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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, February 19, 2020
9:00am
Valley Waste Boardroom**

Attendees

Members Present: Jeff Cantwell, Barry Corbin, Martha Armstrong, Gail Smith and John Kinsella

Alternates Present: Craig Gerrard

Guests: Greg Barr, Director of Finance and IT, Municipality of Kings, Mike Livingstone, Manager Financial Reporting, Municipality of Kings and Solicitor, John Shanks

Regrets: Eric Bolland

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

Agenda Item No. 1 – Welcome and Call to Order

Chair Kinsella welcomed everyone calling the meeting to order at 8:59am.

Agenda Item No. 2 – Approval of the Agenda

ON MOTION OF BARRY CORBIN AND SECONDED BY GAIL SMITH THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE AGENDA, WITH THE ADDITION OF DISCUSSIONS REGARDING THE STAFFING REVIEW AND COST AND MANAGEMENT ACCOUNTING SERVICES REQUEST FOR PROPOSALS UNDER AGENDA ITEM NO. 5.

MOTION CARRIED.

Chair Kinsella then took a moment to advise the Authority that Sandi Millett-Campbell has officially been engaged as the new Chief Administrative Officer for the Town of Annapolis Royal.

Agenda Item No. 3 – Approval of the Minutes:

Agenda Item No. 3.1 - Approval of Draft Minutes from Special Authority Meeting held January 9, 2020
Agenda Item No. 3.2 - Approval of Draft Minutes from Regular Authority Meeting held January 15, 2020

ON MOTION OF JEFF CANTWELL AND SECONDED BY BARRY CORBIN THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE MINUTES OF THE SPECIAL MEETING HELD JANUARY 9, 2020 AND THE REGULAR MONTHLY MEETING HELD JANUARY 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

General Manager Wort reported that a great deal of focus since the last meeting was dedicated to the preparation and release of the 2020 Vision – Draft Operating and Capital Budget 2020-2021 Booklet which was circulated to the Parties last week. A hard copy of the Budget Booklet was provided to each Authority representative, as attached to these minutes, with General Manager Wort noting that Brenda Davidson and Andrew Garrett were instrumental in its preparation. In response to the question, it was the consensus to move forward with a Joint Session with Party Chief Administrative Officers and Mayors to present and review the draft budget. It was further noted that Authority representatives will be invited to participate and that Representatives will encourage their Alternates to participate as well. It was stressed that the Parties are free to invite whomever they feel appropriate to the session. The morning of March 9, 2020 was selected as the date for the Joint Session and an external location will be chosen. A notice to all will be released as soon as final details are available. On a final note, Authority staff will be participating in the Municipality of the County of Kings Committee of the Whole meeting to present the draft budget on March 17, 2020.

Mr. Wort then provided the Authority with an update regarding both the Staffing Review and Cost and Management Accounting Services Request for Proposals as follows:

- Staffing Review – Gerald Walsh and Associates will hold interviews with staff next Monday and Tuesday. It was noted that 10+ year employee Sue Visentin will be resigning her position as Hot Line Operator and Green Cart Coordinator effective March 20, 2020 which is a huge loss for the organization. An advertisement for the position will be released as soon as possible. Mr. Wort also noted that staff are moving forward with preparing and releasing an advertisement to recruit candidates for the 1-year term Educator position (subject to budget approval) as included in the draft budget to ensure that the position can be filled as quickly as possible upon final budget approval. On a final note it was indicated that the Consultants will be contacting Chief Administrative Officers soon to ensure their participation in the process.
- Cost and Management Accounting – Mr. Wort reported that while the process has not advanced as quickly as he would prefer progress is being made. The Consultant has completed the baseline work with General Manager Wort planning to further discuss the status of the work with the Consultant this week. Similar to the Staffing Review, the opportunity for involvement will be offered to Party Chief Administrative Officers soon.

General Manager Wort indicated that he will plan to provide an update regarding both of these important projects during the Joint Session being held on March 9, 2020.

General Manager Wort then referred to the 2 letters noted under Agenda Item No. 8 - Correspondence indicating that further discussions will occur later during the meeting. General Manager Wort updated that the letter to Warden Allen Webber was prepared and released in follow-up to discussions during the last meeting.

Mr. Barr noted that he is pleased to hear the confirmation that the Chief Administrative Officers will be given the promised opportunity to provide input for both the Staffing Review and Cost and Management Accounting Services reports with General Manager Wort noting that he was waiting for Keir Corp to become better familiar with the Authority's operations prior to reaching out to the CAO's.

Agenda Item No. 6 – Staff Reports

Agenda Item No. 6.1 – Manager of Finance

Agenda Item No. 6.1.1 – Status Report: Provision of Draft 2020-2021 Operating and Capital Budget to Parties

Mr. McCain indicated he did not have anything further to add in follow-up to the earlier discussion.

Agenda Item No. 6.1.2 – Unaudited Revenue and Expense Statement for the Period ending January 31, 2020

Mr. McCain referred to the Unaudited Revenue and Expense Statement for the 10-months ending January 31, 2020 and the associated Budget Variance Analysis, as circulated and attached to these minutes, providing explanations for the key items.

In response to the question, a breakdown of items included in the Administration Revenues section of the budget was provided.

In response to the question, General Manager Wort provided an explanation regarding the planned approach to the management of the green carts stored at the West Management Centre that had been removed from Annapolis County adding that costs associated with handling those carts are being tracked.

Agenda Item No. 6.1.3 – Expense Reports to June 20, 2019, September 30, 2019 and December 31, 2019

Finance Manager McCain reviewed the Chair, Authority Member and General Manager Expense Reports to June 20, 2019, September 30, 2019 and December 31, 2019, as circulated and attached to these minutes, noting that the reports will be published to the Authority's website in keeping with requirements.

Chair Kinsella thanked Finance Manager McCain for his reports.

Agenda Item No. 6.2 – Operations Manager

Operations Manager Martin provided a quick update noting that staff is diligently working toward managing the stockpile of small propane tanks. The work was started during the first week of January and since that time, 20,700 cylinders have been processed for removal from the site. About 5,000 tanks remain and those should be processed by mid next week. In response to the question, Mr. Martin noted that staff are preparing the tanks for shipment to TerraPure Environmental for final processing.

The reason for the backlog of tanks was explained with it being noted that a stewardship program to cover the costs associated with the management of the tanks would be of great value.

Chair Kinsella thanked Operations Manager Martin for his report.

Agenda Item No. 6.3 – Office Manager

Office Manager Davidson reported that she did not have anything new 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 Authority dated February 7, 2020, as circulated and attached to these minutes. Mr. Garrett provided a full overview of the items addressed in the report including:

- Divert NS Funding
- Discovery Centre
- Plastic Packaging Reduction Summit
- Mercury Collection Program
- Diversion Credits.

A discussion arose regarding the now confirmed loss of the mercury collection program that was managed by Efficiency NS on behalf of NS Power. Notification of the cessation of the program was received last Wednesday with the cessation effective immediately. General Manager Wort explained that while not technically banned from landfill, the Authority has historically taken steps to keep mercury-containing products separate from the general waste-stream to reduce the opportunity for potentially dangerous exposure to mercury by employees at the Management Centre sites. It was further noted that the NS Power Program was a voluntary program and that encouraging a stewardship program for the management of this material would be in the best interest of all involved. In order to raise awareness around this important issue, staff have moved forward with developing a letter for release to the Minister of Environment regarding the matter under Chair Kinsella's signature. It was suggested that the letter be copied to NSFM as well as the Regional Chairs.

ON MOTION OF JEFF CANTWELL AND SECONDED BY BARRY CORBIN THAT THE VALLEY REGION SOLID WASTE RESOURCE MANAGEMENT AUTHORITY AUTHORIZE STAFF MOVE FORWARD IMMEDIATELY WITH PREPARING A LETTER, FOR SIGNATURE BY CHAIR KINSELLA, TO THE HONOURABLE GORDON WILSON, MINISTER OF ENVIRONMENT, AND COPIED TO NSFM AND THE REGIONAL CHAIRS REGARDING THE SUDDEN CESSATION OF THE NOVA SCOTIA POWER MERCURY COLLECTION PROGRAM ENCOURAGING THE PROVINCIAL CONSIDERATION OF THE ESTABLISHMENT OF A FORMAL STEWARDSHIP PROGRAM FOR MERCURY-CONTAINING PRODUCTS.

MOTION CARRIED.

With regard to the Diversion Credits table included in the Report, it was noted that a correction has since been made to the values to appropriately capture the movement of materials from Hantsport. The final figures indicate that the Valley Region will receive approximately \$40,000-\$50,000 less in Diversion Credit funding than what was received last year with the total values based on the comparison of Valley Region disposal levels to other Regions across the Province.

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

Mr. Garrett reminded the Authority that the Communications Update, dated January 2020, and the Enforcement Update dated February 10, 2020, were circulated as attached to these minutes.

ON MOTION OF MARTHA ARMSTRONG AND SECONDED BY GAIL SMITH THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE COMMUNICATIONS MANAGER REPORTS.

MOTION CARRIED.

A short discussion arose regarding the status of the approval of the uniform Waste-Resource Management Bylaw and associated Directives in each municipality. A round table was held with it being indicated that Annapolis Royal, Middleton and Berwick have gone through 2nd reading with Wofville and Kentville moving to 2nd reading in March. It was further noted that the Municipality of the County of Kings has forwarded the documents to their legal representation for review and approval and is awaiting a response. It was suggested that any municipalities who have or will approve the Bylaw postpone registering it with the Province until the Municipality of Kings has finalized the process just in case any changes to wording are recommended.

Solicitor Shanks reinforced the importance of having a uniform bylaw in place across all Parties so postponing the registration of the Bylaw until the Municipality of the County of Kings has fully vetted the wording would be advisable to avoid having the work that has been completed becoming redundant.

Agenda Item No. 7 – New Business

Agenda Item No. 7.1 – Strategic Planning Session

General Manager Wort explained that he is considering the value of having the Authority participate in a Strategic Planning Session prior to the upcoming municipal elections in October 2020. Mr. Wort noted that having the current Board set and transmit the goals for the Authority for the upcoming 5-10 years now may make the transition for any new Board representation easier.

A lengthy discussion ensued with varying opinions regarding the matter being raised. During the discussion it was stressed that consulting with the Parties in preparation for and during the process will be key to success. General Manager Wort noted that based on the discussion today, he will further consider the matter and perhaps include the topic as an Agenda Item for the upcoming Joint Party Session to seek further opinion.

On a final note, it was stressed the Authority has spent the past year and half focusing time on reacting to issues rather than proactively addressing matters in a strategic way and quite often when that is the case those involved can forget how to be strategic.

Agenda Item No. 8 – Correspondence

Agenda Item No. 8.1 – January 23, 2020 Letter from John Ferguson

As acknowledged earlier, the January 23, 2020 letter from John Ferguson, as circulated, is attached to these minutes.

Agenda Item No. 8.1 – February 10, 2020 letter to Warden Allen Webber

As acknowledged earlier, the February 10, 2020 letter to Warden Allen Webber, as circulated, is attached to these minutes.

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

ON MOTION OF JEFF CANTWELL 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)(c) AND (f) OF THE MUNICIPAL GOVERNMENT ACT.

MOTION CARRIED.

The February regular monthly meeting of the Valley Region Solid Waste-Resource Management Authority resumed at 11:31am.

ON MOTION OF JEFF CANTWELL AND SECONDED BY CRAIG GERRARD THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY DIRECTS ITS STAFF AND ITS LEGAL COUNSEL TO COORDINATE WITH LEGAL COUNSEL FOR THE PARTIES ON THE DISCLOSURE AND RELEASE OF INFORMATION IN SUPPORT OF THE PARTIES' LEGAL ACTION AGAINST THE MUNICIPALITY OF ANNAPOLIS COUNTY.

MOTION CARRIED.

Agenda Item No. 11 – Next Meeting – March 18, 2020

The next Regular Monthly Meeting of the Valley Region Solid Waste-Resource Management Authority will be held on Wednesday, March 18, 2020, beginning at 9:00am, in keeping with the normal meeting schedule.

As discussed earlier a notification regarding the Joint Session to be held on March 9, 2020 will be released as soon as possible.

Agenda Item No. 12 – Adjournment

ON MOTION OF JEFF CANTWELL THE FEBRUARY 2020 REGULAR MONTHLY MEETING OF THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY ADJOURNED AT 11:33AM.

Respectfully Submitted,

Brenda Davidson
Office Manager
Valley Waste-Resource Management