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The Municipality of Kings and the Towns of Annapolis Royal, Berwick, Kentville, Middleton and Wolfville

Valley Region Solid Waste-Resource Management Authority
Wednesday, December 16, 2020
9:00am

By a Blend of In-Person and via Webex Video Conference Call

These minutes have been posted on our Website in keeping with the Directive from Minister Chuck Porter. The minutes are in draft form and subject to amendment upon final approval by the Valley Region Solid Waste-Resource Management Authority.

Attendees

Members Present: Mayor Wendy Donovan (in person), Craig Gerrard (in person), Derrick Jamieson (in person), Martha Armstrong (in person), Gail Smith (via Webex) and Pat Power (via Webex)

Alternate Members Present: Mike Trinacty (via Webex), Dick Killam (via Webex), Sandra Snow (via Webex), Wendy Elliott (via Webex)

Guests: All via Webex: Brian Smith, Acting CAO-Town of Kentville, Mike Payne, CAO-Town of Berwick, Sandi Millett-Campbell, CAO-Town of Annapolis Royal, Jennifer Boyd, CAO-Town of Middleton, Amery Boyer, Mayor-Town of Annapolis Royal, Greg Barr, Director of Finance and IT-Municipality of the County of Kings and Mike Livingstone, Manager Financial Reporting, Municipality of the County of Kings

Regrets: None

Staff: Andrew Wort, Andrew Garrett, Doug Armstrong and Brenda Davidson

Agenda Item No. 1 – Welcome and Call to Order

General Manager Wort welcomed everyone calling the meeting to order at 9:06am. It was noted that in keeping with Covid-19 protocols, the meeting is being held by taking the blended approach of some in-person and others via Webex video conferencing as noted above. General Manager Wort also took a moment to introduce the Management Team to the Authority for the benefit of all.

Agenda Item No. 2 – Approval of the Agenda

ON MOTION OF MARTHA ARMSTRONG AND SECONDED BY DERRICK JAMIESON THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE AGENDA, AS CIRCULATED.

MOTION CARRIED.

Agenda Item No. 3 – Election of Chair and Vice-Chair for today’s meeting and the calendar year of 2021
General Manager Wort proceeded with the process of electing the Chair to the Authority for the remainder of 2020 and the calendar year of 2021, buy calling for nominations for the 1st time.

Gail Smith nominated Martha Armstrong to serve as Chair to the Authority for the remainder of 2020 and the calendar year of 2021.

General Manager Wort then called for nominations to serve as Chair to the Authority for the 2nd time – none were heard.

General Manager Wort then called for nominations to serve as Chair to the Authority for the 3rd time – none were heard.

General Manager Wort then called for nominations to serve as Chair to the Authority for the 4th and final time – none were heard.

ON MOTION OF WENDY DONOVAN AND SECONDED BY CRAIG GERRARD THAT NOMINATIONS FOR POSITION OF CHAIR TO THE AUTHORITY FOR THE REMAINDER OF 2020 AND FOR THE CALENDAR YEAR OF 2021 CEASE.

MOTION CARRIED.

Martha Armstrong indicated that she would be willing to serve as Chair thanking all extending her appreciation for the support.

Martha Armstrong was then declared elected as Chair to the Authority for the remainder of 2020 and for the calendar year of 2021.

Chair Armstrong assumed the position of Chair immediately and began the process of the election of the Vice-Chair to the Authority for the remainder of 2020 and for the calendar year of 2021 calling for nominations for the 1st time.

Wendy Donovan nominated Craig Gerrard to serve as Vice-Chair to the Authority for the remainder of 2020 and for the calendar year of 2021.

Chair Armstrong then called for nominations for the position of Vice-Chair to the Authority for the 2nd time – none were heard.

Chair Armstrong then called for nominations for the position of Vice Chair to the Authority for the 3rd time – none were heard.

Chair Armstrong the called for nominations for the position of Vice Chair to the Authority for the 4th and final time – none were heard.

Craig Gerrard indicated that he would be willing to serve as Vice-Chair to the Authority and was declared elected to the position.

Agenda Item No. 4 – Approval of the Minutes

Agenda Item No. 3.1 – Approval of the Draft Minutes from Regular Authority Meeting September 16, 2020

ON MOTION OF DERRICK JAMIESON AND SECONDED BY GAIL SMITH THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE MINUTES OF THE REGULAR MONTHLY MEETING HELD SEPTEMBER 16, 2020, AS CIRCULATED.

MOTION CARRIED.

Agenda Item No. 5 – Business Arising from the Minutes

Chair Armstrong requested an update regarding the recruitment of an Operations Manager. In response, General Manager Wort noted that while a recruitment process to fill the position has been undertaken, it was decided, for a variety of reasons, not to proceed with that process at this time. However, General Manager Wort noted that Ken Redden, former retired Operations Manager, has been engaged to serve as Interim Operations Manager for the immediate future and that Mr. Redden has settled in quickly addressing matters that have been neglected for an extended period of time along with day-to-day operational issues.

Chair Armstrong requested an update regarding the passing of the Solid Waste Bylaw noting that the Bylaw has now been approved by the Municipality of Kings. Communications Manager Garrett noted that Scott Conrod, CAO-Municipality of the County of Kings, has taken the lead on this project and that all Parties should have now received the Bylaw and Associated Directives for approval by their respective Councils.

Chair Armstrong also requested an update regarding the logistics that may be involved in the provision of a curb-side collection service in cottage country with Communications Manager Garrett noting that Andrea Gibson-Garrett who has taken the lead on this project has been in contact with all cottage associations to determine how far down the road the collection vehicles will need to travel in the winter months and further that if weather or road conditions interfere with their being able to travel the routes, double the limits for collection will be offered during the following collection service.

Agenda Item No. 6 – Authority Committee Appointments

Agenda Item No. 6.1 – Kaizer Meadow Landfill Consultation Committee

General Manager Wort explained that in keeping with the current contract the Authority is required to appoint 2 Authority representatives to serve on the Kaizer Meadow Landfill Consultation Committee. Normally this would include the Chair of the Authority and one other Board representative. The Committee will likely meet 2-3 times over the coming weeks regarding budget development and then normally 3 times per year. It was stressed that the contract with the Municipality of the District of Chester for landfill services is one of the Authority's most critical and important contracts due to the financial implications.

ON MOTION OF CRAIG GERRARD AND SECONDED BY DERRICK JAMIESON THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPOINTS CHAIR ARMSTRONG AND WENDY DONOVAN TO SERVE ON THE KAIZER MEADOW LANDFILL CONSULTATION COMMITTEE.

MOTION CARRIED.

Agenda Item No. 6.2 – Audit Committee Appointment (Chair plus 2 Authority representatives) (Evaluation of Request for Proposals for Auditing Services)

General Manager Wort explained that the Authority also appoints representatives to serve on the Audit Committee which includes the Chair and 2 other Board representatives.

ON MOTION OF CRAIG GERRARD AND SECONDED BY WENDY DONOVAN THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPOINTS CHAIR ARMSTRONG, PAT POWER AND GAIL SMITH TO THE AUDIT COMMITTEE.

MOTION CARRIED.

Agenda Item No. 7 – General Manager Report

Agenda Item No. 7.1 – Proposed Meeting Schedule for Orientation and Budget

General Manager Wort referred to the Report to the Authority, Proposed Meeting Schedule for Orientation and Budget Approval, dated December 16, 2020, as circulated and attached to these minutes. Mr. Wort noted that the Authority's key matters at this time are the approval of the Draft Operating and Capital Budgets, the upcoming Landfill Consultation Committee meeting and an Orientation Session.

After some discussion it was noted that the Landfill Consultation Committee meeting has been tentatively scheduled to take place on January 6, 2021, but if that date does not work for those assigned to the Committee today another date will be selected.

It was further noted that rather than proceeding with the Orientation Session on January 6, 2021, as noted in the Report, Mr. Wort suggested that Wednesday, January 13, 2021 is the preferred date. It was the consensus of the Authority to proceed based on holding the session on January 13th and further that Board Representatives and Alternate Representatives be invited to participate. More details regarding this session will be released as they become available. General Manager Wort noted that he is planning to incorporate a tour of the Authority's facilities and the Kaizer Meadow Landfill facility at a later date.

With regard to 2021-2022 Operating and Capital Budget development, General Manager Wort indicated that he will arrange a meeting with Party Chief Administrative Officers and key financial representatives to discuss the proposed budget between now and the Authority meeting schedule to take place on January 20th, 2021.

Agenda Item No. 7.2 – Report to Authority: Request for Proposals: VWRP2004: Provision of 1 New Pick-Up Truck

General Manager Wort referred to the Report to Authority, VWRP2004 – For the Provision of One (1) New Model Pick-Up Truck, dated December 16, 2020, as circulated and attached to these minutes.

It was noted that the Report is being provided to the Authority in keeping with the Procurement of Goods and Services Policy to advise of the steps that were taken to acquire this capital item.

Agenda Item No. 7.3 Report to Authority: Request for Quotations: VWRQ2001: Replacement of Incoming Scale House Window

Mr. Wort referred to the Report to Authority, RFQ2001 for Replacement of Incoming Scale House Window, dated December 16, 2020, as circulated and attached to these minutes.

Once again, the Report is being provided to the Authority in keeping with the Procurement of Goods and Services Policy to advise of the steps taken to complete this capital work.

Agenda Item No. 7.4 – Staffing Update

Mr. Wort advised the Authority that Doug Armstrong has been engaged to serve as Interim Finance Director under a Term arrangement with primary focus being budget development and preparations for the annual financial audit. Ken Redden, the Authority's former, now retired Operations Manager, has been engaged for an indefinite period of time to serve as Interim Operations Manager. On a final note, Mr. Wort noted that staff will be moving forward to hire an Equipment Operator/Utility Worker with interviews to take place soon.

General Manager Wort then raised one other matter with the Authority noting that during the External Audit on the Occupational Health and Safety System which took place in March 2020 a serious safety issue was raised with regard to the compaction equipment and adjacent fall arrest system at the East Management Centre. Arrangements were made with the engineer who designed the equipment to investigate the matter and to provide a quote to address the issue. While not budgeted, General Manager Wort, noted that the work should proceed and it was the consensus of the Authority to move forward in that way.

ON MOTION OF WENDY DONOVAN AND SECONDED BY DERRICK JAMIESON THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVED THE GENERAL MANAGER'S REPORT.

MOTION CARRIED.

Agenda Item No. 8 – Presentation of Draft 2021-2022 Operating and Capital Budget

General Manager Wort referred to the Draft 2021-2022 Operating and Capital Budget dated December 14, 2020, as circulated and attached to these minutes noting that he has a comprehensive presentation to explain the approach taking to the development of the draft budget and the key factors that should be considered as the budget approval process moves forward.

Mr. Wort provided the Authority with the presentation highlighting the key areas of:

- 2020 Accomplishments
- 2020 Challenges
- Risks to the Budget
- 2021-2022 Strategic Focus
- Capital Plan
- Capital History
- Deferred Maintenance
- Health and Safety
- Capital Equipment Replacement
- Site Redevelopment
- Landfill Disposal Rate
- Revenues
- Annual Major Contract Increases
- Tonnage Forecast
- Chester Tonnage and Tip Fee Data
- Fixed Contract Costs
- Salary Budget
- Construction and Demolition Debris
- Wood Processing and Budget Impact, and
- Possible Budget Modifications

Discussions were held through the presentation regarding the contractual arrangements for landfill disposal services and the possible range in disposal tipping fees depending upon whether or not Sustane operations are running at partial or full capacity or not operating at all.

Several questions were raised and addressed throughout the presentation regarding various components of the first draft of the operating and capital budget.

In response to the question, it was noted the Authority does not have a current strategic plan in place and further that General Manager Wort is contemplating how best to move forward with further discussions anticipated during the Authority Orientation session.

In response to the question, an overview of how Diversion Credits granted to Municipalities are managed through DivertNS.

In response to the question regarding landfill disposal services, it was noted that the Authority has a contractual arrangement with the Municipality of the District of Chester for the services and that Chester has entered into an agreement with Sustane for their processing services. It was stressed again that this contract is a critical component of the Authority's budget and when consideration is given to the arrangement, broader discussions should include the potential positive impact on diversion credits, reduction in landfill cell requirements and the environment.

In response to the question, General Manager Wort noted that staff are prepared to present the Draft Budget to Party Councils either through a Joint Meeting or by Council individually or perhaps both.

General Manager Wort noted the proposed budget approval process does deviate from the requirements of the current Intermunicipal Services Agreement; however, by taking a controlled inclusive approach he is confident that a draft budget that is acceptable to all Parties under the Agreement can be achieved.

It was the consensus of all that the General Manager will provide a copy of the Presentation to the Board.

It was further the consensus of all that the General Manager move forward with arranging a meeting with Chief Administrative Officers and key financial people from the participating parties and further that a copy of this presentation be provided to those individuals. With that in mind, General Manager Wort asked all Party Chief Administrative Officers and Finance representatives to compile a list of questions to be provided to Authority staff in preparation for the meeting.

It was indicated that it is anticipated that further discussions regarding the development of the Draft Operating and Capital Budget for 2021-2022 will take place during the Authority Orientation Session and again during the Authority's Regular Monthly Meeting in January 2021.

ON MOTION OF CRAIG GERRARD AND SECONDED BY DERRICK JAMIESON THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVED THE DRAFT OPERATING AND CAPITAL BUDGET DATED DECEMBER 14, 2020 AND THE ASSOCIATED PRESENTATION AS PROVIDED BY GENERAL MANAGER WORT.

MOTION CARRIED.

A short break was held at this time with the December Regular Monthly Meeting of the Valley Region Solid Waste-Resource Management Authority called back to order at 11:14am.

Agenda Item No. 9 – Communications Manager/Regional Coordinator and Communications Report

Communications Manager Garrett referred to the Report to Authority, Regional Coordinator Report, dated December 8, 2020 as circulated and attached to these minutes highlighting the key areas within the report. Mr. Garrett also referred to the Communications Update, Social Media Update as well as the November 18, 2020 Letter to the Honourable Gordon Wilson, Minister, Department of Environment, from the Municipality of East Hants, the Nova Scotia Federation of Municipalities letter to the Honourable Gordon Wilson, Minister of Environment and the letter to Pam Mood, President, NS Federation of Municipalities, dated December 7, 2020 all as circulated and attached to these minutes and related to advancing the proposed Extended Producer Responsibility model for Printed Paper and Packaging in Nova Scotia.

In response to the question, it was noted that any constituents reporting problems with the Recycle App, should simply delete and reinstall the App and all should work appropriately. It was further noted that any item disposal information can be added to the App at any time upon request.

In response to the question, it was noted that the Authority's collection contractor bears any liability for travelling on private roads in cottage country.

ON MOTION OF CRAIG GERRARD AND SECONDED BY DERRICK JAMIESON THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE COMMUNICATIONS MANAGER REPORT.

MOTION CARRIED.

Agenda Item No. 10 – New Business

There was no new business to bring before the Authority at this time.

Agenda Item No. 11 – Correspondence

Chair Armstrong noted the correspondence as discussed under the Communications Manager report.

Agenda Item No. 12 – In-Camera Session in keeping with Section 22(2)(c) and (f) of the Municipal Government Act.

It was the consensus of the Authority to not hold an in-camera session at this time.

Agenda Item No. 13 – Next Meeting

As discussed earlier during the meeting a full-day Authority Orientation Session will be coordinated to take place on January 13, 2021 and the next Regular Monthly Meeting of the Authority will take place on January 20, 2021.

Agenda Item No. 12 – Adjournment

As there was no further business to discuss, Chair Armstrong took the opportunity to wish everyone a wonderful and safe Holiday Season and declared the meeting adjourned at 11:28am

Respectfully Submitted,

Brenda Davidson
Office Manager
Valley Waste-Resource Management