

# **Waste Management Policy**

**Effective Date: October 2026**

## 1. Purpose

Mismanagement of garbage and waste on public housing properties can result in serious risks including fire hazards, rodent and pest infestations, and health risks for tenants, children, pets and neighbours.

The purpose of this Policy is to support clean, safe and well-maintained public housing properties by setting out the waste management responsibilities of Tenants and the Nova Scotia Provincial Housing Agency (NSPHA).

The Policy recognizes that waste management requirements may vary across municipalities and requires Tenants to comply with applicable municipal bylaws, NSPHA Landlord Rules and the lease agreement between NSPHA and its Tenants. It also outlines the measures NSPHA may take when waste management obligations are not met by Tenants.

## 2. Scope

The Waste Management Policy applies to NSPHA Tenants.

This policy sets out:

- Tenant responsibilities related to waste management and maintaining safe and suitable public housing properties.
- NSPHA's responsibilities related to waste management and maintaining safe and suitable public housing properties.
- The processes used to document, address and communicate waste management concerns.
- How NSPHA will address situations where waste management responsibilities are not met, including Tenant Charges for cost recovery.

## 3. Definitions

- **Landlord:** The Nova Scotia Provincial Housing Agency (NSPHA).
- **Landlord's Rules:** Reasonable rules established by a Landlord that apply to the residential premises which shall be given to a Tenant prior to executing a lease. NSPHA's leases include two types of landlord's rules: **Tenant Rules** and **Building/Property Rules** which are defined under "Lease".

- **Lease:** The standard residential lease agreement issued by NSPHA. It sets out the rights and responsibilities of both parties. The lease includes:
  - **Schedule A** – Statutory Conditions: As required under the Residential Tenancies Act (RTA).
  - **Schedule B** – Tenant Rules: Standard rules that apply to all Tenants living in government-owned public housing.
  - **Schedule C** – Building/Property Rules: Site-specific rules that apply to a particular building or property.
  - Any other applicable schedule, as required.
  
- **Lease Violation:** For the purposes of this Policy, a waste management Lease Violation occurs when a Tenant fails to comply with a waste management obligation as outlined in the Lease, or the Landlord's Rules, including any applicable legislation or bylaws or applicable requirement incorporated into those documents.
  
- **Occupants:** Adults, children or dependents who live in the unit but are not named as Tenants on the lease.
  
- **Public Housing Property:** Land, buildings, common areas, outdoor spaces, parking areas, waste collection areas and other property owned by the Province of Nova Scotia and managed by NSPHA.
  
- **Tenant:** Any individual who has signed a lease agreement with NSPHA. A Tenant is legally responsible for:
  - Paying rent as outlined in the lease
  - Complying with the lease, Landlord Rules and applicable laws
  - Ensuring all occupants and guests follow the lease and Landlord's Rules and do not cause damage or disruption

Where multiple individuals have signed the lease, all are jointly and equally responsible for fulfilling its terms. In this policy, "Tenant" refers to all Tenants named on the lease.
  
- **Tenant Charges:** A charge assigned to a Tenant for costs incurred by NSPHA as a result of Tenant actions or inactions, where permitted under the Lease or applicable legislation. Tenant Charges do not include rent or utility charges.

- **Tenant Handbook:** A guide for Tenants which outlines key information for Tenants, including information on Tenant Charges and waste management best practices.

## 4. Policy

### A. Tenant Waste Management Responsibilities

- i. Tenants must comply with all applicable waste management requirements, including municipal bylaws, the lease, Landlord Rules, Building/Property rules and applicable legislation and regulations.
- ii. Tenants are responsible for waste management, including, but not limited to:
  - a) Sorting and disposing of garbage, recycling and organics according to local rules. This includes waste created by the tenant, household members and guests, both in the unit and anywhere on provincial property;
  - b) Placing garbage, recycling and organics in the appropriate bins and collection areas, such as at the curb on collection days, in waste rooms or in designated waste containers;
  - c) Keeping the unit, yard, driveway, balcony and surrounding areas free of waste and debris;
  - d) Properly disposing of bulky household items, such as furniture, mattresses and appliances, in accordance with applicable municipal requirements, which may include paying for collection;
  - e) Not storing, disposing of, or abandoning waste on public housing property except in designated areas;
  - f) Disposing of pet waste;
  - g) Disposing of paint, chemicals, propane tanks, electronic waste and other materials requiring special handling in accordance with applicable municipal requirements.
  - h) Disposing of cigarette butts and smoking-related waste in appropriate receptacles;
  - i) Following applicable waste collection schedules and bylaw requirements; and
  - j) Ensuring waste does not create health, safety, sanitation, pest, or fire hazards.

- iii. Tenants must tell NSPHA as soon as possible if they cannot meet their waste management responsibilities and must work with NSPHA to find a solution.

## **B. NSPHA Waste Management Responsibilities**

- i. NSPHA is responsible for maintaining standards of health, safety and good repair for public housing properties, and will abide by all statutory conditions of the *Residential Tenancies Act*.
- ii. NSPHA will provide Tenants with a Tenant Handbook and building/property specific rules to ensure that Tenants have the information and resources required to manage waste effectively.
- iii. NSPHA will communicate waste management requirements and address instances of non-compliance in accordance with this Policy.

## **C. Waste Management Enforcement**

- i. Tenants who fail to meet their waste management obligations will be considered in violation of their lease.
- ii. A Lease Violation may be identified by NSPHA through inspections, property visits, reports from staff, or complaints received from Tenants, neighbours, municipalities or other community members.
- iii. When a Lease Violation is identified, NSPHA will document the matter, including the nature of the concern, the source of identification, details of the violation, photographs where appropriate and any related correspondence.
- iv. NSPHA will provide written notice of the Lease Violation, including what needs to be done to fix the issue and the deadline for doing so. The notice will also explain that if the tenant does not correct the violation by the deadline, NSPHA will charge the tenant for the full cost incurred by NSPHA.
- v. Where NSPHA incurs costs as a result of a Tenant's failure to meet their waste management responsibilities, NSPHA will issue a Tenant Charge in accordance with this Policy, the lease and applicable legislation.

- vi. NSPHA will apply Tenant Charges to recover the total documented costs incurred by NSPHA as a result of the Lease Violation. These costs may include, but are limited to:
  - a) documented contractor invoices;
  - b) disposal or tipping fees;
  - c) equipment or dumpster rental costs;
  - d) materials and supplies used; and
  - e) other reasonable and documented costs directly attributable to the waste management violation.
- vii. In exceptional circumstances, NSPHA may reduce or waive a tenant charge. This decision is at NSPHA's discretion and requires documented approval from a Property Hub Manager or designate.
- viii. Tenant Charges will not exceed the costs incurred by NSPHA in remedying the Lease Violation.
- ix. Tenant Charges will be issued to Tenants by written notice outlining the Lease Violation and the value of the Tenant Charge.
- x. Where a tenant fails to pay a Tenant Charge, the Tenant Charge will be treated as arrears.
- xi. If a tenant receives three notes for waste management Lease Violations during their tenancy, NSPHA may take action through the Residential Tenancies Program. This could include ending the tenancy (eviction), as permitted under the *Residential Tenancies Act*.
- xii. Where NSPHA reasonably determines that an issue presents an urgent health or safety risk, NSPHA may take immediate action without providing the Tenant an opportunity to correct it first.
  - a) Immediate action may include pursuing remedies through the Residential Tenancies Program, even if NSPHA has not issued three notices within a twelve-month period.

#### **D. Appeals**

- i. If a Tenant disagrees with a Tenant Charge related to a waste management Lease Violation, they may request a review through the appeal process.

- ii. Filing an appeal does not suspend the requirement to address the underlying waste management violation.
- iii. NSPHA will review and respond to all appeals in accordance with its [Appeal Policy and Procedures](#), which are available on the NSPHA website.

## 5. References

- i. The Waste Management Policy was developed in accordance with:
  - a) The NSPHA Lease Agreements.
  - b) *Residential Tenancies Act*, RSNS 1989, c 401.
  - c) Municipal by-laws relating to waste collection and waste diversion.
  - d) Solid Waste-Resource Management Regulations made under Section 102 of the Environment Act S.N.S. 1994-95, c. 1 O.I.C. 96-79 (effective February 6, 1996), N.S. Reg. 25/1996 amended to O.I.C. 2025-136 (effective May 7, 2025), N.S. Reg. 95/2025.

## 6. Policy History

### 6.1. Effective Date

This policy came into effect **October 2026**.