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The Municipalities of Annapolis and Kings and the Towns of Annapolis Royal, Berwick, Kentville, Middleton and Wolfville

**Valley Region Solid Waste-Resource Management Authority
Special Meeting
Wednesday, April 25, 2018
9:00am
Valley Waste-Resource Management Office – Boardroom**

Attendees

Members: Wendy Elliott, Eric Bolland, Martha Roberts, Barry Corbin, Brian Hirtle, Gail Smith and John Kinsella

Alternates Present: Craig Gerrard, Michael Gunn, Anna Ashford-Morton, Martha Armstrong

Staff: Cathie Osborne, Erin Beaudin-CAO Representative, Jeff Martin, Geoff McCain, Andrew Garrett and Brenda Davidson

Guests: Mark Phillips, Brian Smith, and Scott Conrod

Agenda Item No. 1 – Welcome and Call to Order

Chair Kinsella welcomed everyone calling the meeting to order at 9:00am.

Approval of the Agenda

Chair Kinsella referred to the Agenda asking if any additions were required. None were heard; however, as a point of clarification, it was noted that the Amended April 1, 2018-June 30, 2018 Draft Budget to be brought before the Authority today is Operating only.

ON MOTION OF ERIC BOLLAND AND SECONDED BY WENDY ELLIOTT THE AGENDA BE APPROVED RECOGNIZING THE CLARIFICATION NOTED ABOVE.

MOTION CARRIED.

Agenda Item No. 2 – CAO Committee Update

Erin Beaudin addressed the Authority indicating that she has been assigned as Interim General Manager for Valley Waste as per the CAO' Group. Ms. Beaudin will serve as point person for Cathie Osborne with CAO Conrod assigned to serve as point person for Kevin Matheson when he arrives, which should be soon, to provide financial expertise for year-end auditing purposes and moving forward with the development of a 12-month budget. It has been determined that the CAO group will participate in a weekly conference call to ensure that all are kept fully up-to-date as matters progress.

A request for an update regarding the recyclable processing and curb-side collection contracts was made with it being indicated that since Ms. Osborne's arrival, she has been focused on the development of the 3-month budget to be considered today and it is anticipated she will prepare a memo on issues related to contracts for the consideration of the CAO group soon. It was stressed that the first priority was deemed to be the development of a 3-month budget. In response to the question, it was noted that at present, while the contract with Scotia Recycling has expired, there are some outstanding issues to be addressed prior to finalizing the new contract, and, for the moment, the work continues to be performed by Scotia Recycling at the recently expired contract rate of \$125.00 per tonne based on a month-to-month extension of that contract.

Agenda Item No. 3 – April 1, 2018 – June 30, 2018 Operating and Capital Budget Review

As indicated during Agenda approval the budget being presented today addresses the operating budget only. Ms. Osborne addressed the Authority providing a complete review of the Amended 3-Month Budget Based on 2016-2017 dated April 25, 2018, including explanatory notes, as circulated and attached to these minutes. It was noted that the budget has been prepared based on the exclusion of the former Town of Hantsport and further that financial details associated with the termination of service provision in that area effective April 1, 2018 will be included in the 12-month budget development process.

A number of questions were raised with responses associated with staff overtime, residuals disposal, surplus funds from previous year landfill operations, the organics processing contract, annual contribution to the Management Centre Capital Reserve and the use of Valley Waste-owned equipment in the transfer of organic and recyclable materials from the West Management Centre to the East Management Centre. A discussion arose regarding the previous motion that indicated a freeze on spending and the spending that is occurring with the question being raised as to whether or not Authority approval is required prior to the expense occurring with a specific example of this being the payment of insurance premiums. It was further noted that the freeze on spending was to apply to any additional overtime by staff resources for which there is allocated funding in the proposed 3-month draft budget. In response, it was indicated that it was the understanding that regular services - would continue during this time and that it was not recommended that insurance coverage to allowed to default through non-payment and further that any overtime being performed by staff resources

is the result of normal operations such as requirements for Holidays and the normal participation in communication and education events such as the recent Kentville Home Show. It was indicated that it was not envisioned that it was the intent of the Board to close or reduce services. It was further noted that expenses with the matching revenues for the engagement of Cathie Osborne and Kevin Matheson will be included in the three-month budget.

Ms. Osborne noted she will be preparing a full report on a review of the transportation of organics for the review of the CAO group as soon as time allows. It was indicated Valley Waste resources are currently moving organics from the West Management Centre to the East Management Centre for collection by the Organics Processing contractor, Fundy Compost, at an estimated net cost of \$5,454.00 annually. It was also noted that taking this approach allows for operational efficiencies with 25% of the cost of operating the roll-off truck being allocated to the organics processing function as the equipment is used for other purposes the remaining 75% of time. Potential impact on staffing requirements was also discussed.

Ms. Osborne provided a full explanation of each note and its particulars during the draft budget review indicating the notes have been numbered and cross referenced to the draft budget document. During the discussion, it was recognized that there is an alignment error in the table showing the actual paid by each party under the Inter-municipal Services Agreement during 2016-2017 which will be corrected prior to its release to parties.

Chair Kinsella stressed it was his understanding the intent is to continue with operations during this period of uncertainty and that it was also his understanding that any invoices requiring payment would be paid. Ms. Osborne added that the language in the current Inter-municipal Services Agreement is prohibitive with respect to budget approval and that in the future, language that allows the Board to address issues without the need for extreme administrative processes would be beneficial.

ON MOTION OF BARRY CORBIN AND SECONDED BY WENDY ELLIOTT THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECOMMENDS THAT THE AMENDED 3 MONTH BUDGET BASED ON 2016-2017, AS DISCUSSED AND WITH CORRECTIONS, BE FORWARDED TO PARTY COUNCILS.

A question arose regarding whether or not the motion requires the support of the Municipality of Annapolis County to be official due to the veto powers stated in the Inter-municipal Services Agreement. It was unclear as to whether or not the veto power would apply under this extraordinary circumstance and it was determined that a majority vote would allow the process to move forward.

MOTION CARRIED.

WITH ONE NAY VOTE RECORDED BY MARTHA ROBERTS REPRESENTING THE MUNICIPALITY OF ANNAPOLIS COUNTY.

Mr. Hirtle stressed that he is voting in favour of the motion; however, he did want it recorded in the minutes that he has extreme concerns with several line items and that his support is not support of the 3 month budget as presented but support only to forwarding the budget to party councils for consideration.

Agenda Item No. 3 - Adjournment

ON MOTION OF BARRY CORBIN THE APRIL 25, 2018 SPECIAL MEETING OF THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY ADJOURNED AT 10:10AM.

Respectfully Submitted,

Brenda Davidson
Office Manager
Valley Waste-Resource Management