

**VALLEY REGION SOLID**  
**WASTE-RESOURCE MANAGEMENT AUTHORITY**  
**BYLAW DIRECTIVES**

**(Pursuant to the Valley Region Solid Waste-Resource Management Bylaw)**

**Approved: January 15, 2014**

**Valley Region Solid Waste-Resource Management  
Bylaw Directives**

(Pursuant to the Valley Region Solid Waste-Resource Management Bylaw)

**Table of Contents**

**Introduction** .....Page 1

**Section 1**  
**Banned Materials** .....Page 2

**Section 2**  
**Source Separation** .....Page 4

**Section 3**  
**Authority Collection** .....Page 7

**Section 4**  
**Hazardous Waste** .....Page 17

**Section 5**  
**Public Waste and Special Events** .....Page 18

**Section 6**  
**Management Centres**.....Page 20

**Section 7**  
**Bylaw Enforcement** .....Page 26

**Schedule 1**  
**Schedules of Fees and Volume Based Tipping Fees** .....Page 28

# **Valley Region Solid Waste-Resource Management Authority** **Bylaw Directives**

**(Pursuant to the Valley Region Solid Waste-Resource Management Bylaw)**

## **Introduction**

The Valley Region Solid Waste-Resource Management Bylaw (the Bylaw) empowers the Valley Region Solid Waste-Resource Management Authority (the Authority) to issue Directives for the effective and efficient management of solid waste within the jurisdictions of the parties to the *Valley Region Solid Waste-Resource Management Intermunicipal Services Agreement* (i.e. the Municipalities of Annapolis and Kings, and the Towns of Annapolis Royal, Berwick, Bridgetown, Hantsport, Kentville, Middleton, and Wolfville), otherwise known as the Valley Region.

Section 2.4 of the Bylaw reads as follows.

**2.4** *The Authority may by resolution issue Directives to supplement and assist with the better implementation of this bylaw and it is the intent of this Municipality that such Directives made by the Authority pursuant to the provisions of this bylaw shall be and shall become Directives of this Municipality to be enforced pursuant to this bylaw in the same manner as any other provision of this bylaw. It shall be an offence to fail to comply with any such Directive.*

The Directives in the following pages have been approved by the Authority pursuant to section 2.4 of the Bylaw and may be amended from time to time by the Authority.

## 1.0 Banned Materials

### Materials Banned from Disposal

Section 3.4 of the Valley Region Solid Waste Resource Management Bylaw names two classes of materials that are banned from disposal: i) materials banned by Provincial Regulation; and ii) materials banned by the Authority. Banned items may be managed as recyclables, compostable organics, household hazardous waste or by other means appropriate to the material. Disposal bans are in effect at Authority facilities for the materials listed on the table on the following page.

***Materials on the list that are accepted at the Management Centres must be delivered separated from other garbage. Questions about how to handle specific items should be directed to Valley Waste at 679-1325 or toll free at 1-877-927-8300.***

<b><u>Banned from Disposal and ACCEPTED at the Management Centre</u></b>	<b><u>Banned from Disposal and NOT ACCEPTED at the Management Centre</u></b>
<p><u>Banned by the Province</u></p> <ul style="list-style-type: none"> <li>• Beverage Containers</li> <li>• Newsprint</li> <li>• Corrugated Cardboard</li> <li>• Waste paint</li> <li>• Automotive Antifreeze</li> <li>• Automotive Batteries</li> <li>• Steel/tin Food Containers</li> <li>• HDPE (#4) Plastic Bags and Containers</li> <li>• LDPE (#2) Bags and Containers including Stretch Wrap and Pallet Wrap</li> <li>• Leaf and Yard Waste</li> <li>• Compostable Organics</li> </ul> <p><u>Banned by Valley Waste</u></p> <ul style="list-style-type: none"> <li>• Milk Cartons (including milk substitutes)</li> <li>• All plastic bottles and containers</li> <li>• Plastic bags and bale wrap (#2 and #4)</li> <li>• Glossy Paper, Office Paper, and other recyclable and compostable paper</li> <li>• Household Hazardous Waste</li> <li>• Propane tanks</li> </ul>	<p><u>Banned by the Province</u></p> <ul style="list-style-type: none"> <li>• Used tires (rim size 24.5 inches or less)</li> <li>• Electronic Waste</li> </ul> <p><u>Banned by Valley Waste</u></p> <ul style="list-style-type: none"> <li>• Industrial/Commercial/Institutional Hazardous Waste</li> <li>• Explosive and infectious materials</li> <li>• Liquid waste</li> <li>• Whole companion or livestock animal carcasses except those delivered by the Animal Control Officer</li> <li>• Septic tank pumpings</li> <li>• Radioactive materials</li> <li>• Fuel tanks over 2,250 litre (500 gal) capacity</li> <li>• Large branches, stumps (over 15 cm or 6 inches in diameter)</li> </ul> <p><u>Banned By the Federal Government</u></p> <ul style="list-style-type: none"> <li>• Specified Risk Materials (SRM) See note</li> </ul>

Note:

SRM means the skull, brain, trigeminal ganglia, eyes, palatine tonsils, spinal cord and dorsal root ganglia (DRG) of cattle aged 30 months or older, as well as the distal ileum of cattle of all ages. In cattle infected with Bovine Spongiform Encephalopathy (BSE), these tissues contain the BSE agent and may transmit the disease.

## 2.0 Source-Separation

To facilitate recycling and composting of banned materials, all persons in the Valley Region are required to source separate the waste they generate at permanent, seasonal or temporary residential premises; at Industrial, Commercial, and Institutional premises; in public places; and at events held in public places, commercial premises, and other public event venues. Waste must be separated into the following categories: compostable organics, recyclables, residual waste, and hazardous waste. The items that fall into each of these categories are listed below. For up-to-date sorting information including proper preparation, see current Valley Waste sorting lists in the annual calendar, on the Valley Waste website ([www.vwrm.com](http://www.vwrm.com)) or call the Valley Waste office at 1-902-679-1325 or toll free at 1-877-927-8300.

### **Compostable Organics** (See current sorting lists for proper preparation)

- food waste including fruits and vegetables and peelings, table scraps, meat, poultry and fish, bones, shellfish (including shells), dairy products, egg shells, cheese, cooking oil, grease and fat, bread, grain, rice and pasta, coffee grounds and filters, tea leaves and bags, and other similar items
- leaf and yard waste including grass clippings, leaves, brush, twigs, house and garden plants, waste potting soil, sawdust, and wood shavings
- soiled boxboard with all plastics, foil and metal fasteners removed (unless soiled with HHW, paint, petroleum products, etc.) including cereal, shoe, tissue, detergent, cracker, cookie, baking product and frozen food boxes (not coated with plastic), paper towel and toilet paper rolls, soiled pizza boxes and residential waxed corrugated cardboard
- soiled and non-recyclable paper products (unless soiled with petroleum products)
- branches and prunings tied in bundles no longer than four (4) feet
- Christmas trees with decorations and stands removed; and
- Other materials of plant or animal origin, except for whole companion animal or livestock carcasses and Specified Risk Materials (see previous page).

**Recyclables** (See current sorting lists for proper preparation)

Bag 1: Clean Paper

- phone books
- paper egg cartons and other molded paper products
- newspaper
- file folders
- office paper including shredded paper (bond paper, computer paper, envelopes)
- paperback books
- cereal boxes and other boxboard packaging
- flyers and magazines
- non-waxed corrugated cardboard (either bagged, or flattened and tied in bundles 1 foot by 2 feet by 3feet)

Bag 2: Plastic, Metal, and Glass Containers and other miscellaneous items

- milk and juice containers (no caps)
- beverage containers (soft drinks, beer, liquor may also be returned to an Enviro-Depot for refund)
- tin/steel food cans
- aluminum foil plates, trays and wrap
- glass bottles and jars (remove lids)
- clean and empty plastic bags
- All plastic bottles and containers
- stretch wrap (pallet wrap)

**Household Hazardous Waste (HHW)** to be delivered at no charge to the HHW Depot at one of the Management Centres. In general, material with hazardous symbols on the packaging illustrated below shall be considered hazardous.



Toxic



Corrosive



Flammable



Explosive

Examples of Household Hazardous Waste include:

- batteries
- propane tanks
- fluorescent light bulbs

- paint, stain, finishes, sealers
- motor oil
- household cleaners
- pool chemicals
- pesticides
- needles and lancets

**Residual Waste** (See current sorting lists for details)

Examples of residual waste include:

- chip bags and candy wrappers
- toothpaste tubes, tooth brushes and floss
- coffee cups
- diapers
- toys, clothing and footwear
- incandescent light bulbs, empty spray cans, and empty paint cans
- feminine hygiene products
- oil and antifreeze containers
- kitty litter
- broken glass (safely boxed or wrapped)
- small appliances
- furniture
- carpet
- construction and demolition (C&D) materials
- and other items not listed as compostable or recyclable or as hazardous waste



## 3.0 Authority Collection

The Authority provides a roadside waste collection program serving all residential and IC&I premises within the jurisdictions of the municipal units which are parties to the *Valley Region Solid Waste-Resource Management Intermunicipal Services Agreement*, i.e. the Municipalities of Annapolis and Kings, and the Towns of Annapolis Royal, Berwick, Bridgetown, Hantsport, Kentville, Middleton, and Wolfville. Solid waste is collected through the Authority Collection program provided it is source separated and set out according to the Bylaw and these Bylaw Directives.

All eligible premises are subject to the same source-separation requirements, set-out limits, and collection container requirements. It is the responsibility of the owner or occupant to provide for collection and disposal of materials which are not eligible for Authority Collection or which exceed the allowable limits.

### 3.1 Eligible Premises

The basic unit of Authority Collection is a property, or “eligible premises”. To be deemed eligible, a premises must be in compliance with applicable municipal zoning and development requirements, and required property taxes must be paid. In the case of federal lands for which property taxes are not paid premises may be deemed eligible if an agreement is in place to provide waste management services on those lands.

Residential premises eligible for Authority Collection include self-contained long term living accommodations, containing kitchen facilities, in which the occupant(s) sleep, cook, and eat meals. Each such unit comprises one eligible premises.

Industrial Commercial and Institutional (IC&I) eligible premises may include a variety of industrial, commercial or institutional enterprises or organizations including home occupation type businesses. An IC&I serviced unit must:

- i. conform to municipal zoning bylaw requirements;
- ii. comprise the entire building, or form a separate business unit within a building containing two or more separate units; and
- iii. be an operating business generating waste through activities of that business.

The owner or occupant of any eligible premises generating waste in excess of the standard collection limits must make arrangements, either through private service providers or using

their own resources, to remove and dispose of their waste materials in compliance with the Bylaw.

Examples of residential and IC&I eligible premises include:

- i. single detached residential dwellings including mobile homes;
- ii. each individual unit in a duplex or semi-detached residential dwelling (under-and-over and side-by-side);
- iii. each individual unit in a multi-unit residential building (e.g. apartments and condominiums);
- iv. each individual unit in a rowhouse or townhouse dwelling;
- v. an individual unit in an industrial, commercial or institutional building as defined above;
- vi. seasonal residential dwellings (e.g. a cottage);
- vii. church halls, community halls, fire halls, service club halls, and other similar public buildings;
- viii. residential dwellings and IC&I premises on private roads providing that properly sorted and contained waste materials shall be deposited in a drop-off depot designed for the purpose, or, in the absence of a drop-off depot, placed at the nearest intersection with a public road on the collection day in that area;
- ix. public wharves: a wharf is one eligible premises;
- x. cemeteries: a cemetery is one eligible premises;
- xi. seasonal agricultural worker accommodations where occupants eat, sleep and prepare their meals;
- xii. cemeteries;
- xiii. wharves.

## **3.2 Green Carts and Mini-bins**

### **3.2.1 Cart Distribution**

The Authority provides aerated organics collection carts (“green carts”) and kitchen mini-bins for each eligible premises. Green Carts are assigned to a given premises and remain the property of the Authority. In all cases, the Authority supplies the green cart and mini-bin only for the storage and collection of compostable organics from the premises. Green carts and mini-bins are assigned as outlined below:

- i. a single detached permanent, residential dwelling including a mobile home, individual rowhouse, and individual unit in a semi-detached dwelling - one cart and one mini-bin will be assigned automatically to the property;
- ii. each single industrial, commercial, or institutional premises - one cart and mini-bin will be supplied;
- iii. a multi-unit apartment or condominium building - a sufficient number of carts will be assigned to provide storage for the amount of organics generated between collections by all the building's units combined. Usually that means one cart for every four units. A mini-bin will be provided to each individual apartment unit.
- iv. duplexes (side by side or over and under - one cart will be assigned to each unit;
- v. seasonal homes on private roads - one mini-bin will be provided to each unit; a green cart will only be provided if there is no seasonal waste drop-off depot in the area and the resident places the cart at a public road for collection; and
- vi. church halls, community halls, fire halls, service club halls and other similar buildings, one cart and one mini-bin will be provided on request to each unit.

### 3.2.2 Cart Ownership

Green carts and mini-bins are and remain the property of the Valley Region Solid Waste-Resource Management Authority. The cart and mini-bin are registered to the residential or IC&I property, and are assigned to the property. When a property is sold, the cart and mini-bin shall remain on the property.

### 3.2.3 Green Cart Exchange

The Authority may from time to time offer more than one size of green carts to accommodate the varying needs of residents. The standard cart size has a nominal volume of 240 liters. When other cart sizes are available, the current cart may be exchanged for one of a more suitable size. There is no service fee for this exchange.

### 3.2.4 Lost, Stolen or Damaged Carts or Mini-bins

If a green cart is lost, stolen or damaged, except through normal use, it is the property owner's responsibility, subject to the Manager's discretion, to pay the Authority the replacement cost. If damaged or stolen due to negligence of the collection contractor, it will be the contractor's responsibility to purchase a new cart.

The Authority will replace carts rendered unusable through normal use at no cost.

It is the property owner's responsibility to replace lost or broken mini-bins, except that when a property is sold, the Authority will replace missing or destroyed mini-bins free of charge at the owner's request.

### 3.2.5 Sale of Property

Green carts are the property of Valley Waste-Resource Management. Upon the sale of a property, the cart shall be left on the property. The new owner is responsible for making new green cart arrangements with the Authority if necessary.

## **3.3 Non-Collectable Materials**

The Authority will not collect the following materials at curbside through the Authority Collection program:

- i. solid waste produced outside the jurisdictions administered by the Authority;
- ii. liquid waste or material that has a fluid consistency and has not been drained or solidified, including waste paint;
- iii. highly combustible or explosive materials, such as gasoline, solvents or rags soaked in such materials, gasoline containers, chemicals, acids or other combustible residues, ammunition, dynamite, or other similar material;
- iv. biomedical waste including saturated blood-soaked dressings and bandages, tubing containing blood or other bodily fluids, and infected material or hypodermic needles from physicians, surgeons, dentists or veterinarians;
- v. whole companion animal or livestock carcasses and Specified Risk Materials (SRM), see section 1.0 for SRM definition;
- vi. waste listed or characterized as hazardous by any federal or provincial law;
- vii. sheet iron, large pieces of scrap metal or machine parts, automobile bodies and fuel tanks containing fuel residue;
- viii. septic tank pumpings, raw sewage or industrial sludge;
- ix. radioactive materials;
- x. any materials in amounts in excess of that specified in the collection container directive;
- xi. manure, kennel waste, excreta, fish processing waste;
- xii. materials from commercial waste storage containers not eligible for Authority Collection;
- xiii. lead-acid automotive batteries and propane tanks;
- xiv. automotive tires; and
- xv. hot ashes or cinders.

### 3.4 Collection Containers

Waste shall be set out for Authority Collection in the following containers and quantities.

#### 3.4.1 Acceptable Containers for Authority Collection

Acceptable Containers for Recyclable Materials shall be:

- i. Transparent blue plastic bags weighing no more than 15 kg (33 lb) when full; and no longer than 1 m (39 inches); and
- ii. Bundles of corrugated cardboard: flattened and securely tied or otherwise bound together, weighing no more than 15 kg (33 lb) and measuring no more than 30 cm by 60 cm by 90 cm (1 foot by 2 feet by 3 feet).

Acceptable Containers for Compostable Organics shall be:

- i. Organics Collection Carts as assigned to properties by the Authority weighing no more than 100 kg (220 lb) when full;
- ii. Bundles of brush, no more than 60 cm (2 feet) in diameter, securely tied, and weighing no more than 15 kg (33 lb) with no individual piece of material being more than 5 cm (2 inches) in diameter or longer than 1.2 m (4 feet), and
- iii. For leaves only, clear transparent plastic bags during special leaf collections.

Acceptable Containers for Residual Waste shall be:

- i. Clear Transparent Plastic Bags:
  - a. Securely tied and watertight;
  - b. No longer than 1 m (39 inches) when empty; and
  - c. Weighing no more than 15 kg (33 lb) when full.
- ii. Each serviced unit may set out one (1) solid-coloured regular plastic garbage bag (e.g. black, green, brown, white, etc.) as a “privacy bag” each collection cycle, to contain private items such as medical waste and other residual waste. Privacy bags shall be no more than 1 meter (39 inches) long when empty; and weigh no more than 15 kg (33 lb) when full. A clear bag filled with smaller opaque bags is considered one solid-coloured “privacy bag”. The privacy bag counts as one residual waste container and is subject to inspection for proper source-separation like any other residual waste container.
- iii. To prevent litter created by pests, snow plows, etc., acceptable residual waste bags may be set out for collection inside water tight metal or plastic garbage cans which are:
  - a. constructed of durable metal, plastic or other impermeable material designed for containment of waste,
  - b. equipped with a tight fitting impermeable cover,
  - c. equipped with handles in good repair;
  - d. as large or larger in diameter at the top than at the bottom;

NOTE: The basic collection container unit remains the plastic bag (clear or solid-coloured) regardless whether the bag is set out on its own, in a garbage can, or in a storage bin at roadside.

### 3.4.2 Allowable Number of Containers

The number of containers allowed per serviced unit per collection is as follows:

1. A total of eight bags of recyclables and residual waste combined
  - a. Up to eight bags may be recyclable materials (in blue bags)
  - b. No more than four bags may be residual waste (in clear bags)
  - c. One clear bag may be replaced with a solid-coloured privacy bag – see section 3.4.1 iii.
2. One green cart; except in the case of a multi-unit apartment building where the number of green carts allowed shall be the number issued by the Authority to the building in accordance with the Authority Collection Equipment Directive.
3. Two bundles of brush
4. Two bundles of corrugated cardboard

## **3.5 Exemptions from Collection Rules**

Occasionally, the occupant(s) of a serviced unit may be unable to comply with Authority Collection rules, such as for medical or similar reasons. In such cases, after verifying the reasons for the inability to comply, and after confirming that the occupants are aware of their responsibilities and are complying to the best of their ability, Authority staff may grant an exemption to the normal collection rules.

Staff shall maintain a list of civic addresses where exemptions have been granted and the reasons for the exemptions. The civic address list shall be provided to the Authority Collection Contractor to ensure that collection at exempted address is carried out consistent with the exemptions.

## **3.6 Curbside Inspection of Waste Set-Outs**

### **Inspection Guidelines**

Authority staff regularly inspect waste materials set out for collection as a means of assessing compliance with the Bylaw and the source separation and waste container Directives. The

following guidelines provide guidance to inspection staff. Depending on the specifics of the case, the Inspector may use his/her experience to adapt the steps and tools outlined below to most effectively and efficiently achieve compliance.

When the Inspector finds improperly sorted or packaged material set out for collection:

- The Inspector shall keep a record of the non-compliance issue(s) identified in the materials inspected, as a basis for subsequent educational and/or enforcement actions, as time permits. With the goal of informing the waste generator about provincial and municipal waste sorting requirements, the Inspector should then communicate the information gathered during the inspection to the generator, or owner of the property, as efficiently as possible allowing for the specific circumstances of the case. To reinforce the message, waste sorting guides or other printed information may be utilized.
- If further, similar violations occur at the same address, the Inspector may send a warning in the form of a letter to the occupant or owner of the property where the violation has occurred.
- Repeated subsequent violations, depending on their severity, may result in a more serious penalty, such as rejection of set-out waste or a Bylaw Ticket.

NOTES:

- All written communications with generator should be retained on file.
- At any time, the Inspector may refer the case to the Valley Waste staff member deemed most appropriate to address the particular issue, such as the By-law Enforcement Officer, ICI Coordinator, or Residential Coordinator, for follow-up.
- Inspectors are encouraged to consult with other staff to develop effective solutions to problem situations with the goal of achieving compliance.

## **3.7 Special Collections**

### 3.7.1 Spring and Fall Clean-up

Bulky items such as furniture, stoves, mattresses, scrap metal, bed springs, barrels, water tanks, dishwashers, clothes washers and dryers, pieces of fencing, refrigerators, freezers, air conditioners (with a “CFC refrigerant-free” sticker) and debris from home renovations are not collected roadside during regular Authority collection days.

The Authority provides special collections each year for bulky items each spring and fall (Spring and Fall Cleanup), and for leaves in the fall. The dates and schedules for these collections appear on the annual Authority calendar distributed throughout the Valley Region.

Rules for Spring and Fall Cleanup are posted in the annual calendar and are as follows.

- i. Cleanups are intended for large, bulky and excess residual waste only. Recyclable materials and compostable organics will not be collected by the clean-up trucks.
- ii. Items may be set out for clean-up no more than seven (7) days before the scheduled collection day.
- iii. All items must be set out for collection in front of the property where they were generated.
- iv. A maximum of 20 items will be collected from each serviced unit.
- v. An item means a single object, bag, container, or securely tied bundle.
- vi. A bundle shall measure no more than 120 cm (4 feet) in length.
- vii. Bagged waste must be placed in clear bags.
- viii. Corrugated cardboard cartons are banned from landfill in Nova Scotia and collection crews will empty and leave them for the owner or occupant of the serviced unit to recycle.
- ix. No more than two of any one appliance type will be collected from any one serviced unit.
- x. Large items such as furniture and appliances weighing more than 91 kg (200 lb) will not be collected.
- xi. All other items shall weigh no more than 34 kg (75 lb) each.
- xii. Large windows and glass doors may not be collected because of the potential danger to the collection crew if the glass shatters violently when compacted in the collection truck;
- xiii. Items not collected are the responsibility of the owner or occupant and must be removed from roadside at the end of the collection day.

### 3.7.2 Leaf Collection

The Authority may offer a special leaf collection in the fall. Schedule details are available in the annual Valley Waste Calendar, online at [www.vwrm.com](http://www.vwrm.com), or by phone through the Hotline at 902-679-1325 or toll free at 1-877-927-8300. Leaves shall be set out in standard sized clear bags, no more than 1 meter (39 inches) in length.



### 3.7.3 Christmas Tree Collection

The Authority may offer a special Christmas tree collection following the Christmas season.

### 3.7.4 Other Special Collections

The Manager may schedule other special collections as approved by the Authority.

## **3.8 Collection Schedule**

Regular roadside Authority Collection of recyclable materials, compostable organics, and residual waste takes place every second week. Details of collection routes are available in the annual Valley Waste Calendar, online at [www.vwrm.com](http://www.vwrm.com), or by phone through the Hotline at 902-679-1325 or toll free at 1-877-927-8300.

Collection will generally start no earlier than 8:00 a.m. on any collection day, unless otherwise specified.

## **3.9 Holidays**

There shall be no collection on the following designated holidays:

- New Year's Day
- Good Friday
- Remembrance Day
- Christmas Day
- Boxing Day

The Manager will notify the public, in advance, of the designated alternate collection day for each Holiday, normally through the annual calendar. Information is also available online at [www.vwrm.com](http://www.vwrm.com) or through the Hotline at 902-679-1325 or toll free at 1-877-927-8300.

## **3.10 Storm Day Collection**

If Authority Collection is totally cancelled because of a storm, the collection contractor will collect the route the following Saturday. If that Saturday is a holiday or already scheduled for collection, the Manager will designate another day.

If the collection contractor begins the day's routes but is called off the road due to inclement weather before completing the routes, no alternate collection day will be scheduled. Collection stops missed due to the cancellation will be granted double collection limits for the next regularly scheduled collection day.

### **3.11 Collection of Pet Feces**

- i. Pet feces may not be placed in the green cart because of the potential for transmission of disease to workers at waste management facilities.
- ii. Pet feces will be accepted for collection as a residual waste in normal household quantities.
- iii. Premises producing more than normal household quantities must find other management alternatives such as partnering with a farmer managing manure, on-site composting, or other methods providing they are in compliance with applicable municipal and provincial regulations and guidelines.
- iv. Kitty litter and other pet feces to be placed out for collection must be double-bagged in plastic bags which are tied shut to minimize spillage and potential for contact with collection workers.

## **4.0 Hazardous Waste**

The Authority Collection program is not designed to collect hazardous waste. Residents shall dispose of household hazardous waste through the Household Hazardous Waste (HHW) Depots operated by the Authority at the Eastern Management Centre or the Western Management Centre.

The Management Centres are not permitted by the Province to accept hazardous waste generated in the Industrial, Commercial and Institutional sector. It is the responsibility of the IC&I sector to ensure that their hazardous waste is disposed of in accordance with provincial regulations.

## 5.0 Public Waste and Special Events

The Bylaw requires the generator to source separate their waste. There is no exception for waste generated at a public event where public waste is generated, or a private event such as a private wedding, family reunion or other such gathering at a home or other private venue.

The Bylaw defines public waste as:

*“solid waste generated in or on premises where the public is or would normally be responsible for disposing of waste generated at such premises including, but not limited to enclosed or exterior shopping centres, malls, food courts, quick service or counter service restaurants, sports arenas, office or other commercial premises, retail premises, private or public parks or campgrounds, and public event venues (inside or outside)”*

It is challenging for businesses or special event managers to control the actions of the public or invited guests who use their facilities and/or attend their events. Public education and cooperation between the public, guests, the manager, staff, the waste hauler and Valley Waste-Resource Management are the keys to successfully managing public waste. Similar guidelines apply also to operators of private events such as private parties, family events etc.

Event managers needing further assistance with public waste and special events may contact Valley Waste-Resource Management for information and borrowed carts or sorting stations to handle the temporary higher quantities of recyclable materials, compostable organics and residual waste. It is the responsibility of event operators to dispose of materials collected in borrowed carts or sorting stations. The event organizer is also responsible for picking up, cleaning and returning borrowed sorting stations.

### **Guidelines for Managing Public Waste:**

- i. In any staff controlled area all waste shall be source separated.
- ii. Where waste is not under staff control, the business or event manager shall exercise due diligence to provide the public with conveniently located source-separation containers.
- iii. Labels and signage shall be posted indicating what materials should be placed in each container. This will help the public know where to correctly place their waste.
- iv. Public washroom waste is considered residual waste and there is no requirement to sort it.
- v. All waste delivered to Management Centres is subject to inspection and compliance measures.

- vi. Valley Waste Staff are available to provide advice on setting up a public waste sorting system.
- vii. On request, Valley Waste lends sorting stations to event organizers.

## 6.0 Management Centres

The Authority operates two “Management Centres”, one at 100 Donald E. Hiltz Connector Road, in Kentville and one at 343 Elliot Road, south of Exit 19 off Highway 101 near the Village of Lawrencetown. The Management Centres are approved by the Minister of the Environment to accept source-separated waste from the general public and the IC&I sector. The various streams of solid waste are transferred off site to approved processing or disposal locations.

### 6.1 Hours of Public Operation

The Management Centres are open to the public from 8:00 a.m. to 4:00 p.m. from Monday to Friday inclusive and from 8:00 a.m. to 12:00 noon on Saturdays.

### 6.2 Materials Not Acceptable as Residual Waste

The Management Centres do not accept the following materials **for landfill disposal**:

- i. Materials banned from disposal by the provincial Solid Waste-Resource Management Regulations:
  - Beverage containers
  - Corrugated cardboard
  - Newsprint
  - Used Tires (rim size 24.5 inches or less)
  - Lead-acid automotive batteries
  - Leaf and yard waste
  - Post-consumer paint products
  - Ethylene Glycol (automotive antifreeze)
  - Compostable organic material
  - Steel/tin food containers
  - Glass food containers
  - Low Density Polyethylene (LDPE #4) bags and packaging including industrial/commercial/institutional stretch wrap (pallet wrap)
  - High Density Polyethylene (HDPE #2) bags and packaging such as HDPE food containers, detergent containers, shampoo containers, crates, boxes, pails and lids, windshield washer containers, non-hazardous cleaner containers, etc. (not including pesticide or petroleum containers)
  - Televisions

- Desktop, laptop and notebook computers, including CPUs, keyboards, mice, cables and other components in the computer
- Computer monitors
- Computer printers, including printers that have scanning or fax capabilities or both
- Computer scanners
- Audio and video playback and recording systems
- Telephones and fax machines
- Cell phones and other wireless devices
- Any other items which may be added to this list from time to time by the Nova Scotia Government

Where there is doubt about whether a particular item is included in the above list of the banned items, the current policy of Nova Scotia Environment will take precedence over this list.

- ii. Materials banned from landfill disposal by the Authority
  - Milk cartons including milk substitutes (soy, rice, etc.)
  - Plastic bottles and containers (not including petroleum and pesticide containers)
  - Glossy paper, office paper, and other recyclable and compostable paper products
  - Boxboard
  - Liquid waste, or solid waste which is saturated to a fluid consistency;
- iii. Highly combustible or explosive materials, such as celluloid cuttings, motion picture film, gasoline or solvent soaked rags, gas containers, chemicals, acids or other combustible residues, ammunition, dynamite, or other similar material;
- iv. Material that is considered pathogenic or biomedical including anatomical waste, saturated blood-soaked dressings, infected material, and hypodermic needles from physicians, surgeons, dentists or veterinarians;
- v. Whole carcasses of any animal, except for the bodies of companion animals delivered to the Management Centre by a municipal animal control officer;
- vi. Waste listed or characterized as hazardous by federal or provincial law;
- vii. Large pieces of sheet iron, scrap metal or machine parts, automobile bodies and fuel tanks;
- viii. Septic tank pumpings, raw sewage or industrial sludge;
- ix. Radioactive materials;
- x. Soil and rock, and tree branches and stumps exceeding 15 cm (6 in) in diameter, unless approved by the Operations Manager;
- xi. Manure, kennel waste, excreta, fish processing waste;

- xii. Propane tanks; except those delivered to the Household Hazardous Waste Depot.
- xiii. Fuel tanks exceeding 2250 litre (500 gal) capacity.

### **6.3 Waste Disposal Fee Structure**

The following provisions apply to the waste disposal fee structure:

- i. The Authority shall stipulate the fees and charges for disposing of materials at its waste management facilities. These fees shall be set from time to time by the Authority and displayed in a Fee Schedule (see attached sample in Schedule 1).
- ii. The applicable disposal fee shall be paid by the hauler who delivers the waste to the Management Centre.
- iii. Haulers or waste generators wishing to dispose of materials requiring special handling or disposal techniques shall give the Authority 48 hours' notice requesting permission to deposit such special wastes, stating the properties, characteristics, origins and amounts of the waste. Authority staff shall advise the hauler whether the waste is acceptable and, if so, under what conditions.
- iv. No waste disposal fees shall apply to waste collected from eligible premises by the collection contractor(s) engaged by the Authority to undertake the Authority Collection program.

### **6.4 Haulage Vehicle Registration**

- i. Commercial haulers using the Authority's Waste-Resource Management Centres may be required to comply with the registration requirements of the Authority including vehicle registration for such haulers.
- ii. The following provisions may apply to vehicle registration for haulers using the Authority's waste Management Centres:
  - a. Haulers using the Authority's waste management facilities shall pre-register identifying information and the tare weight of each vehicle as required by the Authority from time to time, and separately identify those vehicles to be used in contracted Authority collection services operated on behalf of the Authority (if the hauler is also a commercial collection contractor).
  - b. Haulers who wish to be granted credit privileges with the Authority must register adequate information with the Authority. Each hauler will be assigned an account number and each vehicle may be assigned a unique identification number which shall be displayed on the left front of the vehicle in a location, size and format specified by the Manager.



- c. The driver of each registered vehicle must present the assigned account number to the scale operator upon entering the facility. The hauler in whose name the account is registered will be invoiced for materials delivered under that account.

## **6.5 Fee Payment**

- i. Haulers who transport acceptable material to a facility operated by the Authority, either with his/her own vehicles, or through his/her contractors or agents shall pay tipping fee charges in cash, by credit card, or by current electronic payment technology available at the site or, if they have been granted credit privileges, upon invoice in accordance with sections a, b, and c below:
  - a. When both inbound and outbound scales are operating, the vehicle will be weighed upon entering the facility and shall be weighed again upon leaving. The hauler will pay the fee in accordance with the current fee structure prior to leaving the facility, or upon receipt of an invoice if the hauler has been granted credit privileges.
  - b. When only one scale is in operation and the tare weight of a vehicle transporting materials has been predetermined, payment in accordance with the fee structure is required upon being weighed prior to leaving the facility, or upon receipt of an invoice if the hauler has been granted credit privileges.
  - c. When only one scale is in operation and the tare weight of a vehicle transporting materials for disposal has not been predetermined, the vehicle will be weighed upon entering the facility and again upon leaving. The hauler will then pay the tipping fee in accordance with the fee structure set from time to time by the Authority prior to leaving the facility, or upon receipt of an invoice if the hauler has been granted credit privileges.
- ii. Haulers who have been granted credit privileges are subject to the current Overdue Account Collection Policy.

## **6.6 Volume Based Tipping Fees**

The Manager shall set per cubic meter rates payable by the haulers to be used when the weigh scales at the Management Centres become inoperative. These shall be applied based on the capacity of the vehicle and the volume of the material in the vehicle as estimated by the scale operator, and shall be based on material weights displayed in Schedule 1b Volume-based Tipping Fee Calculation.

## **6.7 Inspection and Compliance Guidelines**

### General Principles

The ultimate goal of these inspection procedures is to promote compliance with the source-separation and waste packaging requirements established by provincial regulation, the Bylaw, and operational rules of the Management Centres. To accomplish this goal inspection and compliance staff aim to work cooperatively with waste generators, haulers, the general public, and other staff to resolve problems as they arise.

In carrying out their duties, staff shall strive to be professional, fair and impartial in their dealings with the public, and employ discretion and good judgment. Although the procedures below provide general guidelines, staff must assess each incident carefully and act according to the particulars of each case to resolve the problem and achieve compliance.

### Visual Inspection

Management Centre and inspection staff visually inspect all loads of incoming waste deposited on the site including: in the transfer station building, at the public drop-off, at the HHW Depot, and in the bulk storage area.

### Waste Screening

Based on a visual inspection, random selection or other factors, Management Centre staff may choose a load for more thorough screening. Waste screening normally means removing bagged waste or individual items from a load for careful examination to assess compliance and to identify the waste generator(s). As provided in section 7.4 in the Bylaw, staff have the authority to request the names of all customers whose waste is contained in commercial loads being inspected.

### **Inspection Guidelines**

The following Inspection Guidelines assume that no previous contact has taken place with the hauler or generator. Normally, commercial haulers for example have had numerous contacts with the Inspector during their many visits to the Management Centre. The guidelines should not therefore be viewed as a rigidly sequential process. Depending on the specifics of the case, the Inspector may use his/her training and experience to adapt the steps and tools outlined below to most effectively achieve compliance.

When the Inspector finds non-compliant materials in a load:

- As a first step the Inspector would speak with the hauler to point out the problems found in the load and the solutions to those problems. If appropriate the Inspector may provide waste sorting guides or other printed information to reinforce the message.
- Should a subsequent inspection identify the same problem(s) with the same hauler the inspector may formally warn the hauler in the form of a rubber-stamped warning on the weigh scale receipt. The hauler would be asked to ensure that the waste generator sees the warning.
- If a further violation occurs the Inspector would send a warning in the form of a letter to the hauler and/or the generator of the non-compliant waste (if known) explaining the nature of the problem and the solutions. At the same time the Inspector may refer the case to one of the other Valley Waste staff for follow-up by phone, an in-person visit, or by letter to the hauler or generator.
- Repeated subsequent violations may result in more serious penalties such as a Bylaw Ticket, a double tipping fee, or rejection of the load and sending it back to the generator for corrective action before it can be accepted at the Management Centre.

NOTES:

- All written communications with a hauler or generator, including copies of stamped warnings, shall be retained on file.
- Inspectors are encouraged to consult with other staff to develop effective solutions to problem situations and achieve compliance.

## **7.0 BYLAW ENFORCEMENT**

### **7.1 Compliance Philosophy**

Authority staff use a balance of education and enforcement strategies to improve compliance with municipal bylaws and provincial regulations. Providing information and assistance to citizens and businesses is the first step in achieving compliance, followed if necessary by progressively stronger forms of enforcement actions such as formal letters, warnings, fines and charges laid in court.

### **7.2 Enforcement Procedures**

The following graduated enforcement response has been developed to address cases of failure to comply with the requirements of the Bylaw and Directives.

1. If verbal and written educational contact has been attempted with little or no effect, or contact is impossible or otherwise inappropriate, enforcement staff will write the suspected offender a first warning letter. This warning letter may direct the person, within a specified time, to correct specific problems resulting from the non-compliance, such as to clean up an illegal dump or repair a non-compliant waste storage bin. Depending on the specifics of the case, illegal dumping for example, enforcement staff may also issue a Notice of Violation pursuant to Bylaw section 8.9 which provides for an administrative out-of-court settlement (a “Bylaw Ticket”).
2. If compliance is not achieved following the first letter or there is a further violation of the Bylaw by the same party, a second warning letter may be issued accompanied by a Bylaw Ticket. The second letter clearly advises the offender that continued violation of the Bylaw may result in prosecution without further notice.
3. If the party continues to violate the Bylaw, enforcement staff may issue another Bylaw Ticket. Alternatively, the Bylaw Enforcement Officer may choose to issue a Summary Offense Ticket (SOT) or to pursue prosecution through long form information, both of which require the accused to appear in Provincial Court.
4. The foregoing process assumes that the offender is a first-time offender at step 1 and that the violation of the Bylaw is relatively common or routine in nature. The Authority recognizes, however, that there are cases of repeat, flagrant, or extreme violations, where it may be more appropriate to proceed directly to a Bylaw Ticket, a SOT, or long form prosecution to deal with the matter as effectively as possible.

5. Letters, Orders, and Tickets shall be kept on file in the Valley Waste office for future reference.

### **7.3 Investigation**

All complaints or information concerning possible violations of the Bylaw received by the Authority will be prioritized and investigated as quickly as resources allow. The Bylaw Enforcement Officer and other enforcement staff shall behave in a professional, courteous, fair and impartial manner at all times. As needed, Enforcement staff will work closely with other Authority staff, Nova Scotia Environment Inspectors, municipal staff, and with the local police agencies.

The Bylaw Enforcement Officer shall be qualified as a Special Constable under the Police Act, be a member of the Atlantic Bylaw Officers Association (ABOA) and shall participate in enforcement and compliance training opportunities offered by ABOA, Waste Reduction Association of Nova Scotia, Nova Scotia Environment, and other agencies when appropriate and as the opportunities arise.



## Schedule 1 – Fee Schedule

Current December 2013

Waste Category	Price Per Tonne	
	Authority Members	Non-members
Recyclables	\$77	\$103
Organics		
• Food waste	\$88	\$118
• Brush, Grass Clippings, Pine Needles	\$52	\$69
• Leaves	No Charge	
Garbage	\$105	\$138
Construction & Demolition Debris – Sorted	\$52	\$67
• Brick, block, concrete      • Asphalt shingles		
• Asphalt                              • Drywall		
Construction & Demolition Debris – Mixed	\$105	\$138
Scrap Metals and White Goods One free appliance per day	\$52	\$67
Minimum Fee	\$5	\$6
Penalty Fee	\$210	\$276
<b>Other Services</b>		
CFC Removal from Refrigeration Units	\$20/unit	\$20/unit
Household Hazardous Waste	No Fee	No Fee
Asbestos: Generator must give Valley Waste 48 hours notice. Material must be bagged and manifested as per NS Dept of Environment requirements.	\$138	\$182
Contaminated Soil: Contact the Authority for disposal locations.	Dependent on disposal location	Dependent on disposal location
Other Special Wastes: Generator must give Valley Waste 48 hours notice to make special arrangements.	To be arranged	To be arranged
Weighscale Usage (loaded weight and tare weight)	\$10.00 per load	
Used Wood Pallets (for sale)	\$2.00 each	

**Hours of Operation: Mon – Fri 8am-4pm. Saturday 8am-12noon.**

**Note 1:** The minimum fee applies to the following: 50kg and less for garbage, 60 kg and less for organics, 70 kg and less for recyclables or 100 kg and less for sorted construction & demolition debris and scrap metal.

**Note 2:** The term **Authority Members** applies to anyone bringing a load generated in the Municipalities of Annapolis and Kings, and the Towns of Annapolis Royal, Berwick, Bridgetown, Hantsport, Kentville, Middleton and Wolfville. Loads originating outside these areas are **nonmembers**.

Valley Waste Resource Management  
Bylaw Directives

**Approved by Authority January 15, 2014**

**Schedule 1 (b)**  
**Volume Based Tipping Fee Calculation**

It may be necessary at times to operate one or both of the Management Centres with inoperable scales – for example, during an emergency such as a major power failure. In such a circumstance it would be impossible to charge tipping fees based on incoming weights. Volume based fees are one option that could be used.

The following table gives conversion factors that the scale operator can use to calculate fees based on the type and volume of the material on the delivery truck.

**Volume Based Weights**

<b>MSW</b>	<b>lb/cu yd</b>	<b>kg/cu yd</b>	<b>kg/cu m</b>
Non-compacted	225	102	134
Compacted	750	341	446
<b>C&amp;D</b>			
Loose Mixed	560	255	333
Wood	169	77	100
Roofing	731	332	434
Concrete	860	391	511
<b>Organics</b>			
Food Waste	1,070	486	635
Leaves	225	102	134
Brush	300	136	178
Grass	400	182	238
<b>Recyclables</b>			
Paper Mixed Loose	875	398	520
Containers Mixed Loose	35	16	21

**Information from various sources including**

National Recycling Coalition Measurement Standards and Reporting Guidelines; EPA; FEEOC; CIWMB 2006

**Conversions:** 1 kg = 2.2 lb; 1 cu yd = .765 cu meter