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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, June 19, 2019**  
**9:00am**  
**Valley Waste 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

**Staff:** Andrew Wort, Jeff Martin, Andrew Garrett, Geoff McCain, Solicitor John Shanks 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 8:58am.

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

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**ON MOTION OF ERIC BOLLAND AND SECONDED BY GAIL SMITH THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE AGENDA WITH THE ADDITION OF DISCUSSIONS REGARDING THE AUGUST REGULAR MONTHLY MEETING UNDER NEW BUSINESS.**

**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 May 15, 2019**

**ON MOTION OF BARRY CORBIN AND SECONDED BY WENDY ELLIOTT THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE MINUTES OF MAY 15, 2019, AS CIRCULATED.**

**MOTION CARRIED.**

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

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There was no business arising from the minutes to bring before the Authority at this time.

#### **Agenda Item No. 5 – General Manager’s Report**

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General Manager Wort discussed the following matters:

1. Litter complaints – Mr. Wort noted that staff is diligently working toward addressing the complaints received about litter around both the East and West Management Centres.

A complaint was received that there was litter from the West Management Centre on adjacent properties. Grace Proszynska was dispatched to inspect the adjacent properties including the wooded areas and found no litter/debris on adjacent lands.

Similar steps are being taken at the East Management Centre and Scotia Recycling has been approached regarding the litter being generated by their operations that is spreading to the East Management Centre site and they are taking measures to alleviate the matter. It was noted that litter is always a challenge as the season changes and especially so this year at the West Management Centre due to transition with staff and reduced operating hours.

2. Cottage Bins – General Manager Wort noted that the servicing of cottage area bins continues to be a challenge in part due to labour and equipment shortages and the ongoing miss-use of the bins. Staff are working through the matter.
3. Kaizer Meadow Landfill – Mr. Wort noted that he had planned to visit the Chester site yesterday, but cancelled. It was noted that Sustane is yet to be issued an Industrial Approval and they are indicating that they will be operational by the end of August. Staff will continue to monitor the progress and it is hoped that when time allows the post closure matter can again be raised for re-evaluation. In response to the question, it was noted that there is a Kaizer Meadow Landfill Consultation Committee meeting scheduled to take place in July and that Solicitor advice will be secured with regard to the level of accountability that the Authority can request from Chester as it relates to the agreement for landfill services. Mr. Wort further noted that he does have some questions around the amortization schedule for the leachate plant as extending the amortization period will reduce annual costs for all involved considering the overall expected lifespan of the plant.
4. Collection Contract – is now in the hands of ReGroup for legal review. Work is underway regarding the associated re-routing as time is of the essence in ensuring that the information can be prepared for use in the 2020 calendar and in other educational materials. Andrea-Gibson Garrett will be working with ReGroup and the GIS experts with Kings County to move this project forward. Mr. Wort also noted that the Waste Management Bylaw will require amendments primarily to allow for the 7:00am collection service start time with staff now fully reviewing the Bylaw for any other amendments based on the goal of presenting the Bylaw to the Authority in preparation for release to Councils for approval in October or November.
5. Mr. Wort noted a Violence in the Workplace incident which occurred this past Saturday at the Reuse Centre where a customer was verbally abusive with an employee. It was noted that such action will not be tolerated and to ensure that the public is aware of that, the Violence Prevention Policy has now been posted in a visible area in the Reuse Centre. Essentially in this case, the customer, who is fully aware of the rules, did not want to follow them as they apply to the purchase of wood product. In response to the question it was noted that there are always a

minimum of 2 employees operating the Reuse Centre and further that those individuals can make immediate contact with staff at the Scale House or on site at the Management Centre if needed. Mr. Wort noted that while considering this matter, he took the time to peruse the Personnel Policies and quickly realized how outdated that they are reminding the Authority that professional services funds have been included in the budget and that those funds will be drawn upon to have Cathie Osborne continue with the project. All work will flow through the Policy Review Committee and a significant rewrite is required.

In response to the question it was noted that staff at the East Management Centre are actively working toward cleaning up the litter that has accumulated around the site and will be working toward ensuring that the site remains in an aesthetically pleasing condition into the future.

Also in response to the question, General Manager Wort explained that the Authority's agreement with Chester is for landfill services and that Chester carries the agreement with Sustane for their services. A copy of the Chester agreement can be provided to the Authority; however, there is a non-disclosure agreement in place relating to Chester's agreement with Sustane. It was noted that the Authority's per-tonne disposal rate is based on tonnages that move through the site and costs associated with the management of the tonnages with the Authority's volume representing about 83% of the total volume being managed. It was further noted that the annual per tonne rate is based on estimated activity through Chester's annual budgeting process and if there is a surplus from operations, those funds are returned and if there is a deficit then the Authority would be required to make up that difference. It was noted that the arrangement is based on the Agreement that was put in place 20 years ago and the Authority was reminded that a 10-year extension to that Agreement was recently executed. General Manager Wort explained that the agreement with Chester is significant to the Authority due to the financial implications, and further that at this time, it is anticipated the per tonne rates may increase in the future triggering concerns which have been raised with the Chief Administrative Officers.

A discussion was held regarding the servicing of cottage bins with it being suggested that consideration be given to entering into arrangements with cottage associations where they would be responsible for ensuring that there was a secure collection point and maintenance of that site with the Authority being responsible only for the collection of the materials. It was noted that cottage areas have historically received services levels beyond normal collection levels. Mr. Wort explained that staff continue to consider the matter with Communications Manager Garrett reminding the Authority that servicing cottage areas was raised in the Services and Facilities Review report recommending that the bins be removed. Based on the recommendations of the Services and Facilities Sub-Committee, a successful pilot project for curb-side collection was implemented in a couple of areas and continues to work well. As many of the complaints now are related to servicing the Armstrong Lake area serious consideration will be given to how to address the matter in that area. Operations Manager Martin added that while there are still a few complaints, the number of complaints has been drastically reduced as a direct result of the Authority's servicing the bins with its own forces. General Manager Wort will raise the issue with CAO Conrod in the very near future.

Mr. Wort reminded the Authority that there are a number of issues to be addressed including service provision to apartments and the industrial, commercial and institutional sectors and the matters raised in the Municipality of Kings budget approval letter as discussed during the last meeting.

**ON MOTION OF GAIL SMITH 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**

Finance Manager Geoff McCain reviewed the Revenue and Expense Statement for the 2 months ending May 31, 2019, as circulated and attached to these minutes, highlighting the key area of interest. Mr. McCain also advised the Authority that final payment has been made to the Municipality of Kings for all outstanding debt and further that the funds borrowed from the Capital Reserve fund based on a 3% interest rate will be returned to the fund through Scotia McLeod immediately.

Mr. McCain also noted that based on legal advice, while the budget for recyclables processing for the current year was based on \$108.00 per tonne, the Authority will be paying \$111.00 per tonne in keeping with the fiscal year rates as stated in the contract. There was some uncertainty around the rate due to the late signing of the contract.

In response to the question, Mr. McCain noted that while not final, the Municipality of District of Chester is indicating a surplus in the range of approximately \$640,000.00. When the final number is confirmed, the surplus will flow through the Authority's operating budget.

**ON MOTION OF BARRY CORBIN AND SECONDED BY ERIC BOLLAND THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE MANAGER OF FINANCE REPORT.**

**MOTION CARRIED.**

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

Operations Manager Jeff Martin noted that General Manager Wort had touched on a majority of the items he had intended to raise adding that the metals at both sites have now been processed based on a revenue of \$180.00 per tonne. Final tonnage totals are expected soon. Mr. Martin also noted some challenges experienced over the past weeks with the roll-off trucks and one pick-up truck with all equipment now repaired and fully operational.

In response to the question, it was noted that funds were not included in the capital budget to replace the scale that is down at the Western Management Centre and while the site is busy during its operating hours and there has been some frustration with the wait times in some cases, generally, all is going well.

Also in response to the question, Mr. Martin indicated that there have not been any issues with the scale house operator asking for proof of identification as customers move through the West Management site to ensure that the proper tipping fee is applied.

**ON MOTION OF MARTHA ARMSTRONG AND SECONDED BY WENDY ELLIOTT 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 was pleased to be back and that work related to the update of Policies with focus on the Personnel Policies with guidance from Cathie Osborne will resume as soon as possible.

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

Communications Manager Garrett referred to the Regional Coordinator & Regional Chairs Report, dated June 11, 2019, as circulated and attached to these minutes, highlighting the key topics of interest.

**ON MOTION OF BARRY CORBIN AND SECONDED BY ERIC BOLLAND THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE COMMUNICATIONS MANAGER REPORT.**

**MOTION CARRIED.**

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

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**Agenda Item No. 7.1 – Audit Committee**

Chair Kinsella reported that the Audit Committee met after the last Authority meeting and will meet again with the Auditors when the draft Audited Statements are ready for review. It was noted that the Auditors are seeking final information with regard to the withdrawal of Annapolis County and the Chester landfill operations. Questions remain around the status of the new Intermunicipal Services Agreement as well which, it is understood, has been passed by some Party Councils, but not others. It was noted that Authority staff have not seen the new Intermunicipal Services Agreement which was being managed primarily by CAO Conrod. It was noted that the new Agreement is an important matter as having the signed Agreement in place will allow the Municipal Finance Corporation to move forward with the release of capital borrowing funds.

**ON MOTION OF GAIL SMITH AND SECONDED BY MARTHA ARMSTRONG THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE AUDIT COMMITTEE REPORT.**

**MOTION CARRIED.**

**Agenda Item No. 8 – New Business**

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**August Regular Monthly Meeting**

**ON MOTION OF WENDY ELLIOTT AND SECONDED BY ERIC BOLLAND THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY WILL NOT HOLD THE REGULAR MONTHLY MEETING DURING THE MONTH OF AUGUST 2019.**

**MOTION CARRIED.**

It was noted that if a matter of importance does arise, a meeting can be called by the Chair.

**Agenda Item No. 9 – Correspondence**

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June 11, 2019 Letter by e-mail from Chuck Porter, Minister of Municipal Affairs – as circulated and attached to these minutes. It was noted that this letter had been received in response to the letter released under the Chair’s signature. After a short discussion, it was the consensus that no further action be taken at this time.

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

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**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)(g) OF THE MUNICIPAL GOVERNMENT ACT.**

**MOTION CARRIED.**

The June regular monthly meeting of the Valley Region Solid Waste-Resource Management Authority resumed at 10:50am.

**ON MOTION OF BARRY CORBIN AND SECONDED BY MARTHA ARMSTRONG THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY PROCEED IMMEDIATELY WITH A NOTICE TO PROCEED WITH LEGAL ACTION AND TO COMMENCE A LEGAL PROCEEDING AGAINST THE MUNICIPALITY OF ANNAPOLIS COUNTY WITH REGARD TO THE OUTSTANDING DEBT FOR SERVICES RENDERED FOR THE PERIOD OF APRIL 1, 2018 TO THE DATE OF AUGUST 17, 2018.**

**MOTION CARRIED.**

**Agenda Item No. 11 – Next Meeting**

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**Agenda Item No. 11.1 – Regular Monthly Meeting – July 17, 2019**

The next meeting of the Valley Region Solid Waste-Resource Management Authority will be held on July 17, 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 GAIL SMITH THAT THE JUNE 2019 REGULAR MONTHLY MEETING OF THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY BE ADJOURNED AT 11:52 AM.**

**MOTION CARRIED.**

Respectfully Submitted,

Brenda Davidson  
Office Manager  
Valley Waste-Resource Management