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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  
April 18, 2018  
9:00am  
Valley Waste-Resource Management Office - Boardroom**

**Attendees**

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**Members: Wendy Elliott, Craig Gerrard, Martha Roberts, Brian Hirtle, Gail Smith, John Kinsella, Barry Corbin**

**Staff: Andrew Garrett, Geoff McCain, Sue Visentin, Grace Proszynska**

**Guests: Martha Armstrong, Alternate, Municipality of the County of Kings; Michael Gunn, Alternate, Municipality of the County of Annapolis; Erin Beaudin, CAO Town of Wolfville; Scott Conrod, CAO, Municipality of the County of Kings; John Ferguson, CAO, Municipality of the County of Annapolis; Timothy Habinski, Warden, Municipality of the County of Annapolis, Mark Phillips, CAO, Town of Kentville, Brian Smith, Acting CAO, Town of Middleton, Nancy Bray, Department of Municipal Affairs**

**Agenda Item No. 1 - Call to Order**

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Chair Kinsella welcomed everyone and called the meeting to order at 9:00am. He introduced Nancy Bray from the Department of Municipal Affairs to the group.

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

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**ON MOTION OF WENDY ELLIOTT AND SECONDED BY GAIL SMITH THAT THE AGENDA BE APPROVED AS CIRCULATED WITH THE ADDITION OF SPRING CLEAN UP TO AGENDA ITEM NUMBER 7.**

**MOTION CARRIED.**

**Agenda Item No. 3 – Approval of the Minutes – March 21, 2018**

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**3.1 ON MOTION OF BARRY CORBIN AND SECONDED BY WENDY ELLIOTT THAT THE MINUTES OF THE MARCH 21, 2018 REGULAR MONTHLY MEETING BE APPROVED AS CIRCULATED.**

**MOTION CARRIED.**

**3.2 ON MOTION OF GAIL SMITH AND SECONDED BY CRAIG GERRARD THAT THE MINUTES FROM THE SPECIAL AUTHORITY MEETING HELD MARCH 29, 2018 BE APPROVED AS CIRCULATED.**

**MOTION CARRIED.**

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

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There was no new business arising from the minutes.

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

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Chair Kinsella asked CAO Scott Conrod to take the floor and present a prepared report from the CAO Committee a copy of which is attached to these minutes. The report recommended the CAO Committee hire 2 Term Consultants, Cathie Osborne and Kevin Matheson for a term up to and including June 30, 2018. The terms of engagement included: financial matters; contractual matters; recommended updates to the Inter-municipal Services Agreement; a review, update or creation of Internal Control Policies and day-to-day management. The cost to the Authority is approximately \$75,000.00. The report also recommended the CAO Committee serve as the Interim General Manager; manage the Consultant Contracts; act as FOIPOP Officer and prepare monthly board reports. It was noted the consultants will report to the CAO Committee and the CAO Committee will report to the Board. The CAO Committee also recommended 2 proposed Board Motions; one that dealt with Administration and the other dealt with Consulting Contracts.

**ON MOTION OF BARRY CORBIN AND SECONDED BY BRIAN HIRTLE THAT A COMMITTEE OF THE CAOs BE AUTHORIZED TO PERFORM THE GENERAL MANAGER DUTIES UP TO AND INCLUDING JUNE 30, 2018 AND THAT THE CAOs BE FURTHER AUTHORIZED TO APPOINT ONE OF THEIR MEMBERS TO SERVE AS THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY OFFICER FOR THE AUTHORITY.**

**MOTION CARRIED.**

**ON MOTION BY BRIAN HIRTLE AND SECONDED BY CRAIG GERRARD THAT THE CAO COMMITTEE BE AUTHORIZED TO ENGAGE THE SERVICES OF CATHIE OSBORNE AND KEVIN MATHESON PER THE TERMS OUTLINED IN THE APRIL 18, 2018 PRESENTATION TO THE BOARD OF THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY AND THAT THE COST OF THE PROPOSED CONSULTING CONTRACT BE INCLUDED IN THE THREE MONTH TEMPORARY BUDGET.**

Councillor Corbin proposed that an in-camera session be necessary to discuss the details of this motion. Chair Kinsella asked for a delay of this motion.

**ON MOTION OF BARRY CORBIN AND SECONDED BY MARTHA ROBERTS THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT MEETING MOVE TO AN IN-CAMERA SESSION FOR THE PURPOSE OF DISCUSSING A PERSONNEL MATTER.**

**MOTION CARRIED.**

The April regular monthly meeting of the Valley Region Solid Waste-Resource Management Authority resumed with the call for the question on the delayed motion.

**MOTION CARRIED.**

**Agenda Item 6 – Staff Reports**

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**6.1 Manager of Finance**

There are no new reports at this time.

**6.2 Operations Manager**

There is nothing to report at this time.

**6.3 Office Manager**

There is nothing to report at this time.

**6.4 Communications Manager/Regional Coordinator**

Andrew Garrett took the floor referring to his report for the Authority dated April 10, 2018, as circulated and attached to these minutes. Mr. Garrett reviewed the report in its entirety, hitting on key issues such as a proposed EPR toolkit, datacall results, the smoothing of Diversion Credit Funding, a Construction and Demolition Waste project through NS Environment and an Efficiency Study Contract.

**6.4.1 EPR Municipal Presentation**

Mr. Garrett continued with a presentation on Extended Producer Responsibility for packaging and printed paper and the benefits of adopting a program here in Nova Scotia similar to those already in place in many of the other provinces within Canada. The presentation included proposed framework for a stewardship program that addresses many of the concerns raised by municipalities and small businesses in Nova Scotia, a copy of which is attached to these minutes.

**Agenda Item No. 7 – Committee Reports – Spring Clean Up**

Barry Corbin asked if Spring Clean Up was taking place this year. It was confirmed that it has already begun and will take place across the region.

**Agenda Item No. 8 – Board Members**

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Chair Kinsella asked if any members of the Board had any questions or concerns. Wendy Elliott shared that she recently attended a litter workshop with 3 Valley Waste Staff. By-law Enforcement Officer, Grace Proszynska was one of the presenters at the workshop and Wendy expressed that the presentation was well done and informative.

Brian Hirtle asked for clarification on the Composting Contract with Fundy Compost Inc. He wanted to know if Fundy Compost Inc. was transporting compost from our Western Management Centre to their site or if Valley Waste was still doing this. Mr. Garrett explained that Valley Waste was still transporting from our Western to Eastern site for pick up by Fundy Compost Inc. The contract allows for Fundy Compost to collect from either the Lawrencetown or Kentville sites.

**Agenda Item No. 9 – New Business**

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There was no new business to report at this time.

**Agenda item No. 10 – Correspondence**

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There was no correspondence to report at this time.

**Agenda Item No. 11 – Next Meeting**

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The next regular monthly meeting of the Authority will be held on May 16, 2018.

A special meeting of the Authority will be held at 9am April 25, 2018.

**Agenda Item No. 12 - Adjournment**

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**ON MOTION OF BRIAN HIRTLE AND SECONDED BY GAIL SMITH THAT THE APRIL REGULAR MONTHLY MEETING OF THE AUTHORITY BE ADJOURNED.**

**MOTION CARRIED.**

Respectfully Submitted,

Sue Visentin  
Administration  
Valley Waste-Resource Management