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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, April 17, 2019**  
**9:00am**  
**Salon E – Old Orchard Inn**

**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

**Guests:** Mark Phillips, CAO, Town of Kentville; Mike Payne, CAO, Town of Berwick; Erin Beaudin, CAO, Town of Wolfville; Kelly Rice, CAO, Town of Annapolis Royal; Scott Conrod, CAO, Municipality of Kings; Jennifer Boyd, CAO, Town of Middleton; Peter Muttart, Mayor, Municipality of Kings; Jeff Cantwell, Mayor, Town of Wolfville; Don Clarke, Mayor, Town of Berwick; Sylvester Atkinson, Mayor, Town of Middleton; Bill MacDonald, Mayor, Town of Annapolis Royal; Greg Barr, Director of Finance, Municipality of Kings; Cate Savage, Deputy Mayor, Town of Kentville; Christa Rafuse, Director of Solid Waste, Municipality of the District of Chester; Dan MacDougall, CAO, Municipality of the District of Chester; Allen Webber, Warden, Municipality of the District of Chester; Malcolm Pitman, Director of Finance, Municipality of the District of Chester.

**STAFF:** Andrew Wort, Jeff Martin, Geoff McCain, Andrew Garrett and Sue Visentin

**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 ERIC BOLLAND THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE AGENDA, AS CIRCULATED.**

**MOTION CARRIED.**

**Agenda Item No. 3 - In-Camera Session in keeping with MGA Section 22(2)(e)- Contract Negotiations**  
**3.1 Municipality of the District of Chester Presentation**

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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 TO DISCUSS CONTRACT NEGOTIATIONS IN KEEPING WITH SECTION 22(2)(e) OF THE MUNICIPAL GOVERNMENT ACT.**

**MOTION CARRIED.**

**ON MOTION OF ERIC BOLLAND AND SECONDED BY GAIL SMITH THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY COME OUT OF THE IN-CAMERA SESSION.**

**MOTION CARRIED.**

The April regular monthly meeting of the Valley Region Solid Waste-Resource Management Authority resumed at 11.07 am.

**ON MOTION OF BARRY CORBIN AND SECONDED BY WENDY ELLIOTT THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY OPEN THE REQUEST FOR PROPOSALS 1801-PROVISION OF SERVICES FOR THE COLLECTION AND TRANSPORTATION OF SOURCE SEPARATED SOLID WASTE AT 2:00 PM ON THURSDAY, APRIL 18, 2019 AT THE VALLEY WASTE- RESOURCE MANAGEMENT OFFICE BOARDROOM.**

**MOTION CARRIED.**

**ON MOTION OF BARRY CORBIN AND SECONDED BY ERIC BOLLAND THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY DIRECT LEGAL COUNSEL TO RESPOND TO A LETTER FROM THE COUNTY OF ANNAPOLIS REGARDING THE SALE OF AN ASSET AND THE LEGAL RESPONSIBILITIES THAT MUST BE ADHERED TO BY THE AUTHORITY.**

**MOTION CARRIED.**

**ON MOTION OF MARTHA ARMSTRONG AND SECONDED BY BARRY CORBIN THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY MOVE TO AN IN-CAMERA SESSION TO DISCUSS A LEGAL ISSUE IN KEEPING WITH SECTION 22(2)(g) OF THE MUNICIPAL GOVERNMENT ACT.**

**MOTION CARRIED.**

**ON MOTION OF ERIC BOLLAND AND SECONDED BY WENDY ELLIOTT THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY MOVE OUT OF THE IN-CAMERA SESSION.**

**MOTION CARRIED.**

**Agenda Item No. 4 – Approval of the Minutes**

**Agenda Item No. 4.1-Approval of the Draft Minutes from Regular Authority Meeting March 20, 2019**

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

**MOTION CARRIED.**

**Agenda Item No. 4.2-Approval of the Draft Minutes from Special Meeting held April 8, 2019**

**ON MOTION OF WENDY ELLIOTT AND SECONDED BY MARTHA ARMSTRONG THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE MINUTES OF THE SPECIAL MEETING ON APRIL 8, 2019, AS CIRCULATED.**

**MOTION CARRIED.**

**Agenda Item No. 4.3-Approval of the Corrected Minutes from Regular Authority Meeting February 20, 2019**

**ON MOTION OF WENDY ELLIOTT AND SECONDED BY GAIL SMITH THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE CORRECTED MINUTES OF FEBRUARY 20, 2019, AS CIRCULATED.**

**MOTION CARRIED.**

**Agenda Item No. 5 – Business Arising from the Minutes**

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**5.1 Follow-up: Municipality of Kings Request for Payment of Invoice: Temporary Resources**

General Manager Wort read an e-mail he received from CAO Scott Conrod. The letter requested a return of funds for the consulting fees paid for the cost sharing of 2 positions during a time in 2018 when a full time GM had yet to be hired at Valley Waste. All parties were billed and have paid with the exception of Annapolis County. Kings County would like those fees returned as the funding that was thought would cover these costs was not approved.

Mr. Corbin reminded the group that at the time there was no mention on this cost sharing being contingent on funding, and returning funds to each of the parties that have paid would create what he considered unnecessary bookkeeping. Wendy Elliott indicated that the minutes of this meeting should be examined to see whether or not there was a specific motion regarding this. Chair Kinsella noted that a letter should be sent to CAO Conrod thanking him for his letter and referencing the motions and minutes applicable.

**Agenda Item No. 6 – General Manager’s Report**

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General Manager Wort addressed the Authority highlighting the following items:

- General Manager Wort noted that there were a few staffing concerns he would like to address. The Office Manager could be off work for some time and this will create a huge void in Administration. There are also a couple of site workers injured and on light duties which is putting a strain on operations. It has become much harder to move staff around and he would like to discuss this in further detail at the Special meeting rescheduled for May 1, 2019.
- General Manager Wort also wanted to bring forward issues surrounding the budget. He would like to get a sense of where we are and how we proceed with a surplus from the landfill and how to manage issues with cash flow at the May 1<sup>st</sup> meeting. CAO Mark Phillips reminded Mr. Wort that the rules of the IMSA need to be followed when dealing with any surplus. GM Wort stated that we are in the mode of reacting to situations instead of having a strategic plan in place. Decisions made need to make sense on an environmental level, as well as a social and economic one. General Manager Wort stressed the importance of developing a strategic plan in the next few months.

**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.7 – Staff Reports**

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**Agenda Item No. 7.1 – Manager of Finance**

There was nothing to report at this time.

Martha Armstrong asked Mr. McCain the depreciation value of the Western Management Centre. Mr. McCain did not have the specifics at this time but will do a follow up.

**Agenda Item No. 7.2 – Operations Manager**

Operations Manager Martin took the floor noting that Spring Cleanup starts next week and things at both sites are fairly busy.

**Agenda Item No. 7.3 – Office Manager**

There was nothing to report at this time.

**Agenda Item No. 7.4 – Communications Manager/Regional Coordinator**

Communications Manager Garrett took the floor referring to the Report to the Authority: Regional Coordinator Report, dated April 9, 2019, as circulated and attached to these minutes. Mr. Garrett went over the report in detail.

It was noted that Divert Nova Scotia is conducting a Strategic Plan and Chair Kinsella was encouraged to participate in the consultation.

**ON MOTION OF WENDY ELLIOTT AND SECONDED BY BARRY CORBIN THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE REGIONAL COORDINATOR REPORT DATED APRIL 9, 2019.**

**MOTION CARRIED.**

**Agenda Item No. 8 – Committee Reports**

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**Agenda Item No. 8.1 – Policy Committee- no report**

**Agenda Item No. 9 – New Business**

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**Agenda Item No. 9.1- 20 Year Service Award**

Chair Kinsella congratulated and presented Communications Manager Andrew Garrett with his 20 Year Service Award.

**Agenda Item No. 10 – Correspondence**

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

**Agenda Item No. 11 – Next Meeting**

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**Agenda Item No. 11.1- Special Meeting May 1, 2019**

**Agenda Item No. 11.2- Regular Monthly Meeting – May 15, 2019**

The next meeting of the Valley Region Solid Waste-Resource Management Authority will be held on May 15, 2019.

**Agenda Item No. 12 - Adjournment**

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**ON MOTION OF GAIL SMITH AND SECONDED BY BARRY CORBIN THE APRIL 2019 REGULAR MONTHLY MEETING OF THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY ADJOURNED AT 12.18PM.**

Respectfully Submitted,

Sue Visentin for Brenda Davidson  
Office Manager  
Valley Waste-Resource Management