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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, May 18, 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, Martha Armstrong, Gail Smith, and Pat Power (Webex)

Alternate Members Present: Wendy Elliott and Mayor Don Clarke, representing Town of Berwick

Guests: Sylvester Atkinson, Mayor, Town of Middleton (webex), Greg Barr, Director of Finance and IT, Municipality of Kings (Webex) and Mike Livingstone, Manager Financial Reporting, Municipality of Kings

Regrets: Wendy Donovan, Derrick Jamieson and General Manager Wort

Staff: 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 9:02am.

Agenda Item No. 1.1 – Report to Authority: Appointment of Acting General Manager

Andrew Garrett, Communications Manager with the support of Chair Armstrong, reviewed the Report to Authority: Appointment of Acting General Manager, dated May 18, 2022, as circulated and attached to these minutes.

ON MOTION OF CRAIG GERRARD AND SECONDED BY GAIL SMITH THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPOINT ANDREW GARRETT AS ACTING GENERAL MANAGER, WITH ALL THE POWERS AND RESPONSIBILITIES OF THE GENERAL MANAGER, FOR THE PERIOD OF MAY 16, 2022 TO JUNE 13, 2022 OR IN ANY INSTANCE WHEN THE GENERAL MANAGER IS NOT AVAILABLE.

MOTION CARRIED.

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 April 20, 2022

ON MOTION OF CRAIG GERRARD AND SECONDED BY WENDY ELLIOTT THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE MINUTES OF THE REGULAR MONTHLY MEETING HELD APRIL 20, 2022, AS CIRCULATED.

MOTION CARRIED.

Agenda Item No. 4 – Business Arising from the Minutes

Agenda Item No. 4.1 – Letter Requesting Endorsement of Financial Support Request for Beach Waste/Community Clean-ups

Mr. Garrett reminded the Authority that in follow-up to the provision of the Beach Waste Report 2022, as presented during the last meeting, staff were requested to prepare a letter seeking external financial support and/or resources in support of beach and community clean-ups. Mr. Garrett then referred to the draft letter to the Honourable Steve Craig, Minister, Nova Scotia Department of Fisheries and Aquaculture, dated May 18, 2022, as circulated and attached to these minutes, noting that staff have been informed that the Department has had funding opportunities for the collection of beach waste in the past that were relatively unused. Mr. Garrett further noted that the letter will be copied to the Regional Chairs Committee in keeping with the practice of ensuring that the Committee is aware of any regionally-made Provincial-level requests.

ON MOTION OF CRAIG GERRARD AND SECONDED BY WENDY ELLIOTT THAT THE VALLEY REGION SOLID WASTE RESOURCE MANAGEMENT AUTHORITY FULLY ENDORSES AND APPROVES THE RELEASE OF THE LETTER, DATED MAY 18, 2022, TO THE HONOURABLE MINISTER STEVE CRAIG AND COPIED TO THE REGIONAL CHAIRS COMMITTEE, UNDER THE SIGNATURE OF THE CHAIR.

MOTION CARRIED.

In response to the question, Mr. Garrett noted that if funding is provided, it will be used to off-set the internal expenses the Authority currently incurs when responding to requests for assistance and support toward beach and community clean-ups which include personnel, authority-owned equipment and the waiver of tipping fees.

Agenda Item No. 5 – General Manager’s Report

Agenda Item No. 5.1 – Report to Authority: Equipment Lease with Scotia Recycling for Foam Polystyrene Densifier

Acting General Manager Garrett referred to the Report to Authority: Equipment Lease with Scotia Recycling for Foam Polystyrene Densifier, dated May 18, 2022, as circulated and attached to these minutes. Mr. Garrett noted that the renewal of the existing Lease Agreement for the equipment was overlooked by both parties at the time of its expiry in 2019. As per the Report, it was noted that both Valley Waste and Scotia Recycling agree with extending the equipment lease for the 5-year period of April 1, 2022 – March 31, 2027.

Mr. Garrett added that while the equipment is now 8 years old, it continues to work well and the ability to densify the foam polystyrene decreases transportation costs and further that the management of this material will likely be a requirement under the proposed Extended Producer Responsibilities Regulations with Chair Armstrong noting that the impending Regulations must be considered when issues such as this arise.

Chair Armstrong noted that the proposed recommendation will be considered at the end of the General Manager's Report.

Mr. Garrett continued with his report noting the following:

- A Request for Proposals for the Provision of an Electric Vehicle is now under development and further staff at the Municipality of the County of Kings have offered to include the associated "charging station" to be installed at the administration office facility in a Tender document for similar equipment that will be released soon.
- It was noted that staff are now reaching out to all Parties to secure dwelling construction and demolition data to ensure that the curb-side collection contract fees can be adjusted accordingly in keeping with contract requirements.
- Mr. Garrett noted that, in response to the request, a Debriefing Session was held with the unsuccessful proponent for the provision of organics collection containers. The unsuccessful proponent was satisfied with the debriefing session. In response to the question, it was noted that almost all of the useable carts that were stored in the field at the Western Management Centre have now been removed with about 200 usable carts remaining available. The remainder of the carts in the field are damaged and will be sent for recycling.

ON MOTION OF CRAIG GERRARD AND SECONDED BY GAIL SMITH THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY AUTHORIZES THE GENERAL MANAGER TO EXECUTE THE AMENDING AGREEMENT TO THE EQUIPMENT LEASE AGREEMENT FOR DENSIFIER EQUIPMENT BETWEEN THE AUTHORITY AND SCOTIA RECYCLING LTD., ORIGINALLY DATED MAY 24, 2014, FOR THE 5-YEAR PERIOD OF APRIL 1, 2022 – MARCH 31, 2027.

MOTION CARRIED.

ON MOTION OF CRAIG GERRARD AND SECONDED BY WENDY ELLIOTT 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 all Parties have now approved the 2022-2023 Operating and Capital Budget, noting however, that the Town of Kentville has not approved the proposed funding to establish an Equipment and Vehicle Replacement Reserve. It is anticipated that further discussions regarding this matter will take place at the governance level with the new Interim Intermunicipal Services Agreement Board.

Mr. Armstrong further advised that the annual financial audit is now underway and moving forward adding that confirming year-end financial values with the Municipality of Chester remains as an outstanding item. It was further noted that staff have included estimates for landfill disposal services in the 2022-2023 Operating Budget.

Agenda Item No. 6.2 – Temporary Borrowing Resolution 2022-2023 Capital Projects

Mr. Armstrong reviewed the Report to Authority – Temporary Borrowing Resolution – Capital Projects 2022/23, as circulated and attached to these minutes.

A short discussion arose regarding the Authority’s use of roll-off trucks with it being indicated that staff are in the process of looking at all options to improve operational efficiencies relating to the use of roll-off trucks.

ON MOTION OF CRAIG GERRARD AND SECONDED BY GAIL SMITH THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVES THE TEMPORARY BORROWING RESOLUTION IN THE AMOUNT OF \$2,105,100 TO FINANCE THE 2022/23 CAPITAL PROJECTS THAT ARE BEING FUNDED THROUGH BORROWING;

AND FURTHER;

AUTHORIZES THE CHAIR AND GENERAL MANAGER OR ACTING GENERAL MANAGER TO EXECUTE THE TEMPORARY BORROWING RESOLUTION ON BEHALF OF THE AUTHORITY;

AND FURTHER;

THAT THE AFOREMENTIONED EXECUTED RESOLUTION BE SUBMITTED TO THE DEPARTMENT OF MUNICIPAL AFFAIRS FOR MINISTERIAL APPROVAL.

MOTION CARRIED.

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

Mr. Garrett referred to the Report to Authority: Regional Coordinator Report, dated May 9, 2022, as circulated and attached to these minutes, providing an overview of the key items of interest including:

- Status Update: EPR for PPP where it was once again noted that it will likely be in the range of 2 years before a comprehensive Regulatory structure for EPR is in place. Mr. Garrett further noted that other Provinces with existing EPR regulations are investigating the possible expansion of those Regulations to the level of full EPR as is being proposed for Nova Scotia.

- Divert AGM and Board Vacancy – as noted in the Report, there is currently a vacancy on the Divert NS Board and Mr. Garrett encouraged any Authority members with interest to apply.
- Litter Summit – as per the Report, Divert NS will be launching a litter awareness campaign during Environment Week in June called “Litter Stands Out”.

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

Acting General Manager Garrett then provided an overview of the Education, Enforcement and Social Media Reports, all dated April 22, 2022, as circulated and attached to these minutes. With regard to the Education Report, it was noted that in recognition of the success of the recent tour by employees of the Municipality of the County of Kings, invitations are now being prepared for release to all Parties to offer the same to their respective team /Council members. Mr. Garrett also noted the special mention of CFC-containing appliances in the Enforcement Report being found in illegal dumps. Mr. Garrett explained that the Authority charges \$20.00/unit to remove refrigerant gases and further that in order for appliances containing refrigerant gases to be collected at the curb during a clean-up service, a CFC removal sticker applied by a certified technician must be in place.

A short discussion arose and in response to the question, it was noted that Efficiency Nova Scotia does have a program in place to pick up with cash back for old working fridges and freezers but that other refrigerant containing appliances are not accepted under the program. The Authority does allow 1 free appliance credit under the structure of tipping fees, but the \$20.00 fee for the removal of refrigerant would apply.

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

MOTION CARRIED.

Agenda Item No. 8 – Operations Manager Report

Operations Manager Fury reviewed the Operations Manager Report to Authority dated May 18, 2022, as circulated and attached to these minutes, highlighting the key areas of interest. Mr. Fury added that global position systems (GPS) hardware/software has now been installed on all Authority-owned vehicles including the wheel loaders and will be of great value into the future. Arrangements are also underway for the re-painting of the Scale House and Pump House at the East Management Centre and the Scale House at the West Management Centre. The large volume of metals stockpiled at the East Management Centre was noted with it being anticipated that the processing and removal of the materials will begin toward the end of next week.

In response to the question, Mr. Fury noted that while the repairs to the tipping floor at the West Management Centre went very well, completing the repairs to the tipping floor at the East Management Centre will be much more challenging logistically in ensuring that operations can continue smoothly and staff continue to work toward developing a solution to allow the work to be completed.

ON MOTION OF GAIL SMITH AND SECONDED BY WENDY ELLIOTT THAT THE VALLEY REGION SOLID WASTE RESOURCE MANAGEMENT AUTHORITY RECEIVE THE OPERATIONS MANAGER REPORT.

MOTION CARRIED.

Agenda Item No. 8.1 – Annual Review and Approval of Safety Policy

Operations Manager Fury referred to the Safety Policy, AAP-08, last revision date April 21, 2021 as circulated and attached to these minutes, indicating that in keeping with the requirements of the Occupational Health and Safety Act, it is once again time for the Authority to review and approve the Policy. Mr. Fury added that he is very pleased to report that the Authority's Occupational Health and Safety System has once again successfully participated in an external Safety Audit as performed by Safety Services Nova Scotia achieving the WCB Safety Certified standard.

ON MOTION OF CRAIG GERRARD AND SECONDED BY WENDY ELLIOTT THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVES THE SAFETY POLICY, AAP-08, AS PRESENTED, AND AUTHORIZES THE CHAIR AND GENERAL MANAGER TO EXECUTE THE POLICY ON BEHALF OF THE AUTHORITY.

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 WENDY ELLIOTT THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY MOVE TO AN IN-CAMERA SESSION.

MOTION CARRIED.

The May 2022 Regular Monthly Meeting of the Valley Region Solid Waste-Resource Management Authority resumed at 10:13.

Agenda Item No. 10 – Next Meeting

Agenda item No. 10.1 – June 15, 2022 Regular Monthly Meeting (propose moving to following Wednesday, June 22, 2022)

Chair Armstrong noted that as she has received a strong indication that the new Board will be in place in early June 2022, a decision regarding moving the meeting date will not be made at this time and therefore the next Regular Monthly Meeting of the Valley Region Solid Waste-Resource Management Authority will be held on Wednesday June 15, 2022, in keeping with the normal meeting schedule unless otherwise determined.

Finance Manager Armstrong noted that in keeping with the requirements of the Intermunicipal Services Agreement, it is hoped that the Audited Financial Statements for the year ending March 31, 2022, will be ready for approval by the end of June and further that a meeting of the Authority and/or Audit Committee will be required to move that process forward.

In recognition of the fact that this may be the last meeting of the current Board, Chair Armstrong extended a hearty thank you to Board members and to staff on behalf of the Board as a whole. In response, Mr. Garrett expressed a heartfelt thank you to the Board for the support and encouragement that has been extended to the Valley Waste team over the past years.

Agenda Item No. 14 – Adjournment

ON MOTION OF CRAIG GERRARD AND SECONDED BY GAIL SMITH THE MAY 18, 2022 REGULAR MONTHLY MEETING OF THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY ADJOURNED AT 10:15AM.

MOTION CARRIED.

Respectfully Submitted,

Brenda Davidson
Administration and Policy Manager
Valley Waste-Resource Management