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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, March 20, 2019**  
**9:00am**  
**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:** none

**STAFF:** Andrew Wort, Jeff Martin, Geoff McCain, Andrew Garrett 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 9:00am.

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

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**ON MOTION OF BARRY CORBIN 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**

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**Agenda Item No. 3.1-Approval of the Draft Minutes from Regular Authority Meeting February 20, 2019**

**ON MOTION OF ERIC BOLLAND AND SECONDED BY MARTHA ARMSTRONG THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE MINUTES OF FEBRUARY 20, 2019, AS CIRCULATED.**

**MOTION CARRIED.**

#### **Agenda Item No. 4 – General Manager Report**

General Manager Wort addressed the Authority highlighting the following items:

- West Management Centre Rightsizing – Mr. Wort noted that 3 layoffs were implemented at the West Management Centre and all 3 have now formally accepted the severance package as offered. The site is now being staffed with forces from the East Management Centre. The change in non-member tipping fee rates will be advertised publicly soon and the impending change in operating hours has been publicized.
- Request for Proposals for the Collection and Transportation of Source-Separated Solid Waste – the Request for Proposals was released last month and a bidders meeting was held 2 weeks ago with 3 potential proponents participating. General Manager Wort provided the Authority with an overview of the key components within the Request for Proposals document noting that in response to the request, the deadline for submissions has been extended to 2:00pm April 4, 2019. Based on this closing date, it is anticipated that a recommendation to award the contract will be brought before the Authority during the April Regular Monthly Meeting.
- Request for Proposals for the Transportation of Source-Separated Solid Waste – the current contract for this service will expire March 31, 2020 and in order to ensure that all potential proponents have the opportunity to participate, a Request for Proposal document will be prepared and released as soon as possible for this service for the 5-year period beginning April 1, 2020.

**ON MOTION OF WENDY ELLIOTT AND SECONDED BY MARTHA ARMSTRONG THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE GENERAL MANAGER'S REPORT.**

**MOTION CARRIED.**

#### **Agenda Item No.5 – Staff Reports**

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##### **Agenda Item No. 5.1 – Manager of Finance**

**Item 1** - Finance Manager McCain took the floor referring to the Revenue and Expense Statement and Budget Variance Analysis for the 11 months ending February 28, 2019, as circulated and attached to these minutes, highlighting the key areas of interest.

A discussion arose regarding the Authority's current financial position noting the motions made by the Parties to the Intermunicipal Agreement allowing the Authority to expend funds after April 1, 2019, based on the 2019-2020 draft budget as provided to the Parties in December 2018, to the end of May 2019.

General Manager Wort noted that he will be reaching out to CAO Conrod regarding this matter stressing that having landfill financial information from the Municipality of the District of Chester is critical to the final development of not only projections for the current fiscal year but also for the 2019-2020 budget. The information has been requested from Chester but not yet received. It is intended to bring the matter up with the new Chester CAO, Dan McDougall, during the tour of the Sustane facility later today. Mr. Wort also explained that the CAO's planned approach of having an external consultant prepare a study of the Authority's accounting system and cost accounting is still pending. With the time passing so

quickly, General Manager Wort will be further discussing the matter with CAO Conrod to determine the best way to move forward to include any adjustments to timelines that may be required. It was stressed that in order to ensure that the Authority continues to operate based on an approved budget, an amended budget should be presented to the Authority during the April meeting to allow Party Councils to address the matter in May or an extension to the approval to expend funds will be required by all Parties.

The discussion touched on other matters of concern including the amendments to the Intermunicipal Services Agreement, cash flow issues and the associated withholding of payment of payroll invoices to the Municipality of Kings in an attempt to ensure that cash flow is available to meet other commitments. The value of the withheld payments is in the \$700,000.00 range due the financial impact of the non-payment of the outstanding balance owed by the County of Annapolis. The Municipality of Kings is expressing discomfort with the practice. It was further explained that the approach of withholding payroll invoice payments was taken in an attempt to address cash flow issues as the proposed establishment of a line of credit did not move forward.

Chair Kinsella noted the Board's goal of ensuring the organization functions professionally and effectively must be maintained. It was noted that some matters such as the reorganization of the accounting system and the development of cost accounting practices may have to be set aside for the moment to ensure that the critical matters are dealt with. It was further noted that any discussion with Chester CAO Dan McDougall should be followed up with correspondence to ensure that the CAO group is aware that the Authority is taking all possible steps to gather information critical to budget development as we look to the 2019-2020 fiscal year. It was also indicated that the Authority should anticipate a difficult upcoming budget year, but it is hoped that once matters with the Municipality of Annapolis County are settled, the financial pressures on the Parties to the Intermunicipal Agreement should ease.

It was also stressed, and the consensus, that while the participation of the CAO group during the crisis period in 2018 was invaluable, it is now time for the Board to once again take full control of organizational governance, in consultation, as needed, with the CAO group.

All Authority representatives were encouraged to discuss these matters with their respective CAO to ensure that all have a clear understanding of the issues, challenges and direction moving forward.

**ON MOTION OF MARTHA ARMSTRONG AND SECONDED BY WENDY ELLIOTT THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE UNAUDITED REVENUE AND EXPENSE STATEMENT AND BUDGET VARIANCE ANALYSIS FOR THE 11 MONTHS ENDING FEBRUARY 28, 2019.**

**MOTION CARRIED.**

**Item 2** – Finance Manager McCain referred to the Report to the Authority: Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate, dated March 20, 2019, as circulated and attached to these minutes, explaining that this is the final step in the process of having the borrowing included in the spring debenture issue by the Municipal Finance Corporation in keeping with the approved capital expenditure. A copy of the Resolution is also attached.

**ON MOTION OF ERIC BOLLAND AND SECONDED BY BARRY CORBIN THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE RESOLUTION FOR PRE-APPROVAL OF DEBENTURE ISSUANCE SUBJECT TO INTEREST RATE IN THE AMOUNT OF \$71,568 FOR A THREE YEAR TERM TO BE INCLUDED IN THE SPRING 2019 DEBENTURE ISSUE THROUGH THE MUNICIPAL FINANCE CORPORATION.**

**MOTION CARRIED.**

**Item 3** – Finance Manager McCain referred to the Report to the Authority: Return of Payments from Municipal Parties for the Reimbursement of Temporary Resources, dated March 20, 2019, as circulated and attached to these minutes. Mr. McCain explained that a request has been made to return the funds associated with the services provided by Cathie Osborne and Kevin Matheson to the Parties as the work did not qualify for funding under the Department of Municipal Affairs “modernization framework” program as was originally anticipated.

A discussion arose where it was the consensus that more information is required to allow the Authority to make a fully-informed decision.

**Item No. 5** – Mr. McCain referred to the Report to the Authority: Write-Off of Uncollectable Accounts, dated March 20, 2019, as circulated and attached to these minutes.

**ON MOTION OF ERIC BOLLAND AND SECONDED BY BARRY CORBIN THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE WRITE-OFF OF THE OVERDUE AND UNCOLLECTABLE ACCOUNTS AS NOTED IN THE MARCH 20, 2019 REPORT IN THE AMOUNT OF \$1,272.01.**

**MOTION CARRIED.**

Mr. McCain noted that every possible step is taken in every case to collect any outstanding funds owed to the Authority.

**ON MOTION OF MARTHA ARMSTRONG AND SECONDED BY WENDY ELLIOTT THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE FINANCE MANAGER'S REPORT AS PER THE DISCUSSIONS NOTED ABOVE.**

**MOTION CARRIED.**

**Agenda Item No. 5.2 – Operations Manager**

Operations Manager Martin noted that all efforts are being made to ensure a smooth transition of operations at the West Management Centre both now and as we look to April 1<sup>st</sup> when the hours of operation will be reduced to 3.5 days per week. General Manager Wort added that he was aware of the potential impact of the staff reduction on other team members and took the time to meet with everyone as quickly as possible following the layoffs. A short discussion was held regarding the almost immediate press coverage with it being noted that the decision as to whether to respond or not on the

questions regarding the expropriation was left with Mayor Muttart who is the official spokesperson for the Parties.

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

**MOTION CARRIED.**

**Agenda Item No. 5.3 – Office Manager**

**Agenda Item No. 5.3.1 – 2017-2018 Occupational Health and Safety System Annual Report and Annual Endorsement of Safety Policy**

Office Manager Davidson addressed the Authority referring to the Report to the Authority: Occupational Health and Safety System Annual Report and Approval of Safety Policy, dated March 20, 2019, the 2017-2018 Occupational Health and Safety System Annual Report, the Workers' Compensation Board of Nova Scotia 2019 Experience Rating and Premiums Graphic and the Safety Policy, all as circulated and attached to these minutes. Ms. Davidson noted that it is hoped that the Authority will receive the Annual Report and formally endorse the Safety Policy in keeping with the annual practice today. Ms. Davidson further noted that, as per the 2019 Experience Rating and Premiums Graphic, the Authority is seeing a reduction in the WCB rate for 2019; however, the Authority remains in a demerit increase rate position and steps are being taken to return to a merit decrease position into the future.

**ON MOTION OF WENDY ELLIOTT AND SECONDED BY BARRY CORBIN THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE 2017-2018 OCCUPATIONAL HEALTH AND SAFETY SYSTEM ANNUAL REPORT AND FURTHER THAT THE SAFETY POLICY BE APPROVED AS PRESENTED.**

**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 March 12, 2019, and the Nova Scotia Waste Diversion Calculations (April 1, 2017-March 31, 2018), as circulated and attached to these minutes.

Mr. Garrett provided an explanation of how DivertNS calculates and releases diversion credit funding to Regions across the province noting that 80% of the net revenues from Divert NS programs and services is made available in diversion credit funding for all regions based on comparative waste disposal performance. The other 20% of the net revenues automatically goes to the Department of the Environment to offset their waste-management costs. Mr. Garrett further noted that the Authority also receives funding from DivertNS under separate contracts for educational services, enforcement services and regional coordinator services.

A short discussion arose regarding the recent advertisement for DivertNS Board Members with Mr. Garrett encouraging anyone interested to apply noting that previous Authority Chair, Mark Pearl, did hold a seat on the Board for a short period of time.

**ON MOTION OF MARTHA ARMSTRONG AND SECONDED BY BARRY CORBIN THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE REGIONAL COORDINATOR REPORT DATED FEBRUARY 1, 2019.**

**MOTION CARRIED.**

**Agenda Item No. 6 – Committee Reports**

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**Agenda Item No. 6.1 – Policy Committee**

**Agenda Item No. 6.1.1 – Authority and Responsibility of the General Manager, AAP-04**

Office Manager Davidson referred to the March 20, 2019 draft Authority and Responsibility of the General Manager Policy Statement, AAP-04, as circulated and attached to these minutes noting that the draft is being recommended for approval by the Policy Review Committee.

**ON MOTION OF MARTHA ARMSTRONG AND SECONDED BY ERIC BOLLAND THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE AUTHORITY AND RESPONSIBILITY OF THE GENERAL MANAGER POLICY STATEMENT, AAP-04, DATED MARCH 20, 2019.**

**MOTION CARRIED.**

**Agenda Item No. 7 – New Business**

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

**Agenda Item No. 8 – Correspondence**

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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)(d) – Labour Relations**

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**ON MOTION OF ERIC BOLLAND AND SECONDED BY BARRY CORBIN THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY MOVE TO AN IN-CAMERA SESSION IN KEEPING WITH SECTION 22(2)(d) OF THE MUNICIPAL GOVERNMENT ACT.**

**MOTION CARRIED.**

The March regular monthly meeting of the Valley Region Solid Waste-Resource Management Authority resumed at 10:09am.

**ON MOTION OF ERIC BOLLAND AND SECONDED BY BARRY CORBIN THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY AUTHORIZES THE GENERAL MANAGER TO ACCEPT THE LEGAL ADVICE AND RECOMMENDATION AND MOVE FORWARD WITH THE SETTLEMENT OF THE PERSONNEL MATTER AS DISCUSSED DURING THE IN-CAMERA SESSION OF TODAY.**

**MOTION CARRIED.**

**Agenda Item No. 10 – Next Meeting**

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The next meeting of the Valley Region Solid Waste-Resource Management Authority will be held on April 17, 2019, in keeping with the normal meeting schedule.

**Agenda Item No. 11 - Adjournment**

**ON MOTION OF BARRY CORBIN AND SECONDED BY MARTHA ARMSTRONG THE MARCH 2019  
REGULAR MONTHLY MEETING OF THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT  
AUTHORITY ADJOURNED AT 10:10AM.**

Respectfully Submitted,

Brenda Davidson  
Office Manager  
Valley Waste-Resource Management