



P.O. Box 895, Kentville NS, B4N 4H8
Phone: (902) 679-1325 Fax: (902) 679-1327 Email:
info@vwrmm.com
Website: www.vwrmm.com

The Municipality of Kings and the Towns of Annapolis Royal, Berwick, Kentville, Middleton and Wolfville

Valley Region Solid Waste-Resource Management Authority
Wednesday, February 20, 2019
9:00am
Valley Waste-Resource Management Office – Boardroom

Attendees

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

Alternates Present: none

Regrets: none

CAO Group: CAO Jennifer Boyd

STAFF: Andrew Wort, Cathie Osborne, Geoff McCain, Andrew Garrett and Brenda Davidson

Agenda Item No. 1 – Welcome and Call to Order

Chair Kinsella welcomed everyone calling the meeting to order at 8:56am.

Agenda Item No. 2 - Approval of the Agenda

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

MOTION CARRIED.

Before proceeding with the Agenda, Chair Kinsella took a moment to indicate that, while he sees a period of challenging transition for the Authority ahead, he also sees some stability taking effect with the tension that the Authority has been under over the past months easing. He is pleased to see that the Board will once again be primarily responsible for the decisions made as the Authority looks to the future. At the same time, it can be anticipated that representatives from the Parties to the Intermunicipal Services Agreement will continue to provide advice along the way and that the advice will be considered and dealt with by the Board. Chair Kinsella stressed that he is confident that the people around the table are able and willing to “dig in and get the job done”.

Agenda Item No. 3 – Approval of the Minutes

Agenda Item No. 3.1-Approval of the Draft Minutes from Regular Authority Meeting January 16, 2019

ON MOTION OF ERIC BOLLAND AND SECONDED BY GAIL SMITH THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE MINUTES OF JANUARY 16, 2019, AS CIRCULATED.

MOTION CARRIED.

Agenda Item No. 4 – General Manager Report

Agenda Item No. 4.1 – Preparation and Release of Request for Proposals for the Provision of Services for the Collection and Transportation of Source Separated Solid Waste, VWRP1801

General Manager Wort explained that a great deal of time has been dedicated to the preparation of the Request for Proposals document for collection services. The document has been developed to request respondents to address a number of options. This includes the contemplation of changing the Authority's collection services by removing curb-side collection for the Industrial, Commercial and Institutional Sector as well as to Multi-unit residential properties greater than 4 units which is a proposed cost-saving measure that has been brought forward by the CAO group. Further discussion by the Authority will be required around this issue from a legal perspective relating to the current Waste-Resource Management Bylaw and by recognizing the importance of ensuring a clear plan is developed for implementation if the decision is made to proceed. The Request For Proposal document is being carefully worded to allow flexibility in key areas. The document has been reviewed by legal and the final amendments are being put in place. It is hoped to release the document publicly as soon as possible allowing proponents 4 weeks to respond to be followed by the award to the successful proponent. The timeline allows some flexibility should proponents request an extension.

In response to the question, it was noted that the current contract for collection services was recently extended to March 31, 2020, but it is critical to release and award the Request for Proposals twelve months ahead of the next contract to allow the successful proponent the time needed to order trucks and prepare to deliver the service. Mr. Wort explained that the current contract for Transportation Services will expire March 31, 2020, but he is considering the possibility of extending that contract to allow the Authority the opportunity to explore other methods to meet operational needs.

Chair Kinsella noted the CAO Group released a Request for Proposals for Cost and Management Accounting Services related to servicing the business sector; however there were no responses. This work will instead be completed in-house. The Parties had requested that the consideration of the Authority's 2019-2020 budget be postponed until that information was available and with that study to not be completed, the budget timeline may be affected. Mr. Wort indicated that he will be meeting with Kings County CAO Scott Conrod on another matter later today and will raise these questions with him during that meeting stressing that it is critical for the CAO group to understand the full implications of the suggested reduction in service and the importance of ensuring a measured, thoughtful and rational approach to implementation. During the process the Authority will need to consider exactly what establishments will be affected by the change and how the message will be shared. To effectively implement such a change, reduction in service to apartments and the industrial, commercial and institutional sectors, extensive consultation, education and adequate notice period is advisable. It was stressed that providing this service to the sectors in question is not the norm across the Province and

further that staff continue to explore other ways to recover costs such as a user-pay system. It was noted that, if implemented, abuse can be anticipated and policing the change will be a challenge. Mr. Wort explained that waste management is a volume driven business with fixed costs and that the more tonnage that is available to spread over the fixed costs the more cost effective the organization will become. Mr. Wort also noted that once cost effective, more volume in materials may be attracted.

In response to the question, it was noted that staff are seeking direction from the Authority has to how to proceed resulting in the following motion:

ON MOTION OF BARRY CORBIN AND SECONDED BY MARTHA ARMSTRONG THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY AUTHORIZE THE GENERAL MANAGER AND STAFF TO EXPLORE OPTIONS ASSOCIATED WITH COLLECTION SERVICES AND THE RATIONALIZATION OF THE COLLECTION STRUCTURE.

MOTION CARRIED.

General Manager Wort noted that he and will be meeting with Scott Conrod and the GIS team at Kings to discuss how available technology may be of assistance in determining exactly what enterprises are currently in place and further how that data compares to the data currently in use by Valley Waste.

Agenda Item No. 4.2 – Report to Authority: Proposed Non-Member Tipping Fee Increase

General Manager Wort reviewed the Report to Authority: Proposed Non-Member Tipping Fee Increase, dated February 20, 2019, as circulated and attached to these minutes. Mr. Wort explained, as per the Report, that when the last tip fee increase was implemented effective October 1, 2018, an increase to the non-member fees was not contemplated nor was the minimum fee tip rate for non-members. A short discussion arose around the proposed reduction in hours at the West Management Centre to 3 days per week with Mr. Wort recommending that the Authority consider increasing that to 3.5 days per week to capture a half day on Saturday as an olive branch allowing residents easier access to the site. Mr. Wort further explained that doing so would be cost neutral to the Authority based on historical traffic levels at the site on Saturdays.

ON MOTION OF BARRY CORBIN AND SECONDED BY ERIC BOLLAND THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE A 10% NON-MEMBER TIPPING FEE RATE INCREASE OF \$14.60 PER TONNE FOR BOTH “GARBAGE” AND “CONSTRUCTION AND DEMOLITION DEBRIS-MIXED” FROM THE CURRENT RATE OF 146.00 PER TONNE TO \$161.00 (rounded) PER TONNE EFFECTIVE APRIL 1, 2019;

AND FURTHER;

THAT THE NON-MEMBER MINIMUM FEE ALSO BE INCREASED FROM THE CURRENT RATE OF \$6.00 to \$10.00 EFFECTIVE APRIL 1, 2019.

MOTION CARRIED.

Agenda Item No.5 – Staff Reports

Agenda Item No. 5.1 – Manager of Finance

Finance Manager McCain took the floor referring to the Revenue and Expense Statement for the 10 months ending January 31, 2019, as circulated and attached to these minutes, highlighting the key areas of interest and reviewing the variance analysis.

In response to the question, Finance Manager McCain noted that staff continue to collect information regarding fees payable by Annapolis County due to their withdrawal from the Authority. Mr. McCain further noted that staff will be preparing amendments to the draft 2019-2020 Operating and Capital budgets based on now known information. At the present time, the Authority has been authorized to continue operations for April and May 2019 based on the draft budget as previously submitted. Mr. Wort explained that the confirmation of landfill disposal fees is critical and he will be working with Chester to secure final numbers. A short discussion arose regarding the Sustane operations at Chester with Mr. Wort indicating that while Sustane is indicating that they hope to be fully operational in 3-4 weeks, he believes that their meeting that time frame might be a challenge.

In response to the question, Finance Manager McCain indicated that the Authority's annual audit will take place mid-May and that it is fully anticipated that a meeting of the Audit Committee will be called in advance of the start of the audit process.

A short discussion arose regarding the Authority's draft 2019-2020 Operating and Capital Budgets with Mr. Wort indicating that he intends to discuss the timeline further with CAO Conrod who is engaged in the process.

ON MOTION OF MARTHA ARMSTRONG AND SECONDED BY ERIC BOLLAND THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE REVENUE AND EXPENSE STATEMENT AND THE BUDGET VARIANCE ANALYSIS FOR THE 10 MONTHS ENDING JANUARY 31, 2019.

MOTION CARRIED.

Agenda Item No. 5.2 – Operations Manager

In Operation Manager Martin's absence, due to his being on vacation, General Manager Wort referred to the Operations Manager Report to the Authority dated February 20, 2019, as circulated and attached to these minutes. Mr. Wort stressed that he has advised that the acquisition of the grinding equipment be postponed to allow for further investigations around the management of construction and demolition debris materials flowing through the Authority's operations.

ON MOTION OF MARTHA ARMSTRONG AND SECONDED BY BARRY CORBIN THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE OPERATIONS MANAGER REPORT DATED FEBRUARY 20, 2019.

MOTION CARRIED.

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; however, it is anticipated the Safety Policy and associated Occupational Health and Safety Annual Report will be brought before the Authority during the next meeting.

Agenda Item No. 5.4 – Communications Manager/Regional Coordinator

Communications Manager Garrett took the floor referring to the Regional Coordinator Report to the Authority dated February 1, 2019, as circulated and attached to these minutes. Mr. Garrett reviewed the report in its entirety adding the following:

- Extended Producer Responsibility: The Electronics Recycling Program will be expanded to accept additional items effective January 1, 2020 including microwaves.
- Extended Producer Responsibility: Motor oil, glycol, oil filters, etc., will fall under a program where that sector will be required to submit a plan to the Province for approval on how best to manage those materials. This program is scheduled for January 1, 2020.
- Extended Producer Responsibility: Paper and packaging – NSFM and the Regional Chairs are finalizing their proposal that demonstrates a consensus for EPR in Nova Scotia.
- Datacall Results: have been finalized for 2017-2018. The Valley Region disposal rate has been determined to be 344kg/person with the Provincial average being 423. Lessons have been learned in other jurisdictions especially as it relates to the impact of the disposal of large demolition projects. Further details will be provided in March. As the Authority has achieved a diversion rate lower than the Provincial average, the region will see a slight increase in diversion credit funding.

In response to the question, it was noted that the preferred method of disposal of cat litter is through the green cart program. A discussion also arose regarding the potential negative impact of large demolition projects where recycling of materials is not considered with General Manager Wort indicating that it may prove of great benefit to the Authority to ensure that programs to address this matter are in place.

ON MOTION OF WENDY ELLIOTT AND SECONDED BY GAIL SMITH THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE REGIONAL COORDINATOR REPORT DATED FEBRUARY 1, 2019.

MOTION CARRIED.

Agenda Item No. 6 – Committee Reports

Agenda Item No. 6.1 – Policy Committee

Cathie Osborne addressed the Authority referring to the Update-Policy Review Committee Activity Report to the Authority dated February 20, 2019, as circulated and attached to these minutes.

Ms. Osborne noted that while she has focused her time on the response to the Freedom of Information, Protection of Privacy request that has been submitted, it is critical to ensure that the work of the Policy Committee moves forward. In response to the question, it was noted that generally the Committee will work via e-mail but can meet at any time as deemed necessary. Ms. Osborne noted that the next priority will be updating of the Human Resources Operating Manual with Office Manager Davidson

adding that based on the consideration of amending the Authority's curb-side collection program, the Authority's Waste-Resource Management Bylaw and associated Bylaw Directives may also require attention.

Agenda Item No. 8 – New Business

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

Agenda Item No. 9 – In-Camera Session in keeping with MGA Section 22(2)(d) – Labour Relations and 22(2)(g) – Legal Advice

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

MOTION CARRIED.

The February regular monthly meeting of the Valley Region Solid Waste-Resource Management Authority resumed at 11:14am

A short discussion was held regarding the letter received by the Parties from the Municipality of Annapolis County regarding the Western Management Centre. It was stressed that the Western Management Centre has and continues to be a valuable asset under the Authority's operations.

Agenda Item No. 11 – Next Meeting

The next meeting of the Valley Region Solid Waste-Resource Management Authority will be held on March 20, 2019, in keeping with the normal meeting schedule.

Agenda Item No. 12 - Adjournment

ON MOTION OF MARTHA ARMSTRONG AND SECONDED BY ERIC BOLLAND THE FEBRUARY 2019 REGULAR MONTHLY MEETING OF THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY ADJOURNED AT 11:34AM.

Respectfully Submitted,

Brenda Davidson
Office Manager
Valley Waste-Resource Management