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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 17, 2018
9:00am
Valley Waste-Resource Management Office – Boardroom**

Attendees

Members Present: Wendy Elliott, Barry Corbin, Brian Hirtle, Gail Smith, John Kinsella

Alternates Present: Craig Gerrard

CAO Group: CAO Scott Conrod

STAFF: Cathie Osborne, 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 9:00am.

Agenda Item No. 2 - Approval of the Agenda

ON MOTION OF WENDY ELLIOTT AND SECONDED BY CRAIG GERRARD THAT THE AGENDA BE APPROVED AS CIRCULATED.

General Manager Osborne noted that Agenda Item No. 9.3 is related to internal control issues.

MOTION CARRIED.

Agenda Item No. 3 – Approval of the Minutes

Agenda Item No. 3.1-Approval of the draft minutes of September 19, 2018

ON MOTION OF BRIAN HIRTLE AND SECONDED BY BARRY CORBIN THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE MINUTES OF SEPTEMBER 19, 2018, AS CIRCULATED.

MOTION CARRIED.

Agenda Item No. 4 – Interim General Manager

Agenda Item No. 4.1 – Status Report-Discontinuation of Service to Annapolis County

Ms. Osborne provided the Authority with an overview of recent activity related to the discontinuation of service to the Municipality of Annapolis County as follows:

- The Authority has not received any payment from Annapolis County. In response to their request, they have been provided with a Statement and the statement was notated to indicate that it is subject to the arrangements as finalized relating to their withdrawal from the Intermunicipal Services Agreement.
- Authority staff is actively in the process of greencart collection from serviced units in Annapolis County. The Authority remains under the Dangerous and Unsightly Order which indicates that the collection of the greencarts is to be completed by October 31st. Ms. Osborne noted that she had made contact with CAO Ferguson indicating that all carts may not be collected by that time. It is anticipated that a majority of the greencarts will have been collected by October 31st, however, staff are finding greencarts placed for collection by residents after they have already visited the area. It is suspected that those residents were waiting for their greencart as supplied by Annapolis County and further that it is anticipated that staff will be collecting carts from residents upon the completion of this project for some time. General Manager Osborne noted that Operations Manager Martin has suffered an injury during the cart collection process resulting in a broken hand. He continues to work on the project despite the injury. A call was received from a resident yesterday indicating that damage had been caused to his vehicle by a cart that was blown by the wind. The Authority's insurer has been contacted regarding the matter and they have advised that the Authority would not have any liability for the damage as homeowners remain responsible for the care and control of their assigned greencart. Ms. Osborne stressed that staff across the organization have been helping with the cart collection process as able. Staff are now investigating options with regard to the cleaning of the greencarts and as one pricing offer is indicating \$5.75 per cart, an Expression of Interest will likely be prepared and released regarding the purchase of surplus carts where interested parties will have the option of purchasing the carts as they are and arranging for having them picked up and cleaned themselves. It was further noted that there may have been an overestimation of the number of carts in Annapolis County or residents may simply not be putting their carts out for collection at this time. Once the process is complete, and the database updated, staff will be able to use that information to contact residents who have not yet released their carts and if not returned at that time, Annapolis County will be advised and invoiced.
- The Judicial Review related to the expropriation of the lands at the West Management Centre by Annapolis County will take place on November 20, 2018.

Agenda Item No. 4.2 – Follow-up: Finalization of Janitorial Services Contract

General Manager Osborne explained that the finalization of the Janitorial Services contract remains outstanding. The successful proponent, Jani-King of Nova Scotia currently provides janitorial services to the 3 sites under the umbrella of the Authority's operations. Discussions are underway with the proponent who is indicating some concern with the provision of the performance bonding. Performance security options have been suggested, however, the proponent is indicating that he would prefer to move forward without having to meet the security requirements. A short discussion arose with it being the consensus that the performance bonding should be supplied in keeping with the terms and conditions of the Request for Proposals document. It was indicated that the proponent will be

advised of this and that if the bonding requirements are unable to be met, the final award of the contract will have to be revisited. It is hoped to have the matter finalized by the end of this month.

Agenda Item No. 4.3 – Follow-up: Social Media Policy

Ms. Osborne referred to the Report to the Authority, New – Social Media Policy, dated October 17, 2018 and the associated draft Social Media Policy dated October 1, 2018, as circulated and attached to these minutes. It was noted that the Policy has been developed to provide clear direction across the organization with regard to the use of the social medial and is reflective of best practices.

ON MOTION OF BARRY CORBIN AND SECONDED BY CRAIG GERRARD THE VALLEY REGION SOLID WASTE RESOURCE MANAGEMENT AUTHORITY APPROVES THE SOCIAL MEDIA POLICY FOR IMMEDIATE IMPLEMENTATION.

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 6 months ending September 30, 2018 and the associated Budget Variation Analysis for the 6 months ending September 30, 2018, as circulated and attached to these minutes. Mr. McCain indicated that he was pleased to be able to bring this information forward reviewing the statement and variances to ensure clarity. General Manager Osborne noted that due to the circumstances, approved capital acquisitions have not yet moved forward and that there are ongoing major issues with one of the roll-off trucks and therefore, it will be in the best interest of the Authority to move forward with the acquisition of a new roll-off truck as per the approved capital budget. Another area of concern is the outgoing scale at the West Management Centre. It is currently offline and has been deemed to be unrepairable. The replacement of the scale has been planned and is part of the approved capital budget but due to the overall cost of around \$75,000.00, it may be in the Authority's best interest to wait to move forward after the expropriation issue has been settled. In response to the question, Ms. Osborne indicated that the planned acquisition of a chipper has not yet moved forward adding that once the greencart collection project is complete, Operations Manager Martin will turn his attention to these matters. A short discussion arose regarding the outgoing scale at the West Management Centre with it being noted that in the case of an emergency, should the other scale fail, arrangements for the use of a portable scale can be put in place.

Discussion then turned to tonnages being managed through the Authority's operation due to the impact of the discontinuation of service to Annapolis County. It was noted that generally the estimations provided are on track with some fluctuations and further that these tonnages include tonnage from the commercial sector being received at the West Centre and that tonnage totals must be revisited should the facility no longer be available under the Authority's operations. On a final note it was stressed that the Authority will be able to maintain control over the commercial residual waste from the western end of Kings County through the Flow Control Bylaw.

In response to the question, Mr. McCain noted that financially the Authority is currently able to meet cash flow needs, but it is only by quarterly invoicing to the parties that this is being maintained. The

Line of Credit has not yet been put in place and it will be important to have that finalized as the fiscal year progresses.

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 6 MONTHS ENDING SEPTEMBER 30, 2018 AND ACCOMPANYING BUDGET VARIANCE ANALYSIS FOR THE 6 MONTHS ENDING SEPTEMBER 30, 2018.

MOTION CARRIED.

Agenda Item No. 5.2 – Operations Manager

As noted earlier in the meeting, Operations Manager Martin is out with the greencart collection team.

Agenda Item No. 5.3 – Office Manager

Office Manager Davidson referred to the Report to the Authority, Office Manager Report, dated October 17, 2018, as circulated and attached to these minutes, noting that the Report is being provided to offer an overview of key activities underway.

ON MOTION OF WENDY ELLIOTT AND SECONDED BY GAIL SMITH THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE OFFICE MANAGER REPORT DATED OCTOBER 17, 2018.

MOTION CARRIED.

Agenda Item No. 5.4 – Communications Manager/Regional Coordinator

Communications Manager Garrett took the floor referring to the Report to the Authority, Regional Coordinator Report, dated October 9, 2018, as circulated and attached to these minutes. Mr. Garrett reviewed the report in its entirety referencing the Feedback from Valley Waste-Resource Management document also as circulated and attached to these minutes.

A discussion arose regarding the construction and demolition debris discussion paper with Communications Manager Garrett noting that the Department of Environment is hesitant in approving construction and demolition debris sites on water sensitive areas which the site of the East Management Centre is deemed to be. Feedback provided requests to “grandfather” the site, however, if Environment does move forward with the enforcement of the clause, the Authority may not be able to manage construction and demolition debris on site. The reason for the caution on the part of the Department of Environment is the precedent set at another site where long-sitting material leached potentially damaging chemicals into the water table. This stresses the importance of ensuring that materials are regularly removed from the site.

In response to the question, Mr. Garrett noted that the Efficiency Study by NS Environment is still underway with the final report delayed by the non-reporting of a couple of municipalities. It is understood that those municipalities are now preparing to submit their documentation to allow the consultant to finalize the work. In the study, the Governance portions are believed to reflect highly on the Authority’s operations with the Valley Region as an example of the value of intermunicipal cooperation. It was noted that the data being used for the study is pre-withdrawal of Annapolis County.

As an interesting aside, Colchester has recently issued a Press Release indicating that by working together with other municipalities they were able save significant dollars in the provision of curbside collection services.

In response to the question, Mr. Garrett indicated that the ban of single use plastic bags was a hot topic of discussion during the recent Regional Chairs meeting. As a result of the discussion, the Regional Chairs Committee will be preparing and releasing a letter to the Minister of the Department of Environment expressing disappointment and asking why the decision has been made to not pursue the provincial banning of the use of the bags. Ms. Elliott noted that there is a group in Wolfville gearing up to participate in the boomerang bag program where they provide cloth bags they have made for use by residents when needed where residents are simply asked to return the bag when they return to the store. Mr. Garrett noted that it is very often the grassroots movements that are able to make change happen.

Mr. Hirtle noted that while not on topic there may be a communications issue regarding cottage country and the historical payment of fees for the monitoring of seasonal collection bins by lake associations. In response, General Manager Osborne asked that Mr. Hirtle share the names of the groups and/or their contacts who have raised the issue with him to allow staff to make contact. The Authority was reminded that they do now have a Seasonal Bin Monitoring Policy and further that since the time of the approval of that Policy the way in which the seasonal bins are serviced for collection purposes has changed.

ON MOTION OF BRIAN HIRTLE AND SECONDED BY BARRY CORBIN THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE REGIONAL COORDINATORS REPORT DATED OCTOBER 9, 2018.

MOTION CARRIED.

Agenda Item No. 5.4.1 – Tour – Fundy Compost Facility

Mr. Garrett noted some challenges in attempting to coordinate a tour with Authority representatives due to busy schedules. After a short discussion, it was determined that he and Chair Kinsella and any other interested parties will plan to tour the facility on this coming Friday. Other representatives were encouraged to make contact with Fundy Compost if they are in the area and interested in touring the site at another time.

Agenda Item No. 6 – Committee Reports

Agenda Item No. 6.1 – General Manager Selection Committee (Meeting September 10, 2018)

Chair Kinsella reported that Gerald Walsh has now completed interviews with key staff members and the advertisement for the position has been released.

Agenda Item No. 6.2 – Policy Review Committee

Chair Kinsella reported that the Policy Review Committee will meet for the first time following this meeting today.

Agenda Item No. 7 – New Business

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

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 MGA Section 22(2)(e) and (g) -Contract Negotiations and Legal Advice

9.1 – Status Report: Recyclables Processing Contract with Scotia Recycling

9.2 – Status Report: Curbside Collection and Transportation Contract

9.3 – Status Report: Legal

ON MOTION OF GAIL SMITH AND SECONDED BY WENDY ELLIOTT THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY MOVE TO AN IN-CAMERA SESSION FOR THE PURPOSES AS NOTED ABOVE IN KEEPING WITH SECTION 22(2)(e) AND (g) OF THE MUNICIPAL GOVERNMENT ACT.

MOTION CARRIED.

The October Regular Monthly Meeting of the Valley Region Solid Waste-Resource Management Authority was called back to order at 10:35am.

Agenda Item No. 10 – Next Meeting

The next regular monthly meeting of the Valley Region Solid Waste-Resource Management Authority will be held on November 21, 2018 in keeping with the normal meeting schedule.

MOTION CARRIED.

Agenda Item No. 11 - Adjournment

ON MOTION OF GAIL SMITH THE OCTOBER 2018 REGULAR MONTHLY MEETING OF THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY ADJOURNED AT 10:40AM.

Respectfully Submitted,

Brenda Davidson
Office Manager
Valley Waste-Resource Management