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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, February 16, 2022

9:00am

Orchards Room – Municipality of the County of Kings

Meeting held as a combination of In-Person and WEBEX Video Conference

Attendees

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

Alternate Members Present: Sylvester Atkinson, Mayor, Town of Middleton for Gail Smith and Sandra Snow, Mayor, Town of Kentville

Guests: Peter Muttart, Mayor, Municipality of the County of Kings; Mike Livingstone, Manager Financial Reporting, Municipality of the County of Kings; Dan Troke, Chief Administrative Officer, Town of Kentville; Don Clark, Mayor, Town of Berwick; and Sandi Millett-Campbell, CAO, Town of Annapolis Royal

Regrets: Gail Smith, Authority representative, Town of Middleton and Mike Payne, CAO, Town of Berwick

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 9:01am.

Agenda Item No. 2 – Approval of the Agenda

ON MOTION OF WENDY DONOVAN AND SECONDED BY SYLVESTER ATKINSON 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 January 19, 2022

ON MOTION OF DERRICK JAMIESON AND SECONDED BY SYLVESTER ATKINSON THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE MINUTES OF THE REGULAR MONTHLY MEETING HELD JANUARY 19, 2022, AS CIRCULATED.

MOTION CARRIED.

Agenda Item No. 4 – Business Arising from the Minutes

Agenda Item No. 4.1 – February 3, 2022 Memo: Municipal Costs – Tonnage and Cost per Tonne Estimates

General Manager Wort noted that in follow-up to discussions during the last meeting a Memo, dated February 3, 2022, regarding Municipal Costs – Tonnage and Cost Per Tonne Estimates, as circulated and attached to these minutes, was prepared, released to Board representatives and subsequently placed on the Agenda today for further discussion. Mr. Wort stressed that, as indicated in the memo, it will be challenging to finitely determine costing for each stream of waste-resource materials managed through the Authority’s operations adding that staff are investigating the installation of GPS hardware and software on Authority-owned vehicles to better track and allocate costs related to operations.

In response to the question, General Manager Wort indicated that one of the tasks under the Interim Intermunicipal Services Agreement is to determine a cost per stream for waste materials but it remains unclear as to how any developed data will be used and for what purpose. Mr. Wort noted that if the data is intended to be used to set tipping fees there may be philosophical challenges. As an example, Mr. Wort explained that at this time the Authority charges \$97.00 per tonne for recyclable material, but the actual cost to manage the material is higher with the tipping fee set to encourage recycling.

Also, in response to the question, it was noted that segregated data related to waste-resource materials being received from each Partner municipality is available for analysis purposes. Mr. Wort noted that challenges further arise when consideration is given to the effect of offering a curbside collection services to the industrial, commercial and institutional sectors who are able to access the service by remaining within allowable curb-side set-out limits. This model of service may have the impact of having the residential sector subsidizing the commercial, industrial and institutional sectors, and determining that is one of the questions to be answered. Similar issues arise when considering the current service provision to apartment complexes within the region. On a final note, General Manager Wort again stressed that developing an effective cost-accounting model has many complexities to be taken into consideration and that it is fully anticipated that further discussions regarding the matter will occur in the future.

Agenda Item No. 5 – General Manager’s Report

Agenda Item No. 5.1 – Report to Authority: Request for Proposals: Provision of Scale House Software Management Solution and Provision of Remote Scale Hardware, VWRP2105

General Manager Wort reported that while it was hoped to have a recommendation regarding the acquisition of new scale house software for the Authority’s consideration today, the evaluation process is still underway with the participation of Scotia Recycling who will be sharing the costs. It is anticipated that a recommendation will be brought before the Authority during the next meeting.

On a broader note, General Manager Wort reported that staff have been dedicating a great deal of time to 2022-2023 Operating and Capital Budget development and addressing operational challenges related to the Covid-19 pandemic and wintry weather conditions.

ON MOTION OF DERRICK JAMIESON AND SECONDED BY SYLVESTER ATKINSON THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE GENERAL MANAGER'S REPORT.

MOTION CARRIED.

Agenda Item No. 6 – 2022-2023 Draft Operating and Capital Budget

General Manager Wort explained that staff are not yet in the position to bring a final draft budget before the Authority as key decisions remain outstanding such as the determination of the budgeted fee for landfill services with the Municipality of Chester.

As a step forward and in follow-up to discussions during the last meeting where the Authority authorized staff to move forward with the development of an Equipment Reserve Policy and Equipment Replacement Policy, Mr. Wort provided a comprehensive presentation regarding potentially funding the equipment reserve and paying down existing temporary borrowings by using the surplus funds from the 2020-2021 and 2021-2022 operations. A copy of the presentation which included optional approaches is attached to these minutes. During the presentation it was noted that in order to move forward with budget development a decision regarding the ability to access rather than return the surplus funds to the Parties is required. It was further noted that the existing Capital Reserve for the replacement of the Management Centres will require revision to allow access to the funds to “refresh” rather than “replace” the existing facilities.

Several questions were raised and addressed during the presentation. General Manager Wort also provided the Authority with additional information regarding projections related to the landfill services provided by Chester adding that staff at the Municipality of Kings are fully engaged and providing support as the work associated with the Chester services continues to finalize not only projections for the current year but for budgeted values for the upcoming fiscal year as well. Mr. Wort emphasized that it is critical that the new Board under the Interim Intermunicipal Services is fully briefed regarding this key budget item. General Manager Wort stressed that decisions regarding these issues will be required to enable staff to continue to work toward finalizing the Draft 2022-2023 Operating and Capital Budgets.

Agenda Item No. 7 - Regional Coordinator Report

Communications Manager Garrett referred to the Regional Coordinator Report to the Authority dated February 8, 2022, as circulated and attached to these minutes, highlighting the key areas of:

- EPR – Targeted Consultation
- Diversion Credits and Datacall Results
- Regional Chairs Secretary

Communications Manager Garrett then touched on the Education Update, dated January 2022, the Enforcement Report to Authority, dated January 2022, the Social Media Report, dated January 2022 and the Recycle Coach report, all as circulated and attached to these minutes. Mr. Garrett highlighted the hotline calls data in the Education Report, Bylaw Enforcement Officer access to the Justice Enterprise Information Network in the Enforcement Report, and the provincial and local social media campaign related to the proper disposal of lithium batteries in the Social Media Report.

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

MOTION CARRIED.

Just before moving to the next Agenda Item General Manager Wort and Finance Manager Armstrong provided an Operating Fund Forecast as at February 15, 2022, as attached to these minutes, noting a projected surplus from operations of \$60,223.00 excluding the return of the 2021-2022 surplus from Chester which is unconfirmed but anticipated to be significant at this time. It was stressed that direction from the Kaizer Meadows Landfill Consultation Committee is to not permit Chester to hold any surplus from operations and further that fully funding the compaction equipment as capital from revenue is also not being recommended. Chester has been advised and staff are awaiting a draft operating and capital budget incorporating those two key decisions. The main goal is to smooth financial requirements from the Parties to the Intermunicipal Services Agreement into the future.

Agenda Item No. 8 – Operations Manager Report

Operations Manager Fury took the floor referring to the Report to Authority, Operations Manager Report, dated February 16, 2022, as circulated and attached to these minutes highlighting the key areas of:

- Recruitments
- Scale house software request for proposals
- Replacement of current compaction equipment
- Sale of surplus wheel loaders
- Replacement of incoming scale window at the West Management Centre and
- Repairs to the Tipping Floor at both the East and West Management Centres

ON MOTION OF SYLVESTER ATKINSON AND SECONDED BY DERRICK JAMIESON THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE OPERATIONS MANAGER REPORT.

MOTION CARRIED.

Agenda Item No. 9 – In-Camera Session in keeping with Section 22(2)(e) of the Municipal Government Act

ON MOTION OF WENDY DONOVAN AND SECONDED BY SYLVESTER ATKINSON 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 February Regular Monthly Meeting of the Valley Region Solid Waste-Resource Management Authority was called back to order at 11:06am.

The following motion was made in follow-up to the presentation provided by General Manager Wort earlier during the meeting:

ON MOTION OF WENDY DONOVAN AND SECONDED BY SYLVESTER ATKINSON THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY ASK FOR PARTY APPROVAL TO RETAIN THE SURPLUS FUNDS FROM 2020-2021 OPERATIONS (\$1,026,710) AND FROM 2021-2022 OPERATIONS TO FINANCE ELEMENTS OF THE 2022-2023 OPERATING AND CAPITAL BUDGETS INCLUDING FUNDING EXISTING TEMPORARY BORROWING AND TO ESTABLISH AN EQUIPMENT RESERVE AND FURTHER, THIS MOTION ACKNOWLEDGES A DEPARTURE FROM OPERATING SURPLUS DEFICIT POLICY, AAP-07.

MOTION CARRIED.

In response to the request, it was indicated that Authority representatives will be provided with a copy of the motion and the presentation made today. General Manager Wort noted that he will also share the spreadsheets that offer support to the financial values included in the presentation.

Agenda Item No. 10 – Next Meeting

Agenda Item No. 10.1 – March 16, 2022 in keeping with the normal meeting schedule

It was the consensus that the next meeting of the Valley Region Solid Waste-Resource Management Authority will be held on Wednesday, March 16, 2022 unless impacted by the enactment of the new Interim Intermunicipal Services Agreement and the associated recruitments now underway.

Agenda Item No. 14 – Adjournment

ON MOTION OF SYLVESTER ATKINSON AND SECONDED BY CRAIG GERRARD THE FEBRUARY 2022 REGULAR MONTHLY MEETING OF THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY ADJOURNED AT 11:42AM.

MOTION CARRIED.

Respectfully Submitted,

Brenda Davidson
Administration and Policy Manager
Valley Waste-Resource Management