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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, January 20, 2021

9:00am

Via Webex Video Conference Call

These minutes have been posted on our Website in keeping with the Directive from Minister Chuck Porter. The minutes are in draft form and subject to amendment upon final approval by the Valley Region Solid Waste-Resource Management Authority.

Attendees

Members Present: Mayor Wendy Donovan, Craig Gerrard, Derrick Jamieson, Martha Armstrong, Gail Smith and Pat Power

Alternate Members Present: Sandra Snow

Guests: Greg Barr, Director of Finance and IT-Municipality of the County of Kings and Mike Livingstone, Manager Financial Reporting, Municipality of the County of Kings, Jennifer Boyd, CAO, Town of Middleton

Regrets: None

Staff: Andrew Wort, Andrew Garrett, Doug Armstrong, Brenda Davidson and Solicitor Shanks for In-camera session only

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 GAIL SMITH AND SECONDED BY WENDY DONOVAN 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 December 16, 2020

ON MOTION OF WENDY DONOVAN AND SECONDED BY PAT POWER THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE MINUTES OF THE REGULAR MONTHLY MEETING HELD DECEMBER 16, 2020, AS CIRCULATED.

MOTION CARRIED.

Agenda Item No. 4 – Business Arising from the Minutes

Agenda Item No. 4.1 – Authority Orientation Session held January 13, 2021

A brief discussion was held regarding the Orientation Session held January 13, 2021 which included a tour of the East Management Centre Site and Scotia Recycling Facility followed by presentations providing comprehensive insight into the programs and services offered by the Authority. It was the consensus that the Orientation Session was well designed and very informative for all participants. It was suggested and encouraged that a similar event be planned for each participating Party Council to include senior staff to raise awareness with this option already being suggested by both Wendy Donovan and Chair Armstrong to their respective Councils. It was further noted that as Pat Power was unable to attend the session, Mayor Amery Boyer attended in her place, who too, has indicated that she was very impressed with the information provided. It was further noted that documents included in the Orientation package have now been uploaded to the secure area on the Authority's website and that Communications Manager Garrett will share a presentation providing guidance to Authority representatives to access the materials.

Agenda Item No. 4.1.1 – Review of Policy AAP-03 Authority Member and Chair Job Description and Code of Conduct

Communications Manager Garrett referred to both Policy AAP-03 Authority Member and Chair Job Description and associated Code of Conduct, as attached to these minutes. All Authority representatives were encouraged to review the information and sign and submit the associated Statement of Commitment to Authority Member's Code of Conduct for the records. Completed forms should be submitted directly to Brenda Davidson.

Agenda Item No. 5 – Authority Committee Appointments

Agenda Item No. 5.1 – Investment Committee (2 Authority Members and 1 Citizen Appointment – appointed annually as per AAP-16, Investment Policy

Chair Armstrong reached out to the Authority seeking volunteers to serve on the Investment Committee with General Manager Wort providing an overview of the anticipated Committee activity levels. A short discussion was held regarding current citizen committee representative, Heather MacKay, who has indicated her desire to continue working with the Authority and proven to be an asset in that role.

Craig Gerrard and Derrick Jamieson volunteered and were selected to represent the Authority on the Investment Committee.

ON MOTION OF WENDY DONOVAN AND SECONDED BY GAIL SMITH HEATHER MACKAY WAS RE-APPOINTED AS THE CITIZEN REPRESENTATIVE ON THE INVESTMENT COMMITTEE FOR A ONE-YEAR PERIOD.

MOTION CARRIED.

Agenda Item No. 6 – General Manager Report

Agenda Item No. 6.1 – Update: Kaizer Meadow Landfill Consultation Committee Meeting held Wednesday, January 6, 2021

General Manager Wort indicated that he had circulated the minutes from the Kaizer Meadow Landfill Consultation Committee meeting held January 6, 2021 adding that there is another Consultation Committee meeting scheduled to take place later today. More discussions regarding this matter will take place during the in-camera session to be held later during this meeting.

Agenda Item No. 6.2 – Status Report: Commercial Carrier Audit – finalized January 8, 2021

General Manager Wort was pleased to report that the on-going Commercial Carrier services Audit was brought to a successful conclusion with the Regulator on January 8, 2021 with the Authority now moved from a Conditional status to a fully Satisfactory status. Mr. Wort thanked Ken Redden and Brenda Davidson for their work on this file and bringing the matter to a close.

Agenda Item No. 6.3 – Status Report: Request for Proposals, VWRP2005 for Provision of Auditing Services

General Manager Wort provided an overview of the Report to the Authority, VWRP2005: Request for Proposals for the Provision of Auditing Services, as attached to these minutes. A short discussion arose with responses provided to questions as they arose.

ON MOTION OF GAIL SMITH AND SECONDED BY WENDY DONOVAN THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY AUTHORIZES THE GENERAL MANAGER TO ENTER INTO A 5-YEAR CONTRACT WITH MNP FOR THE PROVISION OF AUDITING SERVICES BASED ON THEIR SUBMISSION UNDER VWRP2005, REQUEST FOR PROPOSALS FOR THE PROVISION OF AUDITING SERVICES.

MOTION CARRIED.

Agenda Item No. 7 – Continued Review of Draft 2021-2022 Operating and Capital Budget

General Manager Wort noted that senior staff have reviewed the proposed draft budgets and met with participating Party CAO's and Finance Directors to discuss the draft. Mr. Wort noted that he is being advised by tone of the CAO's that the proposed increase of \$600,000 is not acceptable explaining that a majority of the cost increases are directly related to increases in long-term contracts and changes in the volume of materials which are not controllable. Mr. Wort noted that there are a few changes that could be considered such as a reduction in professional services and the Authority's consideration of an increase in tipping fees for some commodities which could generate between \$100,000-\$120,000 in increased revenues depending upon the notice period given for implementation. Mr. Wort further explained that one of the biggest unknowns and of significant impact in the budget is the landfill disposal services

contract with more discussions regarding the matter to take place during the in-camera session to be held later during the meeting where it is hoped direction by the Authority will be provided.

In response to the question, General Manager Wort confirmed that deficiencies being identified at the Management Centre sites are the result of a combination of issues including labour insufficiencies, management and equipment challenges. Significant improvements have been made since the arrival of Interim Operations Manager, Ken Redden, but there is still a lot of work to do. With regard to labour, a successful recruit for an additional Equipment Operator/Utility Worker was just completed and the budget includes the recruitment of one more person to fill this role. Mr. Redden has been working diligently with the management centre teams to address deficiencies at the sites and since his arrival it appears there has been a noticeable change in the team's perception of the importance of having a clean, safe and efficient environment to work in. General Manager Wort noted he is comfortable with the draft budget that has been put forward as it relates to materials, equipment and labour to operate the facilities. It is critical to ensure that investments are made to maintain the sites in an appropriate and safe manner.

General Manager Wort then noted he will discuss human resources matters during the in-camera session which will include the re-activation of the recruitment for an Operations Manager in which he hopes Mr. Redden will participate.

Mr. Barr noted that while General Manager Wort may have received a comment from one CAO regarding the proposed increase in the budget, it is the collective opinion at this time that the proposed increase is significant and challenging for the Parties and that there may be a number of areas where small reductions could be considered.

A discussion arose where it was the consensus that any amendments to the proposed draft budget should be brought before Party CAO's and financial representatives prior to being presented to the Authority to ensure consensus at the Party level. With that in mind, Mike Livingstone was asked to confirm with his team what the deadline date for budget numbers would be to allow staff to work backwards from there in developing a go-forward plan. It was further noted that additional clarification will be requested from the Municipality of the District of Chester for landfill services during the Consultation Committee meeting to take place later today.

In response to the question it was explained that tipping fees are not based on a full cost recovery model as in some cases this may result in the private sector becoming inventive in disposing of materials. The Authority currently has "flow control" in place through the Bylaw for residual waste and construction and demolition debris materials, but not for other commodities. Full cost recovery will be a policy decision requiring the input of participating Party Councils and the Authority itself. General Manager Wort further noted that any change in the schedule to Tipping fees will require each of the participating Party's to amend the Waste-Resource Management Bylaw and associated Directives to capture the change which is a more onerous procedure than when the Directives did not form part of the Bylaw as enacted by each individual Council.

Chair Armstrong noted that she saw an anomaly in fees for janitorial services in the East Management Centre and West Management Centre asking staff to further investigate the values noted to confirm accuracy.

On a final note it is anticipated that in order to meet any deadline for final draft budget approval, a Special Meeting of the Authority will likely be required and that notification of a meeting will be released as soon as details become available.

Agenda Item No. 8 – Communications Manager/Regional Coordinator and Communications Report

Communications Manager Garrett referred to the Report to Authority, Regional Coordinator Report, dated January, 2021 as attached to these minutes, highlighting the key areas within the report. Mr. Garrett also referred to the Communications Update, dated January 2021, the Enforcement Report to Authority, dated December 2020 and the Social Media Report dated December 2020, all as circulated and attached to these minutes.

In response to the question, it was noted that staff did a great deal of research in advance of implementing the curb-side collection services in cottage country and that some issues with road access by collection contractor vehicles were anticipated. Generally, the services are going very well, but there have been some concerns about winter collection which staff are working to address and resolve as best as possible.

In response to the question, it was noted that staff can refresh previously used public service announcements regarding the potential benefits of the extended producer responsibility legislation and share that information with the Authority. It is hoped that the impending change in provincial leadership will energize the province's commitment to the development of the associated regulations.

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

MOTION CARRIED.

Agenda Item No. 8.1.1 – Status Update: Valley Region Solid Waste-Resource Management Bylaw and Associated Directives

There was no new information brought forward at this time.

Agenda Item No. 9 – New Business

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

Agenda Item No. 10 – Correspondence

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

Agenda Item No. 11 – In-Camera Session in keeping with Section 22(2)(c) and (f) of the Municipal Government Act.

ON MOTION OF WENDY DONOVAN AND SECONDED BY GAIL SMITH THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY MOVED TO AN IN-CAMERA SESSION IN KEEPING WITH SECTION 22(2)(c) AND (f) OF THE MUNICIPAL GOVERNMENT ACT.

MOTION CARRIED.

The January 2021 regular monthly meeting of the Valley Region Solid Waste-Resource Management Authority was called back to order at 11:38am.

Agenda Item No. 12 – Next Meeting

The next Regular Monthly Meeting of the Valley Region Solid Waste-Resource Management Authority will be held on February 17, 2021, in keeping with the normal meeting schedule.

Mr. Barr noted that Mike Livingstone has been able to determine a deadline date for draft budget values. Valley Waste has been invited to the Municipality of Kings to present the budget on February 16, 2021 and the budget values would be needed by Kings staff in advance of that meeting. In order to meet this timeline, the Municipality of Kings requests the final draft budget values no later than February 2, 2021.

As indicated earlier, in order to meet budget approval timelines there will most likely be a Special Meeting of the Authority called to deal with the final proposed Draft Operating and Capital Budget with a meeting notification to be released as far in advance of the meeting as possible to participants.

Agenda Item No. 13 – Adjournment

ON MOTION OF GAIL SMITH AND SECONDED BY WENDY DONOVAN THE JANUARY 2021 REGULAR MONTHLY MEETING OF THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY ADJOURNED AT 11:40AM.

Respectfully Submitted,

Brenda Davidson
Office Manager
Valley Waste-Resource Management