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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, December 18, 2019
9:00am
Valley Waste Boardroom

Attendees

Members Present: Wendy Elliott, Eric Bolland, Barry Corbin, Martha Armstrong and Gail Smith

Alternates Present: None

Guests: Greg Barr, Director of Finance & IT, Municipality of Kings, Mike Livingstone, Manager Financial Reporting, Municipality of Kings, Mayor Jeff Cantwell, Town of Wolfville

Regrets: Chair Kinsella

Staff: Andrew Wort, Jeff Martin, Andrew Garrett, Geoff McCain, Grace Proszynska, and Brenda Davidson

Agenda Item No. 1 – Welcome and Call to Order

Vice-Chair Corbin, in Chair Kinsella's absence, welcomed everyone calling the meeting to order at 9:02am.

Agenda Item No. 2 – Approval of the Agenda

ON MOTION OF WENDY ELLIOTT AND SECONDED BY ERIC BOLLAND 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 Draft Minutes from Regular Authority Meeting November 20, 2019
ON MOTION OF ERIC BOLLAND AND SECONDED BY GAIL SMITH THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE MINUTES OF NOVEMBER 20, 2019, AS CIRCULATED.

MOTION CARRIED.

Agenda Item No. 4 – Business Arising from the Minutes

Agenda Item No. 4.1 – Follow-up: Proposed Revisions to Bylaw and Associated Directives

Grace Proszynska, Bylaw Enforcement Officer and Andrew Garrett, Communications Manager, referred to the Draft Valley Region Solid Waste-Resource Management Bylaw and associated Valley Region Solid Waste-Resource Management Authority Bylaw Directives, as circulated and attached to these minutes. Mr. Garrett noted that concerns raised by Party representatives during the process of amending the 2 documents have been addressed. It was further noted that in response to the question, a legal opinion has been secured from Solicitor Shanks indicating that it is not necessary for the individual Parties to appoint Grace Proszynska as the Bylaw Enforcement Officer for their respective municipal units as the Bylaw includes wording that addresses the matter. Mr. Garrett explained that Ms. Proszynska is appointed by the Department of Justice and a Special Constable and Peace Officer and that she is also appointed to enforce select clauses within the Provincial Environment Act and associated Solid Waste-Resource Regulations. These appointments are renewed every 3 years. One other question was raised with regard to the change in the Bylaw regarding the allowable time for the set-out of materials for curbside collection and an explanation has been provided which appears to have satisfied the matter. Mr. Garrett noted that it is hoped that the Authority will approve the 2 documents for forwarding to the Parties to start the process of individual Council approvals today.

ON MOTION OF ERIC BOLLAND AND SECONDED BY GAIL SMITH THAT THE VALLEY WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE FORWARDING THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT BYLAW AND ASSOCIATED VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY BYLAW DIRECTIVES TO THE PARTIES UNDER THE INTERMUNICIPAL SERVICES AGREEMENT FOR RATIFICATION BY THE INDIVIDUAL COUNCILS.

MOTION CARRIED.

In response to the question, it was indicated that Authority staff will prepare a package for approval by each Council and that it will be the responsibility of each municipality to formalize the final approval of the documents at the Provincial level.

A discussion arose with it being noted that there may be outstanding questions regarding the Bylaw and Associated Directives requiring additional attention prior to the documents being considered in their final form and ready for formal approval by the Parties. In particular, Mr. Barr noted that he had, just this morning, received feedback including questions from the Director of Land Use Planning and Inspection Services that warrant further investigation asking the Authority for the time to address those and any other concerns that may arise. It was stressed that having final documents in place that all Parties are comfortable with for final approval is critical to a successful conclusion to the process.

ON MOTION OF ERIC BOLLAND AND MARTHA ARMSTRONG THAT THE MOTION BE TABLED FOR FURTHER DISCUSSION DURING A SPECIAL MEETING TO BE HELD IN EARLY JANUARY.

MOTION CARRIED.

General Manager Wort requested that any and all questions be forwarded as soon as possible with Vice-Chair Corbin reminding all that the formal approval process at the Council level could take 6-8 weeks. It

is hoped that the final versions of both documents will be available for the approval of the Authority for forwarding to Councils during the special meeting. Mr. Barr stressed that he was not in any way attempting to grind the process to a halt but only to help by ensuring that solid documents fully supported by all Parties are in place.

Grace Proszynska left the meeting at this time.

Agenda Item No. 5 – General Manager Report

General Manager Wort reported that a great deal of time over the past month has been dedicated to the development of the 2020-2021 Operating and Capital Budget to be discussed later during the meeting.

Agenda Item No. 5.1 – Kaizer Meadow Landfill Consultation Committee Meeting – held November 27, 2019

Mr. Wort noted that a Kaizer Meadow Landfill Consultation Committee meeting was held on November 27, 2019. The major topic of discussion was the status of the launch of the Sustane operations. More discussion regarding the matter will take place during the budget deliberations later during the meeting. The key issue is the impact the Sustane operations will have on the Authority's budget and unfortunately the Municipality of the District of Chester has not been able to provide final per-tonne disposal numbers for the current fiscal year or the 2020-2021 fiscal year. A request has been made for the information and another meeting has been requested for early in January where it is hoped that the final numbers will be made available. It was stressed that the Authority's budget developed based on the cost-per-tonne values that are known at this time with it being anticipated that those values will require adjustments.

Mr. Wort further noted that the draft budget to be discussed today has not been shared with Party Chief Administrative Officers as it was felt that the Authority should be the first body to review the proposed plan and associated budget.

ON MOTION OF MARTHA ARMSTRONG AND SECONDED BY WENDY ELLIOTT THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE GENERAL MANAGER'S REPORT.

MOTION CARRIED.

On a final note, it was indicated that Wendy Elliott, who serves on the Kaizer Meadow Landfill Consultation Committee is attending her last meeting as an Authority representative on behalf of the Town of Wolfville to be replaced by Mayor Cantwell in January and therefore, the Authority will be required to select a new representative for that Sub-Committee as soon as possible.

With that in mind, Office Manager Davidson was asked to include Authority Sub-Committee representation on the Agenda for the next Regular Authority meeting.

Agenda Item No. 6 – Staff Reports

Agenda Item No. 6.1 – Manager of Finance

Agenda Item No. 6.1.2 – Investment Committee Activity (Request for Proposals Required)

Finance Manager McCain reviewed the Portfolio Review, Valley Waste-Resource Management, dated November 27, 2019, prepared by ScotiaMcLeod, as circulated and attached to these minutes. Mr. McCain explained the diversity in the Authority's investment holdings and the current status of the holdings. In response to the question, it was noted that the Authority's Investment Policy does not speak directly to ethical investing and that the question will be forwarded to the Investment Committee for further consideration. Also in response to the question, it was noted that Heather McKay, Citizen Representative on the Investment Committee has proven to be extremely knowledgeable and an asset to the Committee when making investment decisions.

General Manager Wort added that the 5-year contract with ScotiaMcLeod has expired, however, the firm continues to represent the Authority. In order to address the matter, a Request for Proposals or Expression of Interest will be prepared and released soon.

Agenda Item No. 6.1.1 – Presentation – Draft 2020-2021 Operating and Capital Budget

Finance Manager McCain began the process of introducing the Draft 2020-2021 Operating and Capital Budget, by first providing a comprehensive overview of current year activity as per the attached Operating Fund Budget Detail – Draft spreadsheet for the Year Ending March 31, 2020, as circulated and attached to these minutes. Mr. McCain explained the variances which have resulted in an anticipated year-end surplus in the amount of \$497,498. It was further explained that the information has been developed without any potential impact as the result of the Authority's contract with the Municipality of Chester for landfill services and while unknown at this time, those operations could result in a significant impact to the Authority's current year-end financials.

General Manager Wort then took the floor to provide the Authority with a presentation entitled "2020 Vision FY 2020-2021 Operating and Capital Budget", a copy of which is attached to these minutes. The presentation focused on the key areas of:

- The Process - Steps Forward
- Overview of Forecast for current fiscal year
- A net contribution analysis of tipping fees
- The shift in tonnages being processed at the West Management Centre
- An overview of tonnages being managed at the East Management Centre
- The growth of the Household Hazardous Waste Program and other stewardship programs
- The Strategic Focus for the upcoming fiscal year.

A short break was held at this time, with the December Regular Monthly meeting called back to order at 11:07am. With the limited time available today as a quorum will be lost at 12:30pm, it was the consensus to proceed at this time with scheduling a Special Authority Meeting to be held on January 9, 2020, beginning at 9:00am in the Board Room to deal with the Bylaw and any other outstanding items from the meeting today. It was noted that while the Intermunicipal Services Agreement does require the Authority to have a budget before Party Councils 90 days prior to the start of the new fiscal year, it is also critical that every effort is made to ensure accuracy and stability in the budget development

process. General Manager Wort indicated he would take the step of making Party Chief Administrative Officers aware of the planned approach to the budget approval process.

Finance Manager McCain then referred to the draft 2020-2021 Operating and Capital Budget providing the Authority with an overview of the revenue section of the budget reminding all that the potential impact of Chester operations have not been included and further that a meeting with Chester representatives has been requested with staff awaiting a response.

In response to the question, it was noted the budget has been developed based on the status quo as it appears that Annapolis County will be proceeding with the construction of a competing transfer station with it noted the potential impact of that operation on the Authority's operations should be included.

In response to the question, it was noted that the interest earned on the funds held relating to the Annapolis County matter should also be held as restricted to ensure protection.

It was the consensus to move from the draft budget at this time with it being anticipated that discussions will continue during the Special Authority Meeting to be held on January 9th, 2020. All were encouraged to contact General Manager Wort with any questions or concerns in preparation for the special meeting. The Authority then moved forward with the remainder of the Agenda for the meeting.

Agenda Item No. 6.2 – Operations Manager

Agenda Item No. 6.2.1 – Report to Authority: Sale of Surplus Equipment

Operations Manager Martin reported that 3 vehicles declared as surplus equipment have been successfully sold. The total received for all 3 vehicles was \$3,128.00. The Authority was reminded that the equipment was well aged and in some cases not road-worthy.

ON MOTION OF ERIC BOLLAND AND SECONDED BY MARTHA ARMSTRONG THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE OPERATIONS MANAGER REPORT.

MOTION CARRIED.

Agenda Item No. 6.3 – Office Manager

Office Manager Davidson reported that she did not have any new information to bring before the Authority at this time; however, it was noted that it is hoped that proposed revisions to the Personnel Policies will soon be available for review by the Policy Committee.

Agenda Item No. 6.4 – Communications Manager/Regional Coordinator

Communications Manager Garrett noted the Regional Coordinator Report to the Authority were circulated, as attached to these minutes adding that the 2020 Waste-Resource Management Calendars are now being distributed across the Region. Party Municipalities should receive a bundle of the new calendars for distribution to residents upon request soon. Mr. Garrett stressed that the calendars do offer information regarding the new 4-day per week collection strategy.

Agenda Item No. 6.4.1 – Communication and Enforcement Activity Levels Report

Mr. Garrett noted that the Communications Update, dated November 2019, was circulated as attached to these minutes. There was not an Enforcement Activity Level Report as Bylaw Enforcement Officer, Grace Proszynska, has been away.

Agenda Item No. 7 – New Business

In response to the question, it was noted that staff are not contemplating implementing a tipping fee for loads of leaves arriving at the Management Centres at this time. The acceptance of the leaves at no charge was put in place following the elimination of the curb-side leaf collection service a few years ago. It was noted that the service reduction saved the Authority in the range of \$30,000 - \$40,000 at that time. It was further noted that the leaves are moved off site with Valley Waste-owned equipment for use by Farmers and that in some cases, the Farmers pick up the leaves directly from the Management Centre sites.

Agenda Item No. 8 – Annual Election of Authority Chair and Vice Chair

In keeping with the Election of Officers Policy, General Manager Wort took the floor and called for nominations for the position of Chair to the Authority for the 2020 calendar year for the 1st time.

Barry Corbin nominated John Kinsella for the position. Eric Bolland seconded the nomination. It was indicated that Mr. Kinsella has indicated he is willing to continue to serve the Authority as Chair.

General Manager then called for nominations for the position of Chair to the Authority for the 2020 calendar year for the 2nd, 3rd and 4th and final time – none were heard.

ON MOTION OF MARTHA ARMSTRONG AND SECONDED BY BARRY CORBIN THAT NOMINATIONS FOR THE POSITION OF CHAIR TO THE AUTHORITY FOR THE 2020 CALENDAR YEAR CEASE.

MOTION CARRIED.

Chair Kinsella was deemed to be successfully elected to continue to serve in his position of Chair to the Authority for the 2020 calendar year.

In Chair Kinsella's absence, General Manager Wort then proceeded with the election of Vice-Chair to the Authority.

Mr. Wort called for nominations for the position of Vice-Chair to the Authority for the 2020 calendar year.

Martha Armstrong nominated Barry Corbin with Wendy Elliott seconded the nomination.

Mr. Wort then called for nominations for the position of Vice-Chair to the Authority for the 2020 calendar year for the 2nd, 3rd and 4th and final time – none were heard.

ON MOTION OF MARTHA ARMSTRONG AND SECONDED BY WENDY ELLIOTT THAT NOMINATIONS FOR THE POSITION OF VICE-CHAIR TO THE AUTHORITY FOR THE 2020 CALENDAR YEAR CEASE.

MOTION CARRIED.

Vice-Chair Corbin was deemed to be successfully elected to continue to serve in his position of Vice-Chair to the Authority for the 2020 calendar year.

Vice-Chair Corbin noted that he was pleased to be given the opportunity to serve in this capacity for the remainder of his term as Councillor for the Town of Berwick. Mr. Corbin added that of all the Committees that he serves, the work of the Authority has proven to pose the greatest learning curve encouraging all to consider the challenge that presents for future representation on the Authority.

Agenda Item No. 9 – Correspondence

There was no correspondence to bring before the Authority at this time.

Agenda Item No. 10 – In-Camera Session in keeping with Section 22(2)(e) of the Municipal Government Act.

ON MOTION OF WENDY ELLIOTT AND SECONDED BY GAIL SMITH 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.

Mike Livingstone, Greg Barr, Geoff McCain, Jeff Martin and Andrew Garrett left the meeting at this time.

The December regular monthly meeting of the Valley Region Solid Waste-Resource Management Authority resumed at 12:09pm.

Agenda Item No. 11 – Next Meeting – January 15, 2020

As discussed earlier, there will be a **Special Authority meeting** held on January 9, 2020 beginning at 9:00am in the Board Room.

The next Regular Monthly Meeting of the Valley Region Solid Waste-Resource Management Authority will be held on Wednesday, January 15, 2020, beginning at 9:00am, in keeping with the normal meeting schedule.

Agenda Item No. 12 – Adjournment

ON MOTION OF ERIC BOLLAND AND SECONDED BY WENDY ELLIOTT THE DECEMBER REGULAR MONTHLY MEETING OF THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY ADJOURNED AT 12:09PM.

Respectfully Submitted,

Brenda Davidson
Office Manager
Valley Waste-Resource Management