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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, June 17, 2020**

**9:00am**

**By 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:** Eric Bolland (in the board room), Barry Corbin, Martha Armstrong, Gail Smith and John Kinsella, Jeff Cantwell

**Guests:** Greg Barr, Director of Finance and IT, Municipality of Kings and Sandi Millett-Campbell, CAO - Town of Annapolis Royal

**Regrets:** None

**Staff:** Andrew Wort, Andrew Garrett, Geoff McCain, Jeff Martin, Andrea Gibson-Garrett, Solicitor John Shanks for In-camera session held during the meeting

**Agenda Item No. 1 – Welcome and Call to Order**

Chair Kinsella welcomed everyone calling the meeting to order at 9:02am. In recognition of the fact that the meeting was being held through Webex video conferencing, all meeting participants were asked to identify themselves when speaking.

**Agenda Item No. 2 – Approval of the Agenda**

**ON MOTION OF GAIL SMITH AND SECONDED BY BARRY CORBIN THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE AGENDA, AS CIRCULATED.**

**MOTION CARRIED.**

### **Agenda Item No. 3 – Approval of the Minutes:**

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#### **Agenda Item No. 3.1 - Approval of Draft Minutes from Regular Authority Meeting held May 20, 2020**

**ON MOTION OF ERIC BOLLAND AND SECONDED BY JEFF CANTWELL THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE MINUTES OF THE REGULAR MONTHLY MEETING HELD MAY 20, 2020, AS CIRCULATED.**

**MOTION CARRIED.**

### **Agenda Item No. 4 – Business Arising from the Minutes**

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There was no business arising from the minutes brought before the Authority at this time.

### **Agenda Item No. 5 – General Manager Report**

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#### **Agenda Item No. 5.1 – Update:**

General Manager Wort noted that both the Eastern and Western Management Centres are back to normal operating hours. They were opened gradually over the past few weeks and this week is the first week with full operating hours. Small vehicle traffic is very heavy right now at both sites with Lawrencetown setting a record number of 320 vehicles in one day. It was also noted that Lawrencetown is still being staffed by education staff for the time being.

It was also noted that after many discussions, Spring Clean-up for bulky items cannot go forward this year. Questions were raised whether a free drop-off, mobile drop-off or a reduced tipping fee would be feasible for bulky items in lieu of Spring Clean-up and to confirm that Valley Waste is committed to a Fall Clean-up. It was noted that these alternatives would be difficult to administer. GM Wort confirmed that Valley Waste is committed to a Fall Clean-up and the simplest course of action would be to wait until the scheduled Fall Clean-up and potentially offer a larger item limit for all property owners, similar to when Clean-up was cancelled in 2014.

Chair Kinsella thanked Mr. Wort for the update.

#### **Agenda Item No. 5.2: Briefing Note: Servicing Cottage Areas with Depot Bins**

General Manager Wort referred to the submitted *Servicing Cottage Area with Depot Bins* briefing notes, prepared by Andrea Gibson-Garrett. GM Wort explained that the conclusion is that the cottage depot bin collection system is outdated. There is an increase in WCB claims related to injury at the bins along with continued abuse of materials placed at the bins. In recent weeks, Valley Waste has received several emails and calls supportive for curbside collection and one that was opposed. Providing the cottage depot areas with curbside collection is more cost effective and efficient. Kings County affirmed that they are supportive of moving cottage depot serviced areas to curbside collection.

EFR Environmental has developed a strategy to collect smaller private roads with a special smaller truck. These trucks are currently in use in other areas of NS and can secure one of these trucks for use this summer.

With the Board's approval to transition to curbside collection, Valley Waste will work with EFR Environmental to confirm in detail that the collection system will work for the affected areas, work with the County of Kings to ensure awareness as all the affected areas are in their Municipality and develop an education plan to precede the roll-out of the new service.

It was noted that in Pictou County, curbside collection on private roads works very well and is offered on a seasonal basis. Recycling has to be placed at the public road but garbage and compostables are collected at the end of each driveway. To address bulky items, each cottager is issued two vouchers for free tipping fees each year and was suggested as something to consider for bulky item collection.

Legal counsel Shanks was questioned whether an indemnity clause was necessary for travelling private roads. His response was that it helps as a second layer of protection from liability. If this was secured from each road association, it may delay the transition for a year.

Councillor Armstrong noted that the Municipality of the County of Kings is supportive of the transition this year but it was requested that residents are given 4 weeks' notice to prepare and have a communication plan in place to address any complaints.

Chair Kinsella thanked Ms. Garrett for the report.

**ON MOTION OF MARTHA ARMSTRONG AND SECONDED BY BARRY CORBIN THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY AUTHORIZE THE GENERAL MANAGER TO PROCEED WITH ADDING DWELLINGS ON PRIVATE ROADS TO THE CURBSIDE COLLECTION CONTRACT AT \$16.46 PER HOUSEHOLD/MONTH AT A TOTAL COST OF APPROXIMATELY \$221,029 PER YEAR AND TO TRANSITION PRIVATE ROADS SERVICED BY THE COTTAGE DEPOT COLLECTION TO CURBSIDE COLLECTION.**

**MOTION CARRIED.**

## **Agenda Item No. 6 – Staff Reports**

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### **Agenda Item No. 6.1 – Manager of Finance**

#### **Agenda item No. 6.1.1. – Unaudited Revenue and Expense Statement for the Period Ending May 31, 2020**

Finance Manager McCain reported that he will have this report available for the next Authority meeting.

#### **Agenda item No. 6.1.2. – Presentation of Draft Audited Consolidated Financial Statements for the year ending March 31, 2020**

Finance Manager McCain referred to the Unaudited Revenue and Expense Statement for the Period Ending March 31, 2020 and the accompanying Variance Analysis report as circulated and attached to these minutes. Mr. McCain highlighted that revenue was up 2.5%, approximately \$249,000 and expenditures were down 7.2%, approximately \$715,000, resulting in an operating surplus of \$964,175 for fiscal year 2020 as outlined in this document. Mr. McCain reviewed the Revenue & Expense Variance Analysis report and responded to questions that were asked during the presentation.

Mr. McCain referred to the Valley Region Solid Waste-Resource Management Authority Consolidated Financial Statements dated March 31, 2020, marked as Draft–For Discussion Purposes Only, as circulated and attached to these minutes.

Mr. McCain proceeded with his review of the Consolidated Statements, including Notes to the Financial Statements during which he responded to questions as they arose. Mr. McCain added that Chester has confirmed the fiscal 2020 surplus that is to be returned to the Authority is \$401,413. Last year approximately \$2 million was returned to the Authority from operations and a recalculation of the closure/post closure liability requirements. At present the Authority has approximately \$1.1 million set aside in a separate bank account as surplus funds from fiscal 2019, plus interest earned, to be returned to the Parties at a later date.

Chair Kinsella thanked Mr. McCain for the report.

**ON MOTION OF MARTHA ARMSTRONG AND SECONDED BY BARRY CORBIN THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY ACCEPT THE FINANCE MANAGERS REPORT.**

**MOTION CARRIED.**

**Agenda Item No. 6.2 – Operations Manager**

Operations Manager Martin reiterated that a slow reopening of both Management Centres was prudent under the circumstances. Programs run at the sites, such as paint recycling, electronics, HHW will need to be prepared for an influx of incoming materials due to COVID19 backlog. The sites will focus on catching up with servicing from suppliers who were closed during COVID19. In addition, all metal at both sites has been processed and sent to New Brunswick for recycling.

Chair Kinsella thanked Mr. Martin for the update.

**Agenda Item No. 6.3 – Office Manager**

Office Manager Davidson was not present and did not have anything to bring before the Authority at this time.

**Agenda Item No. 6.4 – Communications Manager/Regional Coordinator**

Communications Manager Garrett referred to the Regional Coordinator Report to the Authority dated June 10, 2020, as circulated and attached to these minutes reviewing the key topics of interest including:

- Enviro Depots have reopened with adjustments to their service. Greenwood Enviro Depot reported that it had to close operations for two days last week due to over-capacity of bottles but is now open again.
- Value Village has reopened and is accepting donations. This may be a viable alternative for residents with good condition items that were hoping for Spring Clean-up
- Clothing donation bins such as IWK and Big Brothers/Big Sisters are also back in operation and are accepting clothing donations
- Litter pick-ups continue to be a popular project. Although we did not promote litter pick-ups during April and May, we were very busy collecting the bagged litter by request. We picked up approximately 15 pick-ups including 4 loads from Morden beach. The province-wide Great NS Pick

Me Up program is now open for registration and will provide bags and gloves to participants doing a litter pick-up.

- Premier McNeil has appointed a new Deputy Minister of Environment, Scott Farmer. Regional Chairs committee has drafted a letter to Minister Farmer requesting to meet with the committee and explain to him Extended Producer Responsibility and the Efficiency Study.
- Enforcement has seen an increase in illegal dumps this spring. On average, we annually receive 85 illegal dump and 135 Bylaw infraction cases in the first 6 months. This April and May, we have already responded to 56 illegal dumps and 92 Bylaw infraction cases.

**Agenda Item 6.4.1 Status Update: Party Approval of the Valley Region Solid Waste-Resource Management Bylaw and associated directives**

Bylaw amendments: Legal counsel Shanks met with staff to review the Bylaw amendments and receive input and will provide feedback before bringing it back to the Authority.

Chair Kinsella thanked Mr. Garrett for providing the report.

**ON MOTION OF GAIL SMITH AND SECONDED BY JEFF CANTWELL THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE COMMUNICATION MANAGER'S REPORTS.**

**Agenda Item No. 7 – New Business**

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

**Agenda Item No. 8 – Correspondence**

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

**Agenda Item No. 9 – In-Camera Session in keeping with Section 22(2)(g) of the Municipal Government Act.**

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**ON MOTION OF ERIC BOLLAND AND SECONDED BY MARTHA ARMSTRONG THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY MOVE TO AN IN-CAMERA SESSION IN KEEPING WITH SECTION 22(2)(g) OF THE MUNICIPAL GOVERNMENT ACT.**

**MOTION CARRIED.**

The Authority moved to an In-Camera session at 11:20am. Jeff Martin and Andrea Gibson-Garrett left the meeting at this time. Geoff McCain then left the meeting at 11:45am.

The May regular monthly meeting of the Valley Region Solid Waste-Resource Management Authority resumed at 1:03pm.

**ON MOTION OF BARRY CORBIN AND SECONDED BY GAIL SMITH THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY IN KEEPING WITH THE OPERATING SURPLUS/DEFICIT**

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**POLICY, #AAP-07, AS APPROVED BY THE AUTHORITY ON SEPTEMBER 18, 2019 THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE RETENTION OF \$1,108,445 OF THE SURPLUS PAYABLE TO THE MUNICIPAL PARTIES FOR THE 2018-19 FISCAL YEAR AND \$6,090 OF EARNED INTEREST FOR THE PURPOSE OF RETAINING FUNDS UNTIL ALL LEGAL PROCEEDINGS BETWEEN THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY, THE MUNICIPAL PARTIES, AND THE MUNICIPALITY OF THE COUNTY OF ANNAPOLIS HAVE BEEN FULLY RESOLVED.**

**MOTION CARRIED.**

**Agenda Item No. 10 – Next Meeting – July 15, 2020**

The next Regular Monthly Meeting of the Valley Region Solid Waste-Resource Management Authority will be held on Wednesday, July 15, 2020, beginning at 9:00am, in keeping with the normal meeting schedule. Depending upon the circumstances at the time, the meeting may again be held via Webex video conference call.

**Agenda Item No. 12 – Adjournment**

**ON MOTION OF ERIC BOLLAND AND SECONDED BY GAIL SMITH THE JUNE 17, 2020 REGULAR MONTHLY MEETING OF THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY ADJOURNED AT 1:03PM.**

Respectfully Submitted,

Andrea Gibson-Garrett for  
Brenda Davidson  
Office Manager  
Valley Waste-Resource Management