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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 21, 2018
9:00am
Orchards Room, Municipality of the County of Kings Complex**

Attendees

Members: Wendy Elliott, Eric, Bolland, Martha Roberts, Jane Bustin, Brian Hirtle, Gail Smith, John Kinsella, Craig Gerrard and Michael Gunn

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

Regrets: None

Guests: Mayor Peter Muttart, Municipality of Kings, John Ferguson, CAO Municipality of Annapolis County, Erin Beaudin, CAO Town of Wolfville and Scott Conrod, CAO, Municipality of Kings

Agenda Item No. 1 - Call to Order

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

Agenda Item No. 2 – Approval of Agenda

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

MOTION CARRIED.

Agenda Item No. 3 – Approval of the Minutes – January 17, 2018

A discussion arose regarding the motion associated with the 2018-2019 Draft operating and capital budgets with Martha Roberts asking why the process to send the draft budget to Councils was not followed. Mr. Ramsay explained that it was his understanding that staff were to seek feedback from municipal staff and revise the budget based on that feedback for the further consideration of the Authority prior to the draft budgets being forwarded to Councils. Mr. Ramsay stressed that in keeping with the Intermunicipal Services Agreement, the Authority must approve a budget for forwarding to member Councils for ratification. Mr. Ramsay added that he is recommending in follow-up to this budget process, a Policy and Procedure document related to the development and approval of the annual budget should be developed to ensure process clarity for all involved parties.

ON MOTION OF JOHN KINSELLA AND SECONDED BY WENDY ELLIOTT THAT THE MINUTES OF JANUARY 17, 2018 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 – Unaudited Revenue and Expense Statement January 2018

Finance Manager McCain provided a full review of the Unaudited Revenue and Expense Statement for the 10 months ending January 31, 2018, as circulated and attached to these minutes.

ON MOTION OF WENDY ELLIOTT AND SECONDED BY JOHN KINSELLA THAT THE AUTHORITY ACCEPT THE UNAUDITED REVENUE AND EXPENSE STATEMENT FOR THE 10 MONTHS ENDING JANUARY 31, 2018.

MOTION CARRIED.

Agenda Item No. 4.1.2 – Update: Draft Operating and Capital Budget 2018/19

Interim General Manager Ramsay addressed the Authority noting that in follow-up the presentation of the 1st draft of the 2018-2019 Operating and Capital Budgets during the January meeting, arrangements were made for consultation with CAO's. A meeting was held on February 7, 2018 with all CAO's present with the exception of Rachel Turner representing the Town of Middleton. Feedback was received and documented during the meeting, replies to which Mr. McCain forwarded back to CAO's to ensure that staff fully understood their concerns. Finance Manager McCain responded to additional questions in follow-up to the meeting and the message from municipal units was that the increased funding requirements proposed in the 1st draft of the budget could not be met.

Mr. Ramsay reported that the management team met as a group to reduce the amount payable by municipalities by \$360,000. Mr. Ramsay then met with the management team to review the work that had been completed resulting in a reduction of approximately \$350,000. The opportunity was also taken to update draft budget numbers with now-known information to improve accuracy in the numbers. With that in mind, the draft budget being brought before the Authority for consideration today offers a reduction of approximately \$305,000 from the previous version. Mr. Ramsay stressed the reductions in the budget being presented are not recommended by staff but are presented to address concerns. The Authority will also be provided with additional choices for consideration during Mr. McCain's presentation should further reductions in the budget be required; however, those options will result in direct service reduction and will require serious contemplation prior to implementation.

Manager of Finance McCain then referred to the February 16, 2018 draft of the 2018-2019 Operating Budget Summary Sheet, supporting working papers, the Proposed Changes to the 2018-2019 Operating and Capital Budget explanation sheet, the Capital Budget and Draw from Operations spreadsheet and finally the Capital Budget 2018-2019 Municipal Partner Guarantee Requirements, all as circulated and attached to these minutes.

Mr. McCain reviewed all of the materials providing explanations to quantify the budget amendments. Operations Manager Martin also provided a full overview of the proposed capital budget by offering a review of each of the items that are included as planned capital expenditures for the upcoming fiscal year.

Mr. McCain stressed the revised budget includes a tipping fee increase along with many cost reductions, and corrections, based on known information. The draft budget being presented results in a 4.1% increase in partner funding over the current year, and a 3.9% decrease in partner funding when compared to the initial budget previously presented. Mr. McCain touched on the impact of the service change options that may require consideration if further reductions in funding levels are required.

A number of questions arose with responses being provided; however, lingering questions remained around contracts, tipping fee rationale as it relates to the cross subsidization of private industry, the implementation of

the salary scales and the existing capital reserve funding. There was a suggestion of forwarding the draft budget to partner Councils for further debate and feedback with Mr. Ramsay again stressing the requirement of the Authority to approve a budget for forwarding to member municipalities to consider for ratification in keeping with the terms and conditions of the Intermunicipal Services Agreement. Mr. Ramsay also stressed that the Authority must take the time and steps needed to get to the point of being in the position to approve the draft budget resulting in the following motion:

ON MOTION OF BRIAN HIRTLE AND SECONDED BY GAIL SMITH THAT THE AUTHORITY RETURN THE FEBRUARY 16, 2018 DRAFT OF THE 2018-2019 OPERATING AND CAPITAL BUDGETS TO STAFF FOR THE FURTHER INVESTIGATION RELATING TO THE FOLLOWING SPECIFIC ITEMS:

- **CONTRACTS**
- **CAPITAL RESERVE**
- **SALARY SCALE IMPLEMENTATION**
- **TIPPING FEE RATIONALE AS IT RELATES TO PRIVATE SECTOR HAULERS**

MOTION CARRIED.

It was the consensus that a Special Meeting of the Authority be coordinated for the purpose of further budget deliberations in advance of the next regular monthly meeting scheduled to take place on March 21, 2018. It was further noted that it is not necessary at this juncture to consider the necessity of an interim budget or to take any specific steps to ensure that municipal contributions continue as the Authority works toward budget approval.

A short break was held at this time with the February monthly meeting called back to order at 10:47am.

Agenda Item No. 4.3 – Office Manager

Agenda Item No. 4.3.1 – Occupational Health and Safety System Annual Report Presentation

Office Manager Davidson provided a presentation with regard to the 2016-2017 Occupational Health and Safety System Annual Report and associated Safety Policy. Mrs. Davidson stressed that while it is hoped that all can take the time to review the full Annual Report, the presentation is designed to touch on the key areas of interest. A copy of the presentation, the Annual Report and the Safety Policy are attached to these minutes.

ON MOTION OF ERIC BOLLAND AND SECONDED BY BRIAN HIRTLE THAT THE AUTHORITY RECEIVE THE 2016-2017 OCCUPATIONAL HEALTH AND SAFETY ANNUAL REPORT.

MOTION CARRIED.

ON MOTION OF JOHN KINSELLA AND SECONDED BY ERIC BOLLAND THAT THE AUTHORITY APPROVE THE SAFETY POLICY AS REVIEWED DURING THE PRESENTATION OF THE 2016-2017 OCCUPATIONAL HEALTH AND SAFETY SYSTEM ANNUAL REPORT FOR SIGNATURE BY THE AUTHORITY CHAIR AND GENERAL MANAGER.

MOTION CARRIED.

Mr. Ramsay noted he has been truly impressed by the amount of effort being put forth in maintaining the occupational health and safety system adding that the Authority can be assured that there is an amazing safety culture in place across the organization.

Agenda Item No. 4.2 – Operations Manager

Agenda Item No. 4.2.1 – Operations Manager Report

Mr. Martin provided an overview of the Operations Manager Report dated February 21, 2018, as circulated and attached to these minutes. Mr. Hirtle noted he is pleased to report that the Lake Torment land owners are very pleased with the activity that is taking place adding that while the Authority may not be able to meet all expectations, the dialogue has changed in a very positive way with Mr. Bolland echoing those comments.

ON MOTION OF ERIC BOLLAND AND SECONDED BY GAIL SMITH THAT THE AUTHORITY RECEIVE THE OPERATIONS MANAGER REPORT DATED FEBRUARY 2, 2018.

MOTION CARRIED.

Agenda Item No. 4.4 – Communications Manager/Regional Coordinator

Agenda Item No. 4.4.1

Communications Manager Garrett reviewed the Communications Update, dated February 2018, as circulated and attached to these minutes highlighting the key points of plastic film, potential extended producer responsibility programs and the consensus based proposal created by the Priorities Group.

Agenda Item No. 4.4.2 – Regional Coordinator Report

Communications Manager Garrett reviewed the Regional Coordinator Report to the Authority, dated February 13, 2018, as circulated and attached to these minutes. During the report, it was noted that the number of municipalities that have now endorsed a potential province-wide ban on single-use plastic bags has now risen to 28.

In response to the question regarding potential extended producer responsibility programs, Mr. Garrett noted that the existing dairy industry agreement is an example of an exemplary stewardship agreement which, in the case of the valley region, provides funding in excess of the actual costs for the recycling of liquid dairy containers that fall under the agreement as all Regions are receiving the same funding based on the average cost across the province. The Dairy Agreement covers 100% of the costs to collect, transport, recycle, provide education and associated administration and that success should be celebrated at every opportunity.

ON MOTION OF JOHN KINSELLA AND SECONDED BY WENDY ELLIOTT THAT THE AUTHORITY RECEIVE THE COMMUNICATIONS UPDATE DATED FEBRUARY 2018 AND THE REGIONAL COORDINATOR REPORT DATED FEBRUARY 13, 2018.

MOTION CARRIED.

Agenda Item No. 4.5 – Policy and Planning Manager – no report

Agenda Item No. 4.6 – Corporate Strategic Plan Development – General Manager

Mr. Ramsay referred to the Corporate Strategic Plan Development Report to the Authority, dated February 13, 2018, as circulated and attached to these minutes. It was the consensus to move forward as suggested in the Report with Mr. Ramsay to facilitate the Strategic Plan Development in mid to late April at which time the new General Manager should be in place and benefit from being involved.

Chair Bustin took a moment to acknowledge Mr. Ramsay and the tremendous job he has done in filling the role of Interim General Manager stressing that all involved are fortunate to have had the opportunity to draw upon his talents, experience and expertise.

Agenda Item No.5 – Committee Reports

Agenda Item No. 5.1 – Service and Facility Steering Committee

Mr. Garrett noted that he will be contacting Committee members to coordinate the next meeting soon.

Agenda Item No. 6 – Board Members

No information was brought before the Authority at this time.

Agenda Item No. 7 – New Business

There was no new business raised at this time.

Agenda item No. 8 – Correspondence

There was no correspondence brought before the Authority at this time.

Agenda Item No. 9 – Next Meeting

The next regular monthly meeting of the Authority will be held on March 21, 2018, with it being anticipated that a special meeting of the Authority will be held prior to that date to continue 2018-2019 operating and capital budget deliberations.

ON MOTION OF GAIL SMITH AND SECONDED BY ERIC BOLLAND THAT THE AUTHORITY MOVE TO AN IN-CAMERA SESSION FOR THE PURPOSE OF DISCUSSING A LEGAL MATTER.

MOTION CARRIED.

The February regular monthly meeting of the Authority was called back to order.

Agenda Item No. 10 - Adjournment

THERE BEING NO FURTHER BUSINESS, THE FEBRUARY REGULAR MONTHLY MEETING OF THE AUTHORITY WAS ADJOURNED.

Respectfully Submitted,

Brenda Davidson
Office Manager
Valley Waste-Resource Management