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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, May 20, 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

Alternates Present: Wendy Elliott

Guests: Greg Barr, Director of Finance and IT, Municipality of Kings, Mike Livingstone, Manager Financial Reporting, Municipality of Kings and Sandi Millett-Campbell, CAO -Town of Annapolis Royal

Regrets: None

Staff: Andrew Wort, Andrew Garrett, Geoff McCain, Andrea Gibson-Garrett, Solicitor John Shanks for In-camera session held during the meeting and Brenda Davidson

Agenda Item No. 1 – Welcome and Call to Order

Chair Kinsella welcomed everyone calling the meeting to order at 9:01am. 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 ERIC BOLLAND AND SECONDED BY WENDY ELLIOTT 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 held April 15, 2020

ON MOTION OF BARRY CORBIN AND SECONDED BY GAIL SMITH THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE MINUTES OF THE REGULAR MONTHLY MEETING HELD APRIL 15, 2020, AS CIRCULATED.

MOTION CARRIED.

Agenda Item No. 4 – Business Arising from the Minutes

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

Agenda Item No. 5 – General Manager Report

Agenda Item No. 5.2: Update: Activities around response to Covid-10 Pandemic – gradual re-opening of Management Centre Sites to the General Public

General Manager Wort began by noting that yesterday, a Tuesday after a long weekend, while the East Management Centre remained closed to the general public during normal operating hours, 247 commercial vehicles and 16 residential collection vehicles accessed the site. A total of 6 loads of residual waste was transported to the landfill with it being noted the volume exceeded amounts managed through the normal spring clean-up service. Last night, the East Management Centre opened for the first time from 4:30-6:30 to the general public with 50 vehicles being processed through the scale house. All who waited in line were able to access the site to dispose of materials. While not being publicized, if the general public do attempt to access the site during normal working hours, they will be allowed through. It is anticipated that the 4:30-6:30 opening to the general public will continue for the next couple of weeks and that by taking this approach the crews are able to remain split to ensure that we do not lose the entire crew if a case of covid-19 is identified. The West Management Centre will be open to the general public during regular operating hours on Fridays beginning this coming Friday. As the Honourable Stephen McNeil and Dr. Robert Strang are indicating that there is the potential to fully open the economy in early June, staff will continue to monitor the situation and prepare to respond appropriately. It was noted that there was one e-mail received from a client who attempted to join the line-up to access the East Management Centre last night expressing his displeasure. It was also noted that the line-up of traffic was blocking some driveways to neighbouring businesses which will be carefully monitored into the future.

Chair Kinsella noted he has been working on a draft response to questions received from Mr. Hubble regarding access to the West Management Centre and it was decided to hold the response until the matter had been further discussed with the Authority. The draft response has been vetted by legal and approved for release. Questions centered around access to the West Management Centre by Annapolis County residents. The response notes that the West Management Centre is closed to the public at the moment due to our response to the Covid-19 Pandemic; however, when the site is re-opened to the general public, it will continue to accept household hazardous waste from Annapolis County residents at no charge even though there is a cost associated with processing the material as it has been deemed to be the right thing to do. It was further noted that it appears that Annapolis County opened their Transfer Station for use yesterday accepting residential materials.

On a final note, Mr. Wort indicated that it is intended to release the response to the questions that had been received soon, but again, the step of ensuring the Board is aware is being taken today.

A short discussion was held regarding the re-opening of some local Enviro-Depots with it being indicated that 4 facilities in the Valley Region are open or will re-open very soon in Lequille, Greenwood, Greenwich and Layton's located near the look-off.

General Manager Wort then noted that one of the Authority's Equipment Operator/Utility Workers was recently in a vehicle accident and it is anticipated that he will be unable to return to work until sometime in September. It was further noted that another staff member's father has passed away so he too is away from work for a few days. Operations Manager Martin has stepped in to operate equipment at the East Management Centre to address the matter which is why he is not participating in the meeting today.

Mr. Wort also noted the recent loss of Walter Termeer, who owned and operated Fundy Compost, the Authority's current organics processing contractor. It was noted that Mr. Termeer was very knowledgeable, widely well-known and will be sadly missed. It was further noted that Mr. Termeer's son, Alex, has stepped in to operate the business and that an introductory connection has been made with him.

ON MOTION OF BARRY CORBIN AND SECONDED BY GAIL SMITH THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY AUTHORIZE THE GENERAL MANAGER TO PROCEED WITH MAKING A \$200.00 DONATION IN MEMORY OF WALTER TERMEER TO DALHOUSIE UNIVERSITY'S FACULTY OF AGRICULTURE TO SUPPORT THE AWARD THAT IS BEING ESTABLISHED IN MR. TERMEER'S MEMORY AND HONOUR.

MOTION CARRIED.

Agenda Item No. 5.1 – Update: Party Approval of Draft 2020-2021 Operating and Capital Budget

General Manager Wort noted that Finance Manager McCain will address matters related to this Agenda item during his update stressing that staff are taking all steps to minimize expenses and will be providing the Authority with an update regarding any adjustments in planned capital expenditures during an upcoming meeting.

Agenda Item No. 5.3 – Report to Authority: Servicing Cottage Bins

General Manager Wort noted that Andrea Gibson-Garrett, who is participating in the meeting today, is spearheading this project regarding the future management of seasonal bins in cottage country and that further discussion regarding this matter will take place during the In-Camera session to be held later during the meeting.

Agenda Item No. 5.4 – Update: Notification to Municipality of the District of Chester regarding surplus from 2019-2020

Mr. Wort noted that Finance Manager McCain will also speak to this matter adding that it is anticipated at this time that steps, similar to those taken last year, regarding the surplus from Chester operations, will be taken again to "park" and protect the funds as the legal matters move forward.

Agenda Item No. 6 – Staff Reports

Agenda Item No. 6.1 – Manager of Finance

Finance Manager McCain advised that the annual financial audit process is moving forward with the Authority's Auditor. It is expected the process will take place over the next 2 weeks with most work by the auditor being done remotely as opposed to on-site. Arrangements will be made for the auditor to visit to perform testing (internal controls, etc.) as needed with measures being put in place to ensure the safety of all. Mr. McCain further noted that the delays in the completion of the Audit as experienced last year relating to the operations at Chester are not anticipated this year as Chester is undertaking the audit process ahead of the schedule they have followed in the past in recognition of the importance of having their audit findings incorporated into the Authority's audited financial statements.

Chair Kinsella noted that the Audit Committee, he, Barry Corbin and Gail Smith met virtually with the auditor yesterday and the meeting went very well. All involved hope that the process runs much smoother than what has proven to be the case over the past couple of years.

Mr. McCain added that Chester is now indicating a pre-audit preliminary surplus in the range of \$402,000. Last year approximately 2 million dollars was returned to the Authority from operations and a recalculation of the closure/post closure liability requirements. At present the Authority has approximately 1.2 million set aside in a protected cash account for these funds with all interest being accrued to the Parties.

Finance Manager McCain explained he has been working with Party Chief Administrative Officers and Financial representation to develop 1st quarter invoicing based on cash flow needs. As indicated by the General Manager all steps are being taken to ensure all spending is carefully monitored. The 1st quarter invoice which is in keeping with the Intermunicipal Services Agreement, based on the cash flow analysis, was issued to the Parties and is due for payment at the end of May, however, the Parties do have the opportunity to smooth the cash outlay by paying the invoice over the upcoming 3 months rather than the entire invoice balance due at the end of May. All calculations have been made to adjust anticipated costs for cash flow purposes to include the noted reduction in fuel costs. With the opportunity to spread payment over 3 months, Mr. McCain suggested the Authority's consideration of waiving the 1% late pay fees that will apply if the invoice is not paid in full at the end of the month. After a short discussion including input from Greg Barr, it was the consensus to not move forward with waiving any late payment fee.

Agenda Item No. 6.1.1 – Quarterly Expense Report for the Quarter Ending March 31, 2020

Finance Manager McCain referred to the Quarter Expense Report for the Quarter ending March 31, 2020, as circulated and attached to these minutes, noting that upon the review of the Authority the report will be posted on the Authority's website in keeping with regulatory requirements.

ON MOTION OF BARRY CORBIN AND SECONDED BY WENDY ELLIOTT THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE FINANCE MANAGER'S REPORT TO INCLUDE THE QUARTERLY EXPENSE REPORT FOR THE QUARTER ENDING MARCH 31, 2020.

MOTION CARRIED.

Agenda Item No. 6.2 – Operations Manager

It was noted once again that Operations Manager Martin is actively operating equipment at the East Management Centre and therefore unavailable to participate in the meeting. General Manager Wort noted that Mr. Martin has been extremely busy. Mr. Wort also took the opportunity to note that discussions with EFR Disposal regarding their ability to offer the spring clean up service have taken place and quite simply they are unable to secure the workforce needed to do the work and therefore the program will not proceed. Staff will be working with EFR Disposal regarding the Fall Clean Up service with consideration being given to revisiting limitations on the volume of material allowed by residents in recognition of the fact that the spring clean up service was not provided.

Agenda Item No. 6.3 – Office Manager

Office Manager Davidson 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 May 12, 2020, as circulated and attached to these minutes reviewing the key topics of interest including:

- Landfill Variances – as per the Report and referencing the letters as acknowledged under Agenda Item No. 8, Correspondence.
- Summer Intern – as per the Report with it being added that Connor MacQuarrie officially started in the position yesterday, May 29, 2020.
- Remote Education - as per the Report
- Compost Giveaway – as per the Report
- F2020 Final Education Report – as per the Report with it being stressed that funding through Divert NS is expected to continue toward the programs and services offered by the Authority, but perhaps under different parameters in response to the Covid-19 Pandemic.

Mr. Garrett further noted that communication associated with the soft-launch of the re-opening of the Management Centre will continue. At this time, a notice has been placed on the Authority's website and individuals calling are being advised of the opening plan as discussed earlier during the meeting. It is fully anticipated that additional communication tools will be used to advise the public in a few days.

Communications Manager Garrett also noted that there was a Regional Chairs meeting last week with the primary focus of discussions around the funding received from Divert NS and it was stressed during the meeting that the Board of Divert NS is very sympathetic to the circumstances that Nova Scotia Municipalities find themselves in due to the Covid-19 Pandemic and they are investigating ways that they may be able to help.

In response to the question, it was noted that the Municipality of Annapolis County is required to maintain and submit waste-resource material tonnage data to the Province and that while the Diversion Credit Funding is forwarded directly to Valley Waste-Resource Management, Annapolis County will be entitled to a portion of that based on their activity levels with Valley Waste appropriately budgeting to address the matter. Mr. Garrett further noted that there is some overlap in educational services being provided by the Authority's team to Annapolis County resident such as in schools.

Chair Kinsella thanked Mr. Garrett for providing the report.

Agenda Item No. 6.4.2 – Update: Party Approval of Valley Region Solid Waste-Resource Management Bylaw

Communications Manager Garrett noted that discussions continue with the Authority's legal representation and legal representation from the Municipality of Kings regarding moving forward with the approval of the Waste-Resource Management Bylaw and associated Directives. Further discussions regarding the matter will be held during the upcoming In-Camera session.

Agenda Item No. 7 – New Business

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

Agenda Item No. 8 – Correspondence

Agenda Item No. 8.1 – March 30, 2020 Letter to Chair Kinsella from the Honourable Gordon Wilson, Minister of Environment

Agenda Item No. 8.2 – April 9, 2020 Letter to Regional Chairs from the Honourable Gordon Wilson, Minister of Environment

Agenda Item No. 8.3 – April 20, 2020 Letter to the Honourable Gordon Wilson, Minister of Environment from Chair Kinsella

Agenda Item No. 8.4 – May 11, 2020 Letter to Chair Kinsella from the Honourable Gordon Wilson, Minister of Environment

The correspondence noted above, as circulated and attached to these minutes, was acknowledged by the Authority.

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

ON MOTION OF WENDY ELLIOTT AND SECONDED BY ERIC BOLLAND 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 May regular monthly meeting of the Valley Region Solid Waste-Resource Management Authority resumed at 10:57am.

Agenda Item No. 10 – Next Meeting – June 17, 2020

The next Regular Monthly Meeting of the Valley Region Solid Waste-Resource Management Authority will be held on Wednesday, June 17, 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 GAIL SMITH AND SECONDED BY ERIC BOLLAND THE MAY 20, 2020 REGULAR MONTHLY MEETING OF THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY ADJOURNED AT 10:58AM.

Respectfully Submitted,

Brenda Davidson
Office Manager
Valley Waste-Resource Management