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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
May 17, 2017
8:30am
Valley Waste-Resource Management Office – Boardroom**

Attendees

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

Alternates Present: Megan Hodges

Staff: Ross Maybee, Mike Coyle, Jeff Martin, Andrew Garrett, Glenda Clark, Grace Proszynska and Sue Visentin

Guests: Sandra Snow

Regrets: Craig Gerrard

Agenda Item No. 1 - Call to Order

Chair Bustin welcomed everyone calling the meeting to order at 8:58am. Chair Bustin noted that a meeting has been held with representatives of participating partners regarding budgetary concerns and that she is encouraged that all will move forward in a positive way based on discussions to take place later during the meeting today.

Agenda Item No. 2 – Approval of Agenda

MOVED BY BRIAN HIRTLE AND SECONDED BY WENDY ELLIOTT THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE AGENDA WITH AGENDA ITEM NO. 4.4: 3RD AMENDING AGREEMENT TO INTERMUNICIPAL SERVICES AGREEMENT MOVED TO EARLIER ON THE AGENDA, THE ANNAPOLIS COUNTY CORRESPONDENCE TO BE MOVED TO ITEM 3A, THE ADDITION OF ITEM NO. 5A: DISCUSSION REGARDING COTTAGE BINS UNDER OPERATIONS MANAGER’S REPORT AND THE ADDITION OF 2A: IN-CAMERA FOR DISCUSSION OF LEGAL MATTER, AND FINALLY THE ADDITION OF 6A: DISCUSSION REGARDING LITTER.

MOTION CARRIED.

MOVED BY MARTHA ROBERTS 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 LEGAL MATTER AT 9:08AM.

MOTION CARRIED.

The May 2017 regular monthly meeting of the Valley Region Solid Waste-Resource Management Authority resumed at 10:07am upon motion to end the in-camera session.

Agenda Item No. 4.4 – 3rd Amending Agreement to the Intermunicipal Services Agreement

ON MOTION OF MARTHA ROBERTS AND SECONDED BY ERIC BOLLAND THAT AGENDA ITEM NO. 4.4, THE 3RD AMENDING AGREEMENT TO THE INTERMUNICIPAL SERVICES AGREEMENT, BE TABLED BUT NOT CONSIDERED UNTIL OUTSIDE LEGAL ADVICE IS RENDERED.

MOTION CARRIED.

Agenda Item No. 3 – Approval of the April 19, 2017 Draft Minutes

ON MOTION OF MARTHA ROBERTS AND SECONDED BY BRIAN HIRTLE THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE MINUTES OF APRIL 19, 2017.

MOTION CARRIED.

Agenda Item No. 3(a) – Letter dated May 2, 2017 from Warden Timothy Habinski, Municipality of Annapolis County

Chair Bustin noted that a productive and positive meeting was held on May 15, 2017 with municipal partners regarding the letter dated May 2, 2017 received from Warden Timothy Habinski, as circulated and attached to these minutes. All that attended agreed they value and support Valley Waste. Based on the discussion there were 6 recommendations for the Authority to consider. The following motions were made:

Councillor Hirtle acknowledged that the Municipality of the County of Kings approved the Valley Waste Operating budget at their council meeting last night, however, they did pass a budget based on the proposed 2017-18 budget with zero percent increase. Jane Bustin noted that when Annapolis County did not approve the budget they provided a document detailing their reasons why so that the concerns could be addressed.

Councillor Kinsella noted that the budget was approved at the board and that the board is now at an impasse since the two Counties have defeated the budget. We need input from our partners to move forward with a budget that is satisfactory.

ON MOTION OF BRIAN HIRTLE AND SECONDED BY MARTHA ROBERTS THAT THE 2017-2018 DRAFT BUDGET GO FORWARD WITH NO INCREASE.

MOTION DEFEATED.

ON MOTION OF BRIAN HIRTLE AND SECONDED BY MARTHA ROBERTS THAT THE COST SHARE INVOICING TO PARTNERS BE BASED ON 2017-2018 BUDGET WITH NO INCREASE.

MOTION CARRIED.

ON MOTION OF MARTHA ROBERTS AND SECONDED BY BRIAN HIRTLE THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY BOARD CONFIRMS THAT THE BOARD CHAIR REPLY TO WARDEN HABINSKI ACKNOWLEDGING HIS LETTER INVITING MUNICIPALITY OF THE COUNTY OF ANNAPOLIS STAFF TO MEET WITH VALLEY WASTE STAFF TO RESOLVE THEIR CONCERNS.

MOTION CARRIED.

ON MOTION OF WENDY ELLIOTT AND MARTHA ROBERTS THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY BOARD DIRECT STAFF TO MEET WITH MUNICIPALITY OF THE COUNTY OF ANNAPOLIS STAFF AND REPRESENTATIVES OF OTHER PARTIES TO DISCUSS AND RESOLVE THE BUDGET ISSUES.

MOTION CARRIED.

ON MOTION OF BRIAN HIRTLE AND JOHN KINSELLA THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY BOARD DIRECT STAFF TO PROVIDE ALL PARTIES TO THE INTERMUNICIPAL AGREEMENT WITH AN ACTIVE SPREADSHEET OF THE PROPOSED 2017-2018 BUDGET. STAFF TO PROVIDE SUBSTANTIATION FOR MAJOR BUDGET ITEMS INCLUDING SALARY AND BENEFITS AND CONTRACTUAL INCREASES.

MOTION CARRIED.

General Manager Maybee asked that the record indicate that he is uncomfortable with releasing the active spreadsheets to partners due to the lack of a structured approach as to how those spreadsheets will be used or interpreted by the parties without staff advice and the varying opinions and resulting confusion that may arise. General Manger Maybee pointed out that the usual practice is that there is only one active spreadsheet that others can comment on.

ON MOTION OF BRIAN HIRTLE AND SECONDED BY MARTHA ROBERTS THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY BOARD DIRECT STAFF TO INVOICE THE MUNICIPALITY OF THE COUNTY OF ANNAPOLIS BASED ON LAST YEAR'S BUDGET, WITH THE ACCOUNT TO BE ADJUSTED ONCE THE AUTHORITY HAS AN APPROVED BUDGET.

MOTION CARRIED.

ON MOTION OF MARTHA ROBERTS AND SECONDED BY GAIL SMITH THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY BOARD DIRECT STAFF TO CONSIDER WHAT BUDGET ITEMS MIGHT REQUIRE A SUPPLEMENTARY BUDGET AND PREPARE FOR THAT EVENTUALITY.

MOTION CARRIED.

Following discussions, General Manager Maybee indicated that it is his hope that following the coordination of a meeting with partner representatives, there will be no need to move forward with the other motions and further that he has other potential solutions to work through the budget documents so that the information is provided in an informed and cooperative fashion.

Agenda Item No. 4 – General Manager’s Report

Agenda Item No. 4.1 – Expense Oversight Report: March 2017 and April 2017

ON MOTION OF MARTHA ROBERTS AND SECONDED BY BRIAN HIRTLE THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE MARCH 2017 AND APRIL 2017 EXPENSE OVERSIGHT REPORT.

MOTION CARRIED.

Agenda Item No. 4.2 – Unaudited Revenue and Expense Statements: April 2017

General Manager Maybee noted that as the 2016-2017 financial audit is now actively underway, the Unaudited Revenue and Expense Statements for April 2017 are unavailable. The Audit Committee will be meeting with the auditors following the meeting.

Agenda Item No. 4.3 – 2017-2018 Draft Operating and Capital Budget

General Manager Maybee noted that to add to the discussions and motions of a few moments ago, he did move forward to secure a more formal report from the consultant who completed the Salary review, SPL Human Capital Resources, as circulated and attached to these minutes. A short discussion arose where it was requested that staff move forward with securing a full and complete salary review report.

Agenda Item 4.4 – 3rd Amending Agreement to Intermunicipal Services Agreement

This item dealt with earlier during the meeting

Agenda Item No. 4.5 – Major Processing Contract Procurement Timeline

General Manager Maybee referred to the Report to the Authority: Major Processing Contract Procurement Timeline, dated May 17, 2017, as circulated and attached to these minutes.

A short discussion arose regarding the organics processing services with the Authority being advised that Northridge Farms had reconsidered their original position and agreed to a contract extension for a 9-month period to March 31, 2018.

Agenda Item No. 5 – Operations Manager Monthly Report

Operations Manager Martin took the floor referring to the Report to the Authority, Operations Manager Report, dated May 17, 2017, as circulated and attached to these minutes. Mr. Martin reviewed the report in its entirety adding that the recently acquired roll-off truck is out of commission at the moment with issues to be identified and corrected.

As per the addition to the Agenda, a short discussion was held regarding the cottage bins. It was noted that there are many cottage bins in the region and that the bins are badly misused by both cottage

owners and non-cottage owners. Staff are constantly responding to complaints as they arise taking an enormous amount of time with both personnel and equipment. It was noted that while some of the cottage bins are monitored by local cottage associations and paid for this service while there are many other bins that do not have monitors in place. The monitors are essentially tasked with advising staff of problems but some go beyond that by addressing issues and/or taking steps to ensure the bin is maintained.

ON MOTION OF JOHN KINSELLA AND SECONDED BY MARTHA ROBERTS THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE OPERATIONS MANAGER REPORT.

MOTION CARRIED.

Agenda Item No. 6 – Communications/Enforcement Monthly Report

Communications Manager Garrett took the floor referring to the Communications Update, dated May 2017, as circulated and attached to these minutes.

ON MOTION OF BRIAN HIRTLE AND SECONDED BY ERIC BOLLAND THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE COMMUNICATIONS UPDATED, DATED MAY 2017.

MOTION CARRIED.

As per the additions to the Agenda a short discussion was held regarding litter. Communications Manager Garrett indicated that the Clean Foundation takes the lead with litter reduction and education strategies. They have 2 programs: The Great Nova Scotia Pick-Me-Up which provides a clean-up tool kit and they have the Eddies' Litterless Road Tour which educates elementary school children on litter and waste reduction. Valley Waste does help with the collection of materials after community clean-ups in public open spaces, along beaches, trails, etc.

Bylaw Enforcement Office Proszynska took the floor providing the Authority with an overview of recent enforcement activity.

ON MOTION OF BRIAN HIRTLE AND SECONDED MARTHA ROBERTS THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE ENFORCEMENT MONTHLY REPORT.

MOTION CARRIED.

Agenda Item No. 7 - Regional Coordinators and Regional Chairs Report

Communications Manager Garrett took the floor referring to the Regional Chairs and Regional Coordinator Report to the Authority, dated May 5, 2017, as circulated and attached to these minutes.

ON MOTION OF JOHN KINSELLA AND SECONDED BY WENDY ELLIOTT THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE REGIONAL COORDINATORS AND REGIONAL CHAIRS REPORT.

MOTION CARRIED.

Agenda Item No. 8 – New Business

General Manager Maybee advised the Authority that Glenda Clark will be retiring from her position of Accountant with Valley Waste-Resource Management after 17 years of service on June 30, 2017.

General Manager Maybee further noted that Sustane Technologies provided an excellent presentation during the recent Union of Nova Scotia Municipalities meetings.

Agenda item No. 9 – Correspondence

The Authority acknowledged the receipt of a letter dated April 27, 2017 from the Town of Wolfville regarding the approval of the 2017-2018 draft budget, a letter dated April 27, 2017 from the Town of Kentville regarding the Town of Annapolis Royal under the Intermunicipal Services agreement and once again, the letter dated May 2, 2017 from the County of Annapolis. A copy of each of these letters is attached to these minutes.

Agenda Item No. 10 – Next Meeting

The next meeting of the Valley Region Solid Waste-Resource Management Authority will take place on June 21, 2017 in keeping with the normal meeting schedule. The 2nd Orientation Tours are tentatively planned to take place following the meeting to be determined based on the Agenda for the meeting. If the tours are to take place an earlier start of 8:30am may be considered. More details will be provided as soon as they are available.

Agenda Item No. 11 – Adjournment

ON MOTION OF MARTHA ROBERTS AND SECONDED BY ERIC BOLLAND THAT THE MAY 2017 REGULAR MONTHLY MEETING OF THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY BE ADJOURNED AT 11:36AM.

MOTION CARRIED.

Respectfully Submitted,

Brenda Davidson
Office Coordinator
Valley Waste-Resource Management