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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, July 15, 2020**

**9:00am**

**By 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:** Eric Bolland (in the board room), Barry Corbin, Martha Armstrong, Gail Smith, John Kinsella, and Jeff Cantwell

**Guests:** Greg Barr, Director of Finance and IT, Mun. of Kings; Mike Livingstone, Manager Financial Reporting, Mun. of Kings

**Regrets:** none

**Staff:** Andrew Wort, Andrew Garrett, Brenda Davidson, Geoff McCain, Andrea Gibson-Garrett

**Agenda Item No. 1 – Welcome and Call to Order**

Chair Kinsella welcomed everyone calling the meeting to order at 9:00am. In recognition of the fact that the meeting was being held through Webex video conferencing, all meeting participants were asked to identify themselves when speaking.

**Agenda Item No. 2 – Approval of the Agenda**

**ON MOTION OF GAIL SMITH AND SECONDED BY ERIC BOLLAND THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE AGENDA, AS CIRCULATED.**

**MOTION CARRIED.**

### **Agenda Item No. 3 – Approval of the Minutes**

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#### **Agenda Item No. 3.1 - Approval of Draft Minutes from Regular Authority Meeting held June 17, 2020**

**ON MOTION OF BARRY CORBIN AND SECONDED BY ERIC BOLLAND THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE MINUTES OF THE REGULAR MONTHLY MEETING HELD June 17, 2020, AS CIRCULATED.**

**MOTION CARRIED.**

#### **Agenda Item No. 3.2 - Approval of Draft Minutes from Special Authority Meeting held June 30, 2020**

**ON MOTION OF GAIL SMITH AND SECONDED BY BARRY CORBIN THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE MINUTES OF THE SPECIAL AUTHORITY MEETING HELD June 30, 2020, AS CIRCULATED.**

**MOTION CARRIED.**

### **Agenda Item No. 4 – Business Arising from the Minutes**

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There was no business arising from the minutes brought before the Authority at this time.

### **Agenda Item No. 5 – General Manager Report**

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#### **Agenda Item No. 5.1 – Operations Update:**

General Manager Wort noted that VW recently met with Scotia Recycling and was a very productive meeting to continue the working relationship between Scotia Recycling and the Management Centre. Challenges and solutions were discussed including litter and glass management on their site and working on scale issues.

A recent safety audit identified fall arrest hazards with the compacting equipment. Identified issues include fall hazards from the operator being in a cage on the equipment and fall hazards from employees working along the floor edge with a 10ft drop. Possible controls include fall arrest equipment and/or moving the control panel to a standing booth on the tipping floor. The EMC site manager and GM Wort met with the engineer and manufacturer of the compactor on how to revise the operation of the equipment. This is an unexpected capital expense and a plan will be brought forward at the September-November meetings.

The Landfill liaison committee meeting will be held later today. Issues discussed will include equipment, leachate, and Sustane Technologies. It was suggested that the minutes of the landfill committee meeting are circulated to the Authority board. The minutes will be sent out once available.

Chair Kinsella thanked Mr. Wort for the update.

## **Agenda Item No. 6 – Staff Reports**

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### **Agenda Item No. 6.1 – Manager of Finance**

#### **Agenda item No. 6.1.1. – Unaudited Revenue and Expense Statement for the Period Ending May 31, 2020**

Finance Manager McCain referred to the Unaudited Revenue and Expense Statement for the Period Ending March 31, 2020 and the accompanying Variance Analysis report as circulated and responded to questions.

A question was raised relating to the tonnage reduction over the period and whether or not this was related to COVID and is it revenue that we expect to recover in future? GM Wort responded that there had been a recent influx of wood waste since COVID and is most likely attributed to an increase in renovation projects.. There has also been a large increase in traffic into the Management Centres and we will have a better idea once September numbers are available. It was also noted that waste is down ~1,500T due to cancellation of Spring Clean-up and we should see most of this come through the system during Fall Clean-up.

#### **Agenda item No. 6.1.2. – Expense Report – for the Quarter Ending June 30, 2020**

Mr. McCain referred to the Quarterly Expense report as circulated in the package and noted there were no expenses to report.

Chair Kinsella thanked Mr. McCain for the report.

**ON MOTION OF BARRY CORBIN AND SECONDED BY MARTHA ARMSTRONG THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY ACCEPT THE FINANCE MANAGERS REPORT.**

**MOTION CARRIED.**

### **Agenda Item No. 6.2 – Office Manager**

Office Manager Davidson reported that there was nothing to bring before the Authority at this time but noted that work is being done on policy matters to bring forward for September's meeting.

### **Agenda Item No. 6.3 – Communications Manager/Regional Coordinator**

#### **Agenda Item No. 6.3.1 – Status Update: Valley region Solid Waste-Resource Management Bylaw and associated Directives**

Communications Manager Garrett reported that staff met with Legal Counsel Shanks in recent weeks to discuss changes to the Bylaw. Mr. Shanks revised the Bylaw incorporating staff comments and responded to feedback this week. Staff is currently reviewing the revisions.

Chair Kinsella noted that a special authority meeting may be necessary in the near future to move the Bylaw process forward.

**Agenda Item No. 6.3.2 Status Update: Transition to Servicing Cottage Country with Curb-side Collection**

Communications Manager Garrett updated that after the approval by the Authority to remove cottage depot bins and transition affected areas to curbside collection, VW staff met with EFR Environmental to discuss logistics. A transition schedule was created with an ambitious schedule that will have all affected roads transitioned to curbside collection by mid-September. VW staff have received a large number of calls and the overwhelming majority of calls have been supportive of the change. Questions have mostly centered around details of the collection system with a few concerns raised about animals and winter collection. Currently, over 100 requests have been received for green carts. The used green carts from the WMC field will be cleaned and used for this purpose and will be delivered in the coming weeks.

The Hotline operator position and term educator position have been filled. The decision was made to merge the two positions and we welcome Debbie Roza-Mercier to the Valley Waste team.

A question was raised about the sale of the surplus green carts at the WMC and whether VW expects to find new homes for all the carts this year. Garrett responded that, no, there are still thousands left from the departure of Annapolis County. He noted that VW issues/replaces about 1000 green carts per year due to breakage etc. and has been approached by 4 municipalities to purchase more of them. There is enough supply for a couple of years but, having said that, the carts being issued are over 20 years old and will only last a few more years.

It was mentioned that there are comments still circulating about the number of surplus carts in the WMC field and what the plan is for the carts. A suggestion was made to publicize VW's plan for these carts. Garrett agreed and commented that there is an upcoming interview with a reporter about the cottage depot bins. He will mention that these carts will be used to supply cottagers with green carts.

A question was raised as to whether there is a schedule available for Fall Clean-up. Garrett responded that Fall Clean-up will go ahead as previously scheduled in the 2020 Calendar. GM Wort noted that EFR is actively recruiting drivers for Fall Clean-up.

Chair Kinsella thanked Mr. Garrett for providing the update.

**Agenda Item No. 7 – New Business**

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

**Agenda Item No. 8 – Correspondence**

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

**Agenda Item No. 9 – In-Camera Session in keeping with Section 22(2)(g) of the Municipal Government Act.**

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**ON MOTION OF BARRY CORBIN AND SECONDED BY GAIL SMITH THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY MOVE TO AN IN-CAMERA SESSION IN KEEPING WITH SECTION 22(2)(g) OF THE MUNICIPAL GOVERNMENT ACT.**

**MOTION CARRIED.**

The Authority moved to an In-Camera session at 9:39am. Geoff McCain and Andrea Gibson-Garrett left the meeting at this time.

The July regular monthly meeting of the Valley Region Solid Waste-Resource Management Authority resumed at 10:11am.

**Agenda Item No. 10 – Next Meeting – September 16, 2020**

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The next Regular Monthly Meeting of the Valley Region Solid Waste-Resource Management Authority will be held on Wednesday, September 16, 2020, beginning at 9:00am, in keeping with the normal meeting schedule. Depending upon the circumstances at the time, the meeting may again be held via Webex video conference call. There will be no regular meeting in August but should any issues arise that require the need to meet, notification will be sent out.

**Agenda Item No. 12 – Adjournment**

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**ON MOTION OF GAIL SMITH AND SECONDED BY JEFF CANTWELL THE JULY 15, 2020 REGULAR MONTHLY MEETING OF THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY ADJOURNED AT 10:13AM.**

Respectfully Submitted,

Andrea Gibson-Garrett for  
Brenda Davidson  
Office Manager  
Valley Waste-Resource Management