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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, September 18, 2019
9:00am
Valley Waste Boardroom

Attendees

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

Alternates Present: None

Guests: Municipality of Kings Director of Finance and IT, Greg Barr

Regrets: None

Staff: Andrew Wort, Andrew Garrett, Geoff McCain, Christine Deveau and Brenda Davidson

Agenda Item No. 1 – Welcome and Call to Order

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

Agenda Item No. 2 – Approval of the Agenda

A short discussion regarding the Agenda was held with it being noted that priority items will be raised first and further that all efforts to be made to adjourn by 1:00pm in recognition of the fact that one of the Members will have to leave at that time.

ON MOTION OF ERIC BOLLAND AND SECONDED BY GAIL SMITH 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 July 17, 2019

ON MOTION OF ERIC BOLLAND AND SECONDED BY WENDY ELLIOTT THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE MINUTES OF JULY 17, 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

Communications Manager Garrett reported that staff have now completed a review of the current Bylaw and associated Directives and have made recommendations for proposed revisions. However, in light of the length of the Agenda for today's meeting, bringing the information before the Authority for review has been postponed to the October Regular Monthly Meeting. Mr. Garrett reminded the Authority that while the Bylaw will require the approval of the individual Parties following the approval of the Authority, the associated Directives can be approved at the Authority level.

In response to the question, it was noted that proposed amendments to the Bylaw do address the earlier collection time in keeping with the newly signed collection services contract as well as other matters and housekeeping items that have arisen over the past years.

Agenda Item No. 5 – General Manager Report

Agenda Item 5.1 – Preparation and Release of Request for Proposals: VWRP1904: Cost and Management Accounting

This item addressed under Agenda Item No. 5.3

Agenda Item No. 5.2 – Preparation and Release of Request for Proposals: VWRP1906: Organizational Structure Review

This item addressed under Agenda Item No. 5.3

Agenda Item No. 5.3 – Report to Authority: Update: Activities in response to 2019-2020 Budget Approval Letter from the Municipality of Kings

General Manager Wort reviewed the Report to Authority: Update: Activities in response to 2019-2020 Budget Approval Letter from Municipality of Kings, dated September 18, 2019, as circulated and attached to these minutes, providing the Authority with a full overview of key items including:

- 2018-2019 Operating Surplus
- Asset Retirement Obligation
- Bad Debt Estimation
- April-August 2018 Administrative Expenses

- Greencarts
- Financial Reporting Manager
- Quantification of volumes by stream and sector
- Cost Accounting
- Multiple Year Forecast

It was noted that 2 Request for Proposals documents are now under development in consultation with staff from the Municipality of the County of Kings as follows:

1. VWRP1904 – For the Provision of Cost and Management Accounting Services
2. VWRP1906 – For the Provision of an Organizational Structure Review

It is hoped that both of the Request for Proposals documents will be finalized and released publicly soon.

In follow-up to Mr. Wort's review of the Report, Mr. Barr addressed the Authority expressing great appreciation for the work that is underway in response to the requests made by Kings; however, he requested that the Authority give additional consideration to funding the Financial Reporting Manager position as requested. A discussion arose with it being the final consensus that the Authority Board maintains its original position that the required expertise exists in-house and that funding an external position is not required at this time. It was further noted that steps have been taken internally to allow Finance Manager McCain the time needed to address financial matters as they arise.

General Manager Wort took the opportunity to advise the Authority that a Commercial Carrier Compliance Audit was recently completed resulting in a conditional pass. He commended Paul Robinson, Site Supervisor/Equipment Scheduling Coordinator and Brenda Davidson, Office Manager, for a job well done and noted that the attention to detail and record keeping was key to this result. Some follow-up work is required which will be addressed in anticipation of a future Audit.

Agenda Item No. 5.4 – Proposed Amendment: AAP-07 Operating Surplus/Deficit Policy

This Item will be addressed following discussions regarding the review of the Consolidated Audited Statements for the 2018-2019 fiscal year. It was noted that the proposed amendments to be brought forward have been developed in consultation with staff from the Municipality of Kings and further that the proposed policy was vetted legally.

ON MOTION OF WENDY ELLIOTT AND SECONDED BY BARRY CORBIN 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

It was the consensus that the Draft Consolidated Audited Financial Statements for the 2018-2019 Fiscal Year be dealt with at this time.

Finance Manager McCain referred to the Valley Region Solid Waste-Resource Management Authority Consolidated Financial Statements dated March 31, 2019, marked as draft—for discussion purposes only, as circulated and attached to these minutes.

It was noted the Audit Committee met yesterday to review the draft statements and the document was just made available to the board this morning. Due to the limited time provided to review the statements, a final decision may be deferred during the meeting today.

Chair Kinsella noted there was pressure from the Municipality of Kings to finalize the statements and further that there have been fluctuations in financial information being received from the Municipality of Chester with the latest numbers being received as recently as this past Monday. With the Chester numbers now finalized, the Audit Committee took the step of meeting as quickly as possible allowing the statements to be brought before the Authority today.

Finance Manager McCain proceeded with his review of the Statements during which he responded to questions as they arose around the key components including:

- Consolidated Statement of Financial Position – Page 4
- Consolidated Statement of Operations and Accumulated Surplus – Page 5
- Consolidated Statement of Measurement Gains and Losses – Page 6
- Consolidated Statement of Changes in Net Financial Debt – Page 7
- Consolidated Statement of Cash Flows – Page 8
- And finally drawing the Authority's attention to key notes including Note 7, 9A, 10, 13 and 19.

A short discussion arose with the Authority being cautioned that it may be prudent to allow Members and key Parties to carefully review the statements. It was consensus that taking that approach would provide the Authority with the opportunity to move forward with due diligence with it being indicated that only a few days would be required for the necessary reviews.

General Manager Wort added the Auditor has indicated that while they are prepared to honour the contract in place for the provision of the March 31, 2020 year-end audit, they have indicated that the Authority's file has put a burden on their small firm both from personnel and financial impact perspectives as the services that have been required of them to complete the

Audit process have far exceeded the value of their quoted price to perform the service. With that in mind, the Auditors have indicated that they will not be responding to any future Requests for Proposals for the provision of the Auditing Services on the Authority's behalf.

General Manager Wort added that he was very disappointed to hear the Auditors voice their concerns with it being the consensus that Mr. Wort move forward with negotiating a fee for the extra costs involved in the work completed by Levy Casey Carter MacLean Chartered Professional Accountants in their completion of the Audited Statements for the year ending March 31, 2019.

It was the consensus of the Authority that a Special Meeting be held on Wednesday, September 25, 2019, beginning at 10:00am for the further consideration of the Audited Statements.

Agenda Item No. 6.1.1 – Signing Authority

Finance Manager McCain referred to the Report to Authority: Signing Authority: ScotiaMcLeod Investment fund, dated September 18, 2019, as circulated and attached to these minutes, noting that the report is being provided to formalize the process.

ON MOTION OF ERIC BOLLAND AND SECONDED BY WENDY ELLIOTT THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE ANDREW WORT AND MARTHA ARMSTRONG AS HAVING SIGNING AUTHORITY FOR ALL INVESTMENT FUND TRANSACTIONS AS RECOMMENDED AND APPROVED BY THE INVESTMENT COMMITTEE.

MOTION CARRIED.

Agenda Item No. 6.1.2. – Temporary Borrowing Resolution – Funds withheld by Municipal Finance Corporation

Finance Manager McCain referred to the Report to Authority: Temporary Borrowing Resolution – Funds Withheld by Municipal Finance Corporation, dated September 18, 2019, as circulated and attached to these minutes, providing an overview of the Report and recommended action.

ON MOTION OF MARTHA ARMSTRONG AND SECONDED BY BARRY CORBIN THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY AUTHORIZE THE CHAIR AND GENERAL MANAGER TO EXECUTE THE TEMPORARY BORROWING RESOLUTIONS #19/20-01, IN THE AMOUNT OF \$121,985 AND #19/20-02, IN THE AMOUNT OF \$14,822 FOR RELEASE OF THE FUNDS PREVIOUSLY WITHHELD BY MUNICIPAL FINANCE CORPORATION AND THE ASSOCIATED GUARANTEE RESOLUTIONS ARE TO BE CIRCULATED TO EACH OF THE SIX PARTIES TO THE IMSA FOR APPROVAL AND EXECUTION WITHIN THEIR RESPECTIVE COUNCILS.

MOTION CARRIED.

A copy of the executed Resolutions are attached to these minutes.

Agenda Item No. 6.1.3 – Temporary Borrowing Resolution for Approved 2019-20 Capital Expenditures

Mr. McCain referred to the Report to Authority: Temporary Borrowing Resolution for Approved 2019-20 Capital Expenditures, dated September 18, 2019, as circulated and attached to these minutes, providing an overview of the report and recommended action.

ON MOTION OF BARRY CORBIN AND SECONDED BY ERIC BOLLAND THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY AUTHORIZE THE CHAIR AND GENERAL MANAGER TO REQUEST AND EXECUTE THE TEMPORARY BORROWING RESOLUTION IN THE AMOUNT OF \$88,000 AS APPROVED BY THE PARTIES IN THE 2019-20 CAPITAL BUDGET AND FURTHER THAT THE ASSOCIATED GUARANTEE RESOLUTIONS WILL BE CIRCULATED TO EACH OF THE PARTIES FOR APPROVAL AND EXECUTION WITHIN THEIR RESPECTIVE COUNCILS.

MOTION CARRIED.

Agenda Item No. 6.1.4 – Capital Reserve Fund Annual Contribution for FY2018-19

Finance Manager McCain referred to the Report to Authority: Capital Reserve Fund Annual Contribution for FY2018-19, dated September 18, 2019, as circulated and attached to these minutes, providing an overview of the report and the associated recommended action.

ON MOTION OF GAIL SMITH AND SECONDED BY WENDY ELLIOTT THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE NOT MAKING AN ANNUAL CONTRIBUTION TO THE CAPITAL RESERVE FUND FOR THE 2018-19 FISCAL YEAR.

MOTION CARRIED.

In response to the question, Mr. McCain noted that the Authority has put a plan in place with the current year budget to include an additional contribution and it is anticipated that a similar approach will be included in the draft Operating Budget for the 2020-2021 fiscal year to offset the losses incurred by not making a contribution during the 2018-2019 fiscal year.

Chair Kinsella thanked Finance Manager McCain for providing the reports.

Agenda Item No. 6.2 – Operations Manager

Agenda Item No. 6.2.1 – Report to Authority: Eastern Management Centre – Paving Project

In Operations Manager Martin's absence, Finance Manager McCain referred to the Report to Authority: Eastern Management Centre – Paving Project, dated September 18, 2019, as circulated and attached to these minutes. Mr. McCain reviewed the report and associated recommendation in its entirety with the Authority.

ON MOTION OF BARRY CORBIN AND SECONDED BY ERIC BOLLAND THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE MOVING FORWARD WITH THE PAVING PROJECT AT THE EAST MANAGEMENT CENTRE BASED ON THE QUOTATION SUBMITTED BY DEXTER CONSTRUCTION COMPANY LIMITED AT A VALUE OF \$51,500.00 PLUS HST AND THE COST SHARING FOR THIS PROJECT THAT IS ANTICIPATED UNDER THE CURRENT MEMORANDUM OF UNDERSTANDING FOR SHARED SERVICES AND COMMON INFRASTRUCTURE WITH SCOTIA RECYCLING LTD., TO BE INVOICED AT THE END OF THE CURRENT FISCAL YEAR.

MOTION CARRIED.

Agenda Item No. 6.3 – Office Manager

Agenda Item No. 6.3.1 – Report to Authority: Request for Proposals, VWRP1903: Provision of One (1) Multifunctional Photocopier/ Network Printer

Office Manager Davidson referred to the Report to Authority: Request for Proposals, VWRP1903 – For the Provision of One (1) Multifunctional Photocopier/Network Printer, dated September 18, 2019, as circulated and attached to these minutes. Ms. Davidson noted that the Report is being provided for the information of the Authority in keeping with the Procurement of Goods and Services Policy.

ON MOTION OF WENDY ELLIOTT AND SECONDED BY BARRY CORBIN THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE REPORT TO AUTHORITY: REQUEST FOR PROPOSALS, VWRP1903: PROVISION OF ONE (1) MULTIFUNCTIONAL PHOTOCOPIER/NETWORK PRINTER, DATED SEPTEMBER 18, 2019.

MOTION CARRIED.

Ms. Davidson noted that the successful and unsuccessful proponents will be notified soon.

Agenda Item No. 6.4 – Communications Manager/Regional Coordinator

Communications Manager Garrett referred to the Report to the Authority: Regional Coordinator Report, dated September 17, 2019, as circulated and attached to these minutes, highlighting the following key topics:

- Efficiency Study – as noted in the Report, AECOM has completed the Efficiency and Effectiveness of the Solid Waste-Resource Management System report and findings were presented to the Regional Chairs Committee during a meeting held Friday Sept 13, 2019. A copy of the Study can be provided, however, it was stressed that a media embargo has been requested until this coming Monday, September 23rd. The Study speaks to the 3 key areas of provincial and municipal governance, financial analysis, and provides best management practices for planning, administration and operations. It was noted that the Valley Region reflects very well in the report which is based on

activities during fiscal 2017. The report also recommends the use of Intermunicipal Services Agreements for efficiencies stressing that collaboration is key to success.

- Waste Reduction Week – will take place October 21-27, 2019 with this year’s focus being reducing single use items such as shopping bags, coffee cups and take-out packaging.
- Devour Film Festival – is requesting Bronze Sponsorship from Valley Waste-Resource Management for their October event. Mr. Garrett explained that in past years the Authority did carry funds in the annual budget to provide support to events such as this, but that is no longer the case. A discussion arose with it being the consensus that financial support or in-kind support in the form of the management of waste materials during their events cannot be offered at this time. Mr. Garrett noted that Valley Waste will do all possible to help promote the waste reduction portion of the event, which would have been done regardless of whether or not formal sponsorship was in place.
- Electronic Recycling – as noted in the Report it is anticipated that the Electronics Products Recycling Association will expand their stewardship program to include microwaves, gaming equipment, external hard drives and GPS units on January 1, 2020. A media launch event is planned on October 16 and 17th at IKEA.

Agenda Item No. 6.4.1 – Report to Authority: Request for Proposals, Waste Management Calendar

Communications Manager Garrett, referred to the Report to Authority: Request for Proposals VWRP1902: Development of 2020 Waste-Resource Management Calendar with a 2-Year Extension Option, as circulated and attached to these minutes, noting that as indicated Halcraft Printers Inc. will be providing the service.

Agenda Item No. 6.4.2 – Communication and Enforcement Activity Levels Report

Communications Manager Garrett noted that he feels he has been remiss in not providing the Authority with more statistical information regarding the activities of the communication and enforcement team. From this point forward, reports similar to the Communication Update for the period of July & August 2019 and Enforcement Update, dated September 18, 2019, as circulated and attached to these minutes, will be prepared and released to the Authority on a monthly basis.

In response to the question, Mr. Garrett noted that staff can work with party municipalities to raise awareness by sharing messages regarding illegal dumping and the spring and fall clean up services through social media and other venues. It was further noted that a standardization of requirements would be of help which Mr. Garrett noted is raised in the Efficiency Study. A short discussion arose regarding the impending fall clean up and the fact that materials are being placed at the curb in some places far in advance of the clean-up creating unsightly conditions. It was recognized however that allowing for the collection of reusable of materials reduces costs but can cause some concerns with unsightliness. Mr. Garrett noted that it is hoped to address some historical problem areas through the development of the new curb-side

collections routes. For example, it is anticipated at this time that the clean-up services in the Kingston/Greenwood area will take place on the same day rather than on different days as is the case now.

Agenda Item No. 6.4.3 – Devour Film Festival

As discussed above.

Agenda Item No. 6.4.4 – NSE Green Economy Legislation

Communications Manager Garrett explained that the Province is proposing new Regulations under the Environmental Goals and Prosperity Act with information to be released as it becomes available.

In response to the question it was noted that the recent Hurricane Dorian did not affect Valley Waste-Resource Management as any services to be provided to residents beyond the core services as budgeted fall to each municipal unit affected. It was noted that an increase in brush coming into the Management Centre site was noticed and some food complaints were received so from an organizational point of view the impact was minimal. That being said, Mr. Garrett did note that he is aware the municipalities who put special services in place are receiving a lot of materials and Valley Waste staff helped, where possible, to facilitate any special services being offered. In response to the question, it was noted that the final decision to cancel the curb-side collection service that was slated to take place on Saturday, September 7th to make up for the Labour Day Holiday collection service was made by EFR Disposal in light of the impending storm and in recognition of the potential safety hazard for staff.

General Manager Wort noted he had several conversations with Scott Quinn following the storm and it was determined that the best way to move forward was for Kings to set up brush drop off areas within the County. The Towns generally put their own programs in place to assist residents in dealing with the waste wood and debris following the storm. Valley Waste would be pleased to help in any way possible and as an example a wood chipper will be on site at the Eastern Management Centre toward the end of the month, and arrangements may be able to be made to have the chipper visit municipal sites while in the area. Mr. Wort encouraged municipal Parties to the Intermunicipal Services Agreement to not hesitate to reach out if it is felt that Valley Waste may be able to help.

ON MOTION OF MARTH ARMSTRONG AND SECONDED BY WENDY ELLIOTT THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE COMMUNICATION MANAGER’S REPORTS.

MOTION CARRIED.

Agenda Item No. 7 – Committee Reports

Agenda Item No. 7.1 – Audit Committee

This item was addressed earlier during the meeting

Agenda Item No. 7.2 – Policy Review Committee

Office Manager Davidson noting that there is no new information to bring before the Authority at this time; however, it is anticipated that Cathie Osborne will soon complete the work being undertaken associated with the human resources management system.

Agenda Item No. 8 – New Business

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

Agenda Item No. 9 – Correspondence

Agenda Item No. 9.1 – August 28, 2019 Letter to the Honourable Stephen McNeil, Premier, Province of Nova Scotia

Chair Kinsella noted that only an acknowledgement of receipt was received in follow-up to the release of the letter to the Honourable Stephen McNeil.

A short break was held at this time with the September Regular Monthly Meeting of the Valley Region Solid Waste-Resource Management Authority called back to order at 11:42am.

Agenda Item No. 5.4 – Proposed Amendment: AAP-07 Operating Surplus/Deficit Policy

General Manager Wort referred to the September 18, 2019 Draft Operating Surplus/Deficit Policy, as circulated and attached to these minutes. Mr. Wort provided a background explanation as to why the proposed amendments to the Policy are being brought before the Authority today noting that the amendments have been developed in consultation with staff from the Municipality of Kings and vetted by legal representation from both the Parties and the Authority Counsel. It was noted that approving the amended policy will be the first step and the setting aside of any funds deemed surplus from annual operations will be dealt with under separate and specific motions in keeping with the Policy.

ON MOTION OF MARTHA ARMSTRONG AND SECONDED BY BARRY CORBIN THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE PROPOSED AMENDMENTS TO AAP-07 OPERATING SURPLUS/DEFICIT POLICY AS PER THE SEPTEMBER 18, 2019 DRAFT OF THE POLICY AS PRESENTED AND DISCUSSED.

MOTION CARRIED.

Eric Bolland raised the recent departure of Mark Phillips from his position as CAO to the Town of Kentville. As short discussion arose with it being the consensus that a letter will be prepared under the Chair's signature thanking Mr. Phillips for his years of service to the Authority. It was further noted that Debra Crowell has been assigned as Interim CAO and any contact lists should be updated appropriately.

Agenda Item No. 10 – In Camera Session in keeping with Section 22(2)(g) of the Municipal Government Act.

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

MOTION CARRIED.

Finance Manager McCain, Communications Manager Garrett and Financial Administrative Assistant, Christine Deveau left the meeting at this time.

The September regular monthly meeting of the Valley Region Solid Waste-Resource Management Authority resumed at 12:48pm

Agenda Item No. 11 – Next Meeting – October 16, 2019

As discussed earlier during the meeting there will be a Special Meeting of the Valley Region Solid Waste-Resource Management Authority on Wednesday, September 25, 2019, beginning at 10:00am in the Board Room.

The next Regular Monthly Meeting of the Valley Region Solid Waste-Resource Management Authority will be held on Wednesday, October 16, 2019, beginning at 9:00am, in keeping with the normal meeting schedule.

Agenda Item No. 12 – Adjournment

ON MOTION OF BARRY CORBIN AND SECONDED BY WENDY ELLIOTT THE SEPTEMBER REGULAR MONTHLY MEETING ADJOURED AT 12:51PM.

All were invited to partake in a light lunch before leaving.

Respectfully Submitted,

Brenda Davidson
Office Manager
Valley Waste-Resource Management