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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 16, 2019**  
**1:00pm**  
**Valley Waste-Resource Management Office – Boardroom**

**Attendees**

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

**Alternates Present:** none

**Regrets:** none

**CAO Group:** CAO Scott Conrod, CAO Mark Phillips and Mayor Sandra Snow

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

**Public – 1 member of the public attended the meeting**

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

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Chair Kinsella welcomed everyone calling the meeting to order at 1:03pm.

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

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**ON MOTION OF ERIC BOLLAND AND SECONDED BY MARTHA ARMSTRONG THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE AGENDA WITH THE ADDITION OF REGISTRY OF JOINT STOCKS UNDER NEW BUSINESS AND ONE PIECE OF CORRESPONDENCE.**

**MOTION CARRIED.**

**Agenda Item No. 3 – Approval of the Minutes**

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**Agenda Item No. 3.1-Approval of the Draft Minutes from Regular Authority Meeting December 19, 2018**

**ON MOTION OF WENDY ELLIOTT AND SECONDED BY BARRY CORBIN THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE MINUTES OF DECEDMBER 19, 2018, AS CIRCULATED.**

**MOTION CARRIED.**

**Agenda Item No. 3.2 – Approval of the Draft Minutes from Special Authority Meeting held January 8, 2019**

**ON MOTION OF GAIL SMITH AND SECONDED BY BARRY CORBIN THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE MINUTES OF JANUARY 8, 2019, AS CIRCULATED.**

**MOTION CARRIED.**

**Agenda Item No. 4 – General Manager Selection Committee**

Chair Kinsella officially welcomed Andrew Wort, newly engaged General Manager, who took the reins on Monday, January 14, 2019 to his first meeting indicating on behalf of the Authority that if any member can be of help, all that is necessary is to ask. Mr. Wort reciprocated noting that he is looking forward to tackling his new role and working through the challenges that lie ahead.

**Agenda Item No.5 - Interim General Manager**

Cathie Osborne noted that with Mr. Wort now officially in place, this will be her final Interim General Manager report with one key item to raise. Ms. Osborne noted that various departments from the Municipality of Annapolis County have continued to access the West Management Centre for commercial waste disposal since August 2018 and have been charging monthly tipping fees to the Annapolis County charge account no. 1321. Payments have been made on a regular basis for these tipping fee charges by the Animal Control Department at approximately \$10.00 per month with the balance being paid by the County office at an average of \$170.00 per month. These charges are made to the only charge account that Annapolis County has with Valley Waste and that is the same account that has not yet been paid for cost share invoices and related interest charges. Ms. Osborne added that this is the same account for which Annapolis County has mailed back all monthly statements stamped as “REJECTED” even though payment has been made for the tipping fee portion as reported on the monthly statements. In light of the position that the Board has taken with regard to services to the Municipality of Annapolis County, it is believed that these services should have been denied at the time of the termination of the other services that had been provided under the umbrella of the Intermunicipal Services Agreement.

A short discussion arose resulting in the following motion:

**ON MOTION OF BARRY CORBIN AND SECONDED BY ERIC BOLLAND THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY SUSPENDS COMMERCIAL ACCOUNT #1321 FROM ACCESSING ANY SERVICES OF THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY UNTIL SUCH TIME AS ANNAPOLIS COUNTY CLEARS THEIR OUTSTANDING BALANCE WITH VALLEY WASTE AND FURTHER THAT NOTIFICATION OF SUSPENSION OF SERVICE TO BE PROVIDED IMMEDIATELY.**

**MOTION CARRIED.**

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

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

Finance Manager McCain took the floor referring to the Revenue and Expense Statement for the 9 months ending December 31, 2018, as circulated and attached to these minutes, highlighting the key areas of interest fully reviewing the associated variance analysis. In response to the question related in the reduction in anticipated organic materials, it was suggested that more publicity around the allowable use of the green cart for cat litter may be of value. On a final note, Mr. McCain noted that it is anticipated at this time that the Authority will end the current fiscal year in a surplus position.

**ON MOTION OF BARRY CORBIN AND SECONDED BY WENDY ELLIOTT THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE REVENUE AND EXPENSE STATEMENT FOR THE 9 MONTHS ENDING DECEMBER 31, 2018.**

**MOTION CARRIED.**

Finance Manager McCain then referred to and explained the Cash Flow Projection report dated January 15, 2019 and the Investment Portfolio Summary dated December 31, 2018, both as circulated and attached to these minutes.

**ON MOTION OF ERIC BOLLAND AND SECONDED BY MARTHA ARMSTRONG THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE CASH FLOW PROJECTION REPORT DATED JANUARY 15, 2019 AND THE INVESTMENT PORTFOLIO SUMMARY DATED DECEMBER 31, 2018.**

**MOTION CARRIED.**

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

Operations Manager Martin addressed the Authority advising that the special collections that took place over the Holiday season went very well with both the Authority's team and the collection contractor team doing an excellent job in meeting the requirements. Mr. Martin added that staff will now be moving forward with the acquisition of a pick-up truck in keeping with capital budget approvals.

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

Office Manager Davidson reported that she did not have any new information to bring before the Authority at this time with Cathie Osborne adding that Ms. Davidson has now fully completed her certification in Occupational Health and Safety Program through the University of New Brunswick.

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

Ms. Osborne noted that Communications Manager Garrett is participating in a Regional Coordinators meeting today referring to the Regional Coordinator Report, dated January 7, 2019, as circulated and attached to these minutes.

**ON MOTION OF BARRY CORBIN AND SECONDED BY GAIL SMITH THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE REGIONAL COORDINATOR REPORT DATED JANUARY 7, 2019.**

**MOTION CARRIED.**

## **Agenda Item No. 7 – Committee Reports**

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### **Agenda Item No. 7.1 – Selection of Authority-Established Committee Representation (to replace positions held by Mr. Hirtle)**

#### **Agenda Item 7.1.1 – Investment Committee**

Chair Kinsella offered a brief description of the requirements of the Investment Committee and its representation with Martha Armstrong volunteering to serve.

#### **Agenda Item No. 7.1.2 – Service and Facility Review Committee**

In response to the suggestion it was the consensus of the Authority to suspend the work of the Service and Facility Review Committee at this time.

#### **Agenda Item No. 7.1.3 – Landfill Consultation Committee**

In response to the overview of the Landfill Consultation Committee responsibilities provided by Chair Kinsella and Cathie Osborne, Wendy Elliott volunteered to serve on the Committee.

#### **Agenda Item No. 7.1.4– Policy Review Committee**

Barry Corbin volunteered to serve on the Policy Review Committee. While not directly discussed, the Update – Policy Review Committee Activity Report to the Authority dated January 16, 2019, as circulated, is attached to these minutes.

**ON MOTION OF BARRY CORBIN AND SECONDED BY GAIL SMITH THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY ACCEPT THE APPOINTMENT OF MARTHA ARMSTRONG TO THE INVESTMENT COMMITTEE, THE APPOINTMENT OF WENDY ELLIOTT TO THE LANDFILL CONSULTATION COMMITTEE AND THE APPOINTMENT OF BARRY CORBIN TO THE POLICY REVIEW COMMITTEE.**

**MOTION CARRIED.**

## **Agenda Item No. 8 – New Business**

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### **Agenda Item No. 8.1 – CAO Committee Recommendation**

Scott Conrod, CAO, Municipality of Kings provided the Authority with a full presentation entitled “Update of Studies Related to Intermunicipal Service Agreement Corporations”, dated January 7, 2019, a copy of which is attached to these minutes. A short discussion was held resulting in the following motion being carried:

**ON MOTION OF MARTHA ARMSTRONG AND SECONDED BY GAIL SMITH THAT THE BOARD ENTERTAIN A REVIEW AND INCORPORATION OF RECOMMENDATIONS TO BE TABLED BY STAFF AND THE CAO’S PRIOR TO FORWARDING THE FINAL 2019-2020 BUDGETS TO THE MUNICIPAL UNITS; AND THAT THE BOARD CONSIDER APPROVAL OF THE AFOREMENTIONED BUDGET(S) ON OR BEFORE MAY 15, 2019.**

**MOTION CARRIED.**

**Agenda Item 8.2 – Designation of Recognized Agent – Registry of Joint Stocks**  
**ON MOTION OF ERIC BOLLAND AND SECONDED BY BARRY CORBIN THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPOINT ANDREW WORT AS THE RECOGNIZED AGENT WITH THE REGISTRY OF JOINT STOCKS.**

**MOTION CARRIED.**

**Agenda Item No. 9 – Correspondence**

The Authority discussed a letter from the Honorable Margaret Miller, Minister of Environment, dated January 16, 2019, as circulated and attached to these minutes. It was noted that the correspondence has been sent to all Municipalities outlining a major announcement relating to amendment to the Solid Waste-Resource Management Regulations that essentially changes the philosophy of waste management in Nova Scotia by recognizing the value of creating energy from municipal solid waste. It is fully anticipated that more details regarding the amendments will be available soon.

In response to the question, staff will further investigate how the materials sent for recycling at the present time are being marketed and further, if in fact those materials are actually being recycled.

**Agenda Item No. 10 – In-Camera Session in keeping with MGA Section 22(2)(g) - Legal Advice**

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**Agenda Item No. 10.1 - Legal**

**ON MOTION OF BARRY CORBIN 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)(g) OF THE MUNICIPAL GOVERNMENT ACT.**

**MOTION CARRIED.**

The January Regular Monthly Meeting of the Valley Region Solid Waste-Resource Management Authority was called back to order at 2:41pm.

**Agenda Item No. 11 – Next Meeting**

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

**Agenda Item No. 12 - Adjournment**

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**ON MOTION OF MARTHA ARMSTRONG AND SECONDED BY ERIC BOLLAND THE JANUARY 2019 REGULAR MONTHLY MEETING OF THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY ADJOURNED AT 2:43PM.**

Respectfully Submitted,

Brenda Davidson  
Office Manager  
Valley Waste-Resource Management