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The Municipalities of Annapolis and Kings and the Towns of Annapolis Royal, Berwick, Kentville, Middleton and Wolfville: Partners in Waste Reduction

**Valley Region Solid Waste-Resource Management Authority
Regular Monthly Meeting
December 13, 2017
9:00am
Valley Waste-Resource Management Office – Boardroom**

Attendees

Members: Wendy Elliott, Martha Roberts, Jane Bustin, Brian Hirtle, Gail Smith and John Kinsella

Staff: Rick Ramsay, Michael Coyle, Jeff Martin, Andrew Garrett, Geoff McCain, and Brenda Davidson

Regrets: Eric Bolland and Craig Gerrard

Agenda Item No. 1 - Call to Order

Chair Bustin welcomed everyone calling the meeting to order at 9:00am welcoming all.

Agenda Item No. 2 – Approval of Agenda

ON MOTION OF JOHN KINSELLA AND SECONDED BY WENDY ELLIOTT THAT THE AGENDA, BE APPROVED, AS CIRCULATED.

Agenda Item No. 2.1 – Go Forward Plan

Interim General Manager Ramsay explained the new design being used for the agenda. Office Manager Davidson will be contacting Authority Representatives each month advising that the Agenda is under development and asking for any items to be included under new agenda item no. 6 along with any documentation for circulation with the meeting package. Mr. Ramsay noted the Agenda has been designed to allow the Authority's management team and members of the Authority to present items of interest, if any, to ensure that the Authority is kept abreast of key issues.

Agenda Item No. 3 – Approval of the Minutes – November 15, 2017

ON MOTION OF BRIAN HIRTLE AND SECONDED BY MARTHA ROBERTS THAT THE MINUTES OF THE NOVEMBER 15, 2017 REGULAR MONTHLY MEETING OF BE APPROVED, AS CIRCULATED.

MOTION CARRIED.

Agenda Item No. 4 – Staff Reports

Agenda Item No. 4.1 – Manager of Finance

Agenda Item No. 4.1.1 – Year to Date Financial Statements

Finance Manager McCain provided the Authority with an overview of the Unaudited Revenue and Expense Statement to November 20, 2017 as circulated and attached to these minutes.

Mr. McCain and Mr. Ramsay responded to questions as they arose during the review of the report.

ON MOTION OF GAIL SMITH AND SECONDED BY JOHN KINSELLA THAT THE AUTHORITY RECEIVE THE NOVEMBER 2017 EXPENSE REPORT, AS CIRCULATED.

MOTION CARRIED.

Agenda Item No. 4.1.2 – Projected Income and Expenses Future Plan

Finance Manager McCain noted the income and expenses projections for the current year are being finalized in conjunction with the development of the budget for the upcoming fiscal year.

Agenda Item No. 4.1.3 – Draft Operating and Capital Budget 2018/19 Status

Finance Manager McCain noted the Authority's management team has been working diligently toward the development of the draft budgets for the upcoming fiscal year. The Authority will be presented with the draft budget during the next meeting.

Agenda Item No. 4.1.4 – Temporary Borrowing Resolution: File No. 17/18-2: \$514,000.00

Mr. McCain reviewed the Temporary Borrowing Resolution File No. 17/18-2 Report to the Authority and the associated Borrowing Resolution and Guarantee Documents, all as circulated and attached to these minutes noting that the resolution is a per the Authority's approved capital budget for the current fiscal year.

ON MOTION OF WENDY ELLIOTT AND SECONDED BY BRIAN HIRTLE THAT THE AUTHORITY RECEIVE THE TEMPORARY BORROWING RESOLUTION FILE NO. 17/18-2 REPORT DATED DECEMBER 13, 2017.

ON MOTION OF BRIAN HIRTLE AND SECONDED BY JOHN KINSELLA THAT THE AUTHORITY APPROVE THE TEMPORARY BORROWING RESOLUTION, FILE NO. 17/18-2 IN THE AMOUNT OF \$514,000 AND FURTHER AUTHORIZE INTERIM GENERAL MANAGER RAMSAY AND CHAIR BUSTIN TO EXECUTE THE RESOLUTION.

MOTION CARRIED.

It was stressed that the associated Guarantee Documents as circulated should be taken to each partner Council for approval as soon as possible. Once approved and executed; they should be returned to Finance Manager McCain for forwarding as a package to Service Nova Scotia and Municipal Relations.

Agenda Item No. 4.2 – Operations Manager

Operations Manager Martin and Office Manager Davidson had not yet joined the meeting.

Agenda Item No. 4.3 – Office Manager

As per the note above.

Agenda Item No. 4.4 – Communications Manager/Regional Coordinator

Communications Manager Garrett provided a verbal update regarding recent communications activity.

ON MOTION OF MARTHA ROBERTS AND SECONDED BY JOHN KINSELLA THAT THE AUTHORITY RECEIVE THE VERBAL COMMUNICATIONS REPORT.

MOTION CARRIED.

Communications Manager Garrett continued referring to the Regional Coordinator & Regional Chairs Report to the Authority dated December 5, 2017 as circulated and attached to these minutes.

A lengthy discussion arose regarding the seriousness of the global recycling markets with staff being directed to prepare a report on plastic film recycling for review by the Authority during the next meeting. It was the consensus that the Authority should take a leadership role as it relates to the potential impact of the current market conditions stressing the importance of maintaining the recycling program as it exists.

ON MOTION OF BRIAN HIRTLE AND SECONDED BY WENDY ELLIOTT THAT THE AUTHORITY RECEIVE THE REGIONAL COORDINATOR AND REGIONAL CHAIRS REPORT DATED DECEMBER 5, 2017.

MOTION CARRIED.

Agenda Item No. 4.5 – Policy and Planning Manager

Agenda Item No. 4.5.1 – Bill 10 – Governance Issues

Manager of Policy and Planning Coyle reviewed the Bill 10 Amendments to MGA Report to the Authority dated December 5, 2017, as circulated and attached to these minutes. Mr. Coyle stressed that while strictly speaking the amendments do not apply to the Authority's operations, however, the Authority has generally adhered to requirements as they affect their respective Councils.

ON MOTION OF MARTHA ROBERTS AND SECONDED BY GAIL SMITH THAT THE AUTHORITY DIRECT STAFF TO PREPARE DRAFT POLICIES AND AMENDMENTS TO EXISTING POLICIES TO REFLECT THE CHANGES IN BILL 10 AND PRESENT THE SAME TO THE AUTHORITY.

MOTION CARRIED.

A short break was held at this time with the meeting called back to order at 10:14am.

Agenda Item No. 5 – Committee Reports

Agenda Item No. 5.1 – Service and Facilities Steering Committee

As Communications Manager Garret had stepped out of the meeting for a moment, it was the consensus to move to the next agenda item.

Agenda Item No. 5.2 – General Manager Recruitment

Chair Bustin reported that she has spoken with Mr. Walsh, Consultant, on a couple of occasions and that the recruitment process is moving forward as anticipated with all being aware of the date that Interim Ramsay has given for his service to the Authority.

Agenda Item No. 5.1 – Service and Facilities Steering Committee

Communications Manager Garrett reported that the Steering Committee met last week and made the decision to spend some time going back to the original Dillon report for the purpose of reviewing all recommendations within the report. Mr. Garrett reminded the Authority about the recommendations related to service to cottages, apartments, the industrial, commercial and institutional sectors and tipping fees.

ON MOTION OF MARTHA ROBERTS AND SECONDED BY JOHN KINSELLA THAT THE AUTHORITY RECEIVE THE SERVICE AND FACILITIES STEERING COMMITTEE REPORT.

MOTION CARRIED.

ON MOTION OF BRIAN HIRTLE AND SECONDED BY WENDY ELLIOTT THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE GENERAL MANAGER RECRUITMENT REPORT.

MOTION CARRIED.

Agenda Item No. 6 – Board Members – General Manager

As discussed earlier, Interim General Manager Ramsay advised that Office Manager Davidson will be notifying Authority representatives when the Agenda is under development for the upcoming meeting requesting any items, and supporting documentation if available, to be included under this section of the agenda.

Agenda Item No. 7 – New Business

Agenda Item No. 7.1 – Introduction to Corporate Strategic Plan

Interim General Manager Ramsay referred to the Corporate Strategic Plan Report to the Authority dated December 1, 2017, as circulated and attached to these minutes. Mr. Ramsay provided the Authority with a full overview of strategy plan development referencing the Corporate Strategic Plan Design drawing, the Corporate Strategic Plan Process and a Building Our Strategic Plan overview, as circulated and attached to these minutes.

It was stressed that while moving forward with this project will be a great deal of work for all involved, the findings will be invaluable as the Authority looks to the future. It was the consensus to take full advantage of Mr. Ramsay's skills in the area of strategic plan development and move forward with the project.

ON MOTION OF MARTHA ROBERTS AND SECONDED BY JOHN KINSELLA THAT THE AUTHORITY APPROVES MOVING FORWARD WITH THE STRATEGIC PLANNING PROCESS UNDER THE DIRECTION OF INTERIM GENERAL MANAGER RAMSAY.

MOTION CARRIED.

Agenda Item No. 8 – Correspondence

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

Agenda Item No. 9 – Annual Election of Chair and Vice-Chair

As per the Election of Officers Policy, AAP-02, as circulated and attached to these minutes, Mr. Ramsay took the Chair for the purpose of electing the Chair to the Authority for the upcoming calendar year.

Mr. Ramsay called for nominations for the position of Chair to the Valley Region Solid Waste-Resource Management Authority for the 2018 calendar year.

Brian Hirtle nominated Jane Bustin for the position of Chair for the upcoming calendar year. Ms. Bustin accepted the nomination.

Mr. Ramsay then called for nominations for the position of Chair for the 2018 calendar year for the second time – none were heard.

Mr. Ramsay then called for nominations for the position of Chair for the 2018 calendar year for the third time – none were heard.

Mr. Ramsay then for nominations for the position of Chair for the 2018 calendar year for the final time. – none were heard.

ON MOTION OF WENDY ELLIOTT AND SECONDED BY GAIL SMITH THAT NOMINATIONS CEASE FOR THE POSITION OF CHAIR TO THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY FOR THE 2018 CALENDAR.

MOTION CARRIED.

Interim General Manager Ramsay then declared Jane Bustin successfully elected to serve as Chair to the Authority for the 2018 calendar year with Ms. Bustin thanking all for their faith and support.

Chair Bustin then resumed her position as Chair to the Authority and proceeded with the election of the Vice-Chair to the Valley Region Solid Waste-Resource Management Authority for the 2018 calendar year calling for nominations for the 1st time.

Wendy Elliott nominated John Kinsella with Mr. Kinsella accepting the nomination.

Chair Bustin then called for nominations for the position of the Vice-Chair for the 2018 calendar year for the second time. Gail Smith nominated Brian Hirtle with Mr. Hirtle accepting the nomination.

Chair Bustin then called for nominations for the position of Vice-Chair for the 2018 calendar year for the third time – none were heard.

Chair Bustin then called for nominations for the position of Vice-Chair for the 2018 calendar year for the fourth time – none were heard.

Chair Bustin then called for nominations for the position of Vice-Chair for the 2018 calendar year for the final time – none were heard.

ON MOTION OF MARTHA ROBERTS AND SECONDED BY GAIL SMITH THAT NOMINATIONS CEASE FOR THE POSITION OF VICE-CHAIR TO THE AUTHORITY FOR THE 2018 CALENDAR YEAR.

MOTION CARRIED.

In keeping with Policy, paper ballots were circulated to Authority representatives for voting purposes with Manager of Policy and Planning Coyle and Office Manager Davidson collecting and counting the votes.

Manager of Policy and Planning Coyle then reported that John Kinsella has been successfully elected to continue in his role of Vice-Chair to the Authority for the 2018 calendar year.

ON MOTION OF GAIL SMITH AND SECONDED BY WENDY ELLIOTT THAT ALL BALLOTS RELATED TO THE ELECTION OF THE VICE-CHAIR TO THE AUTHORITY FOR THE 2018 CALENDAR YEAR BE DESTROYED.

MOTION CARRIED.

Chair Bustin again thanked all for the support noting that she looks forward to working with all into the future.

Next Meeting

The next meeting of the Valley Region Solid Waste-Resource Management Authority will be held on January 17, 2018 in keeping with the normal meeting schedule.

Agenda Item No. 10 – Adjournment

ON MOTION OF JOHN KINSELLA AND SECONDED BY WENDY ELLIOTT THE DECEMBER 2017 REGULAR MONTHLY MEETING OF THE AUTHORITY ADJOURNED AT 11:00AM.

All were wished a very Merry Christmas!

Respectfully Submitted,

Brenda Davidson
Office Manager
Valley Waste-Resource Management