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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, October 20, 2021

9:00am

In Person Meeting

Attendees

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

Alternate Members Present: none

Guests: Mike Livingstone, Manager Financial Reporting, Municipality of the County of Kings

Regrets: Greg Barr, Director of Finance and IT, Municipality of the County of Kings

Staff: Andrew Wort, Andrew Garrett, Doug Armstrong, Dennis Fury, and Brenda Davidson

Agenda Item No. 1 – Welcome and Call to Order

Chair Armstrong welcomed everyone calling the meeting to order at 9:00am.

Agenda Item No. 2 – Approval of the Agenda

ON MOTION OF CRAIG GERRARD AND SECONDED BY WENDY DONOVAN 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 the Draft Minutes from Regular Authority Meeting September 15, 2021

ON MOTION OF DERRICK JAMIESON AND SECONDED BY GAIL SMITH THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE MINUTES OF THE REGULAR MONTHLY MEETING HELD SEPTEMBER 15, 2021, AS CIRCULATED.

MOTION CARRIED.

Agenda Item No. 4 – Business Arising From the Minutes

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

Agenda Item No. 5 – General Manager Report

General Manager Wort provided the Authority with an update regarding the following matters:

- Internet Services – General Manager Wort reported that arrangements have now been finalized to improve internet speeds and services with a special thank you extended to Brian Bain, Support Specialist, Municipality of the County of Kings.
- Development of Draft Budget 2022-2023 – staff are actively moving forward with the development of the draft operating and capital budgets for the upcoming fiscal year. The Intermunicipal Services Agreement requires the Authority approve the draft budget during the December meeting, however, it is hoped that the Authority will consider moving that meeting from the normal meeting date of December 15, 2021 to the following Wednesday, December 22, 2021, to ensure adequate time is available for all involved.
- Scotia Recycling Site Expansion – CBCL has now been engaged by Scotia Recycling to complete the necessary engineering services associated with the planned expansion of the recycling facility with more information to be provided as it becomes available.
- Scale House Software – in keeping with the approved capital budget, staff have moved forward with the development of a Request for Proposals for the provision of a scale house software solution. Scotia Recycling has been involved in the development of the Request for Proposals and it is hoped the document will be ready for public release on Friday, October 22 with a closing date of Thursday, November 25, 2021.
- Payout of Surplus Funds – the surplus as retained from the 2018-2019 fiscal year has been released to the Parties. It is anticipated the surplus funds as a result of the 2020-2021 fiscal year operations will be released to the Parties soon.
- Vaccine Policy – General Manager Wort reported that staff are moving forward with the development of a Covid-19 Vaccine Policy in recognition of the fact that the team as a whole has a high level of exposure to the public. A short discussion arose where it was indicated that some Parties have moved forward implementing policies based on a vaccination or if not vaccinated regular testing policies. Mr. Wort noted that it is intended to bring a proposed draft policy before the Authority for approval during the next meeting. A short discussion was held regarding the potential increase in waste associated with the pandemic with Andrew Garrett noting that staff are aware, but, quantifying the amount would be difficult.
- Tonnage Values – General Manager Wort noted staff are actively monitoring in/out tonnage values for all commodities and as will be seen in the financial report to be addressed later during the meeting, that tonnages have trended up over the last months. Mr. Wort added that the curbside tonnages related to servicing Annapolis County are trending at approximately 21% of the total volumes which not only inline, but virtually matches with their historical rates.
- Special Projects – General Manager Wort reported that staff are moving forward with securing pricing for the repairs to the tipping floors at both the East and West Management Centres in keeping with the approved capital budget. An engineer who worked on the project the last time the floors were repaired has been consulted resulting in his submission of a proposal to prepare the documents associated with having the work completed. Mr. Wort noted the challenges involved in completing the work with the most notable being the need to shut the management

centre where the work is being done down for the duration of the work which will be easier to manage at the West Centre than it will be for the East Centre. There is also the associated unbudgeted work associated with the current compaction equipment and safety issues that have been raised and documented. It was noted that serious consideration is being given to upgrading the compaction equipment at both sites to address safety and operational issues as well noting that it would be ideal to do both of these projects at the same time while the sites are essentially closed. It was further noted the proposed change in compaction will affect the current collection services contractor with discussions underway to determine the overall financial/operational impact. A detailed proposal regarding the work will be brought before the Authority for further consideration.

ON MOTION OF CRAIG GERRARD AND SECONDED BY PAT POWER THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY ACCEPT THE 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 September 30, 2021

Finance Director, Doug Armstrong provided a full review of the Unaudited Revenue and Expense Statement for the period ending September 30, 2021, as circulated and attached to these minutes. Mr. Armstrong reviewed and explained the key variances from budgeted values noting that generally all financial activity is as anticipated at this time.

A short discussion arose regarding the proposed Intermunicipal Services Agreement now under consideration by the Parties and the potential inclusion of the Municipality of Annapolis County with more discussion to take place during the in-camera session to be held later during the meeting.

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

MOTION CARRIED.

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

Communications Manager Garrett referred to the Regional Coordinator Report to the Authority dated October 12, 2021, as circulated and attached to these minutes, highlighting the key areas of:

- DivertNS Financial Update – as per report with it being noted that it is hoped more information will become available soon to confirm diversion credit levels for budgeting purposes.
- Provincial Litter Audit-as per report. – A short discussion arose regarding the possible impact of the now imposed bag limits at Enviro-Depots with Mr. Garrett noting that he can reach out to DivertNS to relay concerns.
- Datacall – as per report.

Chair Armstrong added that extended producer responsibility is not mentioned in the new government's mandate letter, and it is hoped that more information will become available at the next Regional Chairs meeting. Mr. Garrett noted that a letter is being prepared for release to the new Environment Minister, the Honourable, Tim Halman, regarding the matter. Chair Armstrong further noted that the last Regional Chairs meeting was held at the Discovery Centre which is currently offering a very informative ocean waste display encouraging all to take the time to visit the site.

Mr. Garrett then referenced and highlighted key items within the Education Update, September 2021, the Enforcement Report to Authority, September 2021 and the Social Media Report for September 2021, all as circulated and attached to these minutes.

In response to the question, it was noted that the management of lithium batteries continues to be a matter of concern and one key area where a stewardship program would be of great value.

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

MOTION CARRIED.

Agenda Item No. 8 – Interim Operations Manager Report

Operations Manager Fury referred to the Operations Manager Report to the Authority dated, October 20, 2021, as circulated and attached to these minutes, highlighting the key areas of interest not the least of which was taking a moment to recognize Ken Redden for his mentorship and guidance. In addition to the items in the Report, Mr. Fury noted that quotes for the provision of signage at the Management Centres have been received and are now under review.

ON MOTION OF CRAIG GERRARD AND SECONDED BY DERRICK JAMIESON THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY ACCEPT THE OPERATIONS MANAGER REPORT.

MOTION CARRIED.

Agenda Item No. 9 – New Business

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

Agenda Item No. 10 – Correspondence

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

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

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

MOTION CARRIED.

The October regular monthly meeting of the Valley Region Solid Waste-Resource Management Authority was called back to order at 10:46am.

Agenda Item No. 12 – Next Meeting

Agenda Item No. 12.1 – November 17, 2021

The next meeting of the Valley Region Solid Waste-Resource Management Authority will be held on Wednesday, November 17, 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. It will be decided during this meeting if the normal meeting date in December will be shifted by one week for budget development and approval purposes.

It was further noted that if the proposed Intermunicipal Services Agreement moves forward, it is not anticipated at this time that there will be a transitional meeting with the current and new Board. The current Board will be put in abeyance and the new Board will immediately assume responsibilities.

Agenda Item No. 13 – Adjournment

ON MOTION OF CRAIG GERRARD AND SECONDED BY DERRICK JAMIESON THE OCTOBER REGULAR MONTHLY MEETING OF THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY ADJOURNED AT 10:50AM.

MOTION CARRIED.

Respectfully Submitted,

Brenda Davidson
Office Manager
Valley Waste-Resource Management