



P.O. Box 895, Kentville NS, B4N 4H8  
Phone: (902) 679-1325 Fax: (902) 679-1327  
Email: [info@vwrn.com](mailto:info@vwrn.com)  
Website: [www.vwrn.com](http://www.vwrn.com)

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

**Valley Region Solid Waste-Resource Management Authority**  
**Wednesday, September 16, 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, (in the board room) Martha Armstrong, Gail Smith, John Kinsella (in the board room)

**Alternate Members Present:** Wendy Elliott and Pat Power (in the board room)

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

**Regrets:** Jeff Cantwell

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

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

---

Chair Kinsella welcomed everyone calling the meeting to order at 9:00am. It was noted that some participants were participating in person, while others are participating via Webex video conference.

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

---

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

**MOTION CARRIED.**

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

---

#### **Agenda Item No. 3.1 - Approval of Draft Minutes from Regular Authority Meeting held July 15, 2020**

**ON MOTION OF ERIC BOLLAND AND SECONDED BY MARTHA ARMSTRONG THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE MINUTES OF THE REGULAR MONTHLY MEETING HELD JULY 15, 2020, AS CIRCULATED.**

**MOTION CARRIED.**

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

---

In response to the question, General Manager Wort reported that steps are being taken to address the occupational health and safety issues raised during the External Audit regarding fall arrest and the compaction equipment at the East Management Centre. The original designer of the equipment has been engaged and has visited the site to discuss potential options to address the matter. Preliminary drawings and costs estimates are anticipated soon.

In response to the question, it was noted that the minutes from the last Kaizer Meadow Landfill Consultation Committee will be circulated to Board representatives as soon as possible.

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

---

In recognition of the upcoming municipal elections, Before moving forward with the next Agenda item, General Manager Wort sincerely thanked the Board for their support over the past 4 years during what has proven to be a very challenging time on behalf of the management team. Mr. Wort expressed his best wishes to Councillors who are reoffering and wishing those who are stepping away from municipal politics the very best with their future.

General Manager Wort than noted that Janice Balsor, an Authority employee who suffered the catastrophic house fire, sent an e-mail just moments ago asking that he express her sincere appreciation for the support shown by the Board through the monetary contribution provided to her by the Authority. Mr. Wort noted that internally, other steps had been taken to provide all possible support to Ms. Balsor during this difficult time.

### **Agenda Item No. 5.1 – Capital Budget Update**

General Manager Wort reviewed the approved capital budget with the Authority noting the following planned adjustments:

- Pick-up Trucks – only one pick-up truck will be purchased rather than 2 and it will be ½ ton truck as opposed to a ¾ ton truck. The truck previously used by the Operations Manager which is equipped to attach a snow plow will be moved to the East Management Site for operational use there.
- Hydraulic Liftgate – will be purchased for an existing unit.
- Roll-Off Truck – Mr. Wort explained the may not be necessary to purchase an additional roll-off truck. The Authority currently has 4 roll-off trucks with one of those trucks out of service due to motor failure. It has also been discovered that 1 of the other roll-off trucks does not have a hoist

that is compatible with the hoists on the other roll-off trucks. Therefore, it is planned at this time to remove the roll-off hoist from the truck that has the failed motor and install that on the working roll-off truck with the incompatible hoist. If taking this approach is successful, the roll-off truck with the motor failure will be sold as surplus equipment. The incompatible roll-off hoist will also be sold as surplus equipment. It is yet to be confirmed if taking this approach will work.

- Loader – will purchase
- Forklift – will purchase
- Utility Trailers – will not purchase
- Tipping Floor Repairs – will defer to 2021-2022 fiscal year
- Automatic Scale House Window – will purchase
- Land Acquisition – will discuss during in-camera session later during the meeting
- Video Camera System – project will move forward; primary concern is coverage at the East Management Centre
- Scale House Software – noted that current approved budget is too low to cover this project based on available information - may defer this project to the 2021-2022 year
- Computer Switch – will proceed and this project may be combined with the Video Camera system project with technical support provided by Brian Bain, Municipality of the County of Kings who currently provides IT services to the Authority
- Transfer Station Sorting Station – will not proceed at this time
- And as mentioned earlier during the meeting addressing the health and safety concerns raised associated with the compaction equipment and fall arrest system will move forward as an emergency capital expenditure

In response to the question, it was noted that any unapproved capital expenditures will be brought before the Board and the Authority's participating municipalities prior to proceeding. In the case of the compaction equipment and fall arrest matter at the East Management Centre, this item may be treated as an emergency expense.

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

---

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

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

General Manager Wort referred to the Unaudited Revenue and Expense Statement for the period ending July 31, 2020 and the Budget Variance Analysis also for the period ending July 31, 2020 as circulated and attached to these minutes. Mr. Wort reviewed both documents noting the key variance items and the explanation for those as per the report. Mr. Wort added that while the current report indicates that the Authority is trending toward a surplus at year end in the range of \$415,000, it is fully anticipated that account activity will balance out likely resulting in a year-end surplus in the range of \$200,000 assuming that Sustane operates as planned. Mr. Wort further noted that to the best of his knowledge Sustane is not fully operational at this time and will be a key topic during the next Kaizer Meadow Landfill Consultation Committee meeting. It was further noted that Chair Kinsella has asked Mr. Wort to move forward with arranging the next Kaizer Meadow Consultation Committee meeting soon. Mr. Wort noted that the contract with the Municipality of the District of Chester for landfill services is a key contract for

the Authority with the greatest risk adding that it is his hope that the current Authority representatives serving on the Committee will be available to attend the next meeting for transitional purposes in light of the impending municipal elections and the anticipated change in board representation.

In response to the question, it was noted that based on discussions with legal representation from both the Municipality of Kings and the Authority, the plan is to return all surplus funds from the 2019-2020 year to the Parties. While that step has not yet been taken, it will be on the list of items to be addressed by the Interim Finance Manager.

An issue was raised where those participating via Webex Video conference are have a very difficult time hearing those speaking from within the board room. All attempts were made to address by moving the speaker phone closer to those speaking.

**Agenda item No. 6.1.2. – Update on Capital Reserve Investment Fund to July 31, 2020**

General Manager Wort referred to the Scotia McLeod Investment Account Statement for the period of July 1-31, 2020, as circulated and attached to these minutes, noting that the fund continues to perform well even during these challenging times.

**Agenda Item No. 6.1.3 – Temporary Borrowing Resolution for Approved Capital Expenditures: 20\_21-1**

General Manager Wort referred to the Temporary Borrowing Resolution in the amount of \$945,000.00, as circulated and attached to these minutes.

**ON MOTION OF ERIC BOLLAND AND SECONDED BY WENDY ELLIOTT THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVES ENTERING INTO THE TEMPORARY BORROWING RESOLUTION IN THE AMOUNT OF \$945,000.00 FOR APPROVED CAPITAL EXPENDITURES DURING THE 2020-2021 FISCAL YEAR AND FURTHER AUTHORIZES THE CHAIR AND GENERAL MANAGER TO EXECUTE THE DOCUMENT ON BEHALF OF THE AUTHORITY.**

**MOTION CARRIED.**

A typing error in the document was noted with it being indicated that the correction would be made prior to having the document signed.

**Agenda Item No. 6.1.4 – August 31, 2020 Cash Flow Projections**

General Manager Wort referred to the Cash Flow Projections dated August 31, 2020, as circulated and attached to these minutes. It was noted the information will be provided to the incoming Interim Finance Manager and further that it is intended at this time to present a full operating and capital budget package during the December Authority meeting in keeping with the Intermunicipal Services Agreement.

**Agenda Item No. 6.2 – Operations Update**

**Agenda Item No. 6.2.1 – Status Update: Transition to Servicing Cottage Country with Curb-side Collection**

Andrea Gibson-Garrett took the floor providing the Authority with a thorough overview of activities undertaken and underway regarding the transition to servicing cottage country with curb-side collection. In summary, the project has gone very, very well with the help of cottage associations and residents in sharing the message and it is hoped to have all seasonal bins removed by next week or shortly thereafter.

It was further noted that residents affected are being asked to bring any clean-up items to the nearest public road for collection as the fall clean-up trucks normally used are simply too large to travel the areas affected. The next step will be to confirm which areas are affected by residents who live on private roads in cottage areas year-round to ensure the collection contractor is prepared to service those areas during the winter months. It was further noted that staff continue to distribute green carts to the affected residents upon their request with roughly 500 requests to date. Carts from the field at the Lawrencetown site are being washed and put back into circulation for all cart requests.

Chair Kinsella noted that he was very pleased to hear that this transition has gone well thanking Ms. Gibson-Garrett and all team members involved for a job very well done. General Manager Wort also expressed his kudos to all involved.

General Manager Wort then noted with respect to Fall Clean Up that he would like to recognize Ms. Gibson-Garrett for her related work as well. As the Authority is aware, this will be the first clean-up under the new schedule with materials needed at curbside for collection the weekend prior to the service which will take place at some point during the week based on location. It is anticipated that higher volumes than normal will be seen during the clean-up service in recognition of the fact that the spring clean-up service was cancelled due to the Covid-19 pandemic. On a final note, it was indicated that the hotline has been very busy responding to calls from residents regarding the service.

#### **Agenda Item No. 6.2.2 – Fire Inspection – West Management Centre**

General Manager Wort noted that the Annapolis County Fire Inspector requested a fire inspection at the West Management Centre. The inspection is now complete and went well with a special thank you extended to Paul Browne for ensuring that the site was prepared for the inspection. The only deficiency noted as a result of the inspection was a request for an annual inspection on the fire panel. That inspection report has now been provided to the Inspector.

#### **Agenda Item No. 6.2.3 – Operations Manager Recruit**

General Manager Wort noted that a recruit is now underway to fill the role of Operations Manager.

General Manager Wort then advised the Board that there may be some issues with the management of construction and demolition debris waste especially relating to drywall and wood. It was noted that wood may be problematic as Halifax C&D is unable to manage the material at this time due to reduced availability of their market. With the challenges being seen, it may be necessary to investigate the diversification of the management of this material and this item will be a priority matter for the new Operations Manager.

#### **Agenda Item No. 6.3 – Office Manager**

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

#### **Agenda Item No. 6.4 – Communications Manager/Regional Coordinator**

Communications Manager Garrett noted that while he did not have a written report for the Authority today he did want to note a couple of matters. There is a Regional Chairs meeting scheduled to take place this coming Friday, September 18, 2020 during which an update from Divert regarding diversion credits and the smoothing of the diversion credit formula will be provided. It was noted that it is anticipated that a 3-year projection will be provided which will be of great help in developing the Authority's annual

budgets. Mr. Garrett noted that while this information will be provided, it is a line item in the budget that can fluctuate based on regional performance.

Mr. Garrett then noted that the Regional Coordinators are in the process of preparing an Orientation Presentation for use with new board representatives in follow-up to the municipal elections. The Regional Coordinators have also been tasked with working on a uniform sorting list for application across the province to simplify things for residents in the absence of a formal extended producer responsibility regulation.

**Agenda Item No. 6.4.1 – Status Update: Valley region Solid Waste-Resource Management Bylaw and associated Directives**

Mr. Garrett noted that unfortunately the Bylaw and associated Directives continue to be discussed by the Solicitor representing the Municipality of Kings and the Authority's Solicitor. If the documents are finalized in time, a Special Meeting of the Authority may be called to deal with this matter prior to the impending municipal elections.

**Agenda Item No. 6.4.2 - Social Media Update**

Mr. Garrett referred to the Social Media Report, as attached to these minutes, providing the Authority with an overview of the contents. It was noted that Debbie Roza-Mercier has taken the reins with regard to managing the Authority's social media and is doing a wonderful job. Mr. Garrett noted that he will forward the report to Board members soon.

**Agenda Item No. 6.4.3 – The Last Re-Sort Reuse Centre**

Mr. Garrett noted that a number of inquiries regarding the re-opening of the Reuse Centre have been received. Due to its location and space limitations, it is unable to meet COVID-19 restrictions and will remain closed until further notice. It is hoped that steps can be taken to re-open in a bigger and better fashion in the future.

**Agenda Item No. 6.4.4. – Bylaw Enforcement Officer Recruit**

As all are aware, Grace Proszynska retired from her position as Bylaw Enforcement Officer on September 11, 2020. An active recruit is now underway to re-fill the position. Mr. Garrett noted that Grace did ask that he relay her thanks for all of the very nice e-mails she received in recognition of her retirement.

In response to the question, it was noted that it remains the preference that the Authority hold responsibility for solid waste-resource bylaw management and it is hoped that the final new Bylaw supports that approach.

In response to the question, it was noted that Andrew Garrett, in his role of Regional Coordinator will pass along concerns that were received by Martha Armstrong relating to restrictions in place at Enviro-Depots. It was further noted that Chair Kinsella will also raise the matter with the Regional Chairs Committee. It was noted that Councillor Armstrong will forward the string of related e-mails to Mr. Garrett for use in raising the matter with the appropriate governing bodies.

General Manager Wort also noted that he has received a request from CAO, Scott Conrod, regarding addressing litter concerns and that it is intended that the Authority will offer to help by attempting raise

awareness through social media or other possible venues. Mr. Wort encouraged any other Parties to contact him if there are similar concerns.

**Agenda Item No. 7 – New Business**

---

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

**Agenda Item No. 8 – Correspondence**

---

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)(e) and (g) of the Municipal Government Act.**

---

**ON MOTION OF MARTHA ARMSTRONG AND SECONDED BY WENDY ELLIOTT THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY MOVE TO AN IN-CAMERA SESSION IN KEEPING WITH SECTION 22(2) (e) and (g) OF THE MUNICIPAL GOVERNMENT ACT.**

**MOTION CARRIED.**

Andrea Gibson-Garrett left the meeting at this time.

The September regular monthly meeting of the Valley Region Solid Waste-Resource Management Authority resumed at 10:46am.

**Agenda Item No. 10 – Next Meeting – To be confirmed in light of Municipal Elections to be held October 17, 2020**

---

Chair Kinsella noted that as noted above, a special meeting of the Authority may be called to address the Bylaw and Associated Directives if the documents are in final form prior to the municipal elections.

**Agenda Item No. 12 – Adjournment**

---

**ON MOTION OF WENDY ELLIOTT AND SECONDED BY MARTHA ARMSTRONG THE SEPTEMBER 16, 2020 REGULAR MONTHLY MEETING OF THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY ADJOURNED AT 10:48AM.**

Respectfully Submitted,

Brenda Davidson  
Office Manager  
Valley Waste-Resource Management