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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 19, 2018
9:00am
Valley Waste-Resource Management Office – Boardroom

Attendees

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

Alternates Present: Owen Elliot

Regrets: Chair John Kinsella

CAO Group: CAO Mark Phillips

STAFF: Cathie Osborne, Scott Quinn, Jeff Martin, Andrew Garrett, Geoff McCain and Brenda Davidson

Agenda Item No. 1 – Welcome and Call to Order

Acting Chair Corbin welcomed everyone calling the meeting to order at 9:02am. A round table of introductions was held to officially welcome Martha Armstrong as newly appointed member to the Authority from the Municipality of Kings and Scott Quinn, Director of Engineering, Municipality of Kings, who has been seconded to work with the Authority as Project Manager over the coming weeks .

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 the draft minutes of November 29, 2018

ON MOTION OF WENDY ELLIOTT AND SECONDED BY ERIC BOLLAND THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE MINUTES OF NOVEMBER 29, 2018, AS CIRCULATED.

MOTION CARRIED.

Agenda Item No. 4 – Interim General Manager

Agenda Item No. 4.1 – Status Report-Discontinuation of Service to Annapolis County

Ms. Osborne provided the Authority with an overview of recent activity noting the following:

- The Municipality of Annapolis County has not forwarded any payment for arrears for services rendered;
- The Parties are in preliminary discussions with Solicitors regarding the next steps which could include Arbitration or a separate action with discussions ongoing. Mr. Quinn is completing work that will contribute to the decision making throughout the process;
- The last 3 service contracts have now been signed including: Scotia Recycling (with one item to bring forward during the in-camera discussion later during the meeting), Janitorial Services and the one year extension with EFR Disposal for collection services. With the extension in place, the agreement for this service will terminate on March 31, 2020, which will give the Authority the time required to prepare and release a Request for Proposals for the services to commence April 1, 2020;
- The Municipality of Annapolis County has provided notice to the Municipality of the District of Chester that, as of last Tuesday, they will no longer require landfill services as they are using an alternate service provider. It appears at the present time, that their organic materials are being delivered to NorthRidge Farms, their recyclable materials are being received by Scotia Recycling and the residual materials are being received by the landfill in Cogmagun. Ms. Osborne noted that while the Scotia Recycling facility is on Authority-owned lands, there is a lease agreement for the use of the lands in place and therefore interference with their accepting materials through a private contract would not be in the best interest of the Authority. Scotia is self-weighting all materials being received from Annapolis County and there is no negative financial impact on the Authority due to their acceptance of the materials. The biggest risk for the Authority lies with the Kaizer Meadow Landfill where the loss of residuals from Annapolis County could negatively impact the cost per tonne for the processing of the Authority's materials.

Agenda Item No. 4.2 – Project Manager – Scott Quinn

Mr. Quinn began his secondment with the Authority 2 weeks ago in the role of Project Manager and has been working on a number of matters; some of which will be discussed during the in-camera session later during the meeting. Acting General Manager Osborne noted that Mr. Quinn has also participated in the development of the draft operating and capital budgets for the 2019-2020 fiscal year which will be brought before the Authority for consideration today in keeping with the timelines as set out in the Intermunicipal Services Agreement.

Agenda Item No. 5 – Staff Reports

Agenda Item No. 5.1 – Manager of Finance

Agenda Item No. 5.1.1 – Presentation of the Draft 2019-2020 Operating and Capital Budget

Finance Manager McCain took the floor referring to the 2019-2020 Draft Operating and Capital Budget working papers, dated December 18, 2018, as circulated and attached to these minutes. It was noted that staff have prepared 2 draft versions of the budgets with one being based on the Authority's operating of the West Management Centre 3 days per week and one based on the full closure of the West Management Centre. Mr. McCain provided the Authority with a presentation highlighting the key budget issues also as attached to these minutes. It was noted throughout the presentation that key

decisions will be required by the Authority and further that additional details will be provided by Mr. Quinn to support the decision-making process later during the meeting.

Acting Chair Corbin thanked Finance Manager McCain and the team as a whole for all of the hard work in preparing the budget for the Authority's consideration.

ON MOTION OF ERIC BOLLAND 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 OF THE MUNICIPAL GOVERNMENT ACT.

MOTION CARRIED.

The December 2018 regular monthly meeting was called back to order at 11:03am.

It was the consensus of the Authority that the draft budget working papers be adjusted based on discussions during the in-camera session to allow the Authority to see the overall impact of the recommendations from that session. Finance Manager McCain and Project Manager Quinn left the meeting to adjust the working papers accordingly and the Authority continued by moving forward with other Agenda items.

Agenda Item No. 5.2 – Operations Manager

Operations Manager Martin addressed the Authority noting that daily operations continue to move forward with efforts now being made to clean up the badly congested construction and demolition debris area. Discussions are also underway with Scotia Recycling and EFR Disposal regarding the impact of Scotia Recycling acceptance of recyclable materials from Annapolis County with staff developing a plan to ease the congestion difficulties being experienced. In response to the question it was noted that there are approximately 7500 green carts collected from Annapolis County. Some of those carts will be kept for the Authority's use into the future with others to be sold to other municipalities who have indicated an interest to purchase. It was noted that while extensive efforts have been made to collect all of the Authority-owned carts from Annapolis County some residents continue to hold their carts. The next step will be to issue those individuals a letter indicating the cart is the property of the Authority and must be returned and that arrangements can be made to collect the carts or an invoice will be prepared and released.

Agenda Item No. 5.3 – Office Manager

Office Manager Davidson reported that she did not have any new information to bring before the Authority at this time.

Agenda Item No. 5.4 – Communications Manager/Regional Coordinator

Communications Manager Garrett took the floor noting that while there was not a written report to bring forward, the Regional Chairs Committee did meet on November 30th and during the meeting the Chairs continued to express disappointment in the letter from the Minister regarding the suggested province-wide ban on single-use plastic bags. Mr. Garrett further noted that Matt Kelleher, Manager of Solid Waste, is leaving the Halifax Regional Municipality as he has accepted a position with the City of Toronto.

Agenda Item No. 6 – Committee Reports

Agenda Item No. 6.1 – General Manager Selection Committee

Acting Chair Corbin reported that more details regarding the activities of the General Manager Selection Committee will be discussed later during the in-camera session.

Agenda Item No. 6.2 – Policy Review Committee

Acting Chair Corbin noted that the Policy Review Committee has 4 new Policies to bring before the Authority today as follows:

Agenda Item No. 6.2.1 – Draft Hospitality Policy, AAP-21

ON MOTION OF ERIC BOLLAND AND SECONDED BY WENDY ELLIOTT THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE DRAFT HOSPITALITY POLICY, AAP-21, AS CIRCULATED AND ATTACHED TO THESE MINUTES.

MOTION CARRIED.

Agenda Item No. 6.2.2 – Draft Whistle Blower Policy, AAP-23

ON MOTION OF MARTA ARMSTRONG AND SECONDED BY WENDY ELLIOTT THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE DRAFT WHISTLE BLOWER POLICY, AAP-23, AS CIRCULATED AND ATTACHED TO THESE MINUTES.

MOTION CARRIED.

Agenda Item No. 6.2.3 – Draft Employment Equity Policy, AAP-24

ON MOTION OF OWEN ELLIOT AND SECONDED BY ERIC BOLLAND THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE DRAFT EMPLOYMENT EQUITY POLICY, AAP-24, AS CIRCULATED AND ATTACHED TO THESE MINUTES.

MOTION CARRIED.

Agenda Item No. 6.3.4 – Draft In-Camera Meetings Policy, AAP-26

ON MOTION OF WENDY ELLIOTT AND SECONDED BY GAIL SMITH THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE DRAFT IN-CAMERA MEETINGS POLICY, AAP-26, AS CIRCULATED AND ATTACHED TO THESE MINUTES.

MOTION CARRIED.

Agenda Item No. 7 – New Business

There was no new business to bring before the Authority at this time; however, Acting Chair Corbin noted that he had received information from CAO Scott Conrod that will be further discussed during the in-camera session later today. Acting Chair Corbin further noted that cash flow continues to be a serious issue for the Authority and it is hoped that the matter will be resolved soon.

Return to Agenda Item No. 5.1.1 – Presentation of Draft 2019-2020 Operating and Capital Budget

Project Manager Quinn and Finance Manager McCain returned to the meeting with revised operating and capital budget working papers as per the discussions earlier during the meeting. All were advised that the revised documents should be noted as dated December 19, 2018, as circulated as attached to these minutes.

ON MOTION OF WENDY ELLIOTT AND SECONDED BY GAIL SMITH THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECOMMEND THE APPROVAL OF THE MODIFIED ANNUAL OPERATING PLAN AND CAPITAL BUDGET FOR THE 2019-2020 FISCAL YEAR TO INCLUDE REDUCED OPERATIONS AT THE WEST MANAGEMENT CENTRE AND CAPITAL LIFECYCLE OPTIMIZATION AT BOTH MANAGEMENT CENTRES AND FURTHER THAT THE PLAN AND CAPITAL BUDGET BE FORWARDED TO THE PARTIES FOR APPROVAL.

A short discussion arose where in response to the question, Acting General Manager Osborne noted that Annapolis County has been subsidized to a degree through the Authority's operations since inception. Anticipated savings related to service reduction may not be as significant as anticipated by some as there are some areas where costs have risen particularly with major contracts and capital requirements. The proposed budget includes a mixture of cost reductions and increases and these will be carefully explained to the parties in supporting documentation when the draft budgets are forwarded for their review and ultimate approval.

Agenda Item No. 8 – Correspondence

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

Agenda Item No. 9 – In-Camera Session in keeping with MGA Section 22(2)(e) and (g) -Contract Negotiations and Legal Advice

- 9.1 – Status Report: Recyclables Processing Contract with Scotia Recycling
- 9.2 – Status Report: Curbside Collection and Transportation Contract
- 9.3 – Status Report: Legal

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

MOTION CARRIED.

The December Regular Monthly Meeting of the Valley Region Solid Waste-Resource Management Authority was called back to order at 11:45am.

Agenda Item No. 10 – Election of Chair and Vice-Chair

In keeping with the Elections of Officers Policy, Acting General Manager Osborne proceeded with the election of the Chair to the Authority for the 2019 calendar year, calling for the 1st time for nominations for the position.

Barry Corbin nominated John Kinsella who has indicated that he is willing to continue to serve as Chair to the Authority. The nomination was seconded by Eric Bolland.

Acting General Manager Osborne then called for nominations for the position of Chair to the Authority for the 2018 year for the 2nd time – none were heard. Ms. Osborne then again called for nominations for the position of Chair to the Authority for the 2019 calendar year for the 3rd and finally for the 4th time – none were heard.

Nominations for the position of Chair to the Authority for the 2019 calendar year ceased.

John Kinsella was successfully elected to continue in his position of Chair to the Authority for the 2019 calendar year by acclamation.

Acting General Manager Osborne then moved forward with holding the election of the Vice-Chair to the Authority for the 2019 calendar year as Acting Chair Corbin has expressed his interest in continuing to serve in this role.

Ms. Osborne called for nominations for the position of Vice-Chair to the Authority for the 2019 calendar year for the 1st time.

Eric Bolland nominated Barry Corbin with Gail Smith seconding the nomination.

Acting General Manager Osborne then called for nominations for the position of Vice-Chair to the Authority for the 2019 year for the 2nd time – none were heard. Ms. Osborne then again called for nominations for the position of Vice-Chair to the Authority for the 2019 calendar year for the 3rd and finally for the 4th time – none were heard.

Nominations for the position of Vice-Chair to the Authority for the 2019 calendar year ceased.

Barry Corbin was successful elected to continue to serve as Vice-Chair to the Authority for the 2019 calendar year. A round of applause ensued.

Acting Chair Corbin then took a moment to express, on behalf of the Authority, his gratitude and acknowledgement of Brian Hirtle's contribution to the Authority over the past years noting that Mr. Hirtle assumed his duties on the Authority with seriousness and diligence and further that his input and comments proved that he was heavily invested in the success of Valley Waste and ultimately the waste-resource management services for the residents of the Municipality of the County of Kings.

Acting Chair Corbin also took the opportunity to express his sincere appreciation for all of the hard work put forth by staff over the past months adding that he is very pleased to see the Authority moving forward in a positive direction. Finally, on behalf of Chair Kinsella and himself, he extended warm Season's Greetings to all.

Acting General Manager Osborne then advised the Authority that she will be out of Province from December 27, 2018-January 4, 2019 and that Operations Manager Martin will be serving as General Manager during her absence.

Agenda Item No. 11 – Next Meeting

The next meeting of the Valley Region Solid Waste-Resource Management Authority will be held on January 16, 2019, in keeping with the normal meeting schedule.

Agenda Item No. 12 - Adjournment

ON MOTION OF ERIC BOLLAND AND SECONDED BY MARTHA ARMSTRONG THE DECEMBER 2018 REGULAR MONTHLY MEETING OF THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY ADJOURNED AT 11:59PM.

Respectfully Submitted,

Brenda Davidson
Office Manager
Valley Waste-Resource Management