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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, June 16, 2021**  
**9:00am**  
**via WEBEX Video Conference**

**These minutes are in draft form and subject to amendment upon final approval by the Valley Region Solid Waste-Resource Management Authority**

**Attendees**

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

**Alternate Members Present:** Wendy Elliott

**Guests:** Greg Barr, Director of Finance and IT, Mike Livingstone, Manager Financial Reporting, Municipality of Kings, Sandi Millett-Campbell, CAO, Town of Annapolis Royal, Dan Troke, CAO, Town of Kentville and Cathie Osborne to provide Human Resources Manual Presentation

**Regrets:** Wendy Donovan

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

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

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Chair Armstrong welcomed everyone calling the meeting to order at 9:01am. Regrets as received from Wendy Donovan were noted along with an indication from Craig Gerrard that he would be late joining the meeting. Chair Armstrong further noted that General Manager Wort had an external appointment and will join the meeting as soon as possible.

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

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**ON MOTION OF GAIL SMITH AND SECONDED BY DERRICK JAMIESON THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE AGENDA, WITH THE ADDITION OF AGENDA ITEM NO. 9.1 REPORT TO THE AUTHORITY: REQUEST FOR PROPOSALS: PROVISION OF HOUSEHOLD HAZARDOUS WASTE COLLECTION AND DISPOSAL SERVICES, VWRP2101.**

**MOTION CARRIED.**

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

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#### **Agenda Item No. 3.1 – Approval of the Draft Minutes from Regular Authority Meeting April 21, 2021**

**ON MOTION OF PAT POWER AND SECONDED BY GAIL SMITH THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE MINUTES OF THE REGULAR MONTHLY MEETING HELD MAY 19, 2021, 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 to bring before the Authority at this time.

### **Agenda Item No. 5 – Presentation – New Human Resources Manual, Cathie Osborne**

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Chair Armstrong welcomed Cathie Osborne indicating that Ms. Osborne has worked under contract with senior staff to develop a new Human Resources Manual and will be providing a presentation to the Authority regarding the project. The Presentation and Human Resources Manual, dated June 3, 2021, as circulated, are attached to these minutes.

Ms. Osborne provided a very informative presentation reminding the Authority the Human Resources Manual has been developed in keeping with Authority-approved Policy, AAP-22, Human Resources Policy replacing the former Personnel Policies as introduced in 2001. The Authority was reminded the Policy authorizes the General Manager to develop, interpret, administer, monitor and update the Human Resources Manual and that the Manual has been fully vetted by legal to ensure compliance with current laws, regulations and any other associated legislation. Ms. Osborne noted that significant changes occurred providing better clarity around the employer/supervisor/manager responsibilities, recruitment, retention and promotion, employee compensation, employee/employer conduct, employee discipline, employment cessation and grievances, performance management and assessment and awards of recognition.

In response to the question it was noted that annual sick leave is in fact based on accruing 1.67 days per month or 20 days per calendar year.

In response to the question, Ms. Davidson noted that an internal program for tracking attendance is actively in place allowing supervisors immediate access to current records as needed and further that at the beginning of each calendar year, each employee is advised of their vacation entitlement for that calendar year along with the status of the accruals in their “sick banks”.

Chair Armstrong thanked Ms. Osborne and staff for the work performed to bring this important project to a close confirming with Ms. Osborne that it is not necessary to rescind any previous Authority-approved Policies as the new manual is based upon the current Authority-approved Human Resources Policy, AAP-22.

Ms. Osborne left the meeting at this time.

**ON MOTION OF DERRICK JAMIESON AND SECONDED BY WENDY ELLIOTT THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE HUMAN RESOURCES MANUAL**

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**PRESENTATION, DATED JUNE 16, 2021 AS PROVIDED BY CATHIE OSBORNE AND THE ASSOCIATED HUMAN RESOURCES MANUAL DATED JUNE 3, 2021.**

**MOTION CARRIED.**

**Agenda Item No. 6 – General Manager Report**

General Manager Wort indicated that while most items of key interest will be raised during the In camera session to take place later during the meeting, he did want to indicate his appreciation to both Cathie Osborne and Brenda Davidson for the work undertaken in developing the new Human Resources Manual. The result is an excellent document that may be of use to other agencies or within Parties to the Intermunicipal Services Agreement.

General Manager Wort then indicated that the Operations Manager recruitment continues to move forward with 4 interviews held earlier this week and 2 more to be held tomorrow. It is hoped that an offer for the position is made soon and that the position, now being filled on an interim basis by Ken Redden, will be filled within a month to 6 weeks. General Manager Wort further noted that it is anticipated that Mr. Redden will provide mentoring to the successful candidate to ensure a smooth transition. Mr. Wort added that he sees an obvious difference in the condition of the facilities since Mr. Redden's arrival and further that the management centre team appears to be much more settled and content.

General Manager Wort noted that he and Ken are discussing how best to address staffing needs as they relate to operating the scale houses. The full-time person is off work for the time being. In the meantime, while the scale house is being staffed by other team members, it is recognized as a critical aspect within the Authority's operations with Mr. Wort noting that at times it can be very busy and stressful. For example, last Saturday 263 vehicles were weighed in and out at the scale house at the East Management Centre in a 4-hour period. With the sudden requirement for the full-time employee to be off work, it is critical to the Authority's operations to ensure that there is a "bullet proof" plan for staffing the scale house appropriately at all times.

Mr. Wort further noted that the way in which wood is now being managed at the management centre sites is also posing challenges. Brooklyn Power will only accept clean untreated wood product and therefore that product must be pulled from other wood product as it arrives at the sites. This is a physically-demanding, labour intensive requirement which takes not only time but space on the already congested tipping floors. General Manager Wort further noted that he did receive feedback from a Councillor indicating that there did not appear to be staff at the management centre site directing traffic and providing advice. Mr. Wort explained that this is resulting in contaminated materials being sent to Scotia Recycling from the Public Drop Off area which used to be fully staffed at all times. These issues will be further discussed with Mr. Redden and the new Operations Manager to determine the best path forward.

In response to the question, General Manager Wort noted the provision of service to the Municipality of Annapolis County has gone very, very well. Consideration may be given at a later time to address curbside collection schedules as Tuesday, for example, is a particularly heavy day at the West Management Centre. All efforts will be made to ensure a smooth flow of materials and efficiency at the site some of which may require some modifications to the existing infrastructure. All in all, the transition to providing services to

Annapolis County has been “painless” and is it is great for all involved to have those materials flowing through the Authority’s system again.

**ON MOTION OF WENDY ELLIOTT AND SECONDED BY GAIL SMITH THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE GENERAL MANAGER’S REPORT.**

**MOTION CARRIED.**

**Agenda Item No. 7 – Interim Finance Director Report**

**Agenda Item No. 7.1 – Status of Annual Financial Audit for the Year Ending March 31, 2021**

Interim Finance Director Armstrong advised that the annual financial audit process is moving forward. He, General Manager Wort and John Ross participated in a call with the Auditor yesterday where the auditor indicated that the substantive audit work is now complete, however, there is work remaining to be done. Mr. Armstrong noted that significant staff time has been expended working with the auditor. Mr. Armstrong also indicated that while the Authority can anticipate ending the fiscal year in a surplus position, as per discussion with the Auditor, the final value of the surplus is yet to be determined. It is anticipated that a meeting with the Audit Committee to review the draft audited statements will be called during the first or second week of July.

In response to a question, it was noted that the auditor will review the effect of the settlement proceeds of the lawsuit with the Municipality of Annapolis regarding the financial statements.

In response to the question Mr. Armstrong reminded the Authority that MNP is the Authority’s auditing firm as selected during a Request for Proposals process last fall.

**ON MOTION OF DERRICK JAMIESON 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. 8 – Communications Manager/Regional Coordinator and Communications Report**

Communications Manager Garrett referred to the Regional Coordinator Report to the Authority, dated June 4, 2021, as circulated and attached to these minutes touching on the key points within the report including:

- The Packaging and Printed Paper Stewardship Updates for New Brunswick and Ontario;
- Call2Recycle battery recycling program
- Newspaper Stewardship

Mr. Garrett also noted the Education Update, June 2021, the Enforcement Report to Authority, May 2021, the Social Media Report, May 2021 and the Beach Waste Totals and Annual Comparisons, all as circulated and attached to these minutes.

In response to the question, it was noted that if Extended Producer Responsibility (EPR) legislation comes into effect in Nova Scotia, Municipalities have requested that they be given the first right of refusal to

continue with their current curbside collection programs and that the efficiency achieved in collection programs will be taken into consideration at that time.

General Manager Wort pointed out that there are points of interest for the Authority's consideration with one key item being how the Authority provides curbside services to the industrial, commercial and institutional sector. There will be a requirement to assess what is commercial waste and what is not and that may tie in to the Authority's decision making when it comes time to determine if curbside collection is to continue to be offered to this sector. Only costs related to residential curbside collection will be reimbursed through the EPR system if legislation moves forward as anticipated at this time.

Mr. Wort also indicated that with the above and other factors in mind, he does intend to bring a Report to the Authority forward suggesting that the Authority embark on participating in a Strategic Planning processes to allow the Authority to set direction, as an organization, and for staff over the next 2, 3 or 4 years.

On a final note, Communications Manager Garrett noted that Bylaw Enforcement does not only relate to responding to illegal dumping but also to other matters such as waste storage.

**ON MOTION OF GAIL SMITH AND SECONDED BY WENDY ELLIOTT THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY ACCEPT THE COMMUNICATIONS MANAGER REPORT.**

**MOTION CARRIED.**

**Agenda Item No. 9 – Interim Operations Manager Report**

Interim Operations Manager Redden referred to the Interim Operations Manager Report to the Authority, dated June 16, 2021, as circulated and attached to these minutes touching on the key matters including:

- Response to increase and subsequent decrease in Covid-19 protocols
- Services to the Municipality of Annapolis County
- The now completed Spring Clean-up Service
- Work being completed around the management centre sites to improve the aesthetics
- The preparation and release of a Request for Proposals for the Provision of One (1) New Wheel Loader
- The Request for Proposals for the Provision of Household Hazardous Waste Collection and Disposal Services
- The movement of construction and demolition debris materials
- The addition of 2 Equipment Operator/Utility Worker team members, and finally
- The ongoing consideration of, and work related to, addressing the safety issues around the current compaction equipment and the consideration of the replacement of the non-operational outgoing scale at the West Management Centre

**Agenda Item No. 9.1 – Report to Authority: Request for Proposals: Provision of Household Hazardous Waste Collection and Disposal Services, VWRP2101**

Mr. Redden referred to the Report to Authority: Request for Proposals: Provision of Household Hazardous Waste Collection and Disposal Services, VWRP2101, as circulated and attached to these minutes, providing an overview of the Report.

**ON MOTION OF WENDY ELLIOTT AND SECONDED BY DERRICK JAMIESON THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE INTERIM OPERATIONS MANAGER REPORTS.**

**MOTION CARRIED.**

**ON MOTION OF DERRICK JAMIESON AND SECONDED BY GAIL SMITH THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVES ENTERING INTO A 5-YEAR CONTRACT FOR THE PERIOD OF AUGUST 1, 2021-JULY 31, 2026 WITH TERRAPURE ENVIRONMENTAL FOR THE PROVISION OF HOUSEHOLD HAZARDOUS WASTE COLLECTION AND DISPOSAL SERVICES, AS PER THE SUBMISSION UNDER REQUEST FOR PROPOSALS, VWRP2101, DATED MAY 20, 2021; AND FURTHER, AUTHORIZES THE AUTHORITY CHAIR AND GENERAL MANAGER TO EXECUTE THE CONTRACT DOCUMENT.**

**MOTION CARRIED.**

**Agenda Item No. 10 – New Business**

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**Agenda Item No. 10.1 – Sustainable Development Goals Act: Discussion and Consultation Opportunity**  
Communications Manager Garrett referred to the Sustainable Development Goals Act: Discussion Paper, as circulated and attached to these minutes, noting that municipalities are being offered the opportunity to provide feedback regarding the new goals under the Sustainable Development Act and the new Climate Change Plan for Green Growth. Mr. Garrett noted that it is anticipated at this time that he will draft a response for the review of the Authority during the next meeting targeting the circular economy principles, greenhouse gas reduction and the opportunity for the Province to include focus on recycled or post-consumer products during the procurement process.

**Agenda Item No. 11 – Correspondence**

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**Agenda Item No. 11.1 – May 5, 2021 Letter from Jenna Tingley Forsyth, Dalhousie University Faculty of Agriculture**

The Authority received the May 5, 2021 letter from Jenna Tingley Forsyth, Dalhousie University Faculty of Agriculture. It was noted that the letter has been received in follow-up to the Authority's donation in memory of Walter Termeer, which has been applied to the Walter Termeer Graduate Scholarship Fund.

**Agenda Item No. 12 – In Camera Session in Keeping with Section 22 (2)(e)-Contract Negotiations of the Municipal Government Act**

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

**MOTION CARRIED**

The June Regular Monthly Meeting of the Valley Region Solid Waste-Resource Management Authority resumed at 11:56am.

### **Agenda Item No. 13 – Next Meeting**

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#### **Agenda Item No. 13.1 – July 21, 2021 In keeping with the normal meeting schedule**

The next regular monthly meeting of the Valley Region Solid Waste-Resource Management Authority will be held July 21, 2021 in keeping with the normal meeting schedule unless it is determined that a Special Meeting is required to deal with the annual financial audit for the year ending March 31, 2021 prior to that meeting.

#### **Agenda Item No. 13.2 – August Meeting as per schedule, August 18, 2021 – to proceed?**

It was noted that the Authority has traditionally not met with August with a meeting to be called only if deemed necessary.

It is hoped that with the relaxation of the provincially-regulated Covid-19 protocols that future meetings can be held in-person.

### **Agenda Item No. 13 – Adjournment**

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**ON MOTION OF DERRICK JAMIESON AND SECONDED BY GAIL SMITH THE JUNE REGULAR MONTHLY MEETING OF THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY ADJOURNED AT 11:59AM.**

**MOTION CARRIED.**

Respectfully Submitted,

Brenda Davidson  
Office Manager  
Valley Waste-Resource Management