



Municipality of the County of Kings
Regional Sewer Committee
Agenda

January 14, 2021 10:00am

Orchards/Vineyards Room, Municipal Administration Building

Item	Description	Required Action	Responsibility
1	Roll Call		Chair
2	Additions to the Agenda	Decision	All
3	Approval of Agenda	Decision	All
4	Disclosure of Conflict of Interest Issues	Decision	Chair
5	Business Arising from Minutes	Discussion	All
6	Approval of Minutes: <ul style="list-style-type: none"> • November 19, 2020 	Decision	Chair
New Business			
7	FY2021-22 Regional Sewer Budget Process	Decision	M. Livingstone
8	Review of Agenda Standing Items and Reporting	Decision	Chair/ S. Quinn
9	Operations and Compliance Update	Discussion	S. Quinn
10	Current Year Budget Update	Discussion	M. Livingstone
11	Capital Updates	Discussion	J. Doody
12	Partner Updates	Discussion	All
	Other Business		All
	Correspondence		
	Public Comments		
	Next Meeting – (February 11, 2021)	Decision	
	Adjournment	Decision	

REGIONAL SEWER COMMITTEE MEETING MINUTES

November 19, 2020

A meeting of the Regional Sewer Committee was held Thursday, November 19, 2020 at 10:00 am in the Orchards/Vineyards room at 181 Coldbrook Village Park Drive.

In attendance:

Municipality of the County of Kings

Councillor Jim Winsor, Chair*

Scott Quinn, Director of Engineering & Public Works, Lands & Parks Service

Mike Livingston, Manager of Financial Reporting

Austin Brown, Acting Manager of Public Works

Jim Doody, Acting Manager of Engineering Services

Kevin Wheaton, Financial Analyst

Chloe Austin, Recording Secretary

Town of Kentville

Dave Bell, TOK Engineer

Village of New Minas

Commissioner James Redmond

Ian Morrison, Clerk/Treasurer

PepsiCo Foods Canada

Dylan Quartermain, PepsiCo

Gerard Hamilton, Operations Manager

Regrets:

Scott Conrod, CAO Brian Smith, Acting CAO

Tim Bouter, Manager of Engineering Services

Lisa Amon, Administrative Assistant

Councillor Cate Savage, Town of Kentville

Lisa Langille, Compliance Officer

Call to Order

Chair Councillor Winsor called the meeting to order at 10:02 a.m. Councillor Winsor confirmed that he will remain on the committee for another year. Brief Introductions were made.

Additions to the Agenda

There were no additions to the agenda.

Approval of the Agenda

Commissioner Redmond moved to approve the agenda; seconded by Dylan Quatermain. Motion Carried.

Disclosure of Conflict of Interest Issues

There were no issues disclosed.

Business Arising from the Minutes:

There was an inquiry into the PepsiCo overflow that took place over a long weekend. This has been addressed.

Approval of the Minutes of October 16, 2020

Commissioner Redmond moved that the minutes of the October 16, 2020 Regional Sewer Committee meeting be approved as circulated; seconded by Dylan Quartermain. Motion Carried.

Status Report – Work Plan

Questions of governance are on hold pending MGA amendments.

Operations Update:

Environmental Compliance

Scott Quinn reviewed the compliance sheets. The Regional plant has been operating at 45 to 50 percent operating capacity. All effluent parameters were below regulatory limits for second straight month. There was a discussion on what factors may have contributed to the positive results. It was noted during the discussion that the upgrades to the aeration system has had a noticeable impact on the improvement in STP performance.

Current Year Budget Update

Kevin Wheaton advised that the overall budget, as of the end of September, is about \$70,000 under budget with power and labour costs continuing to trend below budget. Timesheets show that staff hours are down about 13% compared to same time last year. If current trends hold the total staff hours will be down about 6% for the year. Councillor Winsor noted that it's good to have lower demand and hopes trends continue to provide a surplus to allow reserves to rebuild.

Capital Update

Jim Doody noted that divers will address a stopped air base on the bottom of the lagoon bed. A contractor is scheduled upgrade to aeration systems cells 3-4. There are 2 clamps on lines that came off. The repair is considered warranty work.

New Business

None.

Correspondence

A compliance letter was received from Environment Canada and will be followed up on. Scott Quinn reported that the new operations manual is almost complete. New SOPs are still in progress with 1-2 rounds of comments which are likely to be done by end of month. Scott Quinn signs off as department head.

Other Business

The position of Manager of Public Works has been posted. The job ad closes Dec 15 and it is hoped that the new person will be in place by the new year.

The Chair would like the committee to consider its function, structure, and whether it is doing meaningful work. Is there a way to improve operation reports so that they are more meaningful? Are there any adjustments that should be made to the frequency of meetings?

Next Meeting:

The next meeting of the Regional Sewer Committee will be on Thursday, January 7, 2020.

Adjournment

With no further business to discuss, the meeting was adjourned at 10:39 a.m. on a motion made by Commissioner Redmond and Dylan Quartermain.

Approved by:

Councillor Jim Winsor
Chairperson

Chloe Austin
Recording Secretary