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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, December 22, 2021**  
**9:00am**  
**Meeting held via WEBEX**

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

**Alternate Members Present:** none

**Guests:** Mayor Peter Muttart, Scott Conrod, Chief Administrative Officer, Mike Livingstone, Manager Financial Reporting, Municipality of the County of Kings, Jennifer Boyd, Chief Administrative Officer, Town of Middleton, Don Clark, Mayor, Town of Berwick, Sylvester Atkinson, Mayor, Town of Middleton, Amery Boyer, Mayor, Town of Annapolis Royal

**Regrets:** None

**Staff:** Andrew Wort, Andrew Garrett, 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 9:01am.

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

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**ON MOTION OF CRAIG GERRARD AND SECONDED BY DERRICK JAMIESON THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE AGENDA AMENDED TO MOVE ITEM NUMBER 6 TO ABOVE ITEM NUMBER 5.**

**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 November 17, 2021**

**ON MOTION OF WENDY DONOVAN AND SECONDED BY GAIL SMITH THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE MINUTES OF THE REGULAR MONTHLY MEETING HELD NOVEMBER 17, 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 brought before the Authority at this time.

### **Agenda Item No. 6 – 2022-2023 Operating and Capital Budget Presentation to encompass Agenda Item Numbers 6.1 - Presentation of Business Plan and 6.2 – Presentation of 2022-2023 Draft Operating and Capital Budget**

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General Manager Wort provided the Authority with a comprehensive Budget Presentation entitled “Building Resilience FY 2022-2023 Operating and Capital Budget” to support the 2022-2023 Draft Operating and Capital Budget as circulated and dated December 16, 2021, both as attached to these minutes.

Mr. Wort reviewed and explained the key issues around budget development including:

- Why building resilience is critical
- The potential impact of the Environmental Goals and Climate Change Reduction Act and achieving the new disposal targets
- The team
- 2021 accomplishments
- Major goals for 2022/23
- Challenges
- Cost efficiency
- Budget risks
- The Capital Budget Plan and history
- The Development of a Capital Replacement Policy and Reserve
- Operational Revenues
- Operational Expenses highlighting major contract increases and the salaries budget
- The fee for service being charged to the Municipality of Annapolis County
- The Municipality of Chester landfill disposal fees and Sustane operations

In response to the question, General Manager Wort indicated that staff would be revisiting the fee being charged to the Municipality of Annapolis County to ensure that it is transparent and fair for all involved.

Also, in response to the question it was noted that there is an opportunity for the Authority to raise revenues through a recycling program for waste wood and further that, when developed, a well-structured program could have the potential to generate revenue up to \$100,000.00 per year.

A short discussion was held regarding the Environmental Goals and Climate Change Reduction Act and its associated 300/kg per-person disposal rate goal with it being noted that it is hoped that the Province will dedicate funds in support of any additional programs or services targeted to achieve the goal.

A short discussion also arose regarding the impact of the Covid-19 Pandemic with General Manager Wort noting that he will further research the availability of federal or provincial funding to off-set the associated response costs.

In response to the question it was noted that if the Parties were to seek a 10% reduction in the operating budget, that hard decisions would be required related to programs/services and staffing levels. It was further noted that approximately 80% of costs are related to major contracted services; these are fixed costs. If a 10% overall reduction is desired that is equivalent to 50% of the Authority's discretionary budget (i.e administration and education).

It was noted that as there are questions remaining surrounding the establishment of an Equipment Reserve and the fee to be budgeted for landfill disposal services, a final decision regarding the Authority's budget would not be made today. It is anticipated that further discussion will be held during the Authority's regular monthly meeting to be held in January 2022.

**Agenda Item No. 5 – In-Camera Session in keeping with Section 22(2)(e) of the Municipal Government Act**

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

**ON MOTION OF DERRICK JAMIESON AND SECONDED BY GAIL SMITH THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY AUTHORIZE THE CHAIR AND GENERAL MANAGER TO EXECUTE THE INTERIM INTER-MUNICIPAL SERVICES AGREEMENT AS APPROVED BY THE PARTIES TO THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY INTER-MUNICIPAL SERVICES AGREEMENT.**

**MOTION CARRIED.**

**Agenda Item No. 7 – Policy Committee**

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**Agenda Item No 7.1 – Report to Authority: New – Video Surveillance Policy, AAP-29**

Administration and Policy Manager Davidson referred to the Report to Authority: New – Video Surveillance Policy, dated December 22, 2021 and the attached Draft Video Surveillance Policy, AAP-29 also dated December 22, 2021. As per the report, it was noted that the video surveillance equipment is in place across the Authority's operations and that the draft Policy has been vetted by both the Policy Committee and by Solicitor Shanks and further that the Policy has been developed in keeping with the Video Surveillance Guidelines as prepared and released by the Office of the Information and Privacy Commissioner of Nova Scotia.

**ON MOTION OF WENDY DONOVAN AND SECONDED BY DERRICK JAMIESON THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE NEW VIDEO SURVEILLANCE POLICY, AAP-29, DATED DECEMBER 22, 2021.**

**MOTION CARRIED.**

### **Agenda Item No. 8 - Regional Coordinator Report**

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Communications Manager Garrett noted that while he did not have a written report to present he was very pleased to report that on December 10, 2021, the Honourable Tim Halman, Minister of Environment, announced a formal 90-day targeted consultation period with respect to extended producer responsibility for packaging and printed paper. There is a list of approximately 12 stakeholder groups to be included in the consultation. One key consultation point will be the threshold for small business contribution. All involved are very excited and pleased to see this step being taken with the Honourable Minister indicating that he is committed to bringing extended producer regulations forward. Chair Armstrong added that she too is optimistic regarding the establishment of future regulations noting that it is estimated at this time that the establishment of the required regulations and the actual implementation of an extended producer responsibility program could take approximately 2 years.

**ON MOTION OF GAIL SMITH AND SECONDED BY WENDY DONOVAN THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE REGIONAL COORDINATOR'S REPORT.**

**MOTION CARRIED.**

### **Agenda Item No. 9 – Next Meeting**

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#### **Agenda Item No. 9.1 – January 19, 2022 in keeping with the normal meeting schedule**

Chair Armstrong noted that as it is being assumed that the structure under the new Inter-Municipal Service Agreement will not yet be in place the next meeting of the Valley Region Solid Waste-Resource Management Authority will be held on January 19, 2022 in keeping with the normal meeting schedule. It was further noted that it is hoped that the meeting will be once again able to be held in person contingent on the Covid-19 conditions at that time.

### **Agenda Item No. 14 – Adjournment**

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**Chair Armstrong declared the meeting adjourned at 10:21am wishing all the very best of the Holidays.**

Respectfully Submitted,

Brenda Davidson  
Administration and Policy Manager  
Valley Waste-Resource Management