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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
February 15, 2017
9:00am
Valley Waste-Resource Management Office – Boardroom**

Attendees

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

Alternates Present: Meg Hodges

Staff: Jeff Martin, Andrew Garrett, Grace Proszynska, Glenda Clark, Michael Coyle and Sue Visentin

Guests: Erin Beaudin, John Ferguson, Don Regan, Warden Habinski

Agenda Item No. 1 - Call to Order

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

Acting General Manager Coyle informed the meeting that Brenda Davidson is on a medical leave for 4 weeks and that Sue Visentin will be serving as secretary.

Agenda Item No. 2 – Approval of Agenda

Acting General Manager Coyle asked if Storm updates could be added to the agenda under the General Manager's report 6.3.

ON MOTION OF ERIC BOLLAND AND SECONDED BY WENDY ELLIOTT THAT THE AGENDA BE APPROVED WITH THE AMENDMENT TO ADD ITEM 6.3.

MOTION CARRIED.

ON MOTION OF BRIAN HIRTLE AND SECONDED BY MARTHA ROBERTS THAT THE AGENDA OF THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY BE AMENDED TO ADD ITEM 4.2, DISCUSSION ON BUDGET.

MOTION CARRIED.

Agenda Item No. 3.1 – Approval of the January 18, 2016 Minutes

ON MOTION OF JOHN KINSELLA AND SECONDED BY GAIL SMITH THAT THE MINUTES OF THE JANUARY 18, 2017 MEETING OF THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY BE APPROVED, AS CIRCULATED.

MOTION CARRIED.

Councilor Roberts asked if they could go “in-camera” to discuss Annapolis County’s contract with Valley Waste, which was clarified to mean a discussion concerning the continued membership of Annapolis County in the Authority. Other members noted that the Agenda had already been approved and the Chair so ruled.

Agenda Item No. 3.2 – Approval of the Special Authority Meeting held February 1, 2017

ON MOTION OF WENDY ELLIOTT AND SECONDED BY GAIL SMITH THAT THE MINUTES OF THE SPECIAL FEBRUARY 1, 2017 MEETING OF THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY BE APPROVED, AS CIRCULATED.

MOTION CARRIED.

Agenda Item No. 4 – Business Arising from the Minutes

Agenda Item No. 4.1 – Legal Opinion from Nathan Seaman Watts re Budget

Mr. Coyle explained that, while there is no doubt under the Intermunicipal Services Agreement that the approval of the Councils of both Kings and Annapolis Counties is required to pass the Authority’s annual budget, the question had been raised as to whether that requirement applies at the Authority level in order for the Authority to pass a budget going forward for the consideration the municipal Councils. Accordingly, a legal opinion was sought to advise on whether the budget passed by the Authority at its last meeting with a majority vote, but not including the two Counties, was sufficient to allow the budget to be placed before the members’ respective Councils. The legal opinion of the law firm Nathanson Seaman Watts to the effect that the budget passed at the Authority’s February 1, 2017 meeting was tabled.

ON MOTION OF ERIC BOLLAND AND SECONDED BY WENDY ELLIOTT THAT THE LEGAL OPINION FROM NATHAN SEAMAN WATTS RE BUDGET BE APPROVED BY THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY.

MOTION CARRIED.

Agenda Item No. 4.2- Budget Update

Mr. Coyle noted that the team is prepared to present the budget to member Councils at any time upon request. Chair Bustin indicated that the CAOs should contact Mr. Coyle to arrange a presentation.

Agenda Item No. 5 – Old Business

Agenda Item No. 5.1 – Actuarial Investigation: Sick Leave Liability

Mr. Coyle explained that the staff of County of Kings had written to their counterparts at Valley Waste (letter tabled) requesting that we have an actuarial study of employees Sick Leave liability for audit purposes. This was something that Kings County's own Auditors had recommended to Kings County. The Authority's Auditors were consulted and they agreed that an actuarial study would be appropriate to quantify the contingent liability for sick leave. If this study is approved by the Authority a Request for Quotations will be used. The approximate cost is \$8000.00, based on information from Kings County, and it is an unbudgeted expense.

ON MOTION OF JOHN KINSELLA AND SECONDED BY GAIL SMITH THAT VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE A REQUEST FOR QUOTATIONS FOR AN ACTUARIAL INVESTIGATION INTO SICK LEAVE LIABILITY.

MOTION CARRIED.

Agenda Item No. 5.2 – Valley Communications Fibre Network (VCFN) Project

An email sent out prior to the meeting by Brian Hirtle and Meg Hodges explained that they met with County of Kings Director of Finance, Sean West and IT expert Brian Bains and it was determined that now is not the appropriate time to proceed with the VCFN project because the reasons put forward previously no longer apply. A discussion ensued as to what happens to the \$20,000.00 earmarked for this project and how that will be shown in the 2017-18 budget. Mr. Coyle explained that these funds would not affect next year's budget. The \$20,000.00 is part of this year's budget and, when released, this money will essentially be used elsewhere within this current year's operations or, if not used, would be part of the surplus in this fiscal year.

ON MOTION OF BRIAN HIRTLE AND SECONDED BY ERIC BOLLAND THAT VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RELEASE THE FUNDS FOR THE VCFN PROJECT INTO THIS YEAR'S BUDGET.

MOTION CARRIED.

Agenda Item No. 5.3 – Sub-Committee Appointments

Agenda Item 5.3.1 Audit Committee

Mr. Coyle explained that the Audit Committee consists of a senior staff member (usually Glenda Clark); our Auditor and a couple of Board Members. Chair Bustin asked for nominations and

John Kinsella and Gail Smith volunteered. A call for further nominations was made, three times, and none was heard. The Chair confirmed the appointment by acclamation of those who had volunteered.

Agenda Item 5.3.2 Investment Committee

Mr. Coyle noted that this is a 3 member committee; 2 Board and 1 citizen appointed member. It was expressed that this committee needs to be more active than it has in the past in looking after the long term investments of the Authority. Chair Bustin asked for nominations and Eric Bolland and Brian Hirtle volunteered. A call for further nominations was made, three times, and none was heard. The Chair confirmed the appointment by acclamation of those who had volunteered.

Agenda Item 5.3.3 Service and Facility Review Committee

Mr. Coyle explained that this committee was established by the previous Authority to review the recommendations from the Service and Facility Review completed by Dillon Consulting in the Spring of 2016 and to make recommendations to the Authority. This will require a considerable commitment from its members over the next year and will likely require participation from the full Authority as the work progresses. It was noted that Senior staff will serve in a supporting role for this committee. Mr. Coyle recommended that the Authority establish a steering committee at this stage to map out a plan for the committee's work. Chair Bustin asked for nominations and Martha Roberts, Brian Hirtle, and Eric Bolland volunteered to be the steering committee. A call for further nominations was made, three times, and none was heard. The Chair confirmed the appointment by acclamation of those who had volunteered.

Agenda Item 5.3.4 Landfill Consultation Committee

Mr. Coyle noted that this is an important committee as it fosters the relationship between our Board and the Municipality of the District of Chester and staff of the Kaizer Meadow Landfill. Chair Bustin asked for nominations, Brian Hirtle and Jane Bustin volunteered. A call for further nominations was made, three times, and none was heard. The Chair confirmed the appointment by acclamation of those who had volunteered.

Agenda Item No. 6 – General Manager's Report

Agenda Item No. 6.1 – Expense Oversight Report: December 1 2016

ON MOTION OF WENDY ELLIOT AND SECONDED BY GAIL SMITH THAT VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE EXPENSE OVERSIGHT REPORT FOR THE MONTH OF DECEMBER, 2016 AS CIRCULATED AND ATTACHED TO THESE MINUTES.

MOTION CARRIED.

Agenda Item No. 6.2 – Unaudited Revenue and Expense Statements: December 2016

ON MOTION OF ERIC BOLLAND AND SECONDED BY WENDY ELLIOTT THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE UNAUDITED REVENUE AND EXPENSE STATEMENT FOR THE MONTH OF DECEMBER, 2016 AS CIRCULATED AND ATTACHED TO THESE MINUTES.

MOTION CARRIED.

Agenda Item No. 6.3 – Storm Update

Mr. Coyle explained that in the last week, our contractor, EFR cancelled 3 of its collections due to storms. Last Friday's February 10th's alternate collection day was Saturday, February 11th; Monday's alternate collection will be Saturday, February 18th; but having no other time available, Tuesday's cancelled collection will have double the limits on their next regular day.

Agenda Item No. 7 Operation's Manager's Monthly Report

Agenda Item 7.1 Report to Authority; Request for Proposals: VWRP1604 for the Provision of One (1) 2017 Model Cab and Chassis Equipped with a Roll-Off Hoist, Tarping System and Automatic Greasing System

Operations Manager Martin took the floor referring to the report to the Authority dated February 15, 2017. There were no questions arising from this report.

ON MOTION OF BRIAN HIRTLE AND SECONDED BY ERIC BOLLAND THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE OPERATION MANAGER'S REPORT TO AUTHORITY: REQUEST FOR PROPOSALS: VWRP1604 FOR THE PROVISION OF ONE NEW MODEL CAB AND CHASSIS EQUIPPED WITH A ROLL-OFF HOIST, TARPING SYSTEM AND AUTOMATIC GREASING SYSTEM DATED FEBRUARY 15, 2017.

MOTION CARRIED.

Agenda Item No. 8 Regional Coordinator's and Regional Chairs Report

Communication's Manager Garrett took the floor to present his report as circulated. There were no questions arising from this report.

ON MOTION OF WENDY ELLIOTT AND SECONDED BY GAIL SMITH THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE COMMUNICATION MANAGER'S REPORT TO AUTHORITY DATED FEBRUARY, 2017

MOTION CARRIED.

Agenda Item No. 9 New Business

Agenda Item No. 9.1 – Presentation of 2015-2016 Occupational Health and Safety Systems Annual Report and Associated Safety Policy

Mr. Coyle introduced to the 2015-2016 Occupational Health and Safety Systems Annual Report (circulated). He emphasized that Occupational Health and Safety is the single most important aspect of our operation at all levels, including of course at the Authority Board level. He was also very pleased and proud to report that our in annual External Health and Safety Program Audit we received a grade of 97%. He noted that there are a small but important handful of items that, as always, remain to be addressed and that the Joint Occupational Health and Safety Committee will be focusing its attention on those points throughout the year. He noted that the revised Health And Safety Policy that improved and strengthened the past Policy was attached to the materials circulated for the meeting.

ON MOTION OF MARTHA ROBERTS AND SECONDED BY JOHN KINSELLA THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE 2015-2016 OCCUPATIONAL HEALTH AND SAFETY SYSTEM ANNUAL REPORT AND ASSOCIATED SAFETY POLICY AS CIRCULATED AND ATTACHED TO THESE MINUTES.

MOTION CARRIED.

Agenda Item No. 10 In-Camera Session re Personnel Matter

ON MOTION OF GAIL SMITH AND SECONDED BY ERIC BOLLAND THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY MOVE TO AN IN-CAMERA SESSION FOR THE PURPOSE OF DISCUSSING A PERSONNEL MATTER.

MOTION CARRIED.

The February regular monthly meeting of the Valley Region Solid Waste-Resource Management Authority was called back to order at 12:30 pm.

ON MOTION OF ERIC BOLLAND AND SECONDED BY JOHN KINSELLA THAT MICHAEL COYLE IS HEREBY APPOINTED GENERAL MANAGER ON AN INTERIM BASIS, TO BE REASSESSED ON OR BEFORE APRIL 15, 2017;

AND IN ORDER TO ALLOW MR. COYLE TO FOCUS HIS ENERGIES ON THE GENERAL MANAGER POSITION, ANY MATTER REQUIRING LEGAL ADVICE TO THE AUTHORITY IN THE INTERIM WILL BE REFERRED TO EXTERNAL LEGAL COUNSEL;

AND THE BOARD WISHES TO THANK MR. COYLE FOR HIS COOPERATION IN ASSISTING THE AUTHORITY IN THIS REGARD AND HIS WORK TO DATE.

MOTION CARRIED.

Agenda Item No. 11 – Correspondence

There was no correspondence to bring forward at this time.

Agenda Item No. 12- Next Meeting- March 15, 2017

ON MOTION OF JOHN KINSELLA AND SECONDED BY BRIAN HIRTLE THAT THE REGULAR MEETING OF THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY BE MOVED FROM MARCH 15, 2017 TO MARCH 16, 2017.

MOTION CARRIED.

Agenda Item No. 13- Question/Answer Period

There were no questions.

Agenda Item No. 14 – Adjournment

ON MOTION OF GAIL SMITH AND SECONDED BY WENDY ELLIOTT, THAT THE FEBRUARY 2017 REGULAR MONTHLY MEETING OF THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY BE ADJOURNED AT 12:35 PM.

MOTION CARRIED.

Respectfully Submitted,

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