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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, March 16, 2022

9:00am

Board Room

Meeting held as a combination of In-Person and 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

Members Present: Craig Gerrard, Derrick Jamieson, Martha Armstrong and Pat Power (webex)

Alternate Members Present: Sylvester Atkinson, Mayor (webex), Town of Middleton for Gail Smith, Wendy Elliott for Mayor Wendy Donovan, Town of Wolfville

Guests: Mike Livingstone, Manager Financial Reporting and Greg Barr, Director of Finance and IT, Municipality of the County of Kings; Sandi Millett-Campbell, CAO, (webex) Town of Annapolis Royal, Don Clarke, Mayor, (webex) Town of Berwick, Jennifer Boyd, CAO, (webex) Town of Middleton, and Amery Boyer, Mayor, (webex) Town of Annapolis Royal

Regrets: Gail Smith, Authority representative, Town of Middleton and Mayor Wendy Donovan, Town of Wolfville

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

Agenda Item No. 1 – Welcome and Call to Order

Chair Armstrong welcomed everyone calling the meeting to order at 9:02am. Chair Armstrong noted that in follow-up to the last meeting she had received feedback indicating that those participating via WEBEX had issues with speaking during the meeting encouraging all participants to clearly indicate the wish to speak to ensure that all participants have an equal opportunity to do so.

Agenda Item No. 2 – Approval of the Agenda

ON MOTION OF CRAIG GERRARD AND SECONDED BY WENDY ELLIOTT 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 February 16, 2022

ON MOTION OF CRAIG GERRARD AND SECONDED BY DERRICK JAMIESON THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE MINUTES OF THE REGULAR MONTHLY MEETING HELD FEBRUARY 16, 2022, 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’s Report

Upon the request of General Manager Wort, it was the consensus of the Authority to proceed to Agenda Item Numbers 7 and 8 prior to proceeding with his reports.

Agenda Item No. 8 – Operations Manager Report

While Operations Manager Fury is participating in the meeting via Webex, he asked that General Manager Wort present the Report to Authority, Operations Manager Report, dated March 16, 2022, as circulated and attached to these minutes. General Manager Wort provided an overview of the report touching on the key areas of interest including:

- Recruitment underway
- Scale House Software Request for Proposals
- Continued investigations regarding compaction equipment
- The installation of an automatic window in the Western Management Centre scale house, and
- Repairs to the tipping floor at the Western Management Centre

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

MOTION CARRIED.

Agenda Item No. 7 – Communications Manager/Regional Coordinator Report

Agenda Item No. 7.2 – Extended Producer Responsibility (EPR) Presentation

Communications Manager Garrett provided the Authority with an informative presentation regarding Extended Producer Responsibility, packaging and printed paper, a copy of which is attached to these minutes. It was stressed during the presentation that all involved remain wholly optimistic that the stewardship program will be put in place and that the program will have a positive financial impact on the Authority’s operations. The process is now well underway to prepare a unified response to the targeted consultation being conducted by Nova Scotia Environment and Climate Change with the Authority being one of many stakeholders in the process. More information will be brought forward as it becomes available.

Agenda Item No. 7.1 – Education, Enforcement and Social Media Reports to Authority

Mr. Garrett reminded the Authority that the Education Update, dated February 2022, the Enforcement Report to Authority, dated February 2022 and the Social Media Report, also dated February 2022, were circulated, as attached to these minutes. Mr. Garrett noted that staff have been working with Natural Resources regarding the Avian Flu in the area adding that in response to the request, any dead birds found in and around the Management Centre sites will be reported for investigatory purposes. Staff have also worked with the Canadian Food Inspection Agency to ensure the proper disposal of materials associated with their investigations into the matter.

ON MOTION OF CRAIG GERRARD AND SECONDED BY DERRICK JAMIESON THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE COMMUNICATIONS MANAGER/REGIONAL COORDINATOR REPORTS.

MOTION CARRIED.

Agenda Item No. 6 – Finance Director’s Report

Agenda Item No. 6.1 – Status Report: 2022-2023 Draft Operating and Capital Budget

General Manager Wort provided a presentation regarding the proposed Draft Operating and Capital Budgets for 2022-2023, as attached to these minutes. During the presentation, Mr. Wort referenced the draft budget dated March 10, 2022, as circulated and attached to these minutes, as well as the VWRM Capital Management Plan dated March 15, 2022, also as circulated and attached to these minutes.

During the presentation a \$1,000,000.00 initial contribution to the proposed equipment replacement reserve was discussed and debated resulting in the proposed contribution being reduced to \$500,000.00 with funds to be accessed upon the Authority’s formal approval of the associated Equipment Reserve and Equipment Replacement Policies and their respective financial schedules. It was further noted that staff will be bringing forward a revised Management Centre Capital Reserve Policy with amendments to allow the Authority to access funds for refurbishment projects rather than the original intent of full transfer station replacements. Taking these steps will allow for a smoothing of capital requirements within the Authority’s operations into the future while mitigating spikes in funding requirements by the participating Parties under the Intermunicipal Services Agreement.

It was also noted that staff will be bringing forward a resolution for the Authority’s consideration to move forward with accessing funding through the Municipal Finance Corporation’s spring debenture process for capital projects that have now been completed and were previously determined to be funded through debt.

It was also stressed that the forecasted 2021-2022 surplus from operations showing as \$702,452.00 in the draft budget is subject to change based on the final financial figures from the Municipality of Chester for Landfill Services and the Authority’s year end audit of financial activity.

It was further noted that the Authority had previously passed a motion requesting the approval of the Parties to retain the 2020-2021 and 2021-2022 surplus funds for use within the Authority’s budget;

however, the need to retain surplus funds from 2020-2021 being held by the Authority is no longer necessary and the funds will be released immediately.

ON MOTION OF SYLVESTER ATKINSON AND SECONDED BY CRAIG GERRARD THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECOMMENDS THE APPROVAL OF THE ANNUAL OPERATING BUDGET AND CAPITAL BUDGET FOR THE 2022-2023 FISCAL YEAR AND FURTHER THAT THE DRAFT OPERATING AND CAPITAL BUDGET DATED MARCH 10, 2022 AS AMENDED TO INCLUDE A \$500,000.00 CONTRIBUTION TO AN EQUIPMENT RESERVE CONTINGENT UPON BOARD APPROVAL OF THE ASSOCIATED POLICIES AND THEIR RESPECTIVE ASSOCIATED SCHEDULES BE FORWARDED TO THE PARTIES FOR APPROVAL.

MOTION CARRIED.

While the Authority had previously passed a motion asking the Parties to the Intermunicipal Services Agreement to allow the Authority to retain the surplus funds from the 2020-2021 and 2021-2022 fiscal years, based on budget approval above, it is now the consensus of the Authority not to move forward in that way, and therefore the following motion was passed to ensure clarity.

ON MOTION OF DERRICK JAMIESON AND SECONDED BY CRAIG GERRARD THAT THE VALLEY REGION SOLID WASTE RESOURCE MANAGEMENT AUTHORITY DIRECTS STAFF TO RELEASE THE SURPLUS FUNDS FROM THE 2020-2021 FISCAL YEAR OPERATIONS TO THE PARTIES UNDER THE INTERMUNICIPAL SERVICES AGREEMENT.

MOTION CARRIED.

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

ON MOTION OF CRAIG GERRARD 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 March Regular Monthly Meeting of the Valley Region Solid Waste-Resource Management Authority was called back to order at 11:52am.

ON MOTION OF CRAIG GERRARD AND SECONDED BY WENDY ELLIOTT THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY AUTHORIZES THE GENERAL MANAGER TO EXECUTE AN AMENDING AGREEMENT TO THE FEE FOR SERVICE CONTRACT WITH THE MUNICIPALITY OF THE COUNTY OF ANNAPOLIS BASED ON 166.00 PER TONNE PLUS A 5% CONSUMER PRICE INDEX INCREASE FOR A TOTAL OF 174.30 FOR THE 1-YEAR PERIOD OF MAY 18, 2022 – MAY 18, 2023

MOTION CARRIED.

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.

Chair Armstrong noted that upon review, Agenda Item No. 5.1 had not yet been addressed with General Manager Wort indicating that work continues regarding the Request for Proposals for the Provision of Scale House Software Management Solution and Provision of Remote Scale Hardware, VWRP2105, with it being fully anticipated that a final report will be brought forward during the next meeting.

Agenda Item No. 10 – Next Meeting

Agenda Item No. 10.1 – April 20, 2022 in keeping with the normal meeting schedule

Agenda Item No. 14 – Adjournment

ON MOTION OF CRAIG GERRARD AND SECONDED BY WENDY ELLIOTT THE MARCH 16, 2022 REGULAR MONTHLY MEETING OF THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY ADJOURNED AT 11:54AM.

MOTION CARRIED.

Respectfully Submitted,

Brenda Davidson
Administration and Policy Manager
Valley Waste-Resource Management

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