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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, January 15, 2020**  
**9:00am**  
**Valley Waste Boardroom**

**Attendees**

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

**Alternates Present:** None

**Guests:** Mike Livingstone, Manager Financial Reporting, Municipality of Kings

**Regrets:** None

**Staff:** Andrew Wort, Andrew Garrett, Geoff McCain and Brenda Davidson

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

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Chair Kinsella welcomed everyone calling the meeting to order at 9:01am.

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

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**ON MOTION OF BARRY CORBIN AND SECONDED BY ERIC BOLLAND 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 December 18, 2019**  
**ON MOTION OF GAIL SMITH AND SECONDED BY ERIC BOLLAND THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE MINUTES OF DECEMBER 18, 2019, AS CIRCULATED.**

**MOTION CARRIED.**

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

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**Agenda Item No. 4. 1 – Follow-up: Selection of Committee Representation: Kaizer Meadow Landfill Consultation Committee**

Chair Kinsella explained that Jeff Cantwell did attend the last Kaizer Meadow Consultation Committee meeting in Wendy Elliott's place and has offered to serve on the Committee.

**ON MOTION OF BARRY CORBIN AND SECONDED BY ERIC BOLLAND THAT JEFF CANTWELL BE SELECTED TO SERVE ON THE KAIZER MEADOW LANDFILL CONSULTATION COMMITTEE.**

**MOTION CARRIED.**

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

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General Manager Wort reported that activities around the Cost Accounting Request for Proposals work being completed by Keir Corp is now in the data gathering stage. Staff will also be approaching the collection contractor to determine if it will be possible for them to provide assistance with data gathering by providing a segregation of tonnage between commercial and residential sector collection points. Mr. Wort further noted that Keir Corp has also been asked to move forward as quickly as possible with the development of a capital financing plan and the parameters for this piece of the work were set yesterday during a conference call. It was further noted that staff have secured a copy of the Equipment Replacement Policy in effect at the Town of Annapolis Royal and that it may be of great value to have the Authority implement a similar policy in which equipment replacement is based on a clearly delineated scoring criteria. It is hoped that this piece of the work being completed by Keir Corp will be completed over the next month or so.

Mr. Wort also noted that activities are underway with the Staffing Review being completed by Gerald Walsh and Associates. A meeting was held with Mr. Walsh and one of his associates last week to develop the plan. The completion of this work will be invaluable in ensuring that the Authority is positioned for success into the future in the delivery of programs and services.

Mr. Wort then discussed the Authority's current agreement for landfill disposal services. During the recent meeting of the Kaizer Meadow Landfill Consultation Committee, a great deal of time was dedicated to the review of Chester's proposed budget for their services. General Manager Wort explained that he does have some concerns relating to their proposed approach to leachate management and an impending balloon payment that is included in the capital budget.

A discussion ensued where it was the consensus that the General Manager, in consultation with Chair Kinsella, prepares a letter expressing concerns.

**ON MOTION OF BARRY CORBIN AND SECONDED BY ERIC BOLLAND THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY DIRECTS THE GENERAL MANAGER, IN CONSULTATION WITH CHAIR KINSELLA, TO PREPARE AND RELEASE A LETTER TO THE MUNICIPALITY OF CHESTER REGARDING CONCERNS ASSOCIATED WITH PROPOSED BUDGET FOR THE KAIZER MEADOW LANDFILL OPERATIONS.**

**MOTION CARRIED.**

General Manager Wort noted that it may be of value to include an invitation to Chester representatives to provide a presentation to the Authority with it being the consensus to include that in the letter.

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

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

#### **Agenda Item No. 6.1.1 – Continued Review of 2020-2021 Operating and Capital Budget**

Finance Manager McCain took the floor referring to the Draft Operating and Capital Budget for 2020-2021, print date January 14, 2020, as circulated and attached to these minutes. Mr. McCain noted that all budget values that have been adjusted in follow-up to the budget discussion during the Special Authority meeting held last week have been highlighted in yellow. Mr. McCain then reviewed and explained each adjustment to ensure transparency and clarity.

Mike Livingstone raised several questions relating to the following:

- Interest on Annapolis County outstanding debt - Mr. McCain provided a full explanation of the approach that is being taken
- Adjustments to the residential collection section of the budget – Mr. McCain explained that there was an error in the previous version of the draft budget which has been corrected in this version of the budget
- Overall proposed increase in full time equivalents in the salary accounts – Mr. Wort explained the reasoning behind his decision to include the increase in staffing levels reminding the Authority that several projects are on the horizon for completion and that the resources must be in place to allow the work to move forward successfully. It was further noted that a similar discussion was held during the last meeting and that it was the consensus of the Authority to support the General Manager’s recommended approach

The proposed Draft Capital Budget, as circulated and attached to these minutes, was also discussed. Mr. McCain explained the amendments to the draft capital budget before the Authority today and the previous version. A discussion arose regarding the proposed acquisition of the land adjacent to the East Management Centre with it being the consensus that General Manager move forward with exploring the possibility of the acquisition as the budget moves through the approval process. Discussions also revolved around the proposed plan to fully finance the proposed capital budget with it being noted that financing can be revisited and, if warranted, the Authority could amend the existing Capital Reserve Policy to meet needs. General Manager Wort again noted that the development of a Capital Financing plan is one of the key outputs of the Kier Corp work. All were reminded that the Authority, due to circumstances, has postponed capital requirements over the past couple of years and that it is critical to success to ensure that the Authority has facilities and equipment that will meet needs now and into the future. Mr. Wort further stressed that a full business plan and budget explanatory document will accompany the draft 2020-2021 Operating and Capital Budgets when forwarded to Parties for approval.

**ON MOTION OF MARTHA ARMSTRONG AND SECONDED BY BARRY CORBIN THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECOMMEND THE APPROVAL OF THE ANNUAL OPERATING PLAN AND CAPITAL BUDGET FOR THE 2020-2021 FISCAL YEAR AND FURTHER THAT THE PLAN AND CAPITAL BUDGETS BE FORWARDED TO THE PARTIES FOR APPROVAL.**

**MOTION CARRIED.**

The unanimous Authority approval of the motion above was noted and staff will move forward with the development and release of the Draft 2020-2021 Operating and Capital Budget Package to be forwarded

to Parties for approval. It remains intended to coordinate a meeting with Party CAO's and Mayors and financial representatives to further discuss the budget proposal.

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

There was no Operations Manager Report brought before the Authority at this time.

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

Office Manager Davidson reported that she did not have anything to bring before the Authority at this time; however, it was noted that Cathie Osborne has now submitted the 1<sup>st</sup> draft of the proposed revisions to the Authority's Personnel Policies and that staff will be looking at that work as soon as possible. General Manager Wort added that the Authority suffered a Malware computer system attack that affected 2 systems in the Administration office which is being addressed. Mr. Wort also reminded the Authority of the vandalism damage that occurred at the West Management Centre. In response to the question it was noted that the total value of the damage will not likely warrant a claim through the Authority's insurance policy.

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

Communications Manager Garrett referred to the Regional Coordinator Report to Authority dated January 14, 2020, as circulated and attached to these minutes. In response to the question, it was noted that staff will be making application for funding under the Clean Youth Internship Program adding that Municipalities are eligible to make application under this funding program as well.

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

Mr. Garrett reminded the Authority that the Communications Update, dated December 2019, and the Enforcement Update dated January 6, 2020, were circulated as attached to these minutes.

In response to the question, it was noted that empty windshield washer containers continue to be properly disposed through the regular recycling stream. These containers are not part of the new Glycol program.

On a final note, Communications Manager Garrett noted that he will forward the Regional Coordinator Report to Authority Board Members to allow access to the links noted in the report.

**Agenda Item No. 7 – New Business**

Martha Armstrong indicated that CAO, Scott Conrod, has requested an update in follow-up to the letter from Kings that accompanied the budget approval for the 2019-2020 fiscal year. General Manager Wort indicated that the information can be prepared and included in the 2020-2021 Operating and Capital Budget package that is prepared for released to Parties for consideration and ultimately approval.

Barry Corbin noted that the Draft Bylaw went through first reading by the Berwick Council last night and that no questions or concerns were raised during the process.

**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 Section 22(2)(e) of the Municipal Government Act.**

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**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 IN KEEPING WITH SECTION 22(2)(E) OF THE MUNICIPAL GOVERNMENT ACT.**

**MOTION CARRIED.**

The January Regular Monthly Meeting of the Valley Region Solid Waste-Resource Management Authority resumed at 11:00am.

**Agenda Item No. 11 – Next Meeting – February 19, 2020**

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

**Agenda Item No. 12 – Adjournment**

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**ON MOTION OF GAIL SMITH THE JANUARY 2020 REGULAR MONTHLY MEETING OF THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY ADJOURNED AT 11:00AM.**

Respectfully Submitted,

Brenda Davidson  
Office Manager  
Valley Waste-Resource Management