



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, April 21, 2021**

**9:00am**

**In-person meeting with some participants via WEBEX**

**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:** Craig Gerrard, Derrick Jamieson, Martha Armstrong, Gail Smith and Pat Power

**Alternate Members Present:** Wendy Elliott

**Guests:** Mike Livingstone, Manager Financial Reporting, Municipality of Kings (via Webex)

**Regrets:** Wendy Donovan

**Staff:** Andrew Wort, Andrew Garrett, Doug Armstrong, Ken Redden and Brenda Davidson

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

---

Chair Armstrong welcomed everyone calling the meeting to order at 9:05am.

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

---

**ON MOTION OF CRAIG GERRARD AND SECONDED BY GAIL SMITH THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE AGENDA, WITH THE ADDITION OF ADDING A REFERENCE TO SECTION 22(2)(f) OF THE MUNICIPAL GOVERNMENT ACT UNDER AGENDA ITEM NO. 12 AND MOVING THE IN-CAMERA SESSION TO DIRECTLY FOLLOW ITEM NO. 5 THE GENERAL MANAGER'S REPORT.**

**MOTION CARRIED.**

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

---

**Agenda Item No. 3.1 – Approval of the Draft Minutes from Regular Authority Meeting March 17, 2021**

**ON MOTION OF DERRICK JAMIESON AND SECONDED BY WENDY ELLIOTT THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE MINUTES OF THE REGULAR MONTHLY MEETING HELD MARCH 17, 2021, AS CIRCULATED.**

**MOTION CARRIED.**

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

---

There was no business arising from the Minutes to bring before the Authority at this time.

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

---

General Manager Wort advised that staff are seeing unprecedented traffic activity crossing the weigh scales at both the East and West Management Centres. For example, at the East Management Centre during the period of April 1 – 19, 2019, there were 2,662 total loads across the scale; however, for the same time period in 2021, there were 3,283 loads processed through the scale house. Similarly, at the West Management Centre for the same time period there were 531 total loads in 2019 and 667 loads in 2021. Staff, while unsure of how long the upward trend may persist, are noting and monitoring the traffic increase.

**Agenda Item No. 5.1 – Report to Authority: Tipping Fees as of August 1, 2021**

General Manager Wort reviewed to the Report to Authority, Schedule of Tipping Fees as at August 1, 2021, as circulated and attached to these minutes. Mr. Wort explained that the Report is being brought before the Authority today in keeping with the planned increase in tipping fees in the 2021-2022 Operating Budget.

**ON MOTION OF CRAIG GERRARD AND SECONDED BY GAIL SMITH THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE WASTE MANAGEMENT CENTRES: SCHEDULE OF FEES, EFFECTIVE AUGUST 1, 2021 AS ATTACHED TO THE REPORT TO AUTHORITY, SCHEDULE OF TIPPING FEES AS AT AUGUST 1, 2021, DATED APRIL 21, 2021.**

**MOTION CARRIED.**

**Agenda Item No. 12. In Camera Session in Keeping with Section 22 (2) (e) and (f) of the Municipal Government Act**

**ON MOTION OF GAIL SMITH 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 (f) OF THE MUNICIPAL GOVERNMENT ACT.**

**MOTION CARRIED.**

After a short break the April Regular Monthly Meeting of the Valley Region Solid Waste-Resource Management Authority was called back to order at 11:05am.

Mike Livingstone, who had left the meeting for the In-Camera session, rejoined the regular session of the Authority meeting at this time.

## **Agenda Item No. 6 – Interim Finance Director Report**

---

### **Agenda Item No. 6.1 – Status of Approval: Draft 2021-2022 Operating and Capital Budget**

Interim Finance Director Armstrong noted the Authority's budget has been formally approved by all Parties with the exception of the Towns of Kentville and Berwick with final approval anticipated from both of those Parties very soon.

### **Agenda Item No. 6.2 – Unaudited Revenue and Expense Statement for the period ending March 31, 2021.**

Interim Finance Director Armstrong noted the Authority's annual financial audit is now underway, therefore an unaudited revenue and expense statement for the period ending March 31, 2021 is not available.

In response to the question, Mr. Armstrong did indicate that he does not anticipate the Authority will end the 2020-2021 fiscal year in a deficit position adding that the actual level of surplus will be finalized through the auditing process.

**ON MOTION OF CRAIG GERRARD AND SECONDED BY WENDY ELLIOTT THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE INTERIM FINANCE DIRECTOR'S REPORT.**

**MOTION CARRIED.**

### **Agenda Item No. 7 – Communications Manager/Regional Coordinator and Communications Report**

Communications Manager Garrett indicated that while he did not have a written report to present at this time, he did want to advise the Authority that indicators are pointing toward provincial-level plans to move forward with Extended Producer Responsibility (EPR) for packaging and printed paper. Premier Rankin has issued a mandate letter which includes EPR and the management of wood product. The Regional Chairs Committee has also received a letter from the Honourable Brendan Maguire, Minister of Municipal Affairs indicating that the Department of Municipal Affairs understands that EPR for printed paper and packaging is an important issue for municipalities with plans to work with various provincial departments and stakeholders to try to move the matter forward.

Mr. Garrett then referred to the Education Update, dated April 2021, the Enforcement Report to Authority, March 2021 and the Social Media Report dated March 2021, all as circulated and attached to these minutes touching on the key points within each Report.

Mr. Garrett noted that there are a number of Beach Clean Up "Champions" who will be highlighted through video's, etc to launch the first week of June. In response to the question, it was noted that there were not any special events associated with Earth Day; however, staff continue to actively participate in various presentations.

A short discussion was held regarding the volume of waste being collected from area beaches with Mr. Garrett noting that staff do participate on key Committee's focused on taking steps to raise awareness. It was further noted that there is currently a display at the Discovery Centre about ocean waste and further that the Regional Chairs Committee plans to visit the venue to view the display during an upcoming meeting.

General Manager Wort added that while the work done by residents to clean beach areas is commendable, the Authority should be aware that staff resources are drained responding to each of the clean ups with staff actively considering how best to address the challenge. Mr. Wort went on to explain he is considering the possibility of working with the Council of New England Governors and Eastern Canadian Premiers to address the matter.

Mr. Garrett then noted that he is pleased to report that staff are now receiving very few complaints regarding the removal of the seasonal bins from cottage country and further that some of the local associations are working with their residents to mitigate any potential problems. Mr. Garrett added that the Evangeline Beach Association is taking the positive step of turning the site that held the seasonal bin into a garden area with park benches.

With regard to enforcement activities it was noted that Dale Roberts, Bylaw Enforcement Officer, is experiencing the usual spring spike in cases to address.

Mr. Garrett further noted that the use of Social Media continues to be a valuable venue to share messages.

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

**MOTION CARRIED.**

**Agenda Item No. 8 – Interim Operations Manager Report**

Interim Operations Manager Redden referred to the Interim Operations Manager Update, Report to Authority, dated April 21, 2021, as circulated and attached to these minutes, touching on each of the items raised in the report. Mr. Redden added that the East and West Management Centre sites have been very busy, as reported earlier by General Manager Wort and further that 2 full time employees have been engaged since January 1, replacing the 2 employees who are off work due to work injuries and now being compensated by the Workers' Compensation Board. One employee who was part-time has also been moved to full-time status.

**ON MOTION OF CRAIG GERRARD AND SECONDED BY GAIL SMITH THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE INTERIM OPERATIONS MANAGER REPORT.**

**MOTION CARRIED.**

**Agenda Item No. 8.1 – Annual Review of Safety Policy, AAP-08**

Interim Operations Manager Redden referred to the Authority-approved Safety Policy, AAP-08, advising that in keeping with Occupational Health and Safety System requirements, the Policy is brought before the Authority annually for review and approval. Mr. Redden further noted that all efforts are now being made to ensure that the Authority's comprehensive Occupational Health and Safety System is functioning as it is intended reminding the Authority, that they carry a great deal of responsibility under the Program and Occupational Health and Safety Act of Nova Scotia. The priority is always ensuring that all steps are taken to safeguard that each and every employee goes home safely to their family every day.

**ON MOTION OF CRAIG GERRARD AND SECONDED BY GAIL SMITH THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVES SAFETY POLICY, AAP-08 AND FURTHER AUTHORIZES THE CHAIR AND GENERAL MANAGER TO SIGN THE POLICY STATEMENT IN RECOGNITION OF THE ANNUAL REVIEW TODAY.**

**MOTION CARRIED.**

Mr. Redden then took the opportunity to once again invite any member of the Authority to tour the Management Centre facilities at any time with General Manager Wort adding that the Council at the Municipality of Kings has also expressed an interest in touring facilities to include those that are under contract with the Authority with staff planning to coordinate a tour with the consensus being at some point in July.

**Agenda Item No. 9 – Policy Committee Report**

---

**Agenda Item No. 9.1 – New Draft Establishment of Tipping Fees Policy**

Office Manager Davidson referred to the draft Establishment of Tipping Fees, Policy-AAP25, draft date April 16, 2021, as circulated and attached to these minutes noting that the new Policy is being brought before the Authority for approval to clearly indicate the Authority's power to establish and implement tipping fees. Ms. Davidson further noted that the Policy Committee has been involved in the development of the Policy and has endorsed the draft being presented.

**ON MOTION OF CRAIG GERRARD AND SECONDED BY GAIL SMITH THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVES THE ESTABLISHMENT OF TIPPING FEES POLICY AAP-25 AND FURTHER AUTHORIZES THE CHAIR AND GENERAL MANAGER TO EXECUTE THE POLICY.**

**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**

---

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

**Agenda Item No. 13 – Next Meeting**

---

**Agenda Item No. 13.1 – May 19, 2021**

The next Regular Monthly Meeting will be held on May 19, 2021 and it is hoped that the meeting will again be held in person in the Board Room beginning at 9:00am.

**Agenda Item No. 13 – Adjournment**

---

**ON MOTION OF GAIL SMITH AND SECONDED BY WENDY ELLIOTT THE APRIL REGULAR MONTHLY MEETING OF THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY ADJOURNED AT 11:44AM.**

**MOTION CARRIED.**

Respectfully Submitted,

Brenda Davidson  
Office Manager  
Valley Waste-Resource Management