wide.
- The locked gate obstructs the collection vehicle from turning around without backing up.

Residents of Moonshadow Run are required to place all waste and recycling for collection at the intersection of Moonshadow Run and Destination Way.

4.3 Forest Lakes Development

Effective September 1, 2026, the following roads within the Forest Lakes Development are included in the pilot program:

- | | |
|----------------------|------------------|
| • Argyle Close | • Larch Lane |
| • Aspen Court | • Paradise Drive |
| • Balsam Fir Lane | • Poplar Way |
| • Black Cherry Lane | • Spruce Court |
| • Discovery Crescent | • Turtle Way |
| • Eagle View Drive | • Vista Ridge |
| • Highland Drive | |

The Forest Lakes Development was approved by Council for participation in the Private Road Curbside Waste Collection Pilot program from September 1, 2026 to August 31, 2027 and is subject to all terms, conditions, road standards, safety requirements, and operation requirements contained within this Policy.

5. Level of Service

Properties located on the identified roads will receive the same curbside waste collection services as other serviced areas of the Municipality, including:

- Garbage and bulky waste collection
- Organics collection
- Leaf and yard waste collection

- Recycling collection
- Metal collection
- Christmas tree collection

All collection will follow the Municipality's approved schedules and sorting requirements.

6. Conditions of Service

Participation in the pilot program is subject to the following conditions:

6.1 Road Maintenance

- The Municipality is not responsible for maintenance, repair, or upgrading of private roads;
- Roads must be maintained by property owners or associations to ensure safe access year-round.

6.2 Winter Maintenance

- Roads must be adequately plowed and sanded/salted during winter months;
- Failure to maintain safe winter conditions may result in missed collection or suspension of service.

6.3 Obstructions

- No vehicles, structures, or objects may impede access for collection vehicles;
- The Municipality may refuse collection where access is restricted.

7. Health and Safety

Collection services will only be provided where the Municipality determines conditions are safe for operators and equipment.

The Municipality reserves the right to:

- Refuse collection under unsafe conditions;
- Modify service delivery (e.g., designate centralized collection points);
- Suspend service until safety concerns are addressed.

Where waste is not collected due to road conditions on Destination Way, Cozy Crescent and/or the roads within the Forest Lakes Development, set-out limits shall remain unchanged for the next scheduled collection day. Where waste is not collected due to hauler cancellation (e.g., weather conditions or equipment breakdown), set-out limits shall be doubled on the next regularly scheduled collection day, provided collection resumes on that day and was not recovered earlier.

8. Liability and Service Limitations

- 8.1 The Municipality and its service provider will not be responsible for any damage to private property that may occur as a result of a homeowner allowing waste collection vehicles on a private road. This includes, but is not restricted to, damage to the road itself, due to soft or wet road conditions.
- 8.2 The Municipality reserves the right to discontinue private road curbside waste collection services on a temporary or permanent basis at its discretion.
- 8.3 The Municipality has no obligation to provide curbside waste collection services to Private Roads. Notwithstanding the Municipality shall endeavor to provide a minimum of thirty (30) days written notice prior to revoking any existing considerations to allow them to make other arrangements, except in cases where safety or liability issues require a more immediate response.
- 8.4 The Homeowner must comply with all requirements of the West Hants Regional Municipality Solid Waste By-law and promptly address any rejected waste due to non-compliance.

9. Monitoring and Evaluation

Throughout the pilot program, the Municipality will:

- Monitor collection efficiency and safety;
- Track service issues and complaints;
- Evaluate road conditions and operational impacts on all participating private roads.

Data collected will inform future recommendations on private road curbside waste collection policies.

10. Effective Date, Duration and Review

This Policy comes into effect upon approval by Council as stated within the motion (July 1, 2026 to June 30, 2027) and remains in effect for the duration of the pilot program unless otherwise amended or repealed.

This is a pilot program and may be:

- Modified, expanded, or terminated at any time by the Municipal Council members; and
- Reviewed at the conclusion of the pilot period to determine long-term viability.

Notwithstanding the above, participation of the Forest Lakes Development commenced on September 1, 2026 following Council approval and will continue until August 31, 2027 unless otherwise amended, suspended, or terminated by Council.



WEST HANTS REGIONAL MUNICIPALITY
*PRIVATE ROAD CURBSIDE WASTE
COLLECTION PILOT PROGRAM*

RCOPW-003.01

11. Authority

This Policy is enacted under the authority of the Municipal Council members for the purpose of administering a pilot curbside waste collection program on designated private roads.

I, Deanna Snair, Municipal Clerk of the West Hants Regional Municipality, the Province of Nova Scotia, do hereby certify that this is a true copy of the Policy as adopted by the Council of the West Hants Regional Municipality at a meeting duly called and held on the ____ day of ____, 2026.

Deanna Snair
Municipal Clerk

Adoption	
Notice to Council:	June 9, 2026
Approval:	June 23, 2026
Description: Initial approval of the Private Road Curbside Waste Collection Policy, RCOPW-003.00	
Adoption	
Notice to Council:	September 8, 2026
Approval:	September 22, 2026
Description: First Amendment to include Forrest Lakes Development in the Private Road Curbside Waste Collection Policy, RCOPW-003.01	

APPENDIX "A"

Standard Turn Radius & Road Specifications

