



P.O. Box 895, Kentville NS, B4N 4H8
Phone: (902) 679-1325 Fax: (902) 679-1327
Email: info@vwrn.com
Website: www.vwrn.com

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 14, 2016
9:00am
Valley Waste-Resource Management Office – Boardroom**

Attendees

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

Staff: Ross Maybee, Jeff Martin, Andrew Garrett, Grace Proszynska, Glenda Clark, Michael Coyle and Brenda Davidson

Regrets: Mercedes Brian, Alternate Member, Town of Wolfville

Guests: Sandra Snow, Mayor, Town of Kentville

Agenda Item No. 1 - Call to Order

After an informal Christmas and Welcome Social with warm seasonal treats, General Manager Maybee called the December 2016 meeting of the Valley Region Solid Waste-Resource Management Authority to order at 9:03am. A hearty welcome was extended to the Board in recognition of this being the first Authority meeting since the municipal elections which took place in October. A round-table of introductions was held for the benefit of all. A hearty welcome back was extended to returning Authority members and a hearty welcome was extended to new members!

General Manager Maybee explained that normally there is a formal Agenda format which will be put back in place for the January 2017 meeting, however, in recognition of this being the first meeting of the newly appointed Authority, it was felt that it is extremely important to ensure time is taken to familiarize all with the programs and services offered under the Authority's umbrella to facilitate strong confidence in decision making into the future.

General Manager Maybee also noted that while it is not in any way anticipated that the Authority will be in the position of making a final decision regarding the draft budget, time today will be dedicated to providing a general overview of the budget document with the approach of more detailed discussion during the January meeting.

Mr. Maybee further noted that he would like to request a few minutes with the Authority in an in-camera session toward the end of the meeting for the purposes of discussing a personnel matter. Before moving to Agenda Item No. 2, Mr. Maybee noted that the Authority can anticipate a very busy, challenging and exciting future.

Agenda Item No. 2 – Election of Officers (Chair and Vice-Chair)

General Manager Maybee noted that the election of Chair and Vice-Chair, will become effective immediately and cover the period of the remainder of December 2016 and the 2017 calendar year.

Mr. Maybee, for the first time, called for nominations for the position of Chair to the Valley Region Solid Waste-Resource Management Authority to become effective immediately and cover the period of the remainder of December 2016 and the 2017 calendar year.

Gail Smith nominated Jane Bustin for the position of Chair for the time period as noted above. Wendy Elliott seconded the nomination.

Ms. Bustin accepted the nomination.

Mr. Maybee then called for the 2nd time for nominations for the position of Chair. None were heard.

Mr. Maybee then called for the 3rd time for nominations for the position of Chair. None were heard.

Mr. Maybee then congratulated Ms. Bustin on being elected to serve as Chair to the Authority effective immediately and then for the remainder of December 2016 and the calendar year of 2017.

A round of applause was heard!

Ms. Bustin formally took the Chair's seat thanking all for the confidence indicating that she had given this opportunity a great deal of thought assuring all that she will do the best job possible. Ms. Bustin then called for nominations for the position of Vice-Chair to the Valley Region Solid Waste-Resource Management Authority to become effective immediately and cover the period of the remainder of December 2016 and the calendar year of 2017.

As no nominations were heard a short discussion was held regarding allowable practices.

Ms. Bustin then called for the 2nd time for nominations for the position of Vice-Chair.

John Kinsella nominated himself for the position with Eric Bolland seconding the nomination.

Ms. Bustin then called for the 3rd time for nominations for the position of Vice-Chair. None were heard.

Ms. Bustin then declared John Kinsella elected to serve as Vice-Chair to the Authority effective immediately and covering the period of the remainder of December 2016 and the 2017 calendar year.

A round of applause was heard.

Agenda Item No. 3 – Introduction to Authority Orientation Plan and Process

Solicitor Coyle and Andrew Garrett provided the Authority with an informative presentation to begin the process of familiarizing Authority members with the programs, services and operations falling under the Authority's umbrella. A copy of the Authority Overview, as circulated, and a copy of two presentations as provided are attached to these minutes. Key points included:

- History of the formation of the Authority
- The Intermunicipal Services Agreement
- The Valley Region
- The East and West Management Centres
- The Authority's major contracted services
- The Roles of Authority Members
 - Provide Policy Direction for the Authority
 - Approve the Operating and Capital Budget
 - Liaise with Councils
 - Stay abreast of Provincial policy developments, trends
 - Monitor implementation of the Occupational Health and Safety System
- The Roles of Authority Alternate Members
 - Vote if the member is not present
 - Maintain awareness of the business of the Authority
- The role the Authority has at the Provincial level
- An overview of the Provincial Committees including the Regional Chairs, Regional Coordinator, Managers and Directors and the Priorities Group
- The flow of communication from regional committees such as the Authority to the Province
- The work that is upcoming including the establishment of a sub-committee to consider the recommendations within the recently completed Service and Facility Review.

- The newly implemented secure “login” area on the Authority’s website at www.vwrm.com with an explanation as to how to access the area and the documentation included.

A brief overview of documentation included in the secure login area was provided with it being indicated that further information on that key documentation will be provided in the future as the Orientation process continues. It was further noted that while the information is available through the secure login, the same information can be provided in hard copy or on a memory stick upon request.

A discussion arose regarding the management of construction and demolition debris in the Valley Region where it was indicated that while the Authority’s operations do accept construction and demolition debris, private sites are licensed and regulated by Nova Scotia Environment. There are currently 3 operating construction and demolition debris management sites in Annapolis County, with the 1 site that was operating in Kings County closed at this time. While the Authority does not have any control over the operation of private construction and demolition debris management sites, it does have an interest in how those sites are operated and therefore the Authority, over the years, has had discussions with Nova Scotia Environment regarding the operation of private sites within the Valley Region with negligible response. The Authority’s key interest is in ensuring that the private sites are operating within the parameters of their approvals by accepting only construction and demolition debris or if other materials are accepted that those materials are redirected to the Authority’s operations for final disposal. It was noted that historically, Nova Scotia Environment representatives are invited to attend Authority meetings and have in the past and continue to receive the electronic meeting package upon its release.

It was the consensus to bring the introduction to the Orientation plan to a close at this time. A short break was held with the December Regular Monthly Meeting of the Valley Region Solid Waste-Resource Management Authority called back to order at 10:27am.

Agenda Item No. 4 – Introduction to the Draft 2017-2018 Operating and Capital Budget

General Manager Maybee took the floor referring to the Draft 2017-2018 Operating and Capital Budget package, as circulated and attached to these minutes. In recognition of the fact that this is the first opportunity that the Authority has had to discuss the budget and that the Authority is now represented by a number of new members, it was the consensus that detailed discussion regarding the budget will continue during the January 2017 Authority meeting.

A general overview of the budget was provided with the 4.5% increase in requirements noted. The budget has been developed to address some issues raised in the recently completed Organizational Review, Service and Facility Review and Salary Review and also addresses known contractual increases.

General Manager Maybee also explained that the Authority can anticipate ending the current fiscal year in a surplus position in the range of \$392,687.00 and that in keeping with policy all surplus funds as determined by the year-end financial audit will be returned to participating partners in their proportional shares in keeping with the established practice.

Authority members were encouraged to read through the documentation provided and to discuss the information with their respective CAO and/or financial representatives in preparation for more detailed discussion during the next meeting. It was noted that while taking this approach does fall short of meeting the commitment as stated in the Intermunicipal Services Agreement, it is more important to ensure that Authority members have a strong understanding of the budget prior to its being forwarded to partner councils for ultimate approval.

A discussion arose regarding the anticipated surplus with it being stressed that the surplus be carefully explained so that all fully understand the factors that led to it. It was also agreed that it is best to separate the surplus from the 2017-2018 draft budget and treat the items as two separate issues rather than to blend them. Mr. Maybee provided the history behind the way in which both surplus and deficits at year end are managed noting that the Authority's Auditor's are satisfied with the way in which the surplus and/or deficit funds are managed at this time.

A short discussion was also held regarding tipping fees with it being indicated that perhaps an increase in those fees could be considered to help offset increased costs. The subject of the Authority's joining the Valley Community Fibre Network was also raised with it being indicated that \$20,000.00 has been set aside and remains available for this project from the 2015-2016 operating budget and that a full report will be brought before the Authority in the future regarding the matter for final decision.

General Manager Maybee noted the annual escalators in contractual obligations alone drive the budget upward each year and that the implementation of some recommendations arising from the completion of the Organizational Review, Service and Facility Review and Salary Review are as per the approval of the previous Board. Mr. Maybee stressed that a great deal of time and effort is expended in the development of the draft budget and that each and every component is justifiable and defensible maintaining existing service levels.

It was indicated that while discussions today were intended to introduce the Authority to the budget, a more detailed discussion will take place during the January meeting. It was explained that while the Authority does not formally approve the budget, it is always the goal that the Authority is in the position of supporting the budget prior to its being forwarded to partner Councils for final approval. It was stressed as well that staff are available to provide budget presentations to individual Councils upon request. In the meantime, all were advised to share the message with their respective Councils and the Authority will further consider the budget during the January meeting which will delay the normal process of forwarding the draft budget

to partner Councils for consideration and ultimate approval prior to the end of the calendar year. All were reminded that staff is available to address any questions that may arise at any time.

ON MOTION OF ERIC BOLLAND AND SECONDED BY GAIL SMITH 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 December 2016 regular monthly meeting of the Valley Region Solid Waste-Resource Management Authority resumed at 12:10pm.

Agenda Item No. 5 – Next Meeting

The next meeting of the Valley Region Solid Waste-Resource Management Authority will be held on Wednesday, January 18, 2017, beginning at 9:00am, in keeping with the normal meeting schedule.

Agenda Item No. 6 – Adjournment

ON MOTION OF JOHN KINSELLA AND SECONDED BY MARTHA ROBERTS, THE DECEMBER 2016 REGULAR MONTHLY MEETING OF THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY ADJOURNED AT 12:14PM.

Respectfully Submitted,

Brenda Davidson
Office Coordinator
Valley Waste-Resource Management