

**MUNICIPALITY OF THE COUNTY OF RICHMOND**

**POLICY FOR PRIVATE ROAD CURBSIDE COLLECTION REQUESTS**

**APPROVAL DATE:**           **MAY 8, 2006**

1.     Requests from private road owners for Municipal curbside collection of solid waste are to be made in writing and submitted to the Committee of the Whole through either the CAO or the District Councillor.
2.     Requests are to be brought forward on the agenda at the next regular meeting of Committee of the Whole insofar as reasonably possible.
3.     To be eligible for consideration, request letters must include at minimum the following:
  - (1) Confirmation that the requestor is the owner of the subject road;
  - (2) Brief particulars on the road, location, type of surface, number of residences for collection purposes;
  - (3) Confirmation that the road owner will expressly permit and indemnify the Municipality and its contractor entering onto or into the road for collection/ solid waste management related purposes;
  - (4) Confirmation that the road owner accepts full responsibility for road condition at all times and recognizes road must be safe and passable for collection services;
  - (5) Confirmation that the road owner is requesting the Municipality provide curbside collection services on the said road;
  - (6) Personal contact information of the private road owners.
4.     Requests are to be noted on the record at the Committee of the Whole meeting with direction to the CAO to refer the same to the Director of Public Works for evaluation.
5.     Reference to the Director of Public Works shall include personal contact information of the private road owner(s).

6. On receiving the request from the CAO, the Director of Public Works is to conduct an inspection of the subject road and assess its fitness for curbside collection based on criteria including but not limited to the following:
  - (1) roadway width;
  - (2) roadway surfacing;
  - (3) roadway horizontal configuration including availability of turnaround space;
  - (4) roadway vertical configuration including maximum slope;
  - (5) seasonal and general maintenance arrangements;
  - (6) regulatory and permit compliance.
  
7. The Director of Public Works is to make a written report and recommendation to the CAO based on his assessment of road fitness and advising of the cost implications for addition of the road to the Municipality's curbside collection schedule.
  
8. The CAO shall present the Director's recommendation to Committee of the Whole at the next regular Committee Meeting insofar as reasonably possible, with the Director of Public Works attending if required.
  
9. Where the Director of Public Works recommends against addition of the road to the curbside collection schedule, the recommendation and reasons for same shall be noted on the record at the said Committee of the Whole Meeting.
  
10. Where the Director of Public Works and Committee of the Whole recommend addition of the road to the curbside collection schedule, the recommendations are to be brought forward to Council together with proposed draft resolution in the following form:

The private road situated at \_\_\_\_\_ and known as \_\_\_\_\_, shall be added to the municipal curbside collection route in Zone \_\_\_\_\_, pursuant to request to Council received from \_\_\_\_\_, the owner of the road, and based on assessment of fitness conducted on \_\_\_\_\_, and received by Council.

The road owner shall be subject to the curbside collection requirements in the Municipality's Solid Waste Management By-Law.

Provision of curbside collection services to the road will be conditional on compliance with regulatory and permit requirements; reasonable seasonal and regular maintenance by the road owner(s), as required by the Municipality, and as determined in the opinion of the Municipality.

Curbside collection services to the road will be subject always to indemnification by the road owner (\_\_\_\_\_) for the Municipality, its agents, employees, and assigns, against losses, claims, or actions related to or arising from the provision of solid waste management services on or at the road, to execution by the road owner of a Waiver drafted by the Municipality, and to such other terms and conditions as the Municipality may impose from time to time.

The provision of curbside collection services to the said road, may be revoked by decision of Council for cause as determined by Council and/or at the written request of the road owner.

11. Where Council approved the addition of the private road to the curbside collection schedule by resolution as described here above, the CAO shall provide the Director of Public Works with a copy of the resolution.
12. In that case, the Director of Public Works shall notify the Solid Waste Contractor and attach a copy of the resolution at Schedule 2 of the Contract (Municipality and Contractor copies), with initialing by the Contractor to acknowledge the same.
13. Where Committee of the Whole and the Director of Public Works do not both recommend addition of the private road, or where both recommend the request be denied, denial and reasons therefore, shall be noted in the Minutes of the Committee of the Whole Meeting and the CAO shall send written notice to the road owner including brief statement of the reasons for denial.
14. Any private road added to the curbside collection schedule in the above manner, may be removed from the schedule by resolution of Council whether pursuant to written request for removal from the private road owner or by decision of Council for cause as determined by Council in its sole discretion.
15. Where a private road is removed from the curbside collection schedule, the CAO shall notify the road owner in writing of Council's decision and shall direct the Director of Public Works to notify the Contractor and to confirm amendment to Schedule 2 of the Contract to reflect the removal.

\*\*\*\*\*