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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, April 20, 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: Wendy Donovan, Craig Gerrard, Derrick Jamieson (webex), Martha Armstrong, Gail Smith (webex) and Pat Power

Alternate Members Present: none

Guests: Don Clarke, Mayor, (webex) Town of Berwick, Sylvester Atkinson, Mayor, (webex) Town of Middleton

Regrets: none

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 GAIL SMITH 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 March 16, 2022

Agenda Item No. 3.2 – Approval of the Draft Minutes from Special Authority Meeting April 4, 2022

ON MOTION OF DERRICK JAMIESON AND SECONDED BY CRAIG GERRARD THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE MINUTES OF THE REGULAR MONTHLY MEETING HELD MARCH 16, 2022, AND THE SPECIAL MEETING HELD APRIL 4, 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

General Manager Wort noted that while most items of key importance will be raised later during the in-camera session, he was very pleased to report that the capital project to make the repairs to the tipping floor at the West Management Centre went very, very well and the project is now complete.

Mr. Wort also noted that Fundy Compost is now moving organic materials directly from the Western Management Centre to their composting site. Having the organics processing contractor move the organic materials directly from the West Management Centre offers significant financial savings in the use of authority-owned equipment and human resources. Senior staff continue to investigate any and all opportunities to improve labour efficiencies over the long term.

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 reviewed the Report to Authority: VWRP2105 – For the Provision of Scale House Software Management Solution and Provision of Remote Scale Hardware, dated April 20, 2022, as circulated and attached to these minutes.

In response to the question, it was noted that Scotia Recycling has endorsed moving forward with the recommended supplier and further that the software will be put in place at both the East and West Management Centre sites.

ON MOTION OF CRAIG GERRARD AND SECONDED BY PAT POWER THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY ACCEPT THE PROPOSAL SUBMISSION OF STRONG DATA AUTOMATION FOR THE PROVISION OF A SCALE HOUSE SOFTWARE MANAGEMENT SOLUTION FOR A FIVE-YEAR PERIOD, AND ADDITIONALLY, THE SUPPLY OF REMOTE SCALE HARDWARE AND ASSOCIATED SOFTWARE, AS PER THE SUBMISSION TO THE REQUEST FOR PROPOSALS, VWRP2015, DATED NOVEMBER 17, 2021.

MOTION CARRIED.

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

MOTION CARRIED.

Agenda Item No. 6 – Finance Director’s Report

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

Finance Director, Doug Armstrong, was pleased to report that he has received confirmation of the approval of the 2022-2023 draft operating and capital budget from the Municipality of the County of Kings and the Towns of Middleton, Wolfville and Berwick. The Town of Annapolis Royal will discuss the budget this evening and the Town of Kentville will conclude budget discussions on April 25th.

Agenda Item No. 6.2 – Resolution for Pre-Approval of Debenture Issuance – Spring Debenture 2022

Mr. Armstrong reviewed the Report to Authority: Resolution for Pre-Approval of Debenture Issuance – Spring Debenture Issue 2022, dated April 20, 2022, as circulated and attached to these minutes. In response to the question, it was noted that the difference in prices for the 2 loaders is primarily due to the 2nd loader being equipped with a grapple bucket and the increase in steel pricing.

ON MOTION OF CRAIG GERRARD AND SECONDED BY WENDY DONOVAN THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE RESOLUTION FOR PRE-APPROVAL OF DEBENTURE ISSUANCE SUBJECT TO INTEREST RATE IN THE AMOUNT OF \$805,271; AND THE APPROVED EXECUTED RESOLUTION BE SUBMITTED TO THE MUNICIPAL FINANCE CORPORATION.

MOTION CARRIED.

ON MOTION OF GAIL SMITH AND SECONDED BY PAT POWER THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE FINANCE DIRECTOR’S REPORT.

MOTION CARRIED.

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

Communications Manager Garrett referred to the Report to Authority: Regional Coordinator Report, dated April 6, 2022, as circulated and attached to these minutes, providing an overview of the key items of interest including the EPR – Municipal Consensus Response noting that the response, as endorsed by the Regional Chairs Committee, the NSFM and AMANS on behalf of municipalities across the province, has been submitted to Nova Scotia Environment and Climate Change (NSECC). A copy of the submission, as circulated, is attached to these minutes. As noted in the report, it is anticipated that NSECC will prepare and release a “What We Heard” document that will summarize responses from all stakeholders. While no timeline for implementation has been indicated by NSECC, it hoped that it will take a maximum of 2.5 years to develop and implement supporting regulations. As noted in the Report, Mr. Garrett indicated that the key areas of concern noted in the response were:

- Municipalities having the first right of refusal for collection (under contract)
- Education incentives that reflect full costs
- Including small IC&I material collected curbside
- Use of existing municipal infrastructure
- Maintain current level of curbside service, and
- Consistent service provision across the Province.

Mr. Garrett also noted the e-mail from the Regional Chairs Committee to Nova Scotia Environment and Climate Change, dated April 11, 2022, as circulated and attached to these minutes, encouraging the consideration of additional stewardship programs around the management of batteries, mercury

containing lighting products, additional electronics, residential sharps, agricultural sharps, hazardous chemicals and pressurized tanks for gases such as propane, oxygen and helium.

Mr. Garrett also provided updates regarding the annual Datacall, the Great NS Pick-Me-Up and Divert NS Funding Contracts.

Agenda Item No. 7.1 – Education, Enforcement, Social Media and Beach Waste 2022 Reports to Authority

Mr. Garrett referred to the Education Update, March 2022, Enforcement Report to Authority, March 2022, Social Media Report March 2022 and the Beach Waste 2022 Report, as circulated and attached to these minutes. It was noted that the March Break Tours and Site Visits were popular and very well received. It was further noted with regard to Enforcement that Bylaw Enforcement Officer, Dale Roberts, is noting a reduction in reports of illegal dumping when compared to spring 2021 and it is hoped that the trend continues into the future.

A discussion arose regarding the support provided by the Authority to community/resident led clean-ups and it was the consensus that reaching out to the provincial and perhaps federal government for financial assistance in support of the programs may be of value and further that seeking Party Councils' endorsement of the funding request may be of great value. In response, Mr. Garrett indicated that he would be pleased to draft a letter of request for financial support for the consideration and endorsement of the Parties and ultimately submission to various levels of government or any other agencies that offer funding opportunities toward "community and/or beach clean up" initiatives.

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

MOTION CARRIED.

Agenda Item No. 7.2 – Report to Authority: Request for Proposals, VWRP2107 For the Provision of Residential Organics Collection Containers

Mr. Garrett reviewed the Report to Authority: Request for Proposals, VWRP2107, For the Provision of Residential Organics Collection Containers, dated April 20, 2022, as circulated and attached to these minutes.

A short discussion arose where it was confirmed that the durability of the carts being selected was a key consideration. Mr. Garrett noted that the first order for both large and small carts will be placed and is under budgeted levels.

ON MOTION OF CRAIG GERRARD AND SECONDED BY DERRICK JAMIESON THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY ACCEPT THE REQUEST FOR PROPOSALS, VWRP2107, FOR THE PROVISION OF RESIDENTIAL ORGANICS COLLECTION CONTAINERS REPORT TO AUTHORITY DATED APRIL 20, 2022.

MOTION CARRIED.

Agenda Item No. 8 – Operations Manager Report

Operations Manager Fury reviewed the Operations Manager Report to Authority dated April 20, 2022, as circulated and attached to these minutes, highlighting the key areas of interest including:

- Extending a special thank you to Ken Redden for support and guidance
- All recruiting to fill vacant positions is complete
- Continuing investigations regarding compaction equipment at both the East and West Management Centres
- Continued investigations regarding the outbound scale at the West Management Centre
- The replacement of the automated window at the West Management Centre
- The completed repairs to the tipping floor at the West Management Centre
- Preparation and planning for repairs to the tipping floor at the East Management Centre and
- The focus on tidying up both the East and West Management Centre sites as spring weather now settles in.

While not in the Report, Operations Manager Fury also noted that all equipment related to the installation of GPS equipment on Authority-owned vehicles has arrived with a more thorough report regarding the project to be provided during the next meeting.

ON MOTION OF CRAIG GERRARD AND SECONDED BY PAT POWER 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)(c) and (e) of the Municipal Government Act

ON MOTION OF WENDY DONOVAN AND SECONDED BY DERRICK JAMIESON THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY MOVE TO AN IN-CAMERA SESSION.

MOTION CARRIED.

The April 2022 Regular Monthly Meeting of the Valley Region Solid Waste-Resource Management Authority resumed at 10:08am.

Agenda Item No. 10 – Next Meeting

Agenda Item No. 10.1 – May 18, 2022 in keeping with the normal meeting schedule

The next regular monthly meeting of the Valley Region Solid Waste-Resource Management Authority will be held on May 18, 2022, in keeping with the normal meeting schedule. It was noted that General Manager Wort will be away during this meeting. Derrick Jamieson indicated that he too will be away requesting a WEBEX invitation.

Agenda item No. 10-2 – June 15, 2022 Regular Monthly Meeting (propose moving to following Wednesday, June 22, 2022)

Chair Armstrong noted that she has received a preliminary notification that the new Board will likely be in place in early June 2022 so a decision regarding moving the meeting date will not be made at this time.

Agenda Item No. 14 – Adjournment

**ON MOTION OF WENDY DONOVAN AND SECONDED BY DERRICK JAMIESON THE APRIL 20, 2022
REGULAR MONTHLY MEETING OF THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT
AUTHORITY ADJOURNED AT 10:10AM.**

MOTION CARRIED.

Respectfully Submitted,

Brenda Davidson
Administration and Policy Manager
Valley Waste-Resource Management

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