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**MEETING:** Regular Council  
**DATE:** September 18, 2023  
**TIME:** 6:00 PM  
**LOCATION:** Town Council Chambers

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## AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes
  - Public Hearing and Special Council Minutes of June 8, 2023, Regular Council Minutes of July 17, 2023, Public Hearing of August 21, 2023 and Special Council Minutes of August 21st and 29<sup>th</sup> and September 5th, 2023, Epoll Minutes of August 2<sup>nd</sup> and 11, and September 6<sup>th</sup>, 2023
4. Proclamations/Presentations/Flag Raising
  - Municipal Right to Know Proclamation
  - Scotiabank Mini-Pitch Re: Maria Fraser (July 12/23 email)
  - Boundary Review Presentations (In Person)
    - C. Morrow
      - Written Submissions (4)
5. Business from Minutes
  - 2<sup>nd</sup> and Final Reading
    - Solid Waste Management Bylaw
    - Private Hydrant Bylaw
6. New Business
  - Voluntary Vulnerable Persons Registry
  - Intersection - St. Ninian/West Streets
7. Correspondence
  -
8. Staff Reports
  - CAO Report
9. Committee Reports

**Public Hearing**  
**June 8, 2023**  
**Town Council Chambers**

**Present**

Mayor L. Boucher  
Deputy Mayor W. Cormier  
Councillor M. Farrell  
Councillor A. Murray  
Councillor D. MacInnis  
Councillor D. Roberts

CAO J. Lawrence  
D. Wilson, Deputy Clerk

**Absent**

Councillor S. Cameron

**Call to Order**

Mayor L. Boucher called the meeting to order at 5:00 PM and noted the purpose of the meeting was for a public hearing and called on J. Bain to take provide details regarding the proposed amendments.

J. Bain took to the podium and provided background information on the public hearing noting that it is for Town Council to consider and if deemed advisable, amend the Generalized Future Land Use Map (GFLUM) in the Municipal Planning Strategy (MPS) and also approve the Zoning Map amendments in the Land Use By-law (LUB) which are required to carry out the intent of the concurrent amendments to the municipal planning strategy for three (3) site within the Town.

In concert with a PowerPoint presentation, J. Bain expanded on details for the following properties/sites:

- **Braemore Avenue** property (former school site, PID 10096295) from the Higher Order Residential Neighborhood Designation to the Community Use Designation and rezone from the Higher Order Residential Neighbourhood (RN-2) Zone to the Institutional (I) Zone.

Portion of the Braemore Avenue road right-of-way, PID 10027274, from the Residential Neighbourhood to the Higher Order Residential Neighbourhood (RN-1) Zone to the Higher Order Residential Neighbourhood (RN-2) Zone to the Institutional (I) Zone.

- **Church Street** portions of properties (12, 18, 22, 30 and 40 Church Street and Creighton Lane) from the Residential Neighbourhood Designation to the Mixed-Use Designation and rezone from the Residential Neighbourhood (RN-1) Zone to Downtown Mixed-Use (MU-1) Zone.
- **West Street** properties (between and including 14 to 42 West Street as well as the 3.24-hectare St. FX University property (behind PID 01222025) from the Higher Order Residential Neighbourhood Designation to the Community Use Designation and rezone from the Higher Order Residential Neighbourhood (RN-2) to the Institutional (I) Zone.

He noted that the purpose of the amendments is to reflect the existing ownership and/or use of these properties.

J. Bain reviewed the Statements of Provincial Interest noting that the proposed amendments are reasonably consistent with the Statements.

The Public Hearing adjourned at 5:20 PM.

**Special Meeting of Town Council  
June 8, 2023  
Town Council Chambers**

**Present**

Mayor L. Boucher  
Deputy Mayor W. Cormier  
Councillor M. Farrell  
Councillor A. Murray  
Councillor D. MacInnis  
Councillor D. Roberts

CAO J. Lawrence  
D. Wilson, Deputy Clerk

**Absent**

Councillor S. Cameron

**Call to Order**

Mayor L. Boucher called the meeting to order at 5:21 PM, noting the purpose of the meeting was to consider recommendations from Eastern District Planning Commission staff from a previously held public hearing.

“It was Moved and Seconded that Council approve the proposed amendments to the Generalized Future Land Use (GFLUM) Map in the Town of Antigonish Municipal Planning Strategy; and approve the Zoning Map amendments in the Town of Antigonish Land Use By-law to allow for the concurrent amendments to the municipal planning strategy for properties on Braemore Avenue, Church Street and West Street to address previous plan review changes which failed to consider the existing ownership and or use of the specific land AND FURTHER that Council approve the recommendation of the Planning Advisory Committee to also redesignate and rezone properties between and including 14 to 42 West Street o the Community Use Designation and the Institutional (I) Zone.” Motion carried.

With there being no further business the meeting was adjourned at 5:23 PM.

**Regular Council Meeting  
July 17, 2023  
Town Council Chambers**

**Present**

Mayor L. Boucher  
Deputy Mayor W. Cormier  
Councillor S. Cameron  
Councillor M. Farrell  
Councillor A. Murray  
Councillor D. Roberts

CAO J. Lawrence  
M. Barkhouse, Corporate Services  
K. Gorman, Community Development  
S. Long, Communications  
L. Roy, Strategic Initiatives  
K. Meisner, P.Eng., Supervisor, Facilities

**Delegates**

Media

**Absent with Regret**

Councillor D. MacInnis  
D. Wilson, Deputy Clerk  
K. Proctor P.Eng., Director, Public Works

**Call to Order**

Mayor L. Boucher called the meeting to order at 6:00 PM and welcomed everyone.

**Approval of Agenda**

"It was Moved and Seconded to approve the agenda as amended." Motion carried.

**Approval of Minutes**

"It was Moved and Seconded to approve the Minutes of the In Camera and Special Council meeting of June 6<sup>th</sup> and the In Camera and Regular Council meeting of June 21<sup>st</sup>, 2023." Motion carried.

**Presentations/Proclamations**

• **Motion from Planning Advisory Committee and Recommendation to Move to Public Hearing (First Reading)**

"It was Moved and Seconded to move to a public hearing for consideration of proposed amendments to the Municipal Planning Strategy and Land Use By-law to allow for low-density residential units (three or fewer) (non-accessory) through the development agreement approval process in the Institutional Zone on August 21<sup>st</sup> at 6:00 pm and August 29<sup>th</sup> for Council to vote on the matter." Motion carried.

- **Eastern District Planning Commission (Building Inspection) Recommendation for Demolition**

J. Martin presented findings on the inspection of 22 Indian Gardens Trailer Court where there was work being done on the property without the benefit of a permit. On March 2, 2023, a stop work order was issued until an application for a building permit was received and it was noted that this trailer was not part of the flooding from November 2021. No new information or engineer's report has been received. On June 14<sup>th</sup>, 2023, a complaint regarding a dangerous and unsightly property was received with no response from the owner, M. Feinstein. J. Martin provided details on the process and requirements for a building permit to allow work on the trailer.

M. Feinstein provided background information on the trailer and the work being performed. Questions and discussion ensued. J. Martin provided information on the actions required to remedy the situation, beginning with a building permit.

"It was Moved and Seconded to approve a demolition order with the provision that if the trailer was made to secure and the garbage cleaned up around the site, and a building permit obtained, the order would be rescinded within a two (2) week period. Motion carried.

#### **Business from Minutes**

- **Municipal Council Boundary Review**

J. Lawrence provided an update on the Municipal Boundary Review "Form D" as required by the Nova Scotia Utility and Review Board (NSUARB) every eight years. A council meeting will be held in September in preparation for a NSUARB hearing.

"It was Moved and Seconded to proceed with the Municipal Boundary Review." Motion carried.

Brief discussion took place.

- **Butterfly Way Project**

Mayor L. Boucher noted she had tried twice to reach Ms. T. Fraser to discuss the Butterfly Way project but was unable to reach her.

- **Emergency Shelter**

J. Lawrence provided an update on the Emergency Shelter proposed locations. The Antigonish Regional Emergency Management Organization (AREMO) Advisory Committee has endorsed two locations with Heatherton being selected as one. The recommendation is to use uniform assessment as the funding mechanism, which leaves the Town with an \$18,131.00 required contribution. Council was advised that work continues with the second proposed location at the Canadian Association for Community Living (CACL)/Legion building on St. Ninian St.

Councillor D. Roberts inquired as to why more consideration was not given to St. Ninian's. The CAO indicated that St. Ninian's had not shown an interest when made aware of the option. Council asked for further follow-up with St. Ninian's

"It was Move and Seconded to accept the recommendation of the AREMO advisory committee and to request B. MacDonald, AREMO Coordinator, attend a joint council meeting to discuss the proposed second location." Motion carried.

- **Iris Communications**

Council S. Cameron requested from the consolidation steering committee the amount paid to Iris Communications. J. Lawrence agreed to provide that information to Council through email with the next week.

- **Mini Pitch Update**

K. MacInnis provided an update on behalf of Maria Fraser and Trevor Reddick on the Mini Pitch proposal. Scotiabank has come forward with their commitment but as it is too late in the construction season, a letter of support from the Town was requested.

"It was Moved and Seconded that the Town provide a letter of support for the Scotiabank Mini Pitch proposal." Motion carried.

- **Water & Sewer – #7 Interchange**

J Lawrence provided details on the Town-owned water and sewer line at the #7 interchange. The county has agreed to a 2/3 to 1/3 costing arrangement on water, with the County paying 100% of the cost of the sewer, and design and inspection costs split 2/3 County and 1/3 Town and Nova Scotia Transportation and Infrastructure Renewal (NSTIR) requested authorization from Town Council to proceed.

"It was Moved and Seconded to commit to pay the Town's share as agreed." Motion carried.

### **New Business**

- **Housing Accelerator Fund**

J. Lawrence provided an update on the new Housing Accelerator Fund allowing for additional new multi units and affordable housing. An application is required to secure the Town's portion of funding to investigate the status of housing in the Town and ways to improve and encourage development. Discussion ensued.

- **Diversity, Equity and Inclusion (DE&I) Stakeholder Group**

M. Barkhouse provided a brief update on the status of the DE&I Plan currently underway. A proponent was selected from the RFP process and a stakeholder meeting is planned. M. Barkhouse requested that in addition to Mayor L. Boucher a member of council be present at the meeting. Councillor A. Murray was nominated and accepted.

- **August Council Meeting**

Following brief discussion, the following motion was put forth:

"That Town Council not hold their regular August Council meeting unless a meeting is required to be scheduled." Motion carried.

### **Correspondence**

- **Financial Assistance Request – M Artibello re: National Volleyball**

The request was declined as per the policy.

- **Arts Health Antigonish**

Mayor L. Boucher provided an update on the New to Town play being staged at the Antigonish Heritage Museum. With the event being outside, a financial request was made to support the rental of a tent. It was noted that approximately 40 new Canadians will be receiving a certificate.

"It was Moved and Seconded to provide \$934.00 to Arts Health Antigonish towards the cost of a tent rental." Motion carried.

### **Staff Reports**

- CAO Report

K. Meisner responded to a questions on line painting, the blue lights at Whidden's bridge and to reduced odours coming from the sewage lagoon.

K. MacInnis responded to a question about out of order parking meters.

Brief discussions took place.

**"It was Moved and Seconded to approve the CAO Report as presented." Motion carried.**

### **Committee Reports**

- Fire/Library/RCMP Advisory Committees

No updates

- Community Enhancement Committee

Councillor A. Murray reported on activities from the committee including possibly adding Mi'kmag place names to Town signage, Canada Day celebrations and the opening of the Pioneer Cemetery.

- Solid Waste Management Committee

No updates, breaking for the summer.

- Accessibility Committee

No updates

- Eastern District Planning Commission (EDPC)

No updates

Police and Licensing Committee

No updates

The next Regular Council meeting will be held on September 18<sup>th</sup>, 2023.

**"It was Moved and Seconded to adjourn." Motion Carried**

**Epoll**  
**August 11, 2023**  
**Via Email**

**Present**

Councillor A. Murray  
Councillor S. Cameron  
Councillor M. Farrell  
Deputy Mayor W. Cormier  
Councillor D. Roberts

D. Wilson, Deputy Clerk

**Absent**

Mayor L. Boucher  
Councillor D. MacInnis

The Deputy Clerk called the meeting to order, provided background details and put forth the following motion:

"That the Town of Antigonish provide \$200 from their discretionary funds to the Antigonish Golf Club Junior Golf Association to assist Ben Brown in attending the Canadian Junior Golf U19 Championships in North Bay, Ontario on August 13, 2023."

The meeting was adjourned.

**Public Hearing  
August 21, 2023  
Town Council Chambers**

**Present**

Mayor L. Boucher  
Deputy Mayor W. Cormier  
Councillor S. Cameron  
Councillor M. Farrell  
Councillor A. Murray  
Councillor D. MacInnis  
Councillor D. Roberts

CAO J. Lawrence  
D. Wilson, Deputy Clerk

D. Sutherland, Planner, Eastern District Planning Commission  
Delegates

**Call to Order**

Mayor L. Boucher called the meeting to order at 6:00 PM and called on D. Sutherland to take provide details regarding the public hearing and proposed amendments.

D. Sutherland took to the podium, introduced herself, and provided background information on the public hearing noting that it is for Town Council to consider and if deemed advisable, amend the Municipal Planning Strategy (MPS) and Land Use By-law (LUB) to allow for low-density residential units (three or fewer) (non-accessory) through the development agreement process in the Institutional (I) Zone.

D. Sutherland noted that the applicants were present at the public hearing this evening.

Details on the proposed amendments were provided and it was noted that the amendments, if approved, could affect up to ten (10) properties within the Town.

A PowerPoint presentation was provided to those in attendance outlining the proposed amendments.

A question-and-answer session followed with D. Sutherland responding to questions from Council.

Mayor L. Boucher invited Mr. Andrew Arbuckle (applicant/co-owner) to the podium. He provided details on the acquisition of the property and updates and improvements that have been carried out to date, along with details on the existing tenants.

Mr. A. Arbuckle noted that as local developers, they are interested in maintaining and improving the site and the relationships with their neighbours. He noted they would have two (2) apartments that would be leased to the tenants that hold existing leases.

Mr. A. Arbuckle responded to questions from Council.

Mayor L. Boucher called on members on the public to speak/ask questions.

In response to a question from the public, it was noted that the existing leases are for 5 and 10 years respectively.

Dr. J. Chaisson took to the podium and provided his comments on the proposed amendments, noting that his property, and those of his neighbours, would be affected. He then outlined his concerns.

T. Sherrington took to the podium, noting that he is against the proposed amendments and provided his comments. D. Sutherland responded and provided clarification to comments made by T. Sherrington.

G. Leuschner, an adjoining neighbour to the former CACL property, provided comment noting that traffic in the area is already a concern, particularly on weekends and raised concerns with the existing density in the area.

R. Warren took to the podium and stated his concern with rezoning the area to the rear of West Street, stating that it should be mandated for low-income housing.

Mayor L. Boucher called three times for any other person wishing to speak.

Mayor L. Boucher proposed a special council meeting for August 29<sup>th</sup> at 5:00 PM for a decision on the public hearing.

At 6:52 PM the meeting public hearing was called to a close and the meeting was adjourned.

**Special Council Meeting  
August 21, 2023  
Town Council Chambers**

**Present**

Mayor L. Boucher  
Deputy Mayor W. Cormier  
Councillor S. Cameron  
Councillor M. Farrell  
Councillor A. Murray  
Councillor D. MacInnis  
Councillor D. Roberts

D. Wilson, Deputy Clerk  
CAO J. Lawrence  
K. MacInnis, Director, Community Development

Delegates

**Call to Order**

Deputy Mayor W. Cormier called the meeting to order at 5:30 PM.

**Approval of Agenda**

"It was Moved and Seconded to approve the agenda as presented." Motion carried.

- St. FX University – Noise Exemption Request

K. MacInnis took to the podium noting that the St. FX Students' Union is seeking an exemption to the Noise Bylaw for an event being held during Frosh Week and provided details of the request.

"It was Moved and Seconded to approve a noise bylaw exemption to the St. FX Students' Union, September 6-7<sup>th</sup>, 2023 from 8 PM to 12:30 AM as requested." Motion carried.

- Amendments to Private Hydrant By-law and Solid Waste Bylaw

K. MacInnis, Director of Community Development took to the podium and provided details on the requirement for amendments and to move to a Public Hearing (give first reading) to both the Waste Management and Private Hydrant By-laws.

Council was provided with details related to the amendments in the Solid Waste Management Bylaw, noting there were no changes to the text of the Bylaw itself, only to the Summary Offence Ticket schedule.

"It was Moved and Seconded that the Town of Antigonish give first reading to the Solid Waste Management Bylaw." Motion carried.

K. MacInnis provided details on the Private Hydrant Bylaw.

"It was Moved and Seconded that the Town of Antigonish rescind the existing Private Hydrant Policy and give First reading to the Private Hydrant Bylaw." Motion carried.

With there being no further business the meeting was adjourned at 5:37 PM.

**Special Meeting of Town Council  
August 29, 2023  
Town Council Chambers**

**Present**

Mayor L. Boucher  
Deputy Mayor W. Cormier  
Councillor S. Cameron  
Councillor M. Farrell  
Councillor A. Murray  
Councillor D. MacInnis  
Councillor D. Roberts

Dawn Sutherland, Planner, Eastern District Planning Commission

CAO J. Lawrence  
D. Wilson, Deputy Clerk  
K. MacInnis, Director, Community Development

Delegates

**Call to Order**

Mayor L. Boucher called the meeting to order at 5:02 PM, noting the purpose of the meeting was to consider recommendations from Eastern District Planning Commission staff from a public hearing held on August 21, 2023.

Mayor L. Boucher noted that correspondence received today on the matter could not be distributed as it was received after the public hearing.

D. Sutherland provided an overview of the proposed amendments.

At the request of Mayor L. Boucher each member of Council provided their comments and views on the proposal, with Mayor L. Boucher providing final comments and responding to questions from Council.

Following discussion, the following motion was put forth:

“That Council gives Second Reading and approves the concurrent amendments to the Municipal Planning Strategy and Land Use By-law to allow low-density residential (three or fewer units) through the Development Agreement approval process in the Institutional (I) Zone, by

a) Amending Part 6.2, Policy CU5 of the Municipal Planning Strategy so that Council may consider “Dwelling, three or fewer units” by development agreement, subject to Policy ADM16, in the Institutional (I) Zone, and updating Policy ADM14 accordingly;

b) Amending Part 10.2 of the Land Use By-law to allow “Dwelling, three or fewer units” denoted as DA under the Institutional (I) zone column.” Motion carried.

For the Motion: Councillor D. MacInnis, Councillor A. Murray, Councillor M. Farrell, Mayor L. Boucher - Against the Motion: Deputy Mayor W. Cormier, Councillor S. Cameron, , Councillor D. Roberts.

CAO J. Lawrence provided comment noting that the Planning Advisory Committee went above and beyond what was required to make the public aware of the proposed amendment.

With there being no further business the meeting was adjourned at 5:28 PM.

**Special Council Meeting  
September 5, 2023  
Town Council Chambers**

**Present**

Mayor L. Boucher  
Deputy Mayor A. Murray  
Councillor W. Cormier  
Councillor M. Farrell

**Also Present**

CAO J. Lawrence

**Absent**

Councillor S. Cameron  
Councillor D. Roberts

**Call to Order**

Mayor L. Boucher called the meeting to order at 5:00 PM.

**Approval of Agenda**

"It was Moved and Seconded to approve the Agenda"

Motion carried.

**Nuisance Bylaw**

K. MacInnis provided a presentation of a proposed Nuisance Bylaw. After responding to question, a motion of first reading was requested.

It was moved and seconded to give First Reading to the nuisance Bylaw.

Motion carried.

RCMP Advisory Committee Appointees.

The Mayor advised that three applications had been received for two vacant positions on the RCMP Advisory Committee.

The CAO indicated that one of the applicants had just completed his term on the Committee, and that it was customary for citizen committee reps to sit out a term once they had completed their tenure. Following the discussion, a motion was called for.

It was Moved and Seconded to appoint P. Chisholm as a community representative on the Town's Joint Police Advisory Board.

Motion carried.

It was Moved and Seconded to appoint M. Nugent as a community representative on the Town's Joint Police Advisory Board.

Motion carried.

**Adjournment**

At 5:45 the meeting was adjourned.

**Epoll**  
**August 2, 2023**

**Present**

Mayor L. Boucher  
Councillor A. Murray  
Councillor S. Cameron  
Councillor M. Farrell  
Deputy Mayor W. Cormier  
Councillor D. MacInnis  
Councillor D. Roberts

D. Wilson, Deputy Clerk

**Absent**

The Deputy Clerk called the meeting to order, provided background details and put forth the following motion:

"That the Town of Antigonish provide \$200 each (\$400 total) to the St. FX Track and Field organization from Council's discretionary funds in support of Conlan and Calder MacKenize attending the Legion National Youth Track & Field Championships in Sherbrook, Quebec, August 11-13, 2023." Motion carried.

The meeting was adjourned.

**Epoll**  
**September 6, 2023**  
**Via Email**

**Present**

Mayor L. Boucher  
Deputy Mayor W. Cormier  
Councillor A. Murray  
Councillor S. Cameron  
Councillor M. Farrell  
Councillor D. MacInnis  
Councilor D. Roberts

D. Wilson, Deputy Clerk

The Deputy Clerk called the meeting to order, provided background details and put forth the following motion:

"That the Town donate \$750.00 (seven hundred and fifty dollars) from their discretionary funds to sponsor a Truth and Reconciliation event in conjunction with St. FX University and the County of Antigonish."

The meeting was adjourned.

**Special Meeting of Town Council  
August 29, 2023  
Town Council Chambers**

**Present**

Mayor L. Boucher  
Deputy Mayor W. Cormier  
Councillor S. Cameron  
Councillor M. Farrell  
Councillor A. Murray  
Councillor D. MacInnis  
Councillor D. Roberts

Dawn Sutherland, Planner, Eastern District Planning Commission

CAO J. Lawrence  
D. Wilson, Deputy Clerk  
K. MacInnis, Director, Community Development

Delegates

**Call to Order**

Mayor L. Boucher called the meeting to order at 5:02 PM, noting the purpose of the meeting was to consider recommendations from Eastern District Planning Commission staff from a public hearing held on August 21, 2023.

Mayor L. Boucher noted that correspondence received today on the matter could not be distributed as it was received after the public hearing.

D. Sutherland provided an overview of the proposed amendments.

At the request of Mayor L. Boucher each member of Council provided their comments and views on the proposal, with Mayor L. Boucher providing final comments and responding to questions from Council.

Following discussion, the following motion was put forth:

“That Council gives Second Reading and approves the concurrent amendments to the Municipal Planning Strategy and Land Use By-law to allow low-density residential (three or fewer units) through the Development Agreement approval process in the Institutional (I) Zone, by

a) Amending Part 6.2, Policy CU5 of the Municipal Planning Strategy so that Council may consider “Dwelling, three or fewer units” by development agreement, subject to Policy ADM16, in the Institutional (I) Zone, and updating Policy ADM14 accordingly;

b) Amending Part 10.2 of the Land Use By-law to allow “Dwelling, three or fewer units” denoted as DA under the Institutional (I) zone column.” Motion carried.

For the Motion: Councillor D. MacInnis, Councillor A. Murray, Councillor M. Farrell, Mayor L. Boucher - Against the Motion: Deputy Mayor W. Cormier, Councillor S. Cameron, , Councillor D. Roberts.

CAO J. Lawrence provided comment noting that the Planning Advisory Committee went above and beyond what was required to make the public aware of the proposed amendment.

With there being no further business the meeting was adjourned at 5:28 PM.

**PROCLAMATION  
RIGHT TO KNOW WEEK  
September 25 to October 1, 2023**

WHEREAS the Town of Antigonish has adopted the principles of openness, transparency and accountability; and

WHEREAS *Part XX* of the *Municipal Government Act* gives citizens a right of access to information in the custody or under the control of the Town of Antigonish; and

WHEREAS access to information ensures citizens of Nova Scotia have the opportunity for meaningful participation in the democratic process; and

WHEREAS a celebration of the right of citizens to access information will facilitate informed public participation in policy formulation, ensure fairness in government decision-making and permit the airing and reconciliation of divergent views; and

WHEREAS the Town of Antigonish joins all other Canadian jurisdictions and democracies world-wide in acknowledging international Right to Know Week;

THEREFORE be it resolved that I, Laurie Boucher, Mayor of the Town of Antigonish, do hereby proclaim September 25 to October 1, 2023 to be Right to Know Week in the Town of Antigonish.

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Laurie Boucher  
Mayor

# SCOTIABANK MINI-PITCH

Final Funding Request



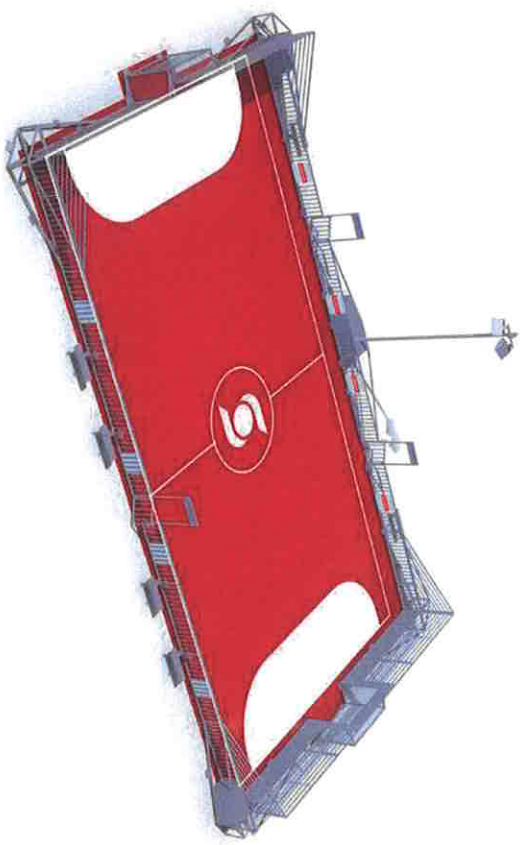
**An accessible and  
inclusive space for  
free play**

A welcoming space for  
all youth of our  
community to pursue  
healthy and active  
lifestyles

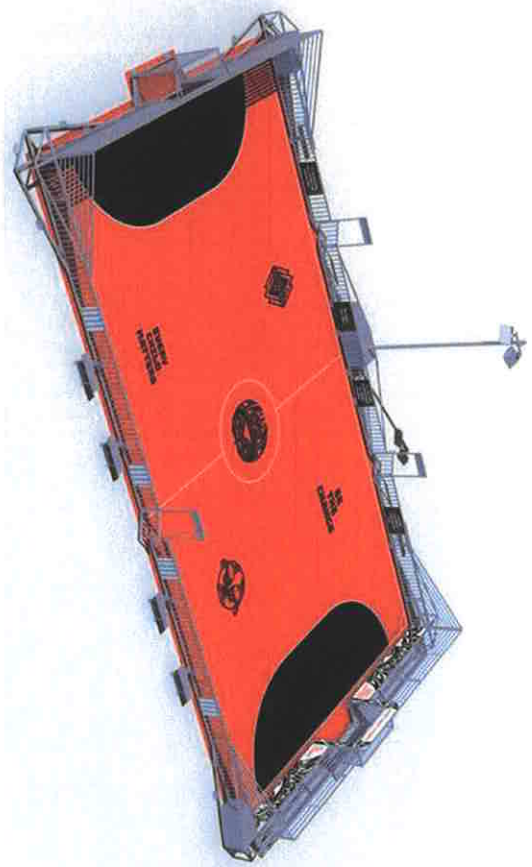


# MINI-PITCH DETAILS

- 84' x 60'; similar to basketball court size
- Will have both soccer & basketball goals/lines
- Designed as outdoor, stand-alone facility



- Wheelchair accessible
- Lights and benches
- Space provided for local artwork
- Proven to be appealing to youth



Aerial View  
with  
Mini-Pitch  
shown in  
proposed  
location,  
behind AEC.



**SCOTIABANK'S OFFER**  
**JULY 4, 2023**

**Scotiabank has generously offered to purchase and install a single Mini-Pitch**

- **\$286,000 CAD + tax**
- As per quote provided by supplier, Musco
- PO must be issued in October, prior to Scotiabank's fiscal year-end

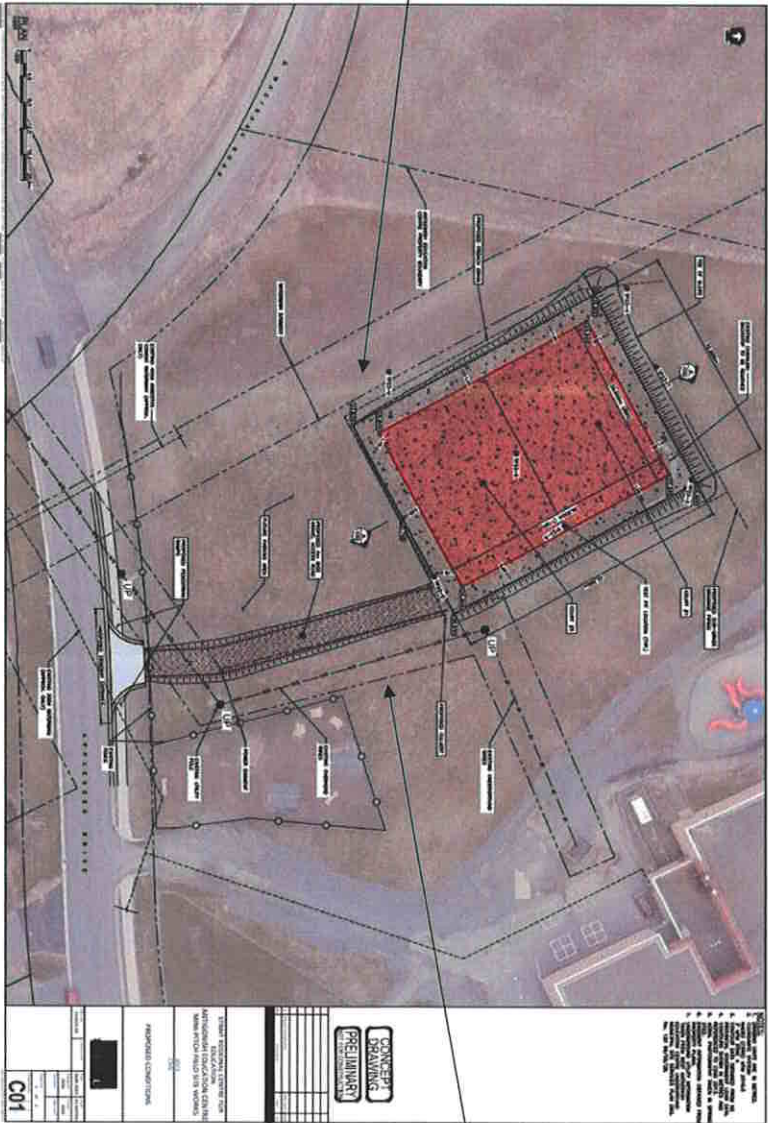
## SITE LOCATION REQUIRES GROUND PREP WORK

Ground prep work must be done prior to installation of the Mini-Pitch.

- Build an access driveway to Mini-Pitch
  - Mini-Pitch is set between two easements within the property boundary, so it is set back from Appleased Drive.
- Level the ground
- Install drainage

Estimates completed by CBCL for SRCE

Water  
easement



Power  
easement

AT THIS TIME, WE ARE PRESENTING TO  
ANTIGONISH TOWN AND COUNTY  
COUNCILS

**FOUR OPTIONS  
FOR YOUR  
CONSIDERATION**

TO COMPLETE THE FUNDING

# OPTION A:

## Single Pitch, with paved access road and parking

Total value: \$748,104

- Includes:
- Use of land – donated by SRCE
  - Engineering – in kind donation by SRCE
  - Ground prep work for single pad
  - Single Mini-Pitch – donated by Scotiabank
  - Paved access road and parking

We require funding for:

- Ground prep work for single pad
- Paved access road and parking

Funding request: \$443,000

# OPTION B:

**Single Pitch (expansion ready), with paved access road and parking**

Total value: \$890,922

- Includes:
- Use of land – donated by SRCE
  - Engineering – in kind donation by SRCE
  - Ground prep work for double pad
  - Single Mini-Pitch – donated by Scotiabank
  - Paved access road and parking

We require funding for:

- Ground prep work for double pad
- Paved access road and parking

Funding request: \$585,000

# OPTION C:

## Double Pitch, with paved access road and parking

Total value: \$1,112,992

- Includes:*
- Use of land – donated by SRCE
  - Engineering – in kind donation by SRCE
  - Ground prep work for double pad
  - Double Mini-Pitch – portion donated by Scotiabank
  - Paved access road and parking

We require funding for:

- Ground prep work for double pad
- Paved access road and parking
- Second Mini-Pitch

Funding request: \$807,000

# OPTION D:

**Double Pitch, with paved access road and parking, canteen/washroom building**

Total value: \$1,261,995

- Includes:
- Use of land – donated by SRCE
  - Engineering – in kind donation by SRCE
  - Ground prep work for double pad
  - Double Mini-Pitch – portion donated by Scotiabank
  - Paved access road and parking

We require funding for:

- Ground prep work for double pad
- Paved access road and parking
- Second Mini-Pitch
- 20ft x 20ft canteen/washroom building

Funding request: \$956,000

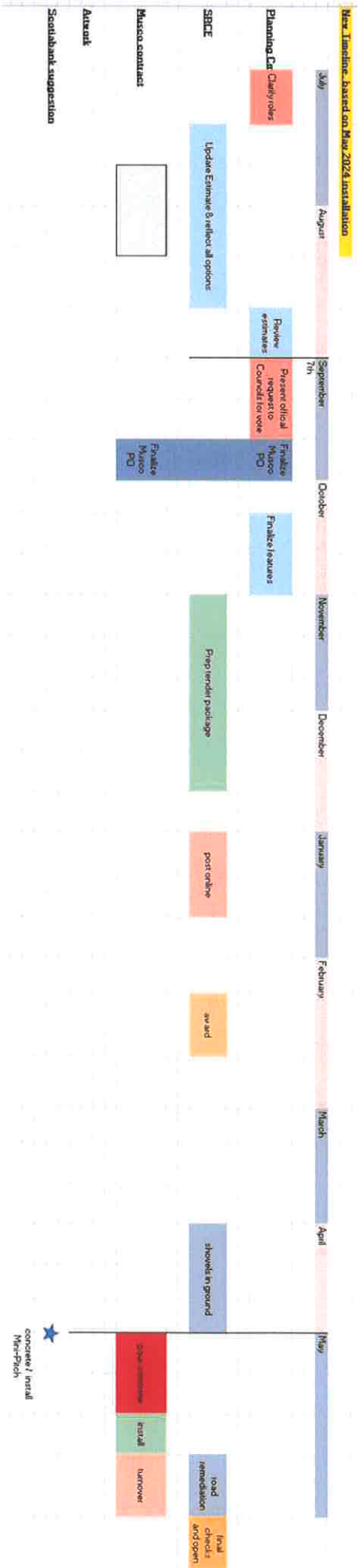
# COST COMPARISON:

	Option A	Option B	Option C	Option D
features:	Single Pitch Paved road/parking	Single Pitch (expansion ready) Paved road/parking	Double Pitch Paved road/parking	Double Pitch Paved road/parking canteen/washroom
total value (excl HST):	\$748,104	\$890,922	\$1,112,992	\$1,261,995
SRCE engineering donation:	-\$20,000	-\$20,000	-\$20,000	-\$20,000
Scotiabank donation:	-\$286,000	-\$286,000	-\$286,000	-\$286,000
Funding required:	\$443,000	\$585,000	\$807,000	\$956,000

\* cost of land is \$0

SRCE is making their land available for use

# SCHEDULE



**THANK YOU,  
FOR YOUR CONSIDERATION.**

**WE LOOK FORWARD TO YOUR  
SUPPORT,  
SO WE CAN ACCEPT  
SCOTIABANK'S DONATION.**

**To:** Jeff Lawrence, CAO & Town Council  
**Submitted by:** Kate Gorman, Director of Community Development  
**Date:** Monday, August 14, 2023  
**Subject:** Amendments to Private Hydrant By-Law & Solid Waste By-Law

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### Origin

This memo is to address the Summary Offence Ticket (SOT) enforcement in the Private Hydrant By-Law and the Solid Waste Management By-Law

### Summary

The Solid Waste Management By-Law went to Municipal Affairs for review in February 2023. Following their review, provincial staff made adjustments to the SOT schedule. The amendments were that there were offences that applied to numerous sections, instead of listing them out, they were grouped together. It was determined that making those revisions to SOT schedule meant the By-Law had to be brought back to Council and then readvertised. Provincial staff also recommended removing the schedules from the by-law to make future amendments more efficient.

In March 2023, Town Council made a motion to accept the Private Hydrant By-Law and Private Hydrant Policy as presented by staff. The purpose of the by-law is to have a method to hold private hydrant owners accountable for ensuring safe and efficient access to water supply in the event of an emergency. A policy was developed to accompany the by-law on the recommendation of legal counsel. The policy was outlined the fine amount for any violations of the by-law. The policy was developed as a method to amend fines in a quicker manner than making amendments to the by-law.

Following Council's approval of the By-Law and Policy, staff submitted the documents to Municipal Affairs for review and submission to the Nova Scotia Department of Justice. The Town was notified by Municipal Affairs staff that the by-law as presented does not follow the format needed for the proper Summary Offence Ticket schedule of fines. As a result, Town staff have presented a revised copy of the by-law with the proper format. Staff are asking Council to amend the previous motion to approve the By-Law as amended and received the adoption of the Private Hydrant policy, as it is no longer required.

### By-Law

The contents of both by-law's remain the same. None of the information presented to Council has been changed. However, to ensure that the Town maintains proper process we need to update the motions to adopt both by-laws as amended.

**Motions**

Town staff recommend Council approve the following two motions:

*Town Council approve the amendment to the Private Hydrant By-Law that was adopted on March 20, 2023 to include the list of offences and the changes to the section numbers.*

*Town Council rescind the adoption of the Private Hydrant Policy that was adopted on March 20, 2023.*

*Town Council approve the amendments to the Solid Waste Management By-Law as presented by staff.*

## Private Fire Hydrant By-Law

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### 1.0 Purpose and Interpretation

The purpose of this by-law is to ensure that all private fire hydrants have been inspected, serviced, and maintained by a qualified service provider in accordance with relevant and applicable regulations, standards, and statutes.

This bylaw is intended to be interpreted alongside the National Fire Protection Association Standard 25. Should a conflict arise between the terms of the NFPA Standard 25 and the provisions of this bylaw, the terms of the NFPA Standard 25 shall govern.

### 2.0 Definitions

Town – means Town of Antigonish.

Permit – means a Municipal Services Permit issued by the Town’s Public Works Department.

Owner – means the registered property owner whose land possesses a private fire hydrant.

Private Fire Hydrant – means valved connection on a water supply system having one or more outlets and that is used to supply hose and fire department pumpers with water located on private property.

NFPA Standard 25 – means the National Fire Protection Association Standards 25, the Standard for the Inspection, Testing, and Maintenance of Water-based Fire Protection Systems.

AWWA M17 – means the American Water Works Association Manual of Water Supply Practices #17 – Fire Hydrants: Installation, Field Testing and Maintenance.

Qualified Service Provider – means a Service Provider that has provided acceptable proof of one of the following qualifications and/or certifications to the Town:

- i) Fire Flow Testing Hydrants – certification for a fire system testing course (NFPA or equivalent)
- ii) Maintaining/Operating (Flushing) Hydrants:
  - Fire System certification course (NFPA or equivalent)
  - Level 2 water distribution system operator certification (NSE certification to match system)
  - Proof of a course on the operation and maintenance of a fire hydrant (AWWA, ACWWA, MPWWA, or equivalent)
  - Five to ten years field experience installing/operating/maintaining fire hydrants.

### **3.0 Owner Responsibilities**

3.1 The Owner shall be responsible for all costs associated with inspection, replacement, maintenance, flushing, flow / pressure testing, and repair of private hydrants and associated piping / valving. Dechlorination is required when flushing fire hydrants, as per provincial regulations.

3.2 Contact must be made with the Town Public Works Department to obtain a permit/verify qualification before work is done on any fire hydrants to allow for scheduling, supervision, and public notices to areas that may be impacted by testing activities.

### **4.0 Requirement to Maintain Hydrant Access Standards of Conduct**

4.1 The Owner of a private hydrant shall provide clear access to the hydrant for the purposes of firefighting, testing equipment or training. Access is defined as keeping the hydrant clear of shrubs, trees, snow and ice, structures, or other obstructions of any kind within one (1) meter of the hydrant.

4.2 The Owner of the private hydrant shall maintain nozzles: two (2) hose and one (1) pumper with the thread type FD for 4 inch connection, which is the standard dictated by the Fire Authority having jurisdiction. A failure to provide clear and thread type shall be deemed an offence under this by-Law.

### **5.0 Maintenance Requirements of the Owner**

5.1 The Owner of a private hydrant shall be solely responsible for ensuring the hydrant is functional and that all necessary inspection and maintenance is conducted on an annual basis. Hydrants are to be operated and maintained to the standards set out in the AWWA M17 manual for maintaining and testing hydrants.

5.2 No work may be done on any fire hydrant without first obtaining a municipal services permit.

5.3 Owners shall conduct inspection and maintenance activities in conformance to NFPA Standard 25 and AWWAS M17 through a qualified service provider.

5.4 Flushing shall be conducted at a minimum on an annual basis, in the spring, in conjunction with the Town's spring hydrant flushing to avoid unnecessary disturbance of the water system. Flushing shall not occur during freezing conditions. Written notification of the Town Public Works Department intent to begin scheduling for Spring Hydrant Flushing will be provided to Owners.

5.5 The Owner of a private hydrant shall provide the Town Department of Public Works with written verification of flushing/testing conducted, maintenance, condition of hydrants on an annual basis, in a manner deemed appropriate by the Town Department of Public Works.

5.5.1 A failure to submit the required information identified in this section shall be an offence under this by-Law.

5.5.2 Records are required to be submitted within 2 weeks of being completed.

5.5.3 If inspection and maintenance requirements are not met by the Owner, the Town may, upon providing a minimum of two days' written notice, enter upon private property to conduct the inspection and maintenance work and apply the costs of such work as a first lien on the property, which may be collected in the same manner as municipal taxes and/or issuing a bill to the property owner. Notwithstanding the foregoing, the Town may enter onto private property to conduct inspection and maintenance work at any time in exigent or emergency circumstances.

## **6.0 Notification of Damage or Malfunction**

6.1 Should any private fire hydrant or associated water supply piping be destroyed or damaged, or possess a known malfunction that compromises its operation, the Owner shall notify the Town Public Works Department immediately. The hydrant shall be replaced or repaired by the Owner as soon as possible. A failure to provide notice of damage or malfunction will be deemed an offence under this by-Law.

6.2 Hydrants that are non-functional must be immediately marked as 'Out of Service' and repairs must be completed within 30 days.

## **7.0 Penalties**

7.1 Any person who,

7.1.1 Violates a provision of this bylaw;

7.1.2 Fails to do anything required by this bylaw;

7.1.3 Permits anything to be done in violation of this bylaw; or

7.1.4 Obstructs or hinders any person in the performance of their duties under this bylaw is guilty of an offence.

7.2 A person who contravenes any section of this bylaw is liable upon summary conviction to a maximum fine as stated in the Private Fire Hydrant Policy.

7.3 This bylaw may be enforced by Summary Offence Ticket.

7.4 Every contravention or violation of this bylaw or any permit or order issued pursuant to this by-Law that continues for more than one day will result in a separate offence for each day that it continues.

Date of First Reading:  
Date of Advertisement for Intent to Consider:  
Date of Second Reading:  
Date of Advertisement of Notice to Adopt (2<sup>nd</sup> Reading):  
Date of Notice to Nova Scotia Municipal Affairs:  
I certify that this Private Hydrant By-Law was adopted by Council and published as indicated above:

\_\_\_\_\_  
Jeffrey Lawrence \_\_\_\_\_ Date \_\_\_\_\_  
Chief Administrative Officer

**Town of Antigonish  
Solid Waste Management Bylaw**

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## 1.0 DEFINITIONS

In this Bylaw:

- 1.1. **"backyard composter"** means an enclosed container with sides and a lid approved by the Town designed for backyard composting;
- 1.2. **"backyard composting"** means composting organic materials excluding meat, fish, bones, dairy and other proteins and fat at a property where the compostable organic material was generated by residents of the property;
- 1.3. **"boxboard"** means cereal, shoe, tissue, detergent, cracker, cookie, baking product and frozen food boxes, toilet paper rolls and paper towel rolls or other similar items, with plastics removed;
- 1.4. **"bulky items"** or **"bulky waste"** means large items of a household nature including but not limited to furniture, stoves, mattresses, bed springs, barrels, water tanks, dishwashers, oil tanks, and lawn furniture;
- 1.5. **"collection containers"** means a bag, green cart or other container approved by the Town pursuant to this Bylaw;
- 1.6. **"collector"** means the individual or company who has agreed to provide any waste-resource collection service;
- 1.7. **"commercial waste-resource storage container"** or **"commercial storage container"** means any container purchased, rented, loaned, donated, sponsored or constructed for the purpose of storing any waste-resource on any premises in the Town to provide space necessary to contain waste-resources including Construction and Demolition Debris for a temporary period at the end of which it is intended to be processed, used, transported, treated or disposed of;
- 1.8. **"commercial zones"** means any part of the Town in which the primary land use is **commercial** activities;
- 1.9. **"commercial property"** means the same as in the Nova Scotia Assessment Act, which is all 'assessable' property or part thereof except residential property and resource property;
- 1.10. **"compostable organics"** or **"organics"** means food waste, leaf and yard waste, soiled and non-recyclable paper and boxboard, branches and bushes, and other material of plant or animal origin as designated by the Town from time to time, but does not include a whole companion animal or livestock carcasses or parts thereof that may create hazards or nuisance except as approved by compost facility operation guidelines;
- 1.11. **"construction and demolition debris"** or **"C&D"** means materials normally used in the construction, repair and excavation of buildings, structures, roadways, walls and other landscaping activities, but is not limited to, soil, asphalt, brick, mortar, concrete, drywall, plaster, cellulose, fiberglass fibers, lumber, wood, asphalt shingles, and metals;
- 1.12. **"council"** means the Council of the Town of Antigonish;
- 1.13. **"curbside"** means the edge of a public sidewalk, street or roadway between the traveled portion of the right-of-way and the property line which parallels the street line;

- 1.14. **“designated disposal site”** means the Guysborough Waste Management Facility, for which there is a valid contract between the Town of Antigonish and the Municipality of the District of Guysborough for the placement of all residual waste generated within the Town and other locations approved by the Town;
- 1.15. **“dispose”** means the actions of dumping, abandoning, placing, or leaving or the causing or permitting of any of these actions with respect to any Solid Waste on any property within the jurisdiction of this Bylaw;
- 1.16. **“dwelling”** means a building, occupied or capable of being occupied as a home, residence, or sleeping place by one or more persons, containing one or more dwelling units, and shall not include a hotel, a motel, apartment hotel, a travel trailer or a motor home;
- 1.17. **“dumpster”** means a commercial waste-resource storage container designed to hold residual or source separated waste-resources to be mechanically tipped or hoisted onto a specially equipped truck for emptying or hauling away;
- 1.18. **“eligible premises”** means those properties within the jurisdiction of the Town, which are eligible for Town Collection as prescribed by this Bylaw;
- 1.19. **“non-residential building”** means all buildings where waste-resources are generated other than a dwelling, including but not limited to warehouse and industrial buildings, commercial buildings, buildings for public entertainment, hotels, restaurants, education buildings, health buildings;
- 1.20. **“food waste”** means without limitation, fruit and vegetable peelings, table scraps, meat, poultry and fish, shellfish, dairy products, cooking oil, grease and fat, bread, grain, rice and pasta, bones, eggshells, coffee grounds and filters, tea leaves and bags or other similar items;
- 1.21. **“green cart” or “organics collection cart”** means a container approved by the Town to use for the temporary storage of compostable organics between collections;
- 1.22. **“hazardous waste”** means solid or liquid waste that may be harmful to humans, animals, plant life or natural resources including, but not restricted to, industrial chemicals, toxic, flammable, corrosive, radioactive, reactive, pathological and PCB waste, oil, gasoline, paint solvent, wood preservatives, ink, battery acid, pesticides and insecticides;
- 1.23. **“household hazardous waste” or “HHW”** means waste-resource materials of a potentially hazardous nature generated in households including, but not restricted to, solvents, glues, cleaners, paints and finishes, asphalt sealers, gasoline, diesel, kerosene, pesticides, lawn and garden chemicals, poisons, propane tanks, roofing tar, pool chemicals, lubricating oil, batteries, and automotive fluids. For the purposes of this Bylaw, household hazardous waste does not include PCBs, radioactive materials, explosives, fireworks, pathological wastes, and ammunition;
- 1.24. **“Illegal dumping”** means the act of abandoning solid waste resources, source separated or not at any public or private location other than an approved designated disposal facility, or another place intended or approved for receiving such material;
- 1.25. **“industrial/commercial/institutional waste” or “IC&I waste”** means solid waste generated by the IC&I sector from all activities excluding construction and demolition waste, also solid waste generated from a residential property with more than four (4)

**residential tenancies.**

- 1.26. **"IC&I premises"** means a commercial property or lot of land occupied by one or more industrial, commercial or institutional establishments and **"IC&I sector"** has an equivalent meaning with reference to that economic sector;
- 1.27. **"leaf and yard waste"** means vegetative matter resulting from gardening, horticulture, landscaping or land clearing operations, including materials such as tree and shrub trimmings, plant remains, saw dust, wood shavings, trees and stumps, grass clippings and leaves, but excludes construction and demolition waste and contaminated organic matter;
- 1.28. **"leaf and yard waste bag"** means a paper container approved by the Town for the storage of leaf and yard waste;
- 1.29. **"litter"** means any material left or abandoned in a place other than a receptacle or place intended or approved for receiving such material and "littering" has a corresponding meaning;
- 1.30. **"litter can"** means a receptacle owned by the Town, placed on Town property along public streets or parks for the disposal of waste generated at the same location;
- 1.31. **"lodging home"** or **"rooming house"** or **"boarding house"** means a dwelling unit with a set of living quarters containing 5 or more **lodging units**, which is not open to the travelling public, and which does not include a home for special care or General Accommodations;
- 1.32. **"lodging unit"** means one or more rooms, in a **lodging home** or rooming house or boarding house, provided in return for remuneration, used or designated to be used for sleeping accommodation. Lodging units may contain cooking or sanitary facilities, but not both;
- 1.33. **"medical waste"** means solid waste that is generated in the diagnosis or treatment of humans or animals that contains fluids, sharps or another substance or object that is not permitted for curbside collection and requires special disposal by the generator or user;
- 1.34. **"mini-bin"** means a small container that can be used for the collection of compostable organics prior to deposit in a **green cart**;
- 1.35. **"mobile vendor"** means any person who owns, leases, or borrows, a motor vehicle or trailer, as defined and licensed under the Motor Vehicle Act; and from that vehicle or trailer sells, or offers for sale goods, merchandise, or a service, or who advertises or takes orders for goods or services;
- 1.36. **"municipal solid waste"** has the same meaning as in the *Solid Waste-Resource Management Regulations* made pursuant to the *Environment Act* as follows, "municipal solid waste" means garbage, refuse, sludge, rubbish, tailings, debris, litter and other discarded materials resulting from residential, commercial, institutional and industrial activities which are commonly accepted at a municipal solid waste management facility, but excludes wastes from industrial activities regulated by an approval issued pursuant to the Environment Act and **"solid waste"** and **"solid waste-resources"** shall have an equivalent meaning;
- 1.37. **"notice of violation or summary offence ticket"** means an administrative monetary

penalty issued by the Town for violating this Bylaw which, if paid as required, will result in no prosecution for the offence being commenced by the Town;

- 1.38 **“nuisance odor”** means a smell which is so offensive and prolonged that it significantly interferes with the enjoyment and use of the surrounding property;
- 1.39. **“occupant”** means any person who occupies property, including lands or buildings, and includes a tenant, lessee, roomer, subtenant, under-tenant, or co-tenant, or who otherwise occupies or has occupied land or buildings and his or their assigns and legal representatives;
- 1.40. **“oil tanks”** means residential oil tanks, cleaned and empty of all liquids to a maximum size of 900 litres;
- 1.41. **“order”** means a written direction requiring any person to comply with a provision of this Bylaw;
- 1.42. **“pathological waste”** means any part of the human body except hair and nail clippings and the like, any part of a dead animal infected with a communicable disease, and non-anatomical waste infected with communicable disease;
- 1.43. **“person”** includes individuals, corporate bodies and all other types of organizations or entities;
- 1.44. **“premises”** includes any building, place, dwelling, room or rooms, apartment, hotel, motel, restaurant, shop, store, office, parking lot and any tract of lands connected therewith and the lands under separate occupation or control;
- 1.45. **“privacy bag”** means an opaque-coloured bag used to contain small personal items not banned from disposal such as sanitary products;
- 1.46. **“property owner” or “owner”** has the same meaning as “owner” as defined in the *Municipal Government Act* and, for greater certainty, includes a landlord, a leaser, an owner, the person giving or permitting the occupation of premises, his and their heirs and assigns and legal representatives and, in the case of a corporation, the officers and directors of that corporation;
- 1.47. **“public waste”** means Solid Waste generated on or in premises where the public is or would normally be responsible for disposing of waste including, without limitation, 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 inside or outside public event venues;
- 1.48. **“receptacles”** means temporary or permanent waste-resources containers used to deposit and temporarily store source separated waste-resources;
- 1.49. **“recyclable materials” or “recyclables”** means **“recyclable paper”** such as clean newsprint, corrugated cardboard, boxboard and other clean paper products and **“other recyclables”** such as redeemable beverage containers, milk cartons, glass bottles and jars, metal food containers and cans, aluminum cans, aluminum foil plates and trays, high density polyethylene plastic containers (HDPE #2), low density polyethylene plastic containers (LDPE #4), and polyethylene terephthalate plastic bottles (PET #1), plastic bags (#2 and #4) and pallet wrap. Other items may be designated by the Town for inclusion in the recycling program, which may be amended from time to time;

- 1.50. **“redeemable beverage container”** means a container of less than five (5) liters which contains or has contained a beverage that was sealed by the manufacturer after the beverage was placed in it, other than a container for milk, milk products, soya milk or concentrates;
- 1.51. **“residential tenancies”** means any house, dwelling, condominium, apartment, flat, tenement, mini-home, mobile home, mobile home park, mobile home space or any property that is occupied or may be occupied by an individual as a residence or part of any such place, and includes any such property or premises occupied by an Owner and family; and to which the *Residential Tenancies Act* applies, but does not include IC&I premises;
- 1.52. **“residual waste” or “residuals”** means any solid waste remaining after source separating all recyclable materials, compostable organics, hazardous waste and other materials banned from disposal according to this Bylaw;
- 1.53. **“soiled and non-recyclable paper”** means dinner napkins, paper towels and fast-food wrappers and boxes, wax paper, parchment paper, soiled pizza boxes, paper plates, damp and soiled newspaper, flyers, sugar, flour & potato paper bags or other similar items or such other items that may be added according to this Bylaw;
- 1.54. **“solid waste” and “waste”** have the same meaning as **“municipal solid waste”**;
- 1.55. **“source separated solid waste” or “source separated waste-resource materials”** means solid waste or waste-resources which have been sorted and separated at the point of origin, to facilitate their reuse, recycling, composting or disposal; for greater clarity, references to ‘source separation’ and ‘source separation of solid waste’ or source separation of waste-resources’ have the same meaning;
- 1.56. **“special collection”** means a collection arranged by the Town for bulky items, leaf and yard waste and any such other materials as may be determined from time to time by the Town;
- 1.57. **“special constable”** means an employee of the Town of Antigonish, Eastern Region Solid Waste-Resource Management Committee or another agency who has been appointed by Council to enforce this Bylaw;
- 1.58. **“special event”** means a planned temporary private or public function on public or private property;
- 1.59. **“storage compound” or “storage facility”** means any building, structure, enclosure or other facility constructed, purchased or rented, or otherwise utilized for space necessary to contain one or more storage containers for source separated waste-resources, for a temporary period at the end of which it is intended that the source separated waste-resources will be processed, used, transported, treated, or disposed of;
- 1.60. **“storage container”** is a purchased or rented structure, or bin, used to store a single category of waste resources, otherwise utilized, or intended to be used for, the temporary holding or storage of source separated solid waste. For the purpose of this Bylaw, green carts and dumpsters are also considered a storage container;
- 1.61. **“street”** means any public road or public area including the sidewalk vested in the Town;
- 1.62. **“Town”** means the Town of Antigonish, or any person, firm or corporation acting on its behalf;

- 1.63. **“unsorted solid waste”** means solid waste that contains materials banned from landfill according to this Bylaw;
- 1.64. **“waste-resources”** means all those materials managed by or on behalf of the Town as recyclable materials, compostable organics, household hazardous waste, C&D debris or residual waste. **“Public waste-resources”** means waste resources generated by public premises activities. **“Residential”**; **“IC&I”** and **“C&D Debris” waste-resources** have similar meaning specific to waste-resources generated by activities at that location; and
- 1.65. **“Waste-Resource Management Centre”** or **“Centre”** means a facility designated by the Town for receiving, storing, sorting and shipping specific waste-resources.

## 2.0 GENERAL PROHIBITIONS

### 2.1 Illegal Dumping of Solid Waste

- 2.1.1 No person shall Dispose of or permit the Disposal of, dump, place, leave, abandon, or deposit Solid Waste, source separated or not, at any public or private premises in the Town unless that premises is duly licensed or approved by the Town to receive and manage that particular category of Solid Waste.
- 2.1.2 No person other than the Owner or Occupant of a residential tenancy eligible for curbside collection may place solid waste at its curbside for residential collection. Further, the solid waste placed curbside for collection must have been generated from the eligible premises, except litter collected by the owner or occupant. For further clarification, the Owner or Occupant of an eligible residential tenancy is prohibited from placing solid waste generated from the ICI sector at their curbside for residential collection.
- 2.1.3 No person shall abandon or dispose of Waste Resources generated from a vehicle, residential or commercial premises including mobile vendors, into a litter receptacle owned by the Town.
- 2.1.4 No person shall place Solid Waste, source separated or not, in any Storage Container or Dumpster without permission of the Property Owner or Person responsible for the storage container.

### 2.2 Illegal Dumping of Solid Waste at Waste-Resource Management Centre

No person shall Dispose of Solid Waste, source separated or not, on the lands of a Waste-Resource Management Facility or any other facility licensed to receive any category of waste except during operational hours and in the location directed by the Centre or facility.

### 2.3 Illegal Burning of Solid Waste

No person shall burn Solid Waste, source separated or not, in the Town.

### 2.4 Disposal of Banned Materials

No person shall Dispose or cause the disposal of any of the following materials mixed with residual waste, or Dispose of any such materials in a Storage area or Storage Facility, or collection container or dumpster intended for Residual Waste disposal in an incinerator or

landfill, namely:

**a) Material Banned from Disposal by Provincial Regulation**

Materials banned from disposal by provincial regulation are those designated materials listed in Schedule B of the Nova Scotia Solid Waste-Resource Management Regulations appended to this Bylaw as amended from time to time.

**b) Material Banned from Disposal by the Town**

Recyclable material or compostable material (whether similar or dissimilar to any of the foregoing) that has been banned from disposal in a landfill or incinerator by order of the Town, including but not limited to milk cartons and jugs, Boxboard and other paper products. Publication of a list of such banned material in a newsletter or newspapers of general circulation in the Town shall constitute due and sufficient notice of the Town's Order for all purposes.

**2.5 Uncollectable Waste**

Except where authorized by the Town, no person shall place for collection by the Town, or Dispose of in a Storage Compound, Storage Container, Collection Container or dumpster intended for collection by the Town, the following materials,

- a) Hazardous Waste;
- b) Household Hazardous Waste;
- c) Trade waste;
- d) Construction and Demolitions Debris ("C & D Debris");
- e) Carcasses or parts of any animal except food waste;
- f) Sharps, hospital or pharmaceutical waste;
- g) Sheet iron, large pieces of scrap metal or machine parts, automobile parts, fuel tanks and bodies;
- h) Septic tank pumpings, raw sewage or industrial sludge;
- i) Radioactive materials;
- j) Soil, rock and stumps;
- k) Tires;
- l) Industrial waste material from factories or other manufacturing processes;
- m) Manure, kennel waste, excreta, fish processing waste;
- n) Lead-acid automotive batteries and propane tanks; and
- o) Any materials banned for collection by the Town by Order.

**2.6 Household Hazardous Waste**

The owners and/or occupants of all residential premises within the Town must store all Household Hazardous Waste in a safe and secure manner and dispose of it in accordance with section 8.4 of this Bylaw.

**2.7 Export of Solid Waste**

No person shall export or remove Solid Waste generated within the Town outside the boundaries of the Town without approval from the Town and, without limiting the foregoing, transport is permitted only to Waste-Resource Management Centers authorized by the Town or according to provincial waste-resource management programs.

## **2.8 Exemption for Approved Exports**

Notwithstanding section 2.7, the Town or a collector with an approved contract acting on behalf of the Town may export residual waste and other source separated waste-resources to designated facilities outside the boundaries of the Town that have been approved by the Town.

## **2.9 Solid Waste Accumulation**

No Occupant or Owner of premises in the Town shall allow, permit or authorize the accumulation of Solid Waste (including source-separated waste-resources) on or around the premises owned or occupied by them, or allow, permit or authorize any uncollected Solid Waste to remain on or around the premises owned or occupied by them in a Storage Compound or Storage Container for a period longer than fourteen (14) days without placing the same for collection in the manner provided for in this Bylaw.

### **2.9.1 Removal of Accumulated Waste**

If the Special Constable determines that waste that has accumulated on a property is unsightly, causing an unsafe condition, or causing a nuisance odor, the Special Constable may remove or cause the removal of the waste, and may recover the costs of such work from the Owner or Occupier of the Property.

### **2.9.2 Exception for Backyard Composting**

Notwithstanding section 2.9, residents may operate a backyard compost, provided the following conditions are met:

- a) Only compostable organic materials are added to the compost, which shall exclude, without limitation, meat, fish, bones, and dairy products;
- b) Only materials generated by the residents of the property are added to the compost;
- c) The backyard compost is kept entirely within an enclosed container with a lid, which has been approved by the Town;
- d) The backyard compost is located at the rear of the property, at least eight (8) feet from any property line, and out of view of the street;
- e) The backyard compost does not cause or emit a nuisance odor; and
- f) The backyard compost does not become unsafe or create a dangerous condition.

Notwithstanding the foregoing, the Town may, at any time, Order the resident to cease operating a backyard compost and disassemble it within a reasonable time.

**2.9.3** No person shall leave the lid or door of the Storage Compound or Storage Container open except during loading or unloading.

## **2.10 Scavenging**

No person shall:

- a) Pick over, remove, disturb or otherwise interfere with any waste-resources set-out for Town collection.

- b) Collect waste-resources placed for collection by the Town; or
- a) Remove a waste-resource collection container placed at curbside.

These prohibitions do not apply to the person who placed the waste-resource material for collection, or to the Town, or its collectors, or when otherwise approved by the Town.

### **2.11 Storage Compound or Container Complaints**

No Owner or Occupant shall allow a Storage Compound, Storage Container or Collection Container on the premises to:

- a) Cause a Nuisance Odor;
- b) Become unsightly; or
- c) Become dangerous or unsafe.

**2.12** If the Special Constable determines that a Storage Compound or Storage Container is unsightly, causing an unsafe condition, or causing a Nuisance Odor, the Special Constable may remove, or cause the removal of, the storage container and/or compound and may recover the costs of such work from the Owner or Occupier of the Property. If the Storage Container is an Organics Green Cart, the property owner will be responsible to replace the same according to section 4.3.3.

### **2.13 Litter**

No person shall deposit Litter or abandon Solid Waste within the Town.

## **3.0 SOURCE SEPARATION AND STORAGE REQUIREMENTS**

### **3.0.1 Application**

This section excludes 'litter can(s)' installed and maintained by the Town.

### **3.1 Residential Waste-Resources**

All Solid Waste generated from Eligible Premises must be properly sorted in accordance with this Bylaw to comply with Section 2.4 and section 4.0 of this Bylaw. This includes apartment buildings with up to four (4) residential tenancies and lodging houses eligible for curbside collection.

### **3.2 Industrial, Commercial, and Institutional (IC&I) Waste-Resources**

All solid waste generated by IC&I premises must be properly sorted in accordance with this Bylaw at the point of origin to ensure source separated waste-resources comply with Section 2.4 of this Bylaw. This includes but is not limited to apartments buildings assessed as a commercial property, residential properties with more than four (4) residential tenancies, and other residential tenancies in commercial properties such as trailer parks or campgrounds, and mobile vendors.

### **3.3 Public Waste-Resources**

The Owner and Occupier of premises accessible to the public including, without limitation, retail establishments, private parks and campgrounds, at public events, or other areas used by the public, shall ensure:

- a) That the Waste Receptacles on the premises are of an adequate number and size to accommodate the Waste-Resources generated by the activities on the premises;
- b) That the available Waste Receptacles allow the public using the premises to properly source separate Waste-Resources; and
- c) That the available Waste Receptacles have appropriate signage directing members of the public to source separate waste resources in accordance with this bylaw and provincial regulation.

### **3.4 Special Events**

The organizer of each public and private event held within the jurisdiction of the Town must ensure compliance with this Bylaw. The Organizer must ensure:

- a) That any solid waste generated from an event held on public property is properly sorted into receptacles with Town Waste-Resources approved signage to avoid litter and ensure compliance with section 3.3 – Public Waste Resources;
- b) That no stand-alone collection containers or litter cans are used;
- c) That all staff, volunteers, and vendors are aware of the source-separation requirements under this bylaw and agree to follow them;
- d) That all attendees, participants and guests are notified of the requirements of this Bylaw and are encouraged to properly sort Solid Waste;
- e) That the storage and removal of all Solid Waste generated remains source separated for transport to the designated disposal site and Centre; and
- f) That any Special Event Permits required by the Town’s Special Event Planning Guide, as updated from time to time, have been obtained.

### **3.5 Waste-Resource Storage Compound and Containers**

#### **3.5.1 Waste-Resource Storage Compound**

The Owner and/or Occupant of any premises with a Storage Compound shall each ensure that the Storage Compound:

- a) Provides sufficient and adequate storage space to contain the quantity of Waste-Resources normally generated at the location between collections.
- b) Allows users to keep Source-Separated Waste-Resources segregated for proper disposal. For greater certainty, separate commercial waste-resource storage containers or dumpsters may be used for each waste-resources stream provided they comply with this Bylaw;
- c) Contains organics collection carts or other commercially manufactured receptacles or containers manufactured specifically for the storage of organics for the storage of Compostable Organics;
- d) Is weather-tight and animal-proof with the lid or door maintained in a closed position except during loading and unloading;
- e) Is emptied and cleaned regularly; and
- f) Is maintained in good repair and in a clean and tidy condition at all times, both inside and outside, including the immediate surroundings.

### **3.5.2 Waste-Resource Storage Container**

The Owner and/ or Occupant of any premises in the Town shall ensure that any Waste-Resource Storage Container used on their premises,

- a) Is weather-tight and animal-proof;
- b) Is designed and constructed such that waste-resources remain in a source-separated condition;
- c) Includes signage that identifies the appropriate storage location for residual waste, recyclable materials, cardboard and compostable organics;
- d) Is large enough to contain the quantities of source separated waste-resources generated between collections at the premises;
- e) Is easily accessible to the occupants and easily serviced by the Collector, if applicable;
- f) Is kept clean and safe for its intended users;
- g) Is kept beside, to the rear or adjacent to the side of the dwelling or non-residential building, and at least four (4) feet from each property line unless otherwise approved by the Town.

### **3.5.3 Inspection and Enforcement**

Waste-resources on any public or private property are subject to inspection from by the collector, Special Constable, or another appointed staff member to determine compliance with this Bylaw.

## **4.0 TOWN COLLECTION FROM ELIGIBLE PREMISES**

### **4.1 Eligible Premises**

- 4.1.1. Eligible premises includes single unit dwellings and apartment buildings with a maximum of four units that fronts on public streets in the Town but excludes residential tenancies within commercial property.
- 4.1.2. Collection of residential Source Separated Waste-Resources including Residual Waste, Recyclable Materials, Compostable Organics, and other special collections as identified by the Town will be provided by the Town to eligible premises.

### **4.2 Collection Containers**

- 4.2.1. Source Separated Waste-Resources must be set out in collection containers in accordance with this Bylaw at the appropriate location and time.
- 4.2.2. No person shall set curbside any individual collection container of residual waste or recyclable materials with contents that exceed twenty-three (23) kilograms or fifty (50) pounds in weight.
- 4.2.3. Residual waste (garbage), will only be collected curbside from eligible premises if:
  - a) Residual waste is placed in non-colored transparent clear bags of standard size (opaque bags will not be collected), approximately twenty-five (25) inches or sixty-four (64) centimeters by thirty-five (35) inches or

eighty-nine (89) centimeters. Notwithstanding the foregoing, each standard sized clear bag may contain one opaque Privacy Bag that is no larger than twenty (20) inches or fifty-one (51) centimeters by twenty-two (22) inches or fifty-six (56) centimeters with residual waste, except when a medical exception is approved by the Town to allow the use of more than one opaque bag per standard sized clear bag following the submission of a medical exception form; and

- b) The contents of each Collection Container for Residual Waste, including the contents of the opaque bag, is void of recyclable materials, compostable organics, and all other materials identified as banned for disposal or collection under sections 2.4 and 2.5 of this Bylaw or the Rules of the designated disposal facility.

**4.2.4** Recyclable materials will only be collected curbside from eligible premises if the following conditions are met:

- a) The recyclable materials for collection are placed in transparent blue bags of standard size, approximately sixty-four (64) centimeters or twenty-five (25) inches by eighty-nine (89) centimeters or thirty-five (35) inches;
- b) The contents and quality of the materials are easily identifiable;
- c) Recyclable 'paper' is placed within a transparent blue bag and items identified as recyclable 'other' are placed within a separate transparent blue bag; and
- d) Recyclable materials are clean and dry.

**4.2.4.A** Notwithstanding section 4.2.4, corrugated cardboard may be flattened and secured in bundles no larger than ninety-one (91) centimeters or thirty-six (36) inches by ninety-one (91) centimeters or thirty-six (36) inches by sixty-one (61) centimeters or twenty-four (24) inches.

**4.2.5** Compostable organics will only be collected curbside from eligible premises if the following conditions are met:

- a) Compostable organics are placed for curbside collection in an Organic Collection Cart that complies with section 4.3 of this Bylaw.
- b) The contents of the green cart are approved for collection by the Town, free from all forms of plastic, including without limitation bags and packaging, and free from all other non-compostable materials including without limitation metal, glass and rocks; and
- c) All contents are enclosed within the cart, with the lid fully closed for collection.

**4.2.6.** Leaf and yard waste will only be collected curbside from eligible premises if the following conditions are met:

- a) The leaf and yard waste materials fit within the green cart with the lid closed; and
- b) No branch diameter is more than two and a half (2.5) centimeters or one (1) inch diameter.

### **4.3 Organic Collection Cart**

- 4.3.1** The organics collection cart required for use by an Eligible Premises shall at all times be kept and maintained in a good and sanitary condition by the occupant or property owner thereof.
- 4.3.2** Each organics collection cart is assigned to an Eligible Premises and must remain on the eligible premises to which it is assigned.
- 4.3.3** The organics collection cart is the responsibility of the occupant and or property owner of the eligible premises.
- 4.3.4** When deemed necessary by the property owner or Town, the Owner of the Eligible Premises is responsible for the replacement of the organic collection container. The replacement organic collection contain must be purchased through the Town.

### **4.4 Residential Collection Times**

- 4.4.1** Waste-resources scheduled for collection, including items scheduled for special collection, shall be placed curbside for collection no earlier than 9:00PM the evening before the scheduled collection. Bulky items will not be collected curbside, other than on special collection dates as identified by the Town.
- 4.4.2** Waste-resources, including items scheduled for special collection, must be placed for collection no later than 7:00AM on the scheduled collection day.
- 4.4.3** Waste-resources set curbside for collection remain the responsibility of the property owner until collected.
- 4.4.4** If a collection route cannot be completed, the occupant or owner of the eligible premises shall remove all collection containers from curbside as required by Section 4.6 of this Bylaw, to be placed curbside on the alternative collection day or the next scheduled collection day, as applicable.

### **4.5 Residential Collection Container Curbside Placement**

- 4.5.1** The Occupant and/or Owner of an eligible premises shall place collection containers at curbside for collection as close as practical to the curbside of the premises to facilitate efficient, unobstructed access over clear ground, also taking into consideration factors such as winter snow clearing operations, ditches, and other obstacles.
- 4.5.2** All Collection Containers placed curbside for collection shall be placed in front of and on the same side of the street, sidewalk or roadway as the Eligible Premises from which they come or in such other places as designated by the Town.
- 4.5.3** The Occupant and/or Owner of Eligible Premises shall put out for collection only those materials designated by the Town for collection at curbside on a given day.
- 4.5.4** The Green Cart shall be placed at curbside in an upright position with the lid closed.

- 4.5.5 Collection will take place curbside on public streets and roads with Eligible Premises.
- 4.5.6 For all other Eligible Premises not on public streets and roads, the source separated waste-resources must be brought to the nearest intersection with a public street or road as authorized by the Town.
- 4.5.7 In the case of eligible multi-unit apartment buildings, the property owner or occupant shall place Source Separated Waste-Resources curbside for collection unless the Town, in consultation with the Collector, approves collection from a Storage Compound or Storage Container

## **4.6 Removal from Curbside**

### **4.6.1 Removal of Collection Containers and Uncollected Solid Waste**

- 4.6.1.1 Collection containers, organic collection carts, and/or uncollected solid waste shall be removed or caused to be removed by the occupant and or owner of the eligible premises from curbside as promptly as possible on collection day but no later than 9:00PM.
- 4.6.1.2 Uncollected Solid Waste shall be properly sorted, contained, stored and disposed of in accordance with this Bylaw on the next scheduled collection day.
- 4.6.1.3 If uncollected solid waste, collection containers, and/or organic collection carts are not removed from curbside, the Town may arrange for their removal, disposal, and/ or cleaning, and the Town may recover the costs of such work from the Owner or Occupier of the Property.

### **4.6.2 Removal of a Storage Compound or Container Due to Placement**

After issuing one warning to the Owner and/ or Occupier, The Town may remove, or cause the removal of, any Storage Compound or Collection Container left curbside or visible to the front of the dwelling after 9:00 PM on collection day, and the Town may recover the costs of such work from the Owner or Occupier of the Property.

## **4.7 Waste-Resource Storage**

4.7.1 In cases of eligible multi-unit residential tenancies, where an external storage container(s) or dumpster is used to contain waste-resource collection containers between collections, the storage container or dumpster must comply with sections 2.11 and 3.6 of this Bylaw.

4.7.4 In cases where the Town has approved collection from the Storage Location, collection containers must be placed to provide the Collector with unobstructed access over clear ground, free of snow, ditches, and or other obstacles.

### **4.8 Owner and Occupant Responsibilities for Waste-Resource Management**

Except in cases where the owner and occupant are the same, the responsibility for the management of Solid Waste-Resources for Residential Premises eligible for Town Collection is shared by the Property Owner jointly and severally, and each Occupant, jointly and severally.

#### **4.8.1 Property Owner Responsibilities**

Without limiting the generality of the foregoing, the Property Owner shall:

- a) Provide Town Waste-Resource sorting information to occupants;
- b) Provide external Waste-Resource storage as set out in sections 3.6 and 4.7 of this Bylaw;
- c) Ensure that properly sorted waste-resources are set curbside for collection no earlier than 9:00PM on the day preceding the Town's scheduled collection day and no later than 7:00AM on the scheduled collection day;
- d) Maintain Waste-Resource storage in good repair and in a clean and tidy condition at all times, both inside and outside, including the immediate surroundings;
- e) Ensure that Collection Containers and uncollected Solid Waste, including litter produced or dispersed from Waste-Resources by pests, weather conditions, or otherwise, are removed from roadside by 9:00 PM. on collection day; and
- f) Abide by all directives of the Town's Special Constable with regard to the handling of waste-resources.

#### **4.8.2 Occupant Responsibilities**

Without limiting the generality of the foregoing, the Occupant Shall:

- a) Source separate all solid waste generated from the premises according to sections 3.1, 4.2 and 4.3 of this Bylaw;
- b) Set Collection Containers for curbside collection in accordance with section 4.4 of this Bylaw;
- c) Between collections, place Source Separated Waste-Resources including Residual Waste, Recyclable Materials, Cardboard, and Compostable Organics, into the proper Storage Container, so that they remain properly sorted for collection;
- d) Properly dispose of all other Waste-Resources banned from disposal or collection by Sections 2.4, 2.5, and 2.6 of this Bylaw and/or the rules of the designated disposal site.; and
- e) Abide by all directives of the Town's Special Constable with regard to the handling of waste-resources.

#### **4.9 Inspection and Rejection Guidelines**

**4.9.1** Waste-resources set out for collection shall be subject to inspection by the Collector or by the Special Constable or another Council appointed staff. Unsorted waste-resources that are placed in a storage container or collection container set for curbside collection, not in compliance with the Town's Bylaw, may be rejected and not collected.

**4.9.2** Rejected waste-resources must be promptly removed from curbside and source separated by the Occupant and/or the Property Owner in accordance with Section 4.6 of this Bylaw.

#### **4.10 Suspension of Collection**

**4.10.1** The Special Constable may suspend collection, upon written notice, to any eligible premises where one of the following deficiencies develops, until the deficiency is corrected to the Special Constable's satisfaction, namely:

- a) Unsafe or unhealthy condition related to storage or collection of Waste-Resources;
- b) An unsafe condition that poses a risk to the health or safety of the Collector, the staff of the Collector or Town staff including, without limitation, the presence of dogs or other animals, hazardous materials, ice, or snow; or
- c) The persistent violation of any provision in this Bylaw.

**4.10.2** The Collector may suspend and reschedule Collection due to weather or mechanical issues. All waste curbside, source separated or not must be removed promptly according to Section 4.6 of this Bylaw.

#### **5.0 SOLID WASTE DISPOSAL FROM NON-ELIGIBLE PREMISES**

The provisions of this section apply to all residential and IC&I premises generating waste not eligible for Town Collection.

##### **5.1 Solid Waste Removal from Curbside**

If for any reason, waste-resources are placed curbside for collection at a property not eligible for Town curbside collection, they must be removed from curbside by the generator of the solid waste, the Property Owner and/or the Occupant of the premises promptly by 9PM on the same day.

##### **5.1.2 Section 2.4 Applies**

The Owner and/or Occupant of all residential premises not eligible for collection and IC&I premises must comply with Section 2.4 of this Bylaw.

## **5.2 Solid Waste-Resource Collection Containers**

### **5.2.1 Residual Waste (garbage) must be:**

- a)** Placed in non-colored transparent clear bags of standard size (black or opaque bags will not be collected), approximately twenty-five (25) inches or sixty-four (64) centimeters by thirty-five (35) inches or eighty-nine (89) centimeters. Notwithstanding the foregoing, each clear bag of standard size may contain one solid colored Privacy Bag no larger than fifty-one (51) centimeters or twenty (20) inches by fifty-six (56) centimeters by twenty-two (22) inches; and
- b)** Void of recyclable materials, compostable organics, and other materials banned for disposal or collection by sections 2.4 and 2.6 of this Bylaw and/or the rules of the designated disposal site.

### **5.2.2 Recyclable materials must be:**

- a)** Placed in transparent blue bags of standard size, approximately sixty-four (64) centimeters or twenty-five (25) inches by eighty-nine (89) centimeters or thirty-five (35) inches;
- b)** Clean, dry, and unsoiled; and
- c)** Separated between paper recyclables and “other” recyclables, which must be placed in separate transparent blue bags.

Notwithstanding section 5.2.2.1, corrugated cardboard may be flattened and secured in bundles, provided the bundles are no larger than ninety-one (91) centimeters or thirty-six (36) inches by ninety-one (91) centimeters or thirty-six (36) inches by sixty-one (61) centimeters or twenty-four (24) inches.

### **5.2.3 Compostable organics must be:**

- a)** Placed in an organics collection cart or another commercial green cart that meets storage requirements outlined by Section 3.6.2;
- b)** Free from all forms of plastic including, without limitation, plastic bags and packaging;
- c)** Free from and all non-compostable materials including, without limitation, metal, glass and rocks; and
- d)** Approved for organics collection by the Town.

## **5.3 Solid Waste Storage**

### **5.3.1 The Owner and/or Occupant of a Non-Eligible Property shall ensure that any Storage Compounds on the Property:**

- a)** Comply with sections 2.11 and 3.6 of this Bylaw; and
- b)** Are approved by the Town so that all source separated waste-resources are stored in accordance with this Bylaw between collections.

- 5.3.3** No person shall place Solid Waste in any Storage Compound or Storage Container without the permission of the Owner of the premises or the Owner or renter of the Storage Compound or Storage Container.
- 5.3.4** All Storage Compounds and Storage Containers are subject to inspection and suspended collection pursuant to this Bylaw.
- 5.3.5** The owner of the premises or renter or user of any Storage Compound or Storage Container shall each ensure that any Solid Waste stored within it is properly source separated and contained in accordance with this Bylaw.
- 5.3.6** Any person collecting, transporting, or hauling Solid Waste from a Storage Compound or Storage Container shall ensure that source separated waste-resources are delivered to the Waste Management Center or Designated Disposal Site in a Source-Separated condition and deposited in the appropriate location.
- 5.3.7** No person shall haul Unsorted Solid Waste to the Waste-Resource Management Centre for disposal or to fail to deposit Source-Separated Solid Waste in the appropriate location at the Waste-Resource Management Centre.

#### **5.4 Owner and Occupant Responsibilities for Solid Waste Management**

The responsibility for Solid Waste Resources generated but not collected by Town Collections from IC&I premises and residential tenancies in commercial properties is shared by the Property Owner and the Occupant jointly and severally, and each Occupant, jointly and severally.

##### **5.4.1 Property Owner's Responsibilities**

Without limiting the generality of the foregoing, the property owner shall:

- a) Provide solid Waste-Resource Storage facilities that comply with the requirements of sections 2.11 and 3.6 of this Bylaw;
- b) Maintain Waste-Resource storage in good repair and in a clean and tidy condition at all times, both inside and outside, including the immediate surroundings;
- c) Respond to Solid Waste accumulation directives;
- d) Arrange for the collection of Source Separated Waste-Resource materials, so that the same solid waste does not remain on the property for more than fourteen (14) days;
- e) Advise the occupants of their responsibilities under this Bylaw, including distributing program information made available by the Town and directives from the Town; and
- f) Require that Occupants abide by all directives of the Town's Special Constable.

##### **5.4.2 Occupant's Responsibilities**

Without limiting the generality of the foregoing, the Occupant shall:

- a) Source separate Waste-Resources generated by all activities from the premises as required by Section 3.0 of this Bylaw;
- b) Between collections, place source separated Waste-Resources; including residual waste, recyclable materials, cardboard, compostable organics and other identified items according to Schedule B or as approved by the Town into the Storage Compound or Container(s) provided by the Property Owner, so that they remain properly sorted;
- c) Properly dispose of, or ensure the proper disposal of, all Waste-Resources banned from disposal or collection by section 2.4 and 2.6 of this Bylaw
- d) Abide by all directives of the Town's Special Constable with regard to the handling of waste-resources according to this Bylaw.

### **5.5 Solid Waste-Resource Requirements**

The Property Owner and Occupant of any premises, facility, or operation, which generate Solid Waste, shall promptly remove and dispose of or cause the removal or disposal of Solid Waste in accordance with the provisions of this Bylaw.

## **6.0 COMMERCIAL STORAGE CONTAINERS**

### **6.1 Commercial Storage Container or Dumpster Supplier**

**6.1.1** Any person who supplies a commercial waste-resource storage container or dumpster for the temporary storage of waste-resources shall ensure that such commercial container is:

- a) Sturdily constructed and capable of containing the material deposited within;
- b) Equipped with a cover, as necessary, capable of restricting the entry of animals and preventing litter or damage to the contents produced by wind, rain, snow, etc.;
- c) Cleaned regularly; and
- d) Emptied at a frequency of not more than fourteen (14) days, or before as required by the property owner or person who has care and control of the container or dumpster through agreement whether verbal or in writing with the supplier.

**6.1.2** Any person who supplies a commercial waste-resource container or dumpster must provide notice of waste-resource sorting requirements to the property owner or person in care and control of the commercial container.

### **6.2 Commercial Container User**

**6.2.1** The Owner of any premises or person in care and control of a commercial waste-resource storage container or dumpster placed on a property, shall ensure that:

- a) The Commercial Container is placed adjacent or to the rear of the dwelling or non-residential building, not visible from the street, at least 4 feet from a property line, unless the Town has approved another location to allow for the disposal of Construction or Demolition Waste-Resources;
- b) The Commercial Container does not become unsightly or cause a nuisance or unhealthy condition;
- c) The Commercial Container is covered and not overfilled so that all contents are contained within the container such that no item can blow out, fall out or spill out;

- d) The Commercial Container contains only materials that meet the source separation requirements of this Bylaw;
- e) The area around the storage container or structure is maintained free of litter; and
- f) The Commercial Container is emptied at a frequency of not more than fourteen (14) days, or more frequently when necessary to prevent a nuisance odor and to be compliant with all responsibilities of the user.

## **7.0 WASTE-RESOURCE COLLECTION**

### **7.1 Vehicle Owner and Operator (Collector) Responsibilities**

- 7.1.1 All Collectors must comply with relevant Federal/Provincial/Municipal statutes and regulations.
- 7.1.2 In the event of any spillage from the collection vehicle, the vehicle operator shall be responsible for the clean-up and shall undertake clean-up immediately.
- 7.1.3 A Collector operating within the Town must at no time mix properly sorted source separated Solid Waste.
- 7.1.4 The Collector must reject Solid Waste that is not properly source separated in accordance with this Bylaw. The Collector shall leave a notice describing the reason for rejection for the Owner and/or Occupant.
- 7.1.5 A Collector operating in the Town shall not mix waste-resources collected from other municipalities in the same vehicle as waste-resources collected within the Town, unless an onboard weigh system is in place and being used to report accurate weights at the designated disposal site or waste-resource management centre.
- 7.1.6 The Collector shall collect waste-resources directly from the premises where they were generated.

### **7.2 The Collection Vehicle**

All Collector waste-resource business-based collection vehicles shall:

- a) Be maintained in good condition and be properly manned and equipped to ensure the safe collection of waste-resources;
- b) Comply with the Motor Vehicle Act and other regulations or legislation in effect from time to time;
- c) Be designed so as to prevent any contents, including liquids, from falling out, being spilled, or scattering from the vehicle while standing or in motion;
- d) Include a tailgate or other restraining device;
- e) Be closed or equipped with a tarpaulin, which shall be used to cover waste-resources while being transported; and
- f) Be equipped with a valid sticker issued by the Town to indicate the vehicle is approved to operate the Town. The issued sticker shall be displayed on the lower left portion of the window of such vehicle.

### **7.3 Commercial Waste-Resource Collection Registration Requirements**

- 7.3.1.** No person shall engage in the business of collection of waste-resources, such as residual waste, recyclable materials or compostable organics, including construction and demolition debris, in the Town unless registered with the Town as a Collector.
- 7.3.2** No Registrant under this Bylaw shall deposit waste-resources at a site other than that specified on the registration unless permission is otherwise granted by the Town.
- 7.3.3** Every application for a registration to collect waste-resources shall be made in writing on a form provided by the Town and signed by the Collector applying or person so authorized.
- 7.3.4** Every application for a registration whether new or a renewal, shall contain the following information:
- a) The full name of the individual, address, and business phone number; and
  - b) The provincial registration number for all vehicles to be used by the Collector.
- 7.3.5** Every application shall be accompanied by:
- a) a registration fee, if approved by the Town; and
  - b) Proof of public liability and property damage insurance in an amount of not less than \$2,000,000.00, including copies of the policy and receipts for renewal premiums, if applicable. and the collector shall provide copies of the policy and receipts for renewal premiums to the Town.
- 7.3.6** The registration to collect specific waste-resources within the Town shall be valid from April first of the year issued until March 31 of the following year, unless sooner revoked or suspended.
- 7.3.7** The Special Constable may suspend or revoke a registration for non-compliance with any provision of this Bylaw.
- 7.3.8** The Applicant for Registration as a Commercial Waste Resource Collector shall allow the Town (14) fourteen days for the review and processing of the application.

## **8.0 WASTE-RESOURCE DISPOSAL**

### **8.1 Residual Waste**

Council shall, by resolution, identify the use of approved landfills for deposit of residual waste.

### **8.2 Recyclable Materials**

Council shall, by resolution, identify the use of an approved recyclable materials recovery facility.

### **8.3 Compostable Organic Materials**

Council shall, by resolution, identify the use of an approved composting facility.

### **8.4 Household Hazardous Waste**

Council shall, by resolution, identify an approved facility for the collection and/or disposal of Household Hazardous Waste.

The Special Constable may designate the place and time, including the days and hours of operation for the collection of household hazardous waste in the Municipality and the materials eligible for collection. This may include the operation of a permanent household hazardous waste depot and/or the operation of mobile depot(s) in the Town. Household hazardous waste depots may only be used by residents of the Town for the proper disposal of household hazardous waste originating within the Town. All persons are prohibited from disposing of industrial, commercial and institutional waste at any permanent depot or mobile depot(s).

## **9.0 WASTE-RESOURCE MANAGEMENT CENTRES**

### **9.1 Inspection and Enforcement**

All solid waste generated from within the Town entering a Waste-Resource Management Centre or any designated disposal site is subject to inspection.

Council may, from time to time, establish by policy additional user fees for depositing Solid Waste that has not been source separated in accordance with this bylaw and/ or depositing Solid Waste that contains materials banned from collection or disposal by this Bylaw.

The Special Constable may issue warnings or revoke privileges of Centre users for non-compliance with this Bylaw.

### **9.2 Documentation**

The Collector or operator of every commercial waste-resource collection vehicle entering a Waste-Resource Management Centre or designated disposal facility with waste-resources generated from within the Town shall produce, upon request of the Site Supervisor or the Special Constable, a manifest consisting of a list of the customers whose waste-resources are on board the vehicle to act in accordance with this Bylaw.

**9.2 Inspection and Enforcement**

All solid waste generated from within the Town entering a Waste-Resource Management Centre or any designated disposal site is subject to inspection.

**9.2.1** The Town Special Constable may issue warnings or revoke privileges of Centre users for non-compliance with this Bylaw.

**10.0 RESIDENTIAL WASTE COLLECTION CHARGE**

**10.1** Every owner of land on which a residential dwelling is situated, and which is included within the service parameters noted in Section 4.1 shall pay to the Town an annual "Waste Collection Charge" for the collection, transport and deposit of residual waste, recyclable materials and compostable organic materials.

**10.2** Residential property owners shall be billed on the basis of equivalent user units which are identified in Schedule 1 "A". The Town shall calculate the Waste Collection Charge annually by dividing the total cost of the collection services by the total number of equivalent user units within the system. Each owner will be billed for the costs of these services on a pro rata basis in accordance with Schedule1 "A" as follows:

Schedule 1 "A"	
SCHEDULE OF CHARGES	
Single Family Dwelling	1.00 Equivalent Units
Mobile Home	1.00 Equivalent Units
2Unit Dwelling	1.50 Equivalent Units
Tourist Home (Bed & Breakfast)	1.50 Equivalent Units
3 Unit Dwelling	1.75 Equivalent Units
4 Unit Dwelling	2.00 Equivalent Units
Lodging House/Rooming House/Boarding House	2.00 Equivalent Units

**10.3** The waste collection charge shall be billed annually. It shall be billed on and with the regular property tax billing and it shall be due and payable when the property taxes are due and payable.

**10.4** It is intended that this waste collection charge will be assessed on the basis of twelve (12) months service.

**10.5** The waste collection charge and penalty thereon may be sued for, if necessary.

## **11.0 OFFENSE ENFORCEMENT AND PENALTIES**

**11.1** No person shall contravene or fail to comply with any provisions of this Bylaw

**11.2** A person who,

- (a) violates a provision of this bylaw;
- (b) fails to do anything required by this byLaw;
- (c) permits anything to be done in violation of this bylaw or of an Order issued in accordance with this bylaw; or
- (d) obstructs or hinders any person in the performance of their duties under this bylaw or under any Order issued in accordance with this bylaw.

Is guilty of an offence and is liable on summary conviction to a penalty of not more than \$10,000.

**11.3** In addition to any fine imposed pursuant to subsection 11.2, the Court or judge may Order the person convicted to pay all expenses incurred in correcting the contravention of the bylaw or any damages associated with such contravention.

**11.4** This bylaw may be enforced, at the discretion of the Town bylaw Enforcement Officer or Special Constable, by means of a Summary Offense Ticket under the *Municipal Government Act* or *Summary Proceedings Act*. In such cases the out of court settlement may be paid to the Town which is equal to the fine amount on the summary offence ticket.

**11.5** Every day during which an offence under this bylaw continues is a separate offence.

**11.6** Proof of the Solid Waste that is Disposed of anywhere in contravention to this Bylaw originating from a particular person, from a residence of a particular person, from a particular premise or from a particular vehicle shall be evidence that the person, the Owner, or the current Occupant of said premises or the Owner of the vehicle so Disposed of it in the absence of evidence to the contrary.

When a person is identified as the owner of Solid Waste deposited or dumped on a premises in violation of this Bylaw, the owner, on request if the Bylaw Enforcement Officer or Special Constable shall, within 48 hours of the request, supply the name of the address of the person(s) responsible for the dumping. An owner of Solid Waste deposited or dumped on the premises in violation of the Bylaw who fails, to supply the requested information shall be guilty of an offence under this Bylaw.

**11.7** If the Special Constable, a delegate of the Special Constable, or a Town Municipal Enforcement Officer causes work to be done pursuant to this Bylaw, the Owner shall be fully responsible for the cost of the work, with interest at a rate to be determined by the Council, by policy, from the date of completion to the date of payment.

**11.8** In addition to any other remedies available at law, if the Special Constable, a delegate of the Special Constable, or a Town Municipal Enforcement Officer causes work to be done pursuant to this Bylaw, the cost of the work, with interest at the rate determined by Council, is a First Lien on the property upon which the, or for the benefit of, the work was done and may recovered in the same manner as taxes.

**11.9** The Special Constable shall by appointed by resolution of Council.

**11.10** The Town may appoint another person to assist with the enforcement of this Bylaw.

All Bylaws dealing with the collection and disposal of waste-resources heretofore passed by the Council, and all amendments thereto are hereby repealed.

Passed by Council this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2023.

Date of First Reading:

Date of Advertisement of Notice of Intent to Consider:

Date of Second Reading:

Date of Advertisement of Notice to Adopt (2<sup>nd</sup> Reading):

Date of Notice to Municipal Affairs:

I certify that this By-Law was adopted by Council and published as indicated above.

\_\_\_\_\_  
Jeffrey Lawrence

Chief Administrative Officer

\_\_\_\_\_  
Date



**Subject:** CAO Report  
**To:** Antigonish Town Council  
**Date Prepared:** 23-09-18  
**Prepared by:** Jeff Lawrence, Chief Administrative Officer

**Administration**

This report compiles monthly updates and progress reports from the Town of Antigonish’s Administration, AREA Community Development, and Public Works departments.

**Highlights**

Summarize 2-3 noteworthy department projects, milestones, achievements or challenges that occurred in the past month. This section should be a maximum of 5 sentences written in paragraph format. This report compiles monthly updates and progress reports from the Town of Antigonish’s Administration, Community Development, Parks and Recreation, and Public Works departments.

**Strategic Initiatives Update:**

<b>Projects</b>
<b>Title: Carbon Inventory – PCP Milestone Tool</b>
<b>Status Update: Continuing to input data for Carbon Inventory</b>
<b>Next Step: On going</b>
<b>Title: Net Zero Engagement Strategies</b>
<b>Status Update: Working with staff and FCM to develop engagement strategy for green initiatives</b>
<b>Next Step: Meeting with Ecogreen Interactive through FCM’s Capacity Building Service - ongoing</b>
<b>Title: Grid Modernization and New Substation</b>
<b>Status Update: Assisting in the preparation of the Hatch Rebuttal evidence with Grid Mod team for upcoming hearing.</b>
<b>Next Step: Hatch Rebuttal evidence reply due September 20<sup>th</sup>.</b>
<b>Title: Executive Assistant Duties</b>
<b>Status Update: Organize and schedule meetings for Mayor Boucher</b>
<b>Next Step: Ongoing Correspondence</b>
<b>Title: Grid Modernization and Nova Scotia Power Inc.</b>
<b>Status Update: Continuing to work with NSPI on Facility study details and costing</b>
<b>Next Step: Reviewing budget with revised Switching Station costs</b>
<b>Title: Grid Modernization and Project Management Services RFP</b>
<b>Status Update: Working with Ray Sampson on Grid Mod Project Overview</b>
<b>Next Step: Developing Gantt Chart for costing and scheduling.</b>
<b>Title: Green Municipal Fund – GHG Reduction Pathway Feasibility Study – Deep Energy Retrofits</b>

<b>Status Update:</b> Study is ongoing. Attended a Decision-Making Workshop to review baseline model and potential energy conservation measures (ECM) with energy and emissions breakdown.
<b>Next Step:</b> Final Report to be received in September
<b>Title:</b> QUEST Canada – National Deep Retrofit Working Group
<b>Status Update:</b> Joined other stakeholders in deep energy retrofits to discuss and define barriers and actions.
<b>Next Step:</b> Ongoing - Attending workshops to discuss priority actions.
<b>Title:</b> Diversity, Equity and Inclusion Plan
<b>Status Update:</b> Attended Stakeholder Workshop and bi-weekly update meetings
<b>Next Step:</b> Continue to work with Consultants and Stakeholders on DE&I Plan
<b>Title:</b> FCM/SCCF – Community District Energy System (CDES) Feasibility Study
<b>Status Update:</b> RFP has closed with 4 submissions
<b>Next Step:</b> 3 Proponents have been selected to present to the CDES team
<b>Title:</b> Emergency Management
<b>Status Update:</b> Attended two workshops on Hurricane preparedness
<b>Next Step:</b> On going
<b>Title:</b> Clean Foundation – Community Climate Capacity
<b>Status Update:</b> Attended meeting with Kate MacInnis and Rachel Mitchell from Clean Foundation on funding opportunity opening in the near future for flooding mitigation.
<b>Next Step:</b> Waiting for funding application to open

**AREA Update:**

<b>Projects</b>
<b>Title:</b> AREA weekly updates
<b>Status Update:</b> Attend weekly update meetings
<b>Next Step:</b> On going
<b>Title:</b> HOME Program review
<b>Status Update:</b> Participating in a review of the HOME Program with Liam Cook from Navigate Energy
<b>Next Step:</b> Reviewing surveys to be circulated to HOME participants and utility customers
<b>Title:</b>
<b>Status Update:</b>
<b>Next Step:</b>
<b>Title:</b>
<b>Status Update:</b>
<b>Next Step:</b>
<b>Title:</b>
<b>Status Update:</b>
<b>Next Step:</b>
<b>Title:</b>
<b>Status Update:</b>

<b>Next Step:</b>

**Subject:** CAO Report  
**To:** Antigonish Town Council  
**Date Prepared:** August & September 2023  
**Prepared by:** Kate MacInnis, Director of Community Development

**Community Development**

**Strategic Projects of Council:**

<b>Projects</b>
<b>Active Transportation Corridor</b>
<b>Status Update:</b> Revising tender and construction schedule
<b>Next Step:</b> Tender was cancelled for Project A as the submitted bid came in significantly over what the project allocated for this section. Staff are working with WSP on revised plan for tendering and scheduling. Intent is to keep in schedule with smaller sections starting early spring.
<b>Accessibility</b>
<b>Status Update: Implementation of Report</b>
<b>Next Step:</b> Staff developing an Accessibility Report Card template as outline in the Report. Meetings with the Accessibility Committee will prioritize projects for the coming year. Staff are also working with Challenger Baseball to bring back the Accessible Antigonish initiative, which focuses on low cost recreation base initiatives such as picnic tables, small ramps, equipment, etc.
<b>Tourism</b>
<b>Status Update:</b> Report Complete
<b>Next Step:</b> Town and County staff will present the plan at the next Joint Council meeting for endorsement. Staff will share the immediate next steps for the continued development of a sustainable tourism focus for the Town and County.

**Capital Projects:**

<b>Projects</b>
<b>Active Transportation – Design Pt 2</b>
Design adjustments are being done for Project D. Staff are working on a revised tender plan, which would include multiple phases for the next season. Tendering would begin in the early new year and roll out in time with the beginning of the construction season. Utility pole move continues to be a challenge with Bell. Staff are working to get a new timeline. Funders are aware of these challengers and delays and supportive of staffs action plan to keep the momentum going.
<b>Community Enhancements</b>
Final phase near complete. Staff had delays with new garbage bins, but will be in this season. Mural work has yet to be complete.
<b>Crosswalk Beacons</b>
Beacons have been ordered. Contractor will be arriving in Town to install time in the next few weeks. Locations include James Street, West Street and Main Street by Columbus Field. These are the last areas that would require beacons according to crosswalk standards.
<b>Fire Department Jaws</b>
Completed.
<b>Arbor Drive Playground</b>
Equipment has been ordered. Expected arrival is December/January.

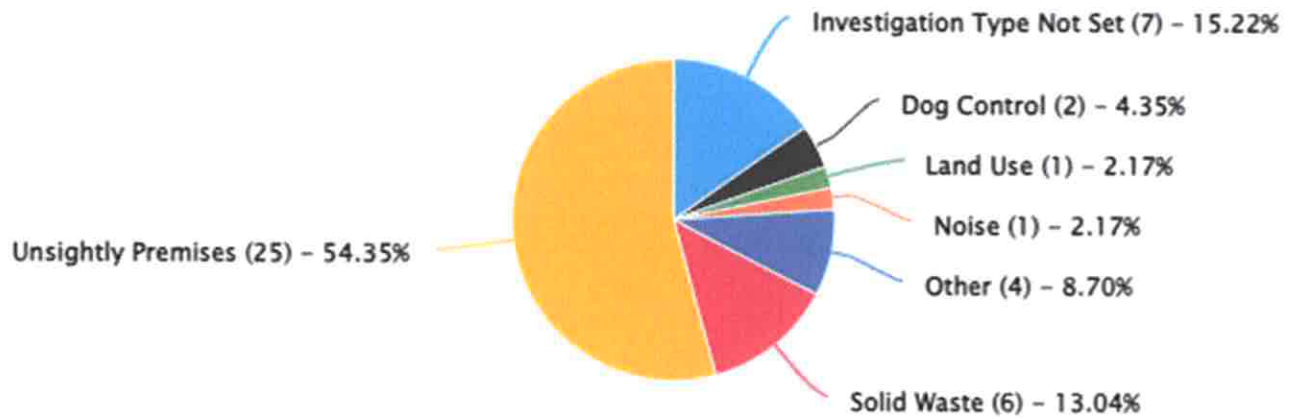
## Operational Projects:

Project
<p><b>Beautification</b></p> <p>Pride Guard Rail work is complete. The summer 2023 season was a success with Town flowers withstanding lots of intense heat and then heavy rain conditions. The Parks Crew will begin taking in the planters over the next couple of weeks. Yard Pros contract remains in place until the end of October for end of season clean-up. Following a Community Enhancement Committee Meeting, Town, County and Bayside staff will meet to begin the work on new welcome signage, as well as recognition at the Landing to reflect Mi'kmaq language. This will be an ongoing project and lots of collaboration with the committee and our partners at Paqtnekek.</p>
<p><b>Pedestrian Safety</b></p> <p>Crosswalk standards report has been endorsed. Fluorescent signage will be replaced with the RA-4 standard black and white. Next phase is looking at mid-block crosswalk safety.</p>
<p><b>Parking Meter Repairs</b></p> <p>Parking Meters have been ordered and staff has secured the services of a local welder. The replacement work will happen in phases and be done in the early morning hours to have the least disruption to the public. Staff expect this work to be complete by the end of October.</p>
<p><b>Town Hall Lighting</b></p> <p>Staff to draft RFP for work.</p>
<p><b>Town &amp; StFX Partnership</b></p> <p>Good Neighbours Program has started for the 2023-2024 academic year. Some members of Council participated in the house visits. Staff are also working with StFX on a potential research opportunity to evaluate the effectiveness of the program. Further updates will come on that initiative. Staff worked with the Student Life Department to get input on the Nuisance Party By-Law. Staff are also sitting on the committee that discusses Homecoming Plans and are waiting on the final schedule of events from StFX.</p>
<p><b>Wayfinding &amp; Signage</b></p> <p>With the departure of the Active Living Coordinator, the new Landing signage and trail markers will be delayed.</p>
<p><b>Community Grants</b></p> <p>Completed for 2023.</p>
<p><b>Programming</b></p> <p>Summer programming this year was a success. Fall Multi-Sport registration was also a success and the spaces held for equity groups were all filled. Our Summer Camp Coordinator is coming in to assist with the delivery of Multi-Sport until the new Active Living Coordinator is hired. Additional fall programming will be suspended. The new hire will look to get programs up for Winter and Spring.</p>
<p><b>By-law and Policy Projects:</b></p> <ul style="list-style-type: none"> <li>• Nuisance Party By-Law (First Reading)</li> <li>• Private Hydrant By-Law (going to Second and Final Reading)</li> <li>• Solid Waste By-Law (going to Second and Final Reading)</li> <li>• Traffic Control/Sidewalk Encroachment By-Law (research phase for potential proposal)</li> <li>• Sidewalk Café By-Law (scheduled for amendment)</li> <li>• Sponsorship/Naming Rights Policy (proposed),</li> <li>• Facility Allocation Policy (in progress and in partnership with the County)</li> <li>• Community Events Policy (proposed)</li> </ul>

By-Law Enforcement Statistics:

Reporting Period: July 11 to September 7, 2023

Case Files by Investigation Type



**Subject:** CAO Report  
**To:** Antigonish Town Council  
**Date Prepared:** September 11, 2023  
**Prepared by:** Meaghan Barkhouse, Director of Corporate Services

## Corporate Services

### Highlights

The Water Utility's Rate Study has been completed by the consultants and is currently in the final review phase, involving both Corporate Services and the Engineering & Public Works departments. In the latest iteration of the study, a capital asset costing update has been incorporated. Regrettably, due to time constraints, the administrative team will not be able to complete their review and allow sufficient time for Council's consideration of the report before the consultant is unavailable for a period of three weeks. The consultant's availability for presentation is expected to resume in early October when a special council meeting will be convened.

Corporate Services has been meeting the Electric Utility Cost of Service Study consultants and reviewing the draft report with them. It will soon be ready for further administrative review, then presented to Council as soon as it is available.

Corporate Services has successfully completed the on-site portion of the year-end audits. MNP auditors were on-site August 21<sup>st</sup> to 24<sup>th</sup>. There are new auditing standards that are required for the 2022-23 fiscal year that have required more time from both the Manager and Director of the Corporate Services department. One area of focus in the audit was on internal controls. It was through this process a policy on the calculation of evaluation of inventory will be created.

### Department Update:

<b>Projects</b>
<b>Title: Tax Sale</b>
<b>Status Update:</b> The preliminary notice period has expired and now the property is for tax sale. A request to legal regarding title search and survey has been stated.
<b>Next Step:</b> Start next steps as per our Tax Collection Policy.
<b>Title: Human Resources</b>
<b>Status Update:</b> The Business Administrative Clerk summer position was filled by N. Murray. The position ended September 1, to line up with the employee's return to school dates. The Town is looking to fill its' Active Living Coordinator position. The job was officially posted on September 1 <sup>st</sup> and has a September 25 <sup>th</sup> (at 1 pm) closing date. The current coordinator, E. Stephenson, last day was September 11.
<b>Next Step:</b> In process
<b>Title: Hurricane Fiona Disaster Finance Application</b>
<b>Status Update:</b> Corporate Services is complying the Town's expenses and working with insurance as part of the application process.
<b>Next Step:</b> Ongoing
<b>Title: In Development: Charitable Donation Policy</b>

<p><b>Status Update:</b> Corporate Services has prepared a charitable donation policy for the Town of Antigonish. This would formalize the charitable donation receipt program and outline the standards for evaluating donations in accordance with Canadian Revenue Agency (CRA) guidelines. This is in the review stage.</p>
<p><b>Next Step:</b> Finalize and prepare a memo to Council regarding a Charitable Donation Policy.</p>
<p><b>Title: In Development: Work from Home Policy</b></p>
<p><b>Status Update:</b> Corporate Services has created a draft Work from Home (WFH) policy that is currently in the review stage before being presented to Council.</p>
<p><b>Next Step:</b> Finalize and prepare a memo to Council regarding a Work from Home Policy.</p>
<p><b>Title: Asset Retirement Obligation</b></p>
<p><b>Status Update:</b> The Director of Corporate Services and Manager of Accounting has met with the AIM Network, a federally incorporated not-for-profit organization that specializes in asset management for municipal infrastructure to help develop the reports needed for the financial auditors to include in the 2022-23 financial statements. The discussion also clarified any assets that would be considered in or out of scope.</p>
<p><b>Next Steps:</b> Prepare inventory of assets are that required by the new accounting standard.</p>

Please note:

March 2023 Financial Statements are not released until the year-end audit is complete. They will be presented to Council by the auditors.

2023-24 Electric Utility and Water Utility budget will be presented when the rate study consultants complete their reports.

THE TOWN OF  
**ANTIGONISH**

**Subject:** CAO Report  
**To:** Antigonish Town Council  
**Date Prepared:** 11/Sept/2023  
**Prepared by:** Ken Proctor, P. Eng., Director of Public Works

**Engineering & Municipal Services**

**Capital Projects/Tender Update:**

<b>Projects</b>
<b>Title:</b> 23/24 Budgets
<b>Status Update:</b> : Budget presented to Town Council and approved – May 23
<b>Next Step:</b> Budget under review
<b>Title:</b> AT Trail Project (ToA)
<b>Status Update:</b> Ongoing assistance with infrastructure
<b>Next Step:</b> Ongoing followup meetings with consultants (WSP). Followups continue with the delay by Bell Aliant for required scheduling of pole adjustments. Contacts with Stakeholder groups continues for right of way impacts Project A – Review of West St section continues for scope and retender Project D – Dwg's at 95% design stage. Bell /CBNSR followups required Impacts of new Hwy4/Trk7 Roundabout 60day detour continue to be assessed for scheduling .
<b>Title:</b> Accessibility Report (Final)
<b>Status Update:</b> Final Report presented to Town Council
<b>Next Step:</b> Followups for policy pending
<b>Title:</b> ICIP Applications – Bay St
<b>Status Update:</b> : Application Review
<b>Next Step</b> Followups continue regarding application funding approval RFP Preparation in progress for Design Services Contacts in process with CBNSR for railway crossings and EDPC for the J Paradis DA. RFP release expected - end of Sept
<b>Title:</b> Hwy4 AT/Roundabout Project
<b>Status Update:</b> Ongoing followups with NSTiR on concepts/proposed schedule for the phased 4 yr project
<b>Next Step:</b> NSTiR contact on Municipal Infrastructure continues. NSTiR tender for Phase 1 awarded to Nova Const. 60 day detour in process Municipal work – watermain installed and commissioned , Sewermain 50% installed 60 day detour being assessed for rerouted traffic to West to St Ninians to Church St Meetings ongoing for scheduling and construction agreements for Phase 2 (Church St/Hwy 4).

**Electric Utility (EU):**

<b>Projects</b>
<b>Title:</b> 23/24 Budgets
<b>Status Update:</b> Preparations continue for NSURB Application
<b>Next Step:</b>
<b>Title:</b> 10yr Capital Plan
<b>Status Update:</b> Plan submitted to CAO & Corporate Services
<b>Next Step:</b> NSURB Hearing process schedule for Sept 22 to assess SREP funding approval Staff meetings ongoing for EU Grid capital planning/scheduling

<b>Title:</b> Solar Garden and BRBB Pole line for Solar Garden
<b>Status Update:</b> Site work construction resumed mid June Site erosion control measures continues to be assessed Ongoing contact by ToA/AREA with NS Dept of Environment (NSE) on project status Frame system and solar panels being installed on upper level New pole line to Hawthorne - AEU to resume work once NSPI completes 2 cross over points
<b>Next Step:</b> Project followups in progress
<b>Title:</b> NSPI/ToA EU Meeting
<b>Status Update:</b> Assessment of the recloser issue at Cloverville Substation
<b>Next Step:</b> Information exchanged with NSPI. Awaiting a maintenance agreement and next steps for servicing
<b>Title:</b> EU Equipment
<b>Status Update:</b> All equipment is in service Training on new equipment purchases completed Followups in progress for Rubber Glove Code of Practice
<b>Title:</b> Power Outages
<b>Status Update:</b> No reported outages
<b>Next Step:</b>
<b>Title:</b> Operations Items
<b>Status Update:</b> Items as noted below
<b>Next Step:</b> Work Items - ongoing "Yellow" lites - arrival of warranty items pending Pole Line Work – BRBB & MT MacIsaac (near completion). Work at #7 Roundabout pending New Service Pole and Transformer bank for Main St Irving (completed) West St/Highland Dr intersection-Traffic controller being assessed for upgrades Tree trimming work areas being assessed for contractor quotes /scheduling Service Connections/Disconnections Electrical Inspections Ongoing Meter reading
<b>Title:</b> Pole Mount transformers
<b>Status Update:</b> Additional deliveries received
<b>Next Step:</b> Installs being assessed with EU Grid project scheduling
<b>Title:</b> Updated COVID 19 Restrictions
<b>Status Update:</b> Assessing provincial updates
<b>Next Step:</b> Adjust as necessary and/or required
<b>Title:</b> Exploration of Municipal Consolidation
<b>Status Update:</b> Information provided and staff attending update sessions
<b>Next Step:</b> To be determined as process continues

**Water Utility:**

<b>Projects</b>
<b>Title:</b> 23/24 Budgets
<b>Status Update:</b> Preparations continue for NSURB Application
<b>Next Step:</b>
<b>Title:</b> Source Water Review
<b>Next Step:</b> Study Followups continuing with Consultant.
<b>Next Steps:</b> Phase 4 continues with site assessment reviews Refinement of short listed sites in progress for considerations of refined drilling exploration. Site visits completed with update pending for preliminary site testing

<b>Title: Water Utility Items</b>
<b>Status Update:</b> JRD level – currently el 333.74' (or 4.2" over the spillway) Residuals Management review continues with consultants (CBCL) Followup submission to System Assessment Report (SAR) due Sept 30 to NSE Water Rate Study - review of drafts for submission to NSURB Application continues
<b>Next Step:</b>
<b>Title: Fire Hydrants</b>
<b>Status Update:</b> Annual maintenance ongoing. (Various service work in progress) Policy-Bylaw for Private Hydrants further reviewed by DMA. Reposting for approvals required Fall Hydrant Flushing - date to be determined
<b>Next Step:</b>
<b>Title: Main Line Water Valves</b>
<b>Status Update:</b> Assessment of operational status continues
<b>Next Step:</b> Assessment for Work in 2nd quadrant continues for 2023/2024. 4 new valves recently installed at College/Main completed. Valvework on College (at Pleasant & Creighton Lane) completed Old 2" galvanized line capped at Sprindrift/Oak Manor Brewing Other valvework in progress for streets to be paved in 2023 Capping of old 4" main work on West St rescheduled due to NSTiR Hwy4/#7 detour Church/Mall and Hawthorne - scheduling likely for mid fall. Upper section of Hillcrest St experiencing water discoloration. Interim flushing in progress
<b>Title: Water Breaks</b>
<b>Status Update:</b> Bay St - Aug 07 College St (Sprindrift ) Aug 08
<b>Next Step:</b> Area reinstatement in progress
<b>Title: Updated COVID 19 Restrictions</b>
<b>Status Update:</b> Assessing provincial updates
<b>Next Step:</b> Adjust as necessary and/or required
<b>Title: Exploration of Municipal Consolidation</b>
<b>Status Update:</b> Information provided and staff attending update sessions
<b>Next Step:</b> To be determined as process continues

### Sewer/Storm:

<b>Projects</b>
<b>Title: 23/24 Budgets</b>
<b>Status Update:</b> Budget presented to Town Council and approved – May 23
<b>Next Step:</b>
<b>Title: NSE Permit to Operate</b>
<b>Status Update:</b> Requirement for System Assessment Report (SAR)
<b>Next Step:</b> Followup on CBCL SAR Report continues. Review of Consultant's memo (CBCL) on options for STP Front End upgrades continues No STP odors reported since repair to main aeration air supply header completed in July. Adjustments to lagoons levels and floatables ongoing as weather events occur
<b>Title: System Conveyance</b>
<b>Status Update:</b> Checks of Murphy's Brook areas ongoing. Vegetation removal completed. Site work pending I/I reduction work Columbus Field completed , College /Creighton Lane completed Sewer Cleaning tender posted Aug 30 with closing Sept 13
<b>Next Step:</b>
<b>Title: Hurricane Fiona / Other Storms</b>
<b>Status Update:</b> Provincial /DNR assessment of trees near river areas still pending
<b>Next Step:</b> Fiona costs compiled and forwarded to Corporate Services for recovery of costs Tree cutting near Brierly Brook (across at 2 Court St) completed

July 22- 120mm of rain received. No reported damage Aug 30- 40mm of rain received . No reported damage
<b>Title:</b> Updated COVID 19 Restrictions
<b>Status Update:</b> Assessing provincial updates NSHA contact for participation on testing program
<b>Next Step:</b> Adjust as necessary and/or required
<b>Title:</b> Exploration of Municipal Consolidation
<b>Status Update:</b> Information provided and staff attending update sessions
<b>Next Step:</b> To be determined as process continues

### Public Properties & Streets

<b>Projects</b>
<b>Title:</b> 23/24 Budgets
<b>Status Update:</b> Budget presented to Town Council and approved – May 23
<b>Next Step:</b>
<b>Title:</b> Seasonal / Street Operations
<b>Status Update:</b> Street Sweeping is ongoing Sodding repairs continues Street patching ongoing (Bay, Main, College) Sidewalk/Curb Tender - Xavier (Northview to Braemore) completed, College St (Pleasant to Malcom Crt work is pending Paving Tender - work awarded Webster Bros Start of work Sept 18 PWD undertaking various repairs to involved streets Traffic Marking work - Applications completed
<b>Next Step:</b> Work is ongoing pending weather conditions
<b>Title:</b> PWD Equipment & Bldg
<b>Status Update.</b> Sidewalk plow being serviced All other equipment in service
<b>Next Steps:</b> New PWD Service Truck – arrives from MacDonald Chrysler
<b>Title:</b> Staffing
<b>Status Update:</b> Engineering & PWD Summer students complete work terms PWD Staff obtaining additional NSE system certifications
<b>Next Step:</b>
<b>Title:</b> Community Development
<b>Status Update:</b> Discussions continue for review of various requests/inquires Mid block crosswalk signage being adjusted to reflect provincial regulations
<b>Next Step:</b> Awaiting followups
<b>Title:</b> Updated COVID 19 Restrictions
<b>Status Update:</b> Assessing provincial updates
<b>Next Step:</b> Adjust as necessary and/or required
<b>Title:</b> : Exploration of Municipal Consolidation
<b>Status Update:</b> Information provided and staff attending update sessions
<b>Next Step:</b> To be determined as process continues

### Waste Management:

<b>Projects</b>
<b>Title:</b> 23/24 Budgets

Status Update: Budget presented to Town Council and approved – May 23
Next Step:
Title: Solid Waste Items
Status Update: Waste Management Bylaw - Schedule of compliance fines finalized with DMA Biweekly organics collection resume after week of Oct 11 Large Bulky Waste – Fall collection Sept 11, 12, 13
Next steps: Bylaw being reposted for approvals
Title: Waste disposal weights to Aug 31, 2023
Status Update: RWC -501 T, ICI - 1537 T
Next Step:



Ken Proctor, P.Eng.  
Director of Public Works

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## *Antigonish RCMP Monthly Report for August 2023*

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### Occurrence and Crime Reporting- Calls for Service

Type of file	Town	County	Paqtnkek	Totals
Crime against Person	8	11	0	19
Crime against Property	23	35	6	64
Impaired Driving	3	9	1	13
Traffic Collisions	6	16	1	23
Traffic Complaints	23	56	0	80
Drug Complaints	1	0	1	2
Other Municipal	2	1	0	3
Mental Health/Wellness	6	20	4	30
Other Criminal Code	16	12	3	31
Assist Other Gov't Agency	5	1	1	7
Crime Prevention	1	2	2	5

Antigonish detachment members responded to a total of 451 calls for service during the month of August including the categories noted above.

### Notable Events

Antigonish RCMP participated the Summer Fest concerts and maintained order while enjoying the wonderful music!

We also set up a police vehicle and participated in a St FX tradeshow for the new and returning residence assistants.

### Community Policing/School Resource Officer

CPO Activity – Has injured herself and will be off-duty for the remainder of the summer.

S/Sgt Hiller sent out a back to school message with the assistance of 98.9 XFM and Sgt McBeath did a video for back to school that was featured on the NS RCMP media lines.

S/Sgt Hiller and summer student Abby Jessome spent a few hours showing the police car and chatting with the children at the Lower South River Pre-school.

### Impaired Driving Charges

On August 6<sup>th</sup> at approximately 7:00pm a traffic stop was completed as the driver appeared to be falling asleep. Member explained reason for stop to the 35-year-old male driver and through

conversation noted eyes were blood shot and a strong odour of burnt cannabis coming from his breath. The driver advised he smoked cannabis about 10 minutes prior. ADSE demand with positive for THC. Arrested and read blood demand. Blood collected and driver released.

### Traffic Enforcement

August's enforcement focus was "Impaired Driving", this is the final report submitted by Cst Raeside who was responsible for the month.

#### *August Impaired/Traffic driving stats – Antigonish*

*Antigonish received 100 driving related complaints in total. Of those 100 traffic related files, 23 drivers were charged.*

*Of the 100, 13 impaired drivers were reported with one charged.*

*In a poll of GD members for proactive traffic stops, approximately 50 stops were made that were not the response to a call for service and were the result of a traffic violation and/or then checks for sobriety, licence, registration and insurance. No impaired drivers were charged from these proactive stops.*

*2 check stops were completed, again no impaired drivers charged.*

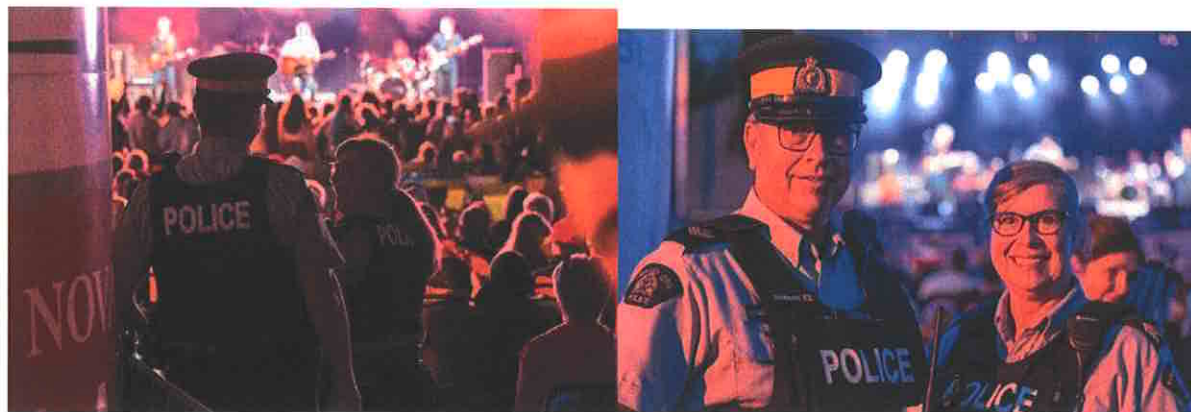
*No 24-hour suspensions were issued.*

### Human Resources

Cst Justin Greene from Sherbrooke is slated to transfer to the Antigonish District to fill one of the three current vacant positions.

1 Soft vacancy – Maternity leave.

1 ODS





**Lower South River Daycare  
with summer student; Abby  
Jessome and S/Sgt Hillier**

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## *Antigonish RCMP Monthly Report for July 2023*

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### Occurrence and Crime Reporting- Calls for Service

Type of file	Town	County	Paqtnkek	Totals
Crime against Person	8	9	5	22
Crime against Property	35	27	4	66
Impaired Driving	4	8		12
Traffic Collisions	9	20		29
Traffic Complaints	17	54		71
Drug Complaints	0	0	1	1
Other Municipal	2	1		3
Mental Health/Wellness	9	10	1	20
Other Criminal Code	12	14	1	27
Assist Other Gov't Agency	4	3		7
Crime Prevention	2	2		4

Antigonish detachment members responded to a total of 424 calls for service during the month of July including the categories noted above.

### Notable Events

Antigonish RCMP participated in the Highland Games including the street fair and hosting a Bar-B-Q after the parade. We also had members at the IWK 250 Race at the Riverside Speedway for the full weekend's festivities!

### Community Policing/School Resource Officer

CPO Activity – Cst. Pelly She participated in the Street Fair on Main St this week talking to over 1500 people, she handed out RCMP 150 swag along the parade route to the over 3500 people in attendance. She also participated in the organization and execution of the RCMP150 bar-b-q for the Pipes and Drums band and the public on Saturday.

Unfortunately, she has injured herself and will be off-duty for the remainder of the summer.

### Impaired Driving Charges

On July 7<sup>th</sup> just shortly before midnight a member on patrol observed a vehicle traveling with no tail lights on. A traffic stop was completed and the vehicle driver identified. Police observed beverage alcohol in back seat and noted other signs of impairment. The ASD demand was made

which resulted in a "FAIL". The 22-year-old male driver was transported back to detachment and provided samples of 190mg% and 180mg%. He was released with a court date in September.

### Traffic Enforcement

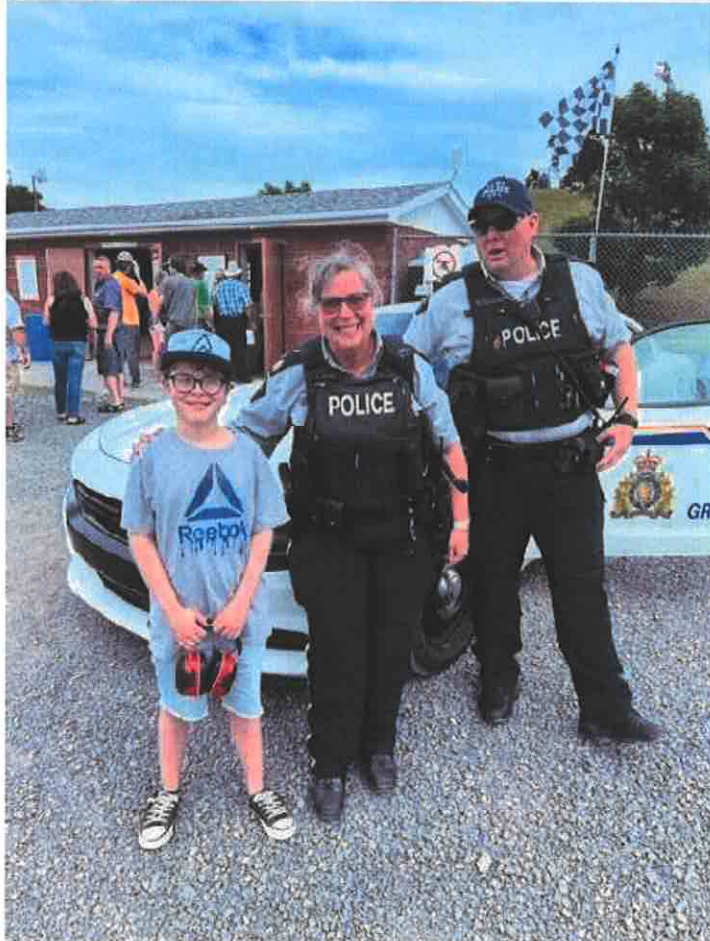
July's traffic safety focus was on construction zones with members patrolling the various construction sites in the area. No construction zone specific tickets were written.

### Human Resources

Cst Justin Greene from Sherbrooke is slated to transfer to the Antigonish District to fill one of the three current vacant positions.

1 Soft vacancy – Maternity leave.

1 ODS





Town of Antigonish

<i>Civc Address</i>	<i>New</i>	<i>Work Type</i>	<i>Bldg Type</i>	<i>Proposed Use</i>	<i>Permit</i>	<i>Value</i>
12 St Bean Lan	0	Renovate	Single Dwelling	House	246.00	75,000.00
50 Brookland St	0	Repair	Single Dwelling	House	122.00	30,000.00
319 Main St	0	Renovate	Commercial	Commercial Use	1,455.00	500,000.00
51 Whidden St	0	Renovate	Single Dwelling	Accessory Use	127.00	31,590.00
57 Xavier Dr	0	Renovate	Single Dwelling	Accessory Use	108.00	24,705.00
83 Kirk St	2	Renovate	Inst. And Gov.	Accessory Use	218.00	50,000.00
30 James St	0	Renovate	Commercial	Comm. Use	164.00	45,000.00
1160 Convocation Blv	0	Construction	Commercial	Tent	100.00	3,000.00
<b>Total</b>	<b>2</b>				<b>2,540.00</b>	<b>759,295.00</b>

*D I S T R I C T S*

<i>Building Type</i>	<i>10</i>	<i>Total</i>
<b>Commercial</b>	<b>2</b>	<b>1</b>
<b>Institutional And</b>	<b>1</b>	<b>0</b>
<b>Single Detached</b>	<b>4</b>	<b>0</b>
<b>Total</b>	<b>7</b>	<b>1</b>

*Summary of Estimated Value by Buildin  
Type*

Commercial	<b>548,000.00</b>
Inst.And Gov.	<b>50,000.00</b>
Single Dwelling	<b>161,295.00</b>
<b>Total</b>	<b>759,295.00</b>

