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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, October 16, 2019
9:00am
Valley Waste Boardroom

Attendees

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

Alternates Present: None

Guests: None

Regrets: John Kinsella

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

Agenda Item No. 1 – Welcome and Call to Order

In Chair Kinsella's absence, Vice-Chair Corbin welcomed everyone calling the meeting to order at 9:00am.

Agenda Item No. 2 – Approval of the Agenda

ON MOTION OF MARTHA ARMSTRONG 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 Draft Minutes from Regular Authority Meeting September 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 SEPTEMBER 18, 2019, AS CIRCULATED.

MOTION CARRIED.

Agenda Item No. 3.2 – Approval of the Draft Minutes from Special Authority Meeting September 25, 2019

ON MOTION OF MARTHA ARMSTRONG AND SECONDED BY WENDY ELLIOTT THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE MINUTES OF THE SPECIAL AUTHORITY MEETING HELD SEPTEMBER 25, 2019, AS CIRCULATED.

MOTION CARRIED.

Agenda Item No. 4 – Business Arising from the Minutes

Agenda Item No. 4. 1 – Status Report: Proposed Revisions to Bylaw and Associated Directives
In Communications Manager Garrett’s absence, Office Manager Davidson noted that the Bylaw is currently before Legal for review.

Prior to moving to the next Agenda item, Eric Bolland asked if the letter, as discussed during the meeting held on September 18, 2019, had been prepared and released to Mark Phillips. In response, it was noted that the letter had been released under Chair Kinsella’s signature and further that a copy of the letter will be provided to board representatives.

Agenda Item No. 5 – General Manager Report

Agenda Item 5.1 – Annapolis County Transfer Station Expropriation Closeout

General Manager Wort reported that he has contacted Solicitor J. Washington requesting that the appropriate steps be taken to migrate the deeds for both properties owned by the Authority. This is to ensure that the records are current and correct in follow-up to the unsuccessful attempt by the Municipality of Annapolis County to expropriate the West Management Centre lands.

ON MOTION OF ERIC BOLLAND AND SECONDED BY WENDY ELLIOTT THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE GENERAL MANAGER’S REPORT.

MOTION CARRIED.

Agenda Item No. 6 – Staff Reports

Agenda Item No. 6.1 – Manager of Finance

Agenda Item No. 6.1.1 – Unaudited Revenue and Expense Statement for the period ending September 30, 2019

Finance Manager McCain referred to the Unaudited Revenue and Expense Statement for the 6 Months Ending September 30, 2019, as circulated and attached to these minutes. Mr. McCain thoroughly reviewed the Report and associated Variance Analysis.

In response to the question, it was noted that all Parties have approved the debentures for the 2018-2019 funds held back by the Municipal Finance Corporation with the exception of the Towns of Wolfville and Middleton. It was noted that the Town of Wolfville approved the Debenture during their Council session last night and it is anticipated the Town of Middleton will approve the Debenture during their Council session to be held next week.

ON MOTION WENDY ELLIOTT AND SECONDED BY GAIL SMITH THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANGEMENT AUTHORITY RECEIVE THE FINANCE MANAGER REPORT.

MOTION CARRIED.

Finance Manager McCain noted in follow-up to discussions during the previous meeting, he has received an invoice from the Authority's Auditor, Levy Casey Carter MacLean for the 2018-2019 auditing services which is \$14,500 over budget due to the extraordinary amount of time required for the completion of the audit to address the complicated matters associated with the asset retirement obligation, Municipal Finance Corporation debt, Annapolis County withdrawal and issues associated with the Authority's Agreement with the Municipality of Chester for landfill disposal services. The Auditors were also required to investigate matters surrounding the operating fund surplus calculation and public sector compensation report.

Mr. McCain further noted that he will be preparing a cheque later today to finalize the Authority's 2019-2020 fiscal year contribution to the Capital Reserve Account which will, as per the approved budget, include \$194,872 representing the current year contribution and \$77,156 representing a "catch-up" for the payment withheld during the 2018-2019 fiscal year. An additional \$50,000 in "catch-up" funding will be included in the 2020-2021 and 2021-2022 fiscal year budgets.

A short discussion was held regarding the services of the Auditor with it being noted that Finance Manager McCain met with a Partner representing the firm. During that meeting, it was noted the Authority is the firm's only account that falls under the Public Sector Accounting Board standards requiring the firm to maintain strong knowledge regarding the associated standards, and further, that the Authority is the firm's only client outside of the HRM. The level of effort required by the firm to address the Authority's auditing needs has resulted in their indication that they are unlikely to respond to future Requests for Proposals for the provision of this service. The Auditor has however committed to meeting the terms of their current

contract with the Authority by providing the auditing services for the year ending March 31, 2020. It was noted the Authority truly appreciated the work completed by the Auditor and hopes the Auditor will reconsider and reoffer in the future.

Agenda Item No. 6.2 – Operations Manager

Agenda Item No. 6.2.1 – Report To Authority: Request for Proposals: VWRP1905 For the Provision of One (1) New 2019 or 2020 Model 4X4 Pick Up Truck

Operations Manager Martin referred to the Report To Authority: Request for Proposals: VWRP1905 For the Provision of One (1) New 2019-2020 Model 4X4 Pick-Up Truck, dated October 16, 2019, as circulated and attached to these minutes.

As per the report, it was noted the only submission received under the Request for Proposals was significantly over budget with staff now considering options to address the matter. A further report noting available options will be prepared for the consideration of the Authority during an upcoming meeting. A discussion ensued where it was noted that the consideration of a leasing arrangement may be one option worthy of exploration.

Operations Manager Martin advised the Authority that the grinder is now on site at the East Management Centre and when work is finalized there, the equipment will move to the West Management Centre to complete the grinding services there. Mr. Martin updated that the Fall Clean-Up service is going well and that there has been a significant amount of metal product received through the clean-up service and staff may make arrangements for crushing services earlier in the year than what has been the normal practice. It was noted the increase in metal products being received is likely due to a drop in market metals pricing.

ON MOTION OF ERIC BOLLAND AND SECONDED BY GAIL SMITH THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE OPERATIONS MANAGER REPORT.

MOTION CARRIED.

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.

Agenda Item No. 6.4 – Communications Manager/Regional Coordinator

Communications Manager Garrett referred to the Report to the Authority: Regional Coordinator Report, dated October 7, 2019, as circulated and attached to these minutes, highlighting the following key topics:

- Plastic Bag Reduction Act – Bill 152 – Plastic Bag Reduction Bill was introduced to the legislature on September 26th by Minister Wilson. The Bill is intended to cover all grocery and retail plastic bags but does provide some exemptions as noted in the report.

- Meeting with Environment Minister – as per the Report, members of the Priorities Group met with Minister Wilson on October 2, 2019, to discuss both the EPR consensus protocol and the Efficiency and Effectiveness of the Solid Waste System Report. Reportedly, the meeting went very well.
- Mobius Awards – will be held October 30th with any Authority members interested in attending being encouraged to contact Mr. Garrett as soon as possible.
- Used Oil & Glycol – as per the report, the new Used Oil Management Association (UOMA) program will soon be rolled out.
- New Collection Schedule – as noted in the Report, a new 4-day/week regular roadside collection schedule has been finalized for the Region. All areas of the region will receive a new collection day starting April 1, 2020 with the exception of the Village of Kingston. It was further noted that Authority staff will be meeting with the collection contractor later today to discuss the scheduling for the special clean up services. It was noted that the new routing has been designed to allow for the clear tracking of community-specific tonnages with the exception of one or two loads where there may be some community cross-over requiring the estimation of tonnages for those loads.

In response to the question, it was noted that the revisions to the Bylaw to be brought before the Authority soon will address the newly designed collection service including the required change in allowable set-out times. It was stressed that set-out times are an important aspect of the Bylaw and further that enforcement has leaned on the Bylaw to address infractions in the past.

Communications Manager Garrett noted that every effort will be made through promotional campaigns to raise awareness. It was further noted that staff are available to the Parties, upon request, to make presentations regarding the issue during upcoming individual Council sessions.

ON MOTION OF ERIC BOLLAND AND SECONDED BY MARTHA ARMSTRONG THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE REGIONAL COORDINATOR REPORT.

MOTION CARRIED.

On a final note, it was indicated that partner representatives can share the impending collection schedule changes with their individual Councils at any time and further that staff welcome the opportunity to include promotional messages in any individual community-based newsletters.

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

Communications Manager Garrett referred to the Communication Update, dated September 2019 and the Enforcement Update, dated October 16, 2019, as circulated and attached to these

minutes, noting that both of the Reports will be provided during each Authority meeting for information purposes.

Agenda Item No. 6.4.2 – Presentation: Efficiency and Effectiveness of the Solid Waste Resource Management System Study, dated September 9, 2019

Mr. Garrett provided the Authority with a detailed presentation entitled “Efficiency and Effectiveness of the Nova Scotia Solid Waste-Resource Management System”, dated October 16, 2019, as circulated and attached to these minutes. It was noted that the Report addresses the key areas of Governance, Best Management Practices, Financial and Waste Management Analysis and Community Profiles.

General Manager Wort noted both New Brunswick and Newfoundland are in the process of completing similar studies. Mr. Garrett added that Nova Scotia must be positioned to respond quickly as it relates to Extended Producer Responsibility for packaging and printed paper should New Brunswick decide to move this legislation forward.

It was noted the full report, a total of 485 pages, is available via the link noted in the presentation.

In response to the question, it was noted that the Board of Directors of the NSFM should have a copy of the Report.

Vice-Chair Corbin thanked Mr. Garrett for the presentation.

Agenda Item No. 7 – New Business

There was no new business to bring before the Authority at this time; however, in response to the question it was noted there has been no further information received regarding the grand opening for the Sustane facility located at the Chester landfill site.

Agenda Item No. 8 – Correspondence

There was no correspondence to bring before the Authority at this time; however, Councillor Armstrong did note she had received an e-mail as forwarded to her by Brian Hirtle from a constituent raising concern regarding the condition of the East Management Centre site. Councillor Armstrong will respond to the constituent noting that the stockpiles of materials are being processed and new paving will be completed in the near future.

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

ON MOTION OF ERIC BOLLAND 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)(e) OF THE MUNICIPAL GOVERNMENT ACT.

MOTION CARRIED.

Vice-Chair Corbin noted that a short break will be held at this time and the in-camera session will begin immediately following the break.

The October Regular Monthly Meeting of the Valley Region Solid Waste-Resource Management Authority resumed at 10:56am.

Agenda Item No. 10 – Next Meeting – November 20, 2019

The next Regular Monthly Meeting of the Valley Region Solid Waste-Resource Management Authority will be held on Wednesday, November 20, 2019, beginning at 9:00am, in keeping with the normal meeting schedule.

Agenda Item No. 12 – Adjournment

**ON MOTION OF MARTHA ARMSTRONG, THE OCTOBER REGULAR MONTHLY MEETING
ADJOURNED AT 10:57AM.**

Respectfully Submitted,

Brenda Davidson
Office Manager
Valley Waste-Resource Management