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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, September 15, 2021**  
**9:00am**  
**In Person Meeting**

**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: Wendy Donovan, Derrick Jamieson, Martha Armstrong, Gail Smith and Pat Power**

**Alternate Members Present: none**

**Guests: Greg Barr, Director of Finance and IT and Mike Livingstone, Manager Financial Reporting, Municipality of the County of Kings**

**Regrets: General Manager Wort**

**Staff: Andrew Garrett, Ken Redden, Doug Armstrong, Dennis Fury, 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 9:00am.

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

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**ON MOTION OF DERRICK JAMIESON AND SECONDED BY WENDY DONOVAN THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE AGENDA, WITH AGENDA ITEM NO. 8.1 TO TAKE PLACE DIRECTLY FOLLOWING AGENDA ITEM 3.1.**

**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 July 21, 2021**

**ON MOTION OF GAIL SMITH AND SECONDED BY DERRICK JAMIESON THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE MINUTES OF THE REGULAR MONTHLY MEETING HELD JULY 21, 2021, AS CIRCULATED.**

**MOTION CARRIED.**

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

There was no business arising from the minutes raised at this time.

**Agenda Item No. 8.1 – Welcome and Introduction – Dennis Fury, Operations Manager**

Andrew Garrett, serving as Acting General Manager in General Manager Wort's absence, introduced Dennis Fury who has now assumed the role of Operations Manager. It was noted that Mr. Fury assumed the role about 5 weeks ago and is successfully easing into the position with the support and guidance of Interim Operations Manager Redden and other team members.

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

As noted above, Andrew Garrett is serving as Acting General Manager in General Manager Wort's absence and provided the Authority with an update regarding the following items:

- Green carts – as the Authority is aware in 2018 approximately 8000 green carts were pulled from service in the Municipality of Annapolis County and staff have since been using the stockpile of carts to respond to requests for cart replacements, etc. The field is now almost cleaned up with approximately 500 usable carts remaining. Therefore, due to the volume of new cart and cart replacement requests, staff will be preparing and issuing a Request for Proposals for the provision of green carts with the intent of having the Authority include the associated funding in the 2022-2023 budget. It was further noted that the grates that have been included in previous orders will not be included in future orders due to the identified challenges that the grates have created over the past years.
- Tipping Fee Increase – Mr. Garrett noted that the planned tipping fee increase was implemented on August 1, 2021 with, surprisingly, very little concern being raised by management centre site users.
- Scotia Site Development – Mr. Garrett noted that with the new land lease with Scotia Recycling now in place, Scotia has moved forward with their planned site expansion pointing out the newly created road noting that Interim Operations Manager Redden will provide further details during his report.
- Fall Clean-up – the Fall Clean-up Service is quickly approaching and staff have taken measures to mitigate challenges identified in cottage country during the Spring Clean-up service. It was further noted that Annapolis County is now offering their Fall Clean-up service with all materials flowing through the Authority's Western Management Centre.
- Kaizer Meadow Landfill – it was noted that the Municipality of the District of Chester recently provided a quarterly financial report regarding their operations which is projecting a surplus primarily due to the fact that Sustane is not yet operating. It was further noted that residual disposal tonnages are up over last year due to the fact that painted and treated wood is now going to landfill for disposal, the addition of materials now being received through services provided to the Municipality of Annapolis County and the increased tonnages related to the spring clean up service which was not held last year due to the pandemic.

In response to the question, it was noted that the collection contractor uses smaller collection vehicles in cottage country for regular bi-weekly collection. For clean-up, the contractor must use heavy rear loading compaction vehicles which, when loaded, can reach 26,000kg in total weight and would cause damage on private roads. In most cases cottage country residents are asked to bring materials to the nearest public road for collection to eliminate the chance of serious damage to the private road and/or the collection vehicles.

**ON MOTION OF WENDY DONOVAN AND SECONDED BY PAT POWER THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY ACCEPT THE ACTING GENERAL MANAGER'S REPORT.**

**MOTION CARRIED.**

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

**Agenda Item No. 6.2 – Unaudited Revenue and Expense Statement for the Period Ending August 31, 2021**

Finance Director Armstrong referred to the Revenue and Expense-Variance Report for the period ending August 31, 2021, as circulated and attached to these minutes, highlighting the key variances as noted on the Report. It was indicated that the Authority's financial activity at this point in the year is very close to the anticipated benchmark range of approximately 42%.

In response to the question, it was indicated that the fee for services being charged to the Municipality of Annapolis County was designed to fully cover costs and appears to be doing so. The overall impact of the Authority's provision of service should be positive on the Authority's bottom line at year end and as the year progresses, the financials will clarify what the final impact will be. The Authority was also reminded that while \$180,000 in funding had been held for Annapolis County, the final agreement reached allows the Authority to retain that funding which will become part of the Authority's financial activity for the year. Mr. Armstrong also reminded the Authority that the Parties will also see the effect of the other aspects of reaching a settlement with Annapolis County including \$350,000 that is factored into the year-end surplus from F2021 to be distributed to the Parties soon.

In response to the question, it was noted that while some factors are indicating that the Authority is trending toward a surplus at year end, staff will be in a better position to provide that data during the 2022-2023 budget development process which will include year-end forecasting, therefore, attempting to adjust invoicing to the Parties at this time would not be in the Authority's best interest. If the impact is material an adjustment to the final invoicing could be considered at that time. The Authority was also reminded that an operating line of credit is not in place at this time so cash flow is constantly carefully monitored.

**ON MOTION OF DERRICK JAMIESON AND SECONDED BY GAIL SMITH THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY ACCEPT THE REVENUE AND EXPENSE - VARIANCE REPORT FOR THE PERIOD OF APRIL 1, 2021 – AUGUST 31, 2021.**

**MOTION CARRIED.**

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

Communications Manager Garrett noted that there is not a written report to bring before the Authority at this time as the Regional Chairs Committee will meet this coming Friday. Mr. Garrett noted that while the newly formed Progressive Conservative government platform does not mention extended producer responsibility, it is his understanding that the new Environment Minister, the Honourable Tim Halman, has asked about the file. It is anticipated that a briefing regarding the matter will be provided by the Priorities Group during the Regional Chairs meeting on Friday. It is sincerely hoped that the matter will continue to move forward as it is understood that New Brunswick will be forging ahead and it was hoped that Nova Scotia could be in lockstep with their schedule to realize the greatest potential benefit.

Mr. Garrett then referenced and highlighted key items within the Education Update, August 2021, the Enforcement Report to Authority, July & August 2021 and the Social Media Report for July and August 2021, all as circulated and attached to these minutes. It was noted that Mercedes Herron has been selected as the successful candidate to fill the term position of Education Coordinator covering a current parental leave. As an Acadia student, Ms. Herron developed the Planet Protector's program currently in use by Valley Waste and won a Mobius Award for her efforts on that project.

Mr. Garrett further noted that with covid protocols now easing, all schools will be sent invitations offering the opportunity to receive a Planet Protectors session subject of course to what the covid-19 protocols are at the time.

On a final note, Communications Manager Garrett noted that staff did some promotion regarding burning to raise awareness due to the increase in recent cases being dealt with by Bylaw Enforcement Officer, Dale Roberts.

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

**MOTION CARRIED.**

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

Interim Operations Manager Redden referred to the Interim Operations Manager Report to the Authority, dated September 15, 2021, as circulated and attached to these minutes touching on the key matters including:

- Request for Proposals – Wheel Loader – closed July 8, 2021 with a full report regarding the project to follow this report;
- Forklift – the Authority has now taken possession of the new Mitsubishi FG2N forklift and a number of staff have now been certified to operate the equipment which will be invaluable in addressing occupational health and safety concerns related to manual materials handling and improve efficiencies in operations;
- A great deal of time has been dedicated to familiarizing newly appointed Operations Manager, Dennis Fury, to the Authority's operations;
- The installation of the video camera system across the Authority's operations is now complete and fully operational with additional lighting installed in 2 areas to improve visibility;

- Work continues toward arranging to post the metal and wooden seasonal collection bins removed from cottage areas for sale as surplus items;
- Halifax C&D has completed the grinding of wood product with materials now shipped to Brooklyn Energy for use to create steam and electricity. Staff are now reviewing final invoicing.
- Drywall is slowly being removed from both the East and West Management Centres for final disposal at the Kaizer Meadow Landfill;
- A full explanation of road work being completed to accommodate automated scale as well as the facility expansion being undertaken by Scotia Recycling was provided;
- Staff are developing a Request for Proposals for the provision of Scale House Software which will incorporate the planned establishment of the automated scale on the new road;
- The one vacant position available at the Management Centre has now been filled with a full staffing complement now in place;
- As noted in the Report, the Authority will see an increase in WCB assessment rate effective January 1, 2022 from the current rate of \$4.33 per hundred dollars of assessable earnings to \$4.91 per \$100 of assessable earnings. The rate increase is being driven by expenses associated with an injury that occurred in 2019.
- It was noted that this will be Interim Operations Manager Redden's last report to the Authority with all future reports to be provided and presented by Mr. Fury. Mr. Redden thanked the Authority for the opportunity to return and he was very pleased to report that he has been receiving very positive feedback regarding the improvements that have been made at the management centre sites over the past months. While hoping he could have done more while here, Mr. Redden will be passing a list of items to address along to Mr. Fury for his consideration.
- On a final note, Mr. Redden welcomed the Authority to take the time after this meeting to tour the Management Centre site or to request a tour at any time.

Chair Armstrong thanked Mr. Redden for his work noting the precedent that has been set for Mr. Fury and his team into the future.

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

**MOTION CARRIED.**

**Agenda Item No. 8.2 – Report to Authority: VWRP2102 – For the Provision of One (1) New Wheel Loader**  
Mr. Redden referred to the Report to Authority: VWRP2102 -For the Provision of One (1) New Wheel Loader providing a full overview of the report.

**ON MOTION OF WENDY DONOVAN AND SECONDED BY GAIL SMITH THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE REPORT TO AUTHORITY, VWRP2101 – FOR THE PROVISION OF ONE (1) NEW WHEEL LOADER.**

**MOTION CARRIED.**

On a final note Interim Operations Manager Redden indicated that the new wheel loader may be received sooner than originally anticipated.

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**Agenda Item No. 9 – New Business**

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

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**Agenda Item No. 10 – Correspondence**

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

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**Agenda Item No. 11 – In Camera Session in Keeping with Section 22(2)(c) – Personnel Matters of the Municipal Government Act**

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It was the consensus of the Authority that an in camera session was not required at this time.

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**Agenda Item No. 12 – Next Meeting**

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**Agenda Item No. 12.1 – August Meeting – October 20, 2021**

The next meeting of the Valley Region Solid Waste-Resource Management Authority will be held on Wednesday, October 20, 2021, in keeping with the normal meeting schedule. This will again be an in-person meeting subject to Covid-19 protocols in place at that time.

In response to the question, it was noted that Chair Armstrong has not received any responses from her memo to Party Mayors copied to Chief Administrative Officers regarding the retention, through reserves, of surplus funds to be returned to the Parties soon.

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**Agenda Item No. 13 – Adjournment**

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**ON MOTION OF DERRICK JAMIESON AND SECONDED BY WENDY DONOVAN THE SEPTEMBER REGULAR MONTHLY MEETING OF THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY ADJOURNED AT 9:51AM.**

**MOTION CARRIED.**

Respectfully Submitted,

Brenda Davidson  
Office Manager  
Valley Waste-Resource Management