



**AGENDA**  
**Town Council Meeting-Council Chambers**  
**Monday April 4th, 2022**  
**6:30 p.m.**

**Doc Ref:**

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- 1) **Call to Order**
- 2) **Approval of Agenda**
- 3) **Approval of Minutes from the Council meeting held on March 21<sup>st</sup>, 2022**
- 4) **Proclamations & Announcements:**
  - a) Town of Shelburne's 115<sup>th</sup> Birthday-April 4<sup>th</sup>, 2022
- 5) **Delegations:**

None
- 6) **Correspondence:**

**Action:**

**Information:**

a) WCRL Newsletter- March 2022	D23-A01
b) SRHS Bursary	D23-A02
c) Civic Numbering Information	D23-A03
d) Town of Shelburne Community Clean Up-April 17 <sup>th</sup> -23 <sup>rd</sup>	D23-A04
- 7) **Council Items:**
  - a) CAO Update
  - b) Potential Off-Leash Dog Park
- 8) **Committee Reports:**

a) CP&V Committee Minutes-November 4 <sup>th</sup> , 2021	D23-A05
b) WCRL Board Minutes- December 2 <sup>nd</sup> , 2021	D23-A06
- 9) **Staff Reports:**

a) Waste Diversion Officer Report- October 2021 to February 2022	D23-A07
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- 10) **New Business:**
- 11) **In-Camera:**
- 12) **Upcoming Meetings:**
  - a) Special Town Council Meeting-Budget-Tuesday April 5<sup>th</sup>, 2022-6pm-Community Centre
  - b) Town Council Meeting-Tuesday April 19<sup>th</sup>, 2022-6:30pm, Council Chambers
  - c) Port Committee Meeting-Thursday April 21<sup>st</sup>, 2022-4pm, Town Hall
- 13) **Adjournment**





# Town of Shelburne

## Minutes of the Regular Council Meeting

Council Chambers, 168 Water St.

Monday March 21<sup>st</sup>, 2022

**DRAFT**

### **Council Members Present**

Mayor Harold Locke  
Deputy Mayor Rick Davis  
Councillor Elizabeth Acker  
Councillor Ben Nickerson  
Councillor Sheldon Ringer

### **Staff Present**

Sherry Doane, CAO  
Robin Smith, Executive Coordinator

### **Call to Order**

Mayor Harold Locke called the Council meeting to order at 6:30pm.

The Town of Shelburne is located on the ancestral and unceded territory of the Mi'kmaq, (Mi'kma'ki), in the District of Kespukwtk, home to Acadia First Nation. We are all Treaty people.

We also acknowledge the histories, contributions, and legacies of the African Nova Scotian people and communities.

### **Approval of the Agenda**

*THAT* Council approves the Agenda for March 21st, 2022, and under Section 11 IN-CAMERA correction from MGA Section 22-2 (f) litigation or potential litigation to Section 22-2 (a) acquisition, sale, lease and security of municipal property

**Acker-Nickerson**

**CARRIED**

### **Approval of the Minutes**

*THAT* the Minutes of the Town Council Meeting held on March 7<sup>th</sup>, 2022, be approved as presented

**Nickerson-Davis**

**CARRIED**

### **Proclamations & Announcement**

a) Volunteers of the Month for March

The Meals on Wheels Program is a volunteer-based program that delivers nutritious meals to individuals in the community which allows them to maintain their health & independence at home. The program has been in Shelburne County for 30+ years and presently serves 15+ clients per week. All meals are prepared in the Roseway Hospital kitchen.

There have been many dedicated drivers over the years that have made the program successful and without them, the program would not be possible. We would like to recognize Debi Wilson-King, Debbie Bower, Jackie Ward, Tami Crosby, Wayne Blinkhorn, Sam & Bill Stewart, Harold Doane, Cheryl Bower and Brenda Cameron.

For all that the Meals on Wheels Volunteer drivers have done and continue to do, the Town of Shelburne's CP&V Committee and the Town Council recognize them as the Volunteers of the Month for March. Thank you!

b) World Autism Awareness Day

World Autism Awareness Day is observed on April 2nd every year and was created by the United Nations General Assembly and adopted on December 18 of 2007, to encourage members to take action in raising awareness about people with autism spectrum disorder and support the research finding new ways to improve wellness and inclusion.

c) Autism Acceptance Month

To go along with World Autism Awareness Day, the whole month of April is observed as Autism Acceptance Month and the Town of Shelburne will be hosting a flag raising mini event on April 25th at our Town flagpole.

d) National Volunteer Month

National Volunteer Month in April celebrates the impact volunteers have on our lives and encourages active volunteerism in generations to come. The Town of Shelburne Council thanks all the wonderful volunteers we have in our community.

**Delegations**

None

**Correspondence**

Information:

a) King St Centre Press Release

*THAT* Council accepts the ACOA press release for the King Street Centre for information and directs administration to add to the website.

**Council Items**

None

**Committee Reports**

None

**Staff Reports**

a) Monthly Building Report - February

*THAT* Council accepts the February Building Report for information.

b) Monthly Fire Report - February

*THAT* Council accepts the February Fire Report for information.

c) Staff Report – Interest Adjustment

**M22-056** *THAT* Council approves the interest charges of \$65.15 to be reversed on AAN#02987368.

**Davis-Nickerson**

**CARRIED**

d) Staff Report - SOTs

*THAT* Council accepts the Staff Report regarding Summary Offence Tickets for information.

e) Monthly By-Law Report - February

*THAT* Council accepts the February By-Law Report for information

**New Business**

Councillor Ringer would like staff to look into contacting local businesses that have shopping carts and notify them of the many shopping carts in ditches.

**In Camera**

THAT Council goes in camera at 6:41pm to discuss:

MGA Section 22-2 (a) Acquisition, sale, lease and security of municipal surplus property

MGA Section 22-2 (e) Contract Negotiations

MGA Section 22-2 (d) Labour Relations

**Davis-Nickerson**

**CARRIED**

Council came out of in-camera at 8:15pm.

*Under MGA Section 22-2 (a) acquisition, sale, lease and security of municipal property*

**M22-057** THAT Council deems the present Town of Shelburne property, PID# 8014 9321 on Prince Street as surplus to the needs of the Town AND that Staff will dispose of the property using the most appropriate method.

**Nickerson-Ringer**

**CARRIED**

*Under MGA Section 22-2 (e) Contract Negotiations*

**M22-058** THAT Council rescinds their April 6<sup>th</sup>, 2021, Motion #M22-004 and approves the transfer of ownership of Roseway Manor to a private entity through a tender process and directs the CAO to work with the Province of Nova Scotia to determine which party completes the task, in the best interest of the Town.

**Acker-Nickerson**

Roll Call:

Davis-No

Acker-Yes

Ringer-No

Nickerson-Yes

Locke-Yes

**CARRIED**

**M22-059** THAT Council allows Shelburne Harbour Yacht Club in increase the mooring field from 15 to 31 and directs staff to ensure that this is acceptable to Transport Canada.

**Acker-Davis**

**CARRIED**

**M22-060** THAT Council supports the submission of the first-generation landfill remediation project under the Investing in Canada Infrastructure Program (ICIP) grant application.

**Davis-Ringer**

**CARRIED**

*Under MGA Section 22-2 (d) Labour Relations*

**M22-061** THAT Council adopts the new Union Contract effective 1 April 2022, as presented.

**Ringer-Acker**

**CARRIED**

**Upcoming Meetings**

- a) Budget Workshop- Tuesday March 22nd,2022 - 5pm, Council Chambers
- b) CP&V Committee Meeting- Thursday March 24th, 2022- 6:30pm, Council Chambers

- c) Town Council Meeting-Monday April 4th, 2022-6:30pm, Council Chambers
- d) Special Town Council Meeting (Budget)-Tuesday April 5th, 2022-6pm-Community Centre

**Adjournment**

*THAT* the Regular Town Council Meeting of March 21<sup>st</sup>, 2022, be adjourned at 8:25 pm.

**Davis**

**CARRIED**

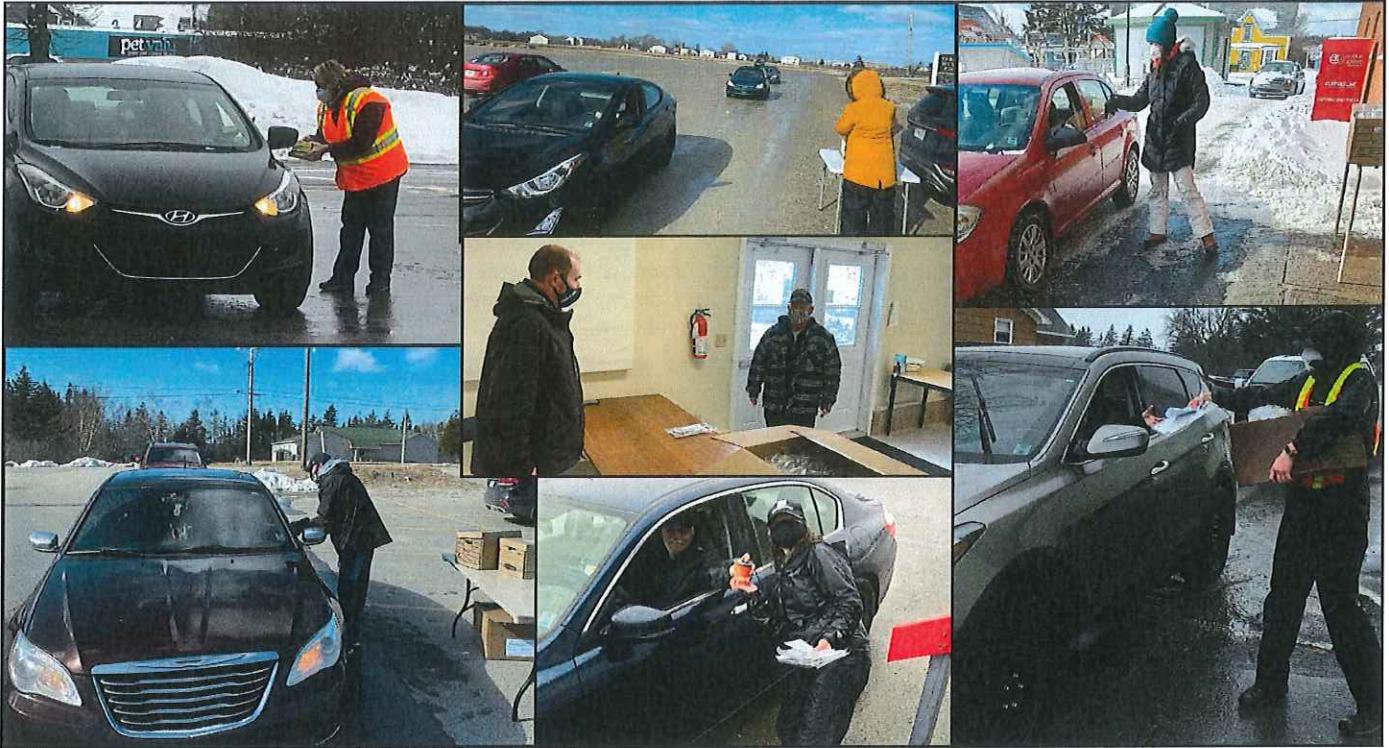
\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Executive Coordinator

DRAFT

# Library Report

Compiled by Ian White



Library management has given out thousands of COVID-19 rapid test kits across the Tri-Counties over the past three months.

## Library helps deliver rapid test kits

With help from its municipal partners, Western Counties Regional Library has delivered thousands of COVID-19 rapid test kits to rural communities in the Tri-Counties.

“We have been working hard to help Nova Scotia Health to deliver this important pandemic response tool to our communities,” says Library Executive Director Erin Comeau.

Starting in December, the library made the kits available at its branches, but supply was limited. When the omicron variant took hold in January, the province began providing more test kits to the libraries to distribute.

Because of restrictions imposed on libraries in response to the omicron variant and the irregularity of kit deliveries, the library worked with municipal partners to distribute kits outside of libraries as it received them.

“Our municipal partners and community organizations stepped up to help us find venues such as fire halls, arenas, Royal Canadian Legions, and church parking lots to use as distribution points,” Comeau says.

This enabled library management staff to provide kits in Freeport, Digby, St. Bernard, Saulnierville, Yarmouth, Pubnico, Barrington, Shelburne and Lockeport through late January, February and early March.

“People seemed very pleased to be able to get these kits for

free close to home,” says Public Relations Manager Ian White. “We even had people buy us coffee on very cold days handing out kits in parking lots.”

Systems Administrator Ryan McKenzie says people were thankful, but there was also a sense of relief when people received kits.

“It was a service,” he says. “The library was able to step in and fill the gap.”

With restrictions easing, the delivery of kits to the public shifted back to the library branches in the second week of March. On March 8, library branches in Digby, Weymouth, Meteghan, Yarmouth, Pubnico, Barrington, Clark’s Harbour and Shelburne had kits available near their library entrance. Westport library began offering the service on March 10 and Lockeport library on March 11.

The shift back to providing kits at library branches is possible because the province is providing regular deliveries of the kits, the omicron variant wave has passed its peak, and the demand for kits by the public has leveled off, says Comeau.

“This combination of factors allowed us to continue to support public health in the distribution of rapid test kits more widely in rural areas,” she says.

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# Library's rebranding journey begins

On Monday, Jan. 17, Western Counties Regional Library launched a new look and website, part of a rebranding process after nearly 50 years with the same look.

District Design Co. is the creative team for the rebrand, and RockFort Media designed the new accessible website.

"Since the design of the original logo nearly 50 years ago, our communities and our library have undergone a lot of growth and change," says Library Executive Director Erin Comeau.

She says the rebranding better reflects today's public libraries, what they stand for, and how they are used.

"District Design did an extensive community survey in which we asked our communities what key words come to mind when they think of their library," Comeau says.

The four dominant words coming out of the survey were connection, learning, create and empower.

District attached a symbol and a colour to each word and incorporated them into the new logo. The colour palette is a balance of warm and cool tones representing optimism, vibrancy, ocean and earth.

This was integrated into the new website which is vibrant,



The library unveiled its new look, logo and website on Jan. 17.

simple and user friendly, Comeau says.

"We are excited about these changes and believe library users will enjoy the new look and the user-friendly website," Comeau says. "Just visit [www.westerncounties.ca](http://www.westerncounties.ca) to see for yourself."

## AROUND THE BRANCHES

### Headquarters

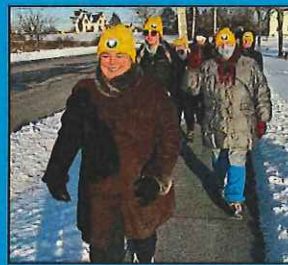


Brenda Muthoni and Josh Ayuba of the Maritime Centre for African Dance presented a Zoom workshop featuring African dance, drumming, Afrobeats and storytelling on Feb. 16.

As part of African Heritage Month, the library offered a Zoom workshop on Feb. 16 by the Maritime Centre for African Dance, featuring African dance, drumming, Afrobeats and storytelling. It attracted a large number of school classes from across the region. "The students had a lot of fun dancing," says Jennifer Whittaker, a Grade Primary teacher at Meadowfields Community School in Yarmouth. "They made the connection that there is an African drum in the music room, and we are going to see if we can borrow it to try out the three drumming techniques."



Right, Acquisitions Clerk Karen Doucet receives her 15-year work certificate from Lydia Hunsberger, Manager of Collections and Digital Services on Feb. 13.



Automation trainer Mahala Sears, second from left, organized a library team to enter Coldest Night of the Year fundraising walk on Feb. 26. The team raised \$1,295 for SHYFT Youth Services Society and Tri-County Women's Centre.

### Clare



Library clerk Darlene Gaudet enjoys a retirement cake made by library patron Margaret Jeddry on March 3. Darlene officially retires on March 31.

### Digby

The library created a passive program to accompany a February Grab-&-Go in which children had to follow polar bear tracks in the library to find the polar bear.

### Lockeport

Library clerk Danielle MacAuley-Williams retired March 12 after 14 years with the library.

### Pubnico



Above right, library clerk Bobbiann Markle receives her 5-year work certificate from branch manager Lydia Hunsberger on Feb. 1.

### Westport



Westport library has a new accessible front door.

# TOWN OF SHELBURNE BURSARY

## Application Form

VALUE: \$250.00

### CRITERIA:

This bursary is not based on academic achievement or financial need.

- Open to all graduating seniors from Shelburne Regional High School
- Please indicate if you have or have had any involvement with employment or committees of the Town.
- Please include your name and address.

DEADLINE FOR SUBMISSIONS: Friday May 20<sup>th</sup>, 2022

**Incomplete or late applications will not be considered.**

**PAYMENT:** Will be awarded at the graduation ceremony in June, unless no suitable candidate has applied or if none of the selections were chosen by the selection committee.

**ESSAY FORMAT:** An essay of 350 minimum words, please include responses to the following two questions in your essay. Value will be given to proper English grammar, spelling, and answers.

### QUESTIONS:

1. If you had the opportunity to promote Shelburne to youth from other areas; what would you say?
2. Volunteering is a great way to give back to your community and make new ideas become a reality. Why do you think it is important to give back to your community? Have you done volunteering and if so, what did you learn?

### CONTACT INFORMATION:

Applications and/or Questions can be addressed to:

Robin Smith  
Executive Coordinator  
PO Box 670  
168 Water Street  
Shelburne, NS  
B0T 1W0  
(902) 875-2991 ext. 8  
[Robin.smith@shelburnens.ca](mailto:Robin.smith@shelburnens.ca)

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# Do you have your Civic Number on your home or business?

Properly displaying your civic numbers ensures that emergency responders for fire, ambulance, and police can easily locate your home or business.

Contact Pat Thorburne of the Lions Club at (902) 875-6051 to order. Cost is \$22

**Sign up For Safety**

**7446**

**Post Your Civic Number**



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THE UNIVERSITY OF CHICAGO  
 LIBRARY  
 540 EAST 57TH STREET  
 CHICAGO, ILL. 60637

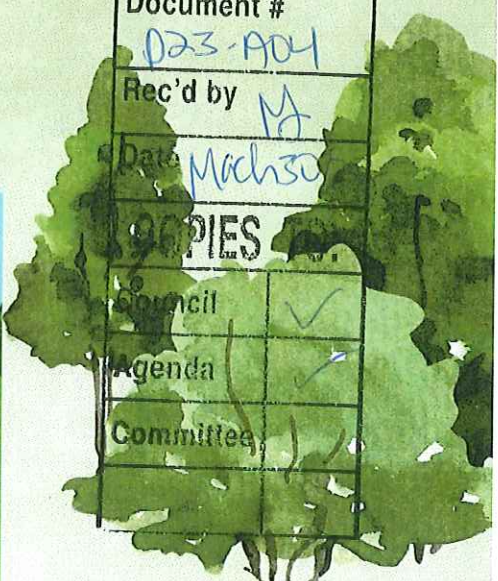


The Town of Shelburne invites all residents to help in a community clean-up between April 17th-23rd.

Help clean up your neighborhood by picking up a bag of garbage in your area of Town.

The Town Office has red garbage bags and gloves that can be picked up during office hours.

As well, we are offering a litter scavenger hunt for kids with a chance to win Itunes gift cards!







# COMMUNITY CLEANUP

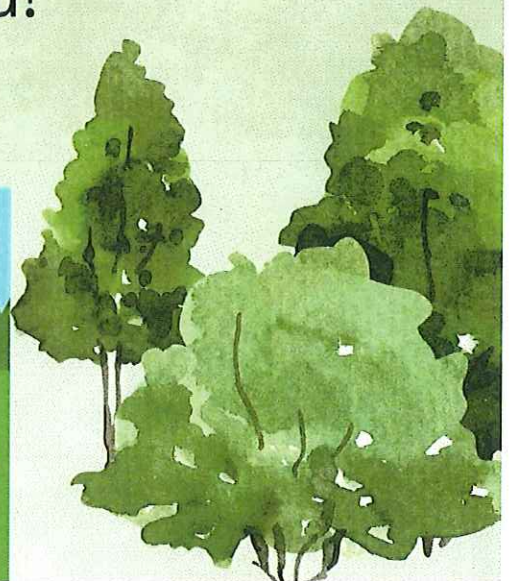


## Kids Litter Scavenger Hunt

- \_\_\_ Aluminum can
- \_\_\_ Plastic bottle
- \_\_\_ Chocolate bar wrapper
- \_\_\_ Fast food wrapper, bag
- \_\_\_ Coffee cup & lid
- \_\_\_ Something bigger than your hand
- \_\_\_ An unusual item

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March 30/22	
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Send a photo of yourself to our Town of Shelburne FB page or post below for a chance to win an Itunes Gift Card!







**Meeting Minutes**  
**Community Participation & Volunteerism Committee**  
**Thursday November 4<sup>th</sup>, 2021**  
**6pm- Council Chambers, 168 Water St.**

**Committee Members Present:**

- Bonnie Mahaney, Chair / Public Member
- Mary Ayer / Public Member
- Cheryl Bower / Public Member
- Robin Smith / Town Staff Member
- Holly Renaud / Public Member
- Rick Davis / Council Member
- Andrea Huskilson-Townsend / Public Member
- Deby MacAlpine / Public Member

**Regrets:**

- Ben Nickerson / Council Member

**1. Call to Order**

Chair Mahaney called the meeting to order at 6:00p.m.  
 Chair Mahaney welcomed Councillor Rick Davis to the Committee for the next year and thanked Councillor Elizabeth Acker for her time on the CP&V Committee the past year.

**2. Approval of Agenda**

**Renaud-Huskilson Townsend**

THAT the Agenda for the Regular Meeting of the Community Participation & Volunteerism Committee for Thursday November 4<sup>th</sup>, 2021, be approved as presented.

**CARRIED**

**3. Approval of Minutes**

**Bower-Huskilson Townsend**

THAT the Minutes of the Regular Meeting of the Community Participation & Volunteerism Committee held on October 7<sup>th</sup>, 2021, be approved as presented.

**CARRIED**

**4. Delegations**

None

**5. Correspondence**

None

**6. CP&V Items**

<b>Document #</b> D23-AOS	
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<b>Date</b> March 25	
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**a) Volunteer of the Month**

The Committee discussed the upcoming months of names for Volunteer of the Month. We will continue recognizing a volunteer that is a resident of the Town or the Municipality that volunteers actively in our community. The Committee let our very own member Mary Ayer know that we had decided to recognize her this month for all she has done for the Town.

**b) Halloween Decorating Contest Winner**

Executive Coordinator informed the Committee that we had eleven entries for the contest and the winner was Steven & Patty Pippy. It was great to see the decorating everyone did.

**c) Snowflake Update**

Executive Coordinator informed the Committee that approximately twenty-five of the snowflakes are working 100% and the others need to have all the lights or sections of the rope light replaced. Unfortunately, it will not be able to happen this year as the cost of replacing the rope lights was not something budgeted for. For the two different types of snowflakes we have the costs are \$328/\$435 plus tax and shipping each. Council will look at these costs at budget time.

**d) Miracle on Dock St.**

Executive Coordinator attended a meeting with Val Kean and the other organizations involved in the planning of Miracle on Dock St a couple of weeks ago and things are all coming together well. The Town will put in a float and will advertise as a place to do food bank donations along the route.

**e) Atlantic House Park Christmas**

Andrea Huskison-Townsend updated the Committee with everything that has happened to date. There have been many very generous donations and volunteers that have made this happen. We will plan on decorating on November 24<sup>th</sup> for the event. Discussion was then held about the story of the Grinch and the possibility of having all the Hillcrest Academy kids watch the show at the Osprey prior to the weekend of the 27<sup>th</sup>. Bonnie agreed to talk to the principal at Hillcrest and Andrea was going to send an email to the Osprey Arts Centre. The Committee is very thankful for all of Andrea's work that has gone into planning and executing this for the Town.

**f) New Year's Levee**

Executive Coordinator informed the Committee that Council will be discussing the New Year's Levee at an upcoming Council meeting, and she will inform them what the decision is.

**7. New Business**

Committee member Holly inquired whether Pet Projects could possibly use Atlantic House Park for Pet photos with Santa. There would be no problem with that at all.

Executive Coordinator informed the Committee that the Town is doing a Kids Christmas card contest. Forms will be going to Hillcrest Academy and can be picked up at the Town Office.

**Adjournment**

**Ayer**

THAT the CP & V Meeting for Thursday November 4<sup>th</sup>, 2021, be adjourned at 7pm.

**CARRIED**



# WESTERN COUNTIES REGIONAL LIBRARY

## BOARD MEETING

December 2, 2021

The regular quarterly meeting of the Western Counties Regional Library Board was held on Thursday, December 2, 2021 via Zoom.

Present were:

Councillor Sherry Thorburn Irvine, Chair, Municipality of Shelburne  
Councillor Kathy Bourque, Municipality of Argyle  
Councillor Shaun Hatfield, Municipality of Barrington  
Councillor George Manzer, Municipality of Digby  
Councillor Patti Durkee, Municipality of Yarmouth  
Councillor Louann Link, Town of Clark's Harbour  
Mayor Ben Cleveland, Town of Digby  
Councillor Kent Balish, Town of Lockeport  
Councillor Wade Cleveland, Town of Yarmouth  
Patti Simpson, Province of Nova Scotia  
Erin Comeau, Secretary-Treasurer

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Regrets were received from Elizabeth Acker, Elizabeth Arenburg and Carl Deveau.

### 1. CALL TO ORDER

The meeting was called to order at 1:00 p.m. by Chair, Sherry Thorburn Irvine.

### 2. ADOPTION OF AGENDA

There was one addition to the agenda under New Business: Purchase of a New Vehicle. It was moved by George Manzer and seconded by Shaun Hatfield:

"THAT the agenda be approved with the one addition: Purchase of New Vehicle to New Business."

MOTION CARRIED

### 3. MINUTES OF THE PREVIOUS MEETINGS

3.1 The minutes of the September 23, 2021 meeting were circulated. There being no errors or omissions, it was moved by Patti Durkee and seconded by Shaun Hatfield:

"THAT the minutes of the September 23, 2021 board meeting be approved as circulated."

MOTION CARRIED

- 3.2 The Email vote minutes for Mandatory Vaccination of New Hires that took place from November 2-9, 2021 were circulated. It was moved by Patti Durkee and seconded by Shaun Hatfield:

"THAT the Email vote minutes for Mandatory Vaccination of New Hires from November 2-9, 2021 be approved as circulated."

MOTION CARRIED

- 3.3 The Email vote minutes for Branding that took place from November 8-12, 2021 were circulated. It was moved by Patti Durkee and seconded by Shaun Hatfield

"THAT the Email vote minutes for Branding from November 8-12, 2021 be approved as circulated."

MOTION CARRIED

#### **4. BUSINESS ARISING FROM THE MINUTES**

##### **4.1 Library Branch Services and Patron Use Update**

Erin indicated that updates to the policy would be tabled until current pandemic restrictions are lifted.

##### **4.2 Proof of Vaccination for New Employees**

Erin reported that proof of vaccination for new employees will now be included in all new job postings, as well as the conditions of employment for new hires.

#### **5. CHAIR'S REPORT**

Chair Sherry Thorburn Irvine acknowledged the enormity of work done by staff as a result of COVID and all other aspects of library work. As a Board, she wished to continue the conversations to commit to the increase in municipal funding to libraries and for the board to commit to reviewing budgets in order to provide decent living wages.

#### **6. LBANS REPRESENTATIVE REPORT**

Sherry Thorburn Irvine reported that at the last LBANS meeting she attended, governance was discussed. The next meeting is scheduled for December 4 and the LBANS Executive will be working on a new Strategic Plan as well as updating the Bylaws. One item to be reviewed is a survey that was held of library boards and friends of the library. Library collections will also be discussed.

## **7. DIRECTOR'S REPORT**

Erin reported that since she wrote her Director's Report, three Casual Clerks were hired. Staff attended a Stress Management seminar via Zoom. A new logo and branding was completed with a launch to take place mid-January alongside the launch of our new website. Goals & Objectives are on track. Erin noted that a new Strategic Plan was scheduled for development in the spring of 2022 but with everything else that is going on, members agreed to delay the development of a new Strategic Plan until the fall of 2022.

## **8. PERSONNEL COMMITTEE REPORT**

Patti Durkee, Personnel Committee Chair, reported that the Personnel Committee held a meeting on November 18, 2021 to discuss the Mandatory Vaccination Policy. The other topic discussed was the review of the Management structure and to hire a Deputy Director. The Personnel Committee will meet this winter to discuss this topic and present their results at the next Board meeting.

## **9. FINANCIAL STATEMENT**

The October 31, 2021 Financial Statement was circulated. It was moved by Ben Cleveland and seconded by Patti Durkee:

"THAT the October 31, 2021 Financial Statement be approved as presented."

MOTION CARRIED

## **10. NEW BUSINESS**

### **10.1 Mandatory COVID-19 Vaccination Policy**

Erin reported that the Labor Management Committee met to discuss the draft Mandatory COVID-19 Vaccination Policy which was drafted by the Board Personnel Committee. Erin recommended that the deadline for all WCRL employees to be fully vaccinated be January 31, 2022. It was moved by Patti Durkee and seconded by Kent Balish:

"THAT the Mandatory COVID-19 Vaccination Policy be approved with the deadline to be fully vaccinated be January 31, 2022."

MOTION CARRIED

### **10.2 Purchase of a New Vehicle**

Erin advised the Board that the current 2015 Transit Connect will have to be replaced soon. She spoke to dealerships and there is a shortage of suitable vehicles on the lots. A discussion was held. It was moved by Patti Durkee and seconded by Wade Cleveland:

"THAT the Director tender for a new vehicle by invitation to dealerships in the tri-counties who can supply a vehicle suitable to the library's needs, and that a vehicle be purchased at a cost of up to \$50,000."

MOTION CARRIED

**11. CORRESPONDENCE**

No correspondence received.

**12. OTHER**

No other.

**13. AROUND THE TABLE**

No news to report.

**14. NEXT MEETING**

Thursday, March 17, 2021 at 1:00 p.m. via Zoom.

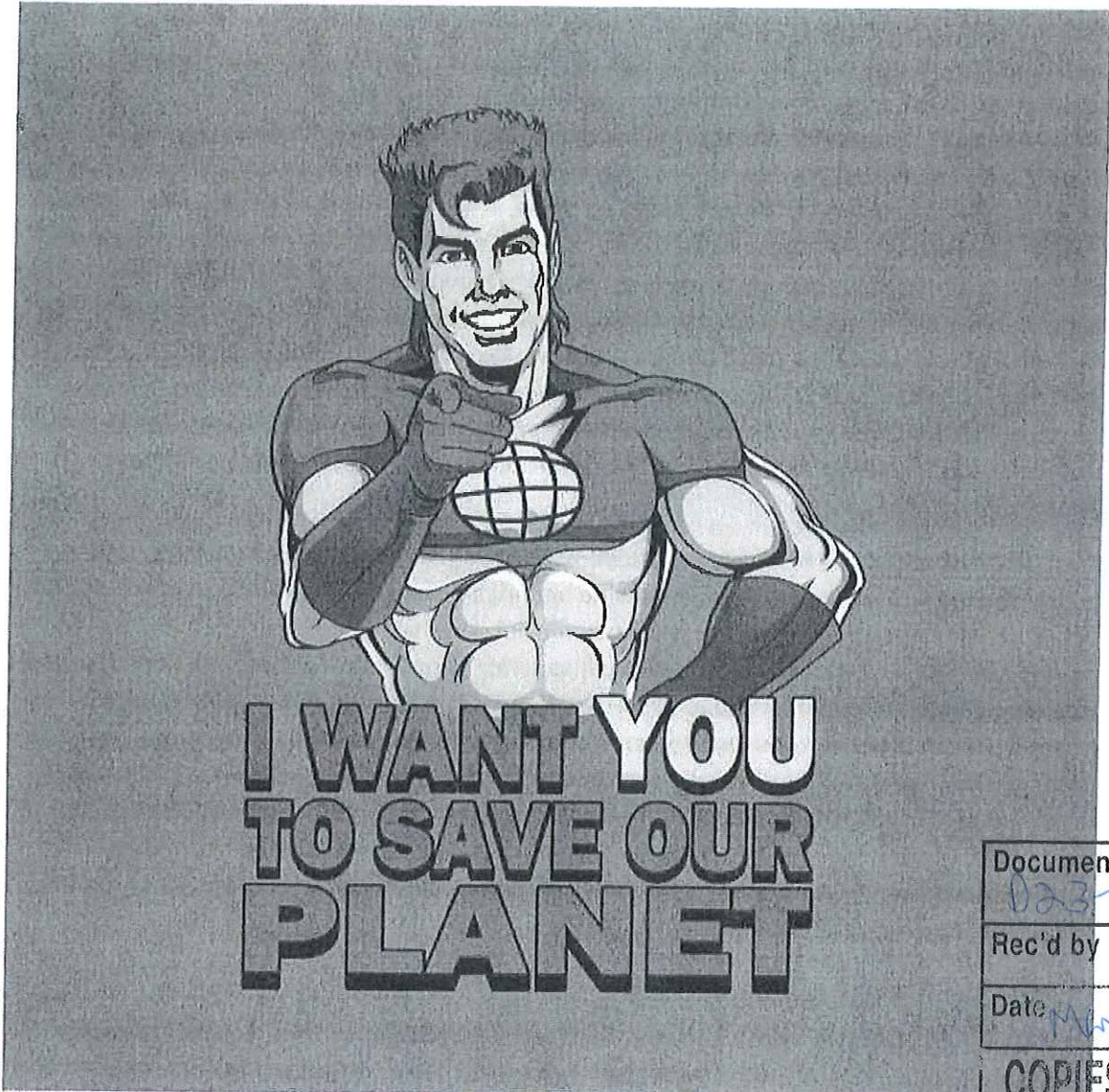
**15. ADJOURNMENT**

On a motion from Shaun Hatfield and Kent Balish, the meeting adjourned at 1:45 p.m.

7(b)

**Waste Diversion Officer Report:**

**October 1, 2021 – February 1, 2022**



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Date	March 23/22

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Council	✓
Agenda	✓
Committee	

## Waste Diversion Officer Update

Oct. 1, 2021 – Feb. 1, 2022

### **HHW**

Household Hazardous Waste (HHW) has been steady for this reporting period. For this quarter of the year, we would typically have a downturn in residents frequenting the site, but we are still on average for 10-15 customers per day. The volume accepted has decreased a bit and this writer has noticed a difference in the types of materials coming to the site. For instance, up until this quarter we were receiving a lot of older chemicals from residents who had just purchased a property, whereas now the bulk of what we are receiving is newer chemical containers that are from renovations on properties recently purchased. There was an overall increase in 2021 for amounts we accepted at the HHW, we were close to doubling the amounts of paint cans received at the site, from 17 tub skids, to 29, and we had an increase in lab-packed materials of approximately 20%, and finally we sent out 50 battery boxes in 2021. During the latest R-6 educators meeting we had a round table discussion of battery recycling, and we are providing our residents as much, or more accessibility than anywhere in our region. The batteries have been transported to the C&D site and are sent directly from the site to Montreal for final processing with the Call 2 Recycle program. This writer completed and sent out the HHW Annual Report for the Department of Environment 3 weeks in advance of the February due date that provides them the total amounts of all classification types received, disposed of, and disposed of by whom as well as our Terrapure invoices/manifests to R-6 for applicable Divert NS funding.

This writer worked at the HHW site 6.5 additional working days within this reporting period to assure we are lab-packing our most vulnerable materials within the day (or shortly thereafter) it was received. To assure that we are permit compliant and that we are storing our vulnerable materials (ie: Muriatic Acid, Hydrochloric Acid) as safely as possible in a timely manner. It is also noteworthy that we have had a huge influx of variety with regards to what we have been accepting in comparison to the last 3 years that require immediate lab-packing due to the nature of the chemical. This reporting period has brought a downturn of items left at the gate on off hours. This writer has been tracking this on the daily sheet at the site and its hopeful that this will continue to decline. It is usually paint cans, or empty oil containers that are left, but there have been times when unidentifiable items have been left, where writer has had to PH test the item for classification.

On October 2<sup>nd</sup>, 2021, we held our annual Electronic/HHW pickup for the Town of Lockeport and surrounding areas. As usual it was a very successful event. We had a full 20 ft. trailer that we took back to our HHW site and processed in the days that followed. The feedback from residents was very positive, I would estimate that we had anywhere from 50-60 customers in the 8 hours we were set up. We were lucky as the weather was great, and we had a lot of repeat customers. One positive outcome we achieve at the "roaming" HHW is that a lot of the

time a resident would bring an item, then enquire about things they had left at home as they did not think it was an acceptable item only to find out we did accept the item, prompting them to come for a repeat visit.

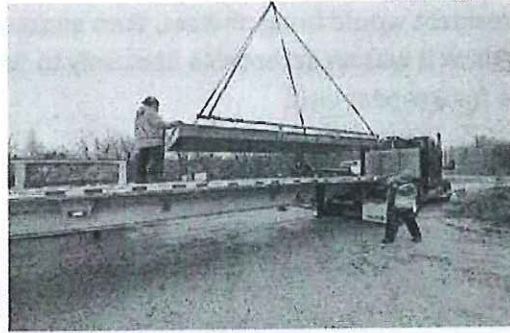


*October 2<sup>nd</sup>, 2021, Lockeport HHW 2 hours after we set up.*

### ***RMRF***

The Regional Materials Recovery Facility has been a busy spot this last reporting period. We have had some major upgrades with the installation of our new scale. There were significant delays as we were supposed to have the scale installed in October, but due to manufacturing delays, then with the unfortunate medical emergency of the truck driver delivering the scale (leaving the scale and driver stranded in the US), we had to adapt to assure as little disruption to service as possible. These delays, then with a pending weather situation pushed back the installation of the scale until December 15<sup>th</sup>, 16<sup>th</sup>, and 17<sup>th</sup> in which we had to close to the public for 2.5 working days.

This writer was left satisfied by the professional work ethic that Weigh-Tronix brought to the project. They were communicative with regards to delays, the Project Manager, Andrew Stewart, provided exemplary customer service and assurances along the way. There were slight concerns with how the concrete foundation would hold up with the removal of the old scale, however when the technicians inspected it they found it was still in excellent condition and was still level allowing for a smooth installation overall. The previous scale weighed in at just shy of 18,000lbs. and as a surprise, Weigh-Tronix had arranged to have the scale picked up the day of removal and we were credited for the scrap metal costs, where the original plan was to leave it on site to have our public works staff quarter it for removal with our other scrap metal, providing us a bit of hidden savings.



***Scale Installation at the RMRF (December 15, 2021)***

We completed site maintenance this reporting period, trimming back the brush between the scale house and the loading cells. We also trimmed around the sign and in the ditch leading up to the site on Highway 3 to assure that residents can see oncoming traffic while leaving the site.

In this reporting period this writer contacted local companies with regards to freon removal for the 438 Fridges/Freezers/AC Units. Rhyno's in Bridgewater attended the site on December 21<sup>st</sup>, 2021 and started the freon removal process to allow for the units to be crushed by American Iron and Metals, who were awarded the annual contract for metal processing. Rhyno's attended the site on 4 different days, with 2 technicians and completed the job on January 7<sup>th</sup>, 2022. We will now be budgeting for this service on an annual basis, as this was 4 years of refrigeration units as this is an important item that we are providing accessibility for our resident's disposal.

American Iron and Metal have been attending our site since January 31<sup>st</sup>, to start the metal processing. In the past this would be done onsite, but due to bailer break downs, they have been transporting out metal from our site to theirs in Dartmouth for final crushing. They are attending the site with a full-length semi-trailer that has a crane affixed to the truck to load the metals with. There have been some concerns with their equipment getting stuck due to the freeze/thaw we have had this winter; C&D staff have had to clean up debris because of the contractor taking loads out versus processing on site which will be taken into consideration with next years metal contract.

Software upgrades will be revisited in the next Waste Diversion Officer report, we were close to securing our new software, but with the addition of electronic record keeping we are trying to identify which of our options will accommodate the new record keeping program. The hope is that this can be in place for April 1<sup>st</sup>, which will require staff training, however it is more likely that we would be looking at May before it is fully implemented.

### ***Education, Solid Waste Removal & Enforcement***

I have fielded 385 calls and responded to 51 Facebook queries in this reporting period. This has been an overall decrease from our last reporting period, but still an increase for this time of year. The number of new residents I have delivered green carts to has decreased since last reporting period but are still frequent in comparison to pre-covid times.

I attended 34 residences within this reporting period, this was a slight decrease from the last reporting period. Most of the visits have been due to rejected solid waste left from the resident's waste collection day, where writer assists the resident by sorting with the resident when possible. 4 of the visits were to assist a new resident to identify where to put their new garbage box, and 3 visits were to attend a property where the resident is a bit overwhelmed as to where to start with cleaning out their property.

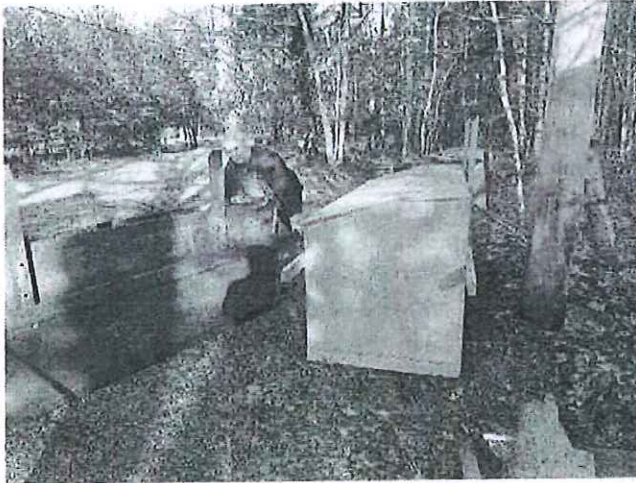
Another opportunity for education is green cart deliveries and red bag deliveries. I completed 42 green cart deliveries, that is a significant increase from 28 in the last reporting year. With the weather conditions being as cold as it has been, there has been an increase of green carts that have frozen contents that are not able to dump, as well as green carts cracking when dumped due to the temperature. 16 of these carts have been to new residents in our area, I have continued to bring them educational materials when dropping off the carts and have been able to provide necessary education to prevent future curbside rejections.

Large green carts are dwindling in numbers we will be completely out of them by the end of 2022 if we base our numbers on last year's projection. The costing on the large carts when writer last checked were between 150-200.00\$ per green cart as opposed to the \$50.00 green carts we have been purchasing the last few years. The majority of our requests have been for the smaller carts and I have recouped some as we do get calls to switch the large cart for a small cart, but there is still an appetite for this size of cart. With the price difference we will have to build it into our budget for 2023-24 or abandon the large carts moving forward, the prices continue to fluctuate due to the impacts of Covid and the global supply chain concerns.

Angela Taylor with R-6 completed a presentation to Lockeport Elementary students for sorting on November 17<sup>th</sup>, 2021, the feedback from the educator who contacted this writer to facilitate the presentation had nothing but positive feedback. Angela also presented on November 16<sup>th</sup>, to NSCC for their Continuing Care Assistant program. This is a great opportunity for students to understand the importance of medical waste and proper disposal for medical waste. We have set a few target dates for this Spring to try and do some Waste Audits at the local schools and monitor the lunch lines as we had done before Covid to continue building relationships with Cafeteria staff/faculty and to assist the students with making the right decision as to what waste stream their yogurt cup goes into.

One of the last reports goals was replacing Municipal Waste bins to assure we are following the Municipal Bins Policy. This writer, public works, and our casual built and delivered 7 Municipal

bins in various districts, and we have 3 more to deliver. This has been a time-consuming project, especially as most of the bins we are replacing have been up to half full that need to be sorted and bagged as well as delivering the old bin to the RMRF site for disposal. This writer will be taking a more in-depth inventory to assure we are not missing any that may still need repairing or removal.



***Back Lake Ohio municipal bin delivery.***

***UPCOMING:***

1. Software upgrades/installation/training at the RMRF
2. Solid Waste bylaw review with Shared Services (Ongoing)
3. October-April Waste Bylaw report
4. Continued education and conflict resolution provided throughout the Shared Services area.
5. Green cart repairs (Ongoing)
6. NS Great Pick-Me-Up litter initiative (early applications/promotion)
7. Spring Metal Collection
8. Budget Review
9. Earth Day compost give away/Potential School garbage pickup