

BYLAW NO. 420/2021**A Bylaw To Regulate Waste Collecting, Recycling and Composting**

The Council of the Town of Balgonie in the Province of Saskatchewan enacts as follows:

Definitions:

- “occupant” is a person who resides in a building or a person who operates a business from a building.
- “recyclable materials” shall include:
 - paper – cardboard, tissue rolls, gift wrap, boxboard (empty cereal boxes, etc.), newsprint which includes junk mail, paper and magazines;
 - plastics – clean household plastics. aluminum and tin – soft drink and beer cans, foil trays, pie plates and food cans that are clean with or without labels removed;
 - aseptic packaging and cartons – rinsed juice and milk cartons, milk jugs, tetra-pak containers and pouches;
 - glass – rinsed household bottles and jars.
- “waste” means remains, by-products, discarded materials resulting from domestic or commercial activities.
- “compost materials” shall include, un-bagged:
 - organic matter – fruit and vegetable peelings, leaves and grass clippings, egg shells, bread, rice and pasta.
 - compostable materials – soiled cardboard, dryer lint, vacuum dust, coffee grounds and filters, and tea bags.

Residential Waste, Recycling and Compost Collection:

1. Collection containers will be provided to the occupants by the Town. Waste, compost, and recyclable materials are to be placed in the appropriate collection containers to be collected by the disposal company contracted by the Town. The collection containers are assigned to the property, upon approval by the Building Inspector for occupancy for new builds/businesses, by the Town and must remain with the property.
2. The occupant shall place the collection container on the street in front of the property with the collection container wheels against the curb or just off the roadway allowing at least two (2) metres on all sides of the collection container.
3. The occupant shall set out the appropriate collection container on Tuesday of every week no later than 7:00 A.M. and no earlier than 5:00 A.M. for recycling and waste. Compost containers every Monday during the months of April – October. November – May will be the first Monday of those months. After collection containers have been emptied, the occupant shall remove the collection container from the street within 12 hours.
4. The residential carts may not be emptied if:
 - (a) The cart is too heavy;
 - (b) The cart contains non-approved materials;
 - (c) The cart is over filled so that the lid does not close;
 - (d) The cart is not accessible by the truck, due to improper placement next to vehicles, snowbanks or other obstacles; and,
 - (e) The cart was not placed at the curb by the appropriate time.
5. The Town will post and publish the collection schedule for waste and recycling pick up which will occur, respectively, every other week.

6. The town will post and publish a list of acceptable and non-acceptable items as identified by waste disposal contractor.
7. The following shall not be placed in the collection containers:
 - (a) building materials,
 - (b) dead animals or dead animal parts,
 - (c) flammable substances,
 - (d) hazardous wastes such as paint, motor oil or solvents.
8. The Town of Balgonie shall be responsible for ongoing maintenance, repair and/or replacement of the collection containers. Occupants shall reimburse the Town of Balgonie for the actual cost of repair or replacement of any collection container damaged when a collection container remains on the street in violation of Section 3. The Town will provide the occupant with a replacement collection container only after reimbursement has been made.

Transfer Station:

9. The Town of Balgonie shall provide every address with one electronic card at no charge. New builds will be provided this card only upon approval by the Building Inspector for occupancy of the residence/business. This card will provide access to the Transfer Station, located at Parcel C, Plan 16960. In the event an access card is lost or damaged, the Town of Balgonie shall provide the address with a replacement card for the sum of forty dollars (\$40.00).
10. The Transfer Station is available to Town Residents only. Town Residents should not share their access card. The access card is electronically coded by address and misuse will be traced back to the residence to which the card is registered.
11. The Transfer Station shall be available to occupants to dispose of compostable materials, scrap metal recycling and limited waste recycling where:
 - (a) Occupants shall deposit grass, tree branches and untreated wood only in the areas designated and marked for that purpose.
 - (b) Occupants shall deposit scrap metals, such as appliances in the area designated and marked for that purpose.
 - (c) Occupants may dispose of additional household waste items in large disposal bins provided on the first and third Friday of every month. When the bin is full and/or removed from the site, occupants shall not leave any items that would go into the bin anywhere else within the transfer site. Items must be held until the next bin arrives, or taken to the Regina landfill. Additional bins may be provided at the Transfer site on a seasonal basis.
 - (d) Builders/Developers are required to rent/lease a waste container bin, for the Balgonie address for which they are building/renovating, to discard of any extra building materials.

Penalties:

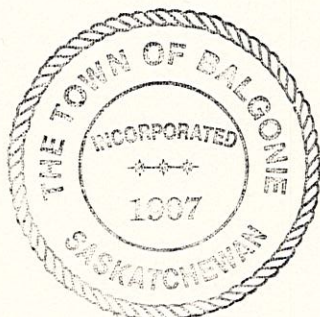
12. Any person who violates Sections 11 of this bylaw is liable to a fine of up to five hundred dollars (\$500.00), cost of remedying the violation, and administration time. A 2% penalty will apply to outstanding charges past 30 days.
13. The Town of Balgonie will process infractions Schedule "A" Transfer Station Infraction Policy EH-001.
14. Failure to reimburse the Town of Balgonie may result in the amount being added to and thereby form part of the taxes on the property.
15. In addition to any fines or reimbursements, the Town of Balgonie reserves the right to cancel the access card.

Repeal of Former Bylaws:

16. Bylaw No. 413 passed on the 7th day of October, 2019 and amendments thereto are hereby repealed.

Coming into Force:

17. This Bylaw shall come into force and take effect upon final reading.



(Seal)

F. Harky
MAYOR

Karen Craipi
ADMINISTRATOR

Certified a true copy of Bylaw No. 420/2021 passed by resolution of Council of the Town of Balgonie on the 22nd day of March, 2021.

Karen Craipi
Administrator

Ft.

Schedule "A"

Town of Balgonie

Transfer Station Infractions Policy

Date approved: APRIL 22, 2019

Amended October 7, 2019

Council Resolution #:143/2019

Policy for addressing infractions at the Transfer Station:

This purpose of this policy is to create a framework for addressing infractions as they occur at the Transfer Station site and to have a consistent process for removing access, fines and reinstatement of access. The policy will address manner in which the infractions are dealt with according to the Bylaw 420/2021: Waste Disposal and Recycling Bylaw.

Verify the Infraction:

- Maintenance Staff identifies there was an infraction at the Transfer station through daily monitoring of the site. This inspection of the transfer site should be documented for reference. Any infractions should be photographed.
- Maintenance Staff notes the infraction on the report. Time and date the infraction reported is essential to identifying a potential time frame for video reference.
- The infraction report is forwarded to the administration staff. Administration staff record the date and time of receipt of the report.
- Administration staff print a log sheet of card access during the time frame the infraction may have occurred.
- Administration review the video log to identify the vehicle and card used during the infraction of the bylaw. Video will be downloaded and copied from at least one access prior to the illegal dumping and one access following the illegal dumping. ****VERIFY that the camera and access card time logs are synced*** ALL PRINTED RECORDS SHOULD SHOW DATE/TIME STAMP**
- The Administrator or Assistant Administrator review the data.
- If the infraction is clearly associated with a particular card access, the following chart will be used for charges and suspension of card:

Infraction	Fine- Maximum \$ 500.00 as per bylaw	Custom work charge per employee work hours	Suspension of transfer station access
Grass or leaves left in the plastic bags in the grass pile	100.00	Current hourly rate for custom work- 2 hour minimum charge.	6 months
Tree pile- any items other than raw tree branches or logs left	100.00	Current hourly rate for custom work- 2	6 months

77

in the pile. This includes treated/painted wood or lumber		hour minimum charge.	
Waste transfer site: Waste items left at the transfer site when there is no waste bin or no room in the waste bin.	100.00	Current hourly rate for custom work- 2 hour minimum charge.	6 months
Use of transfer station card by non-resident.	100.00	Current hourly rate for custom work- 2 hour minimum charge.	6 months
Non-metal items place in metal pile	100.00	Current hourly rate for custom work- 2 hour minimum charge.	6 months

- Letter of notification will be sent to the resident. The letter will outline the infraction, charges and suspension. 2% penalty will apply to outstanding charges past 30 days. At the end of the suspension period the resident may request reinstatement of the privileges.
- If resident wishes to appeal the decision, they will be advised to send a letter of appeal to Council within 30 days of the notice issue.
- If the fine and custom work charge is paid within 30 days of the issue of the invoice, the resident will have the option to request a 50% reduction in the timed suspension of their card. This request should be made in writing.

FORM FOR TRANSFER STATION VIOLATION:

MAINTENANCE STAFF REPORT			
Description of Infraction: -describe items and location.			
Total hours spent for Maintenance Staff: (Cleanup, reporting and pictures) List any additional costs associated with Cleanup.			
Pictures sent to office. (CHECK IF COMPLETE)		Time frame infraction occurred:	
Date of report:		Staff Signature	

AT-