



P.O. Box 895, Kentville NS, B4N 4H8
Phone: (902) 679-1325 Fax: (902) 679-1327
Email: info@vwrmm.com
Website: www.vwrmm.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
January 17, 2018
9:00am
Valley Waste-Resource Management Office – Boardroom**

Attendees

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

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

Regrets: Eric Bolland

Guests: Sandra Snow, Mayor – Town of Kentville, Timothy Habinski – Warden, Municipality of Annapolis County, John Ferguson – CAO, Municipality of Annapolis County, Scott Conrod, CAO, Municipality of the County of Kings, Mark Phillips – CAO, Town of Kentville

Agenda Item No. 1 - Call to Order

Chair Bustin welcomed everyone calling the meeting to order at 9:15am. Chair Bustin noted that this is the first meeting in 2018 indicating that the Authority can look forward to an exciting and interesting year ahead.

Agenda Item No. 2 – Approval of Agenda

ON MOTION OF JOHN KINSELLA AND SECONDED BY BRIAN HIRTLE THAT THE AGENDA, BE APPROVED, AS CIRCULATED.

Mr. Hirtle noted that he had a number of items to add under the new Board Members section of the Agenda, but, after consulting with Interim GM Ramsay, he will defer raising the items to the next meeting.

MOTION CARRIED.

Agenda Item No. 3 – Approval of the Minutes – December 13, 2017

ON MOTION OF GAIL SMITH AND SECONDED BY BRIAN HIRTLE THAT THE MINUTES OF THE DECEMBER 13, 2017 REGULAR MONTHLY MEETING 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 – Debenture Issue

Agenda Item No. 4.1.1.1 – Refinancing of Balloon Payment – Debenture #33-A-1 in the amount of \$206,068.00

Finance Manager McCain reviewed the Refinancing of Debenture #33-A-1, \$206,068 report, dated January 17, 2018, as circulated and attached to these minutes.

ON MOTION OF BRIAN HIRTLE AND SECONDED BY GAIL SMITH THAT THE AUTHORITY APPROVE TEMPORARY BORROWING RESOLUTION REFINANCING IN THE AMOUNT OF \$206,068 TO ENSURE PARTICIPATION IN THE SPRING 2018 DEBENTURE ISSUE THROUGH THE MUNICIPAL FINANCE CORPORATION.

MOTION CARRIED.

Agenda Item No. 4.1.1.2 – Temporary Borrowing Resolution Debenture #16/17-1 in the amount of \$399,000.00

Finance Manager McCain reviewed the Temporary Borrowing Resolution #16/17-1, \$399,000 report dated January 17, 2018, as circulated and attached to these minutes

ON MOTION OF JOHN KINSELLA AND SECONDED BY BRIAN HIRTLE THAT THE AUTHORITY APPROVE TEMPORARY BORROWING RESOLUTION FILE NO. 16/17-1 VARIOUS PURPOSES IN THE AMOUNT OF \$399,000 TO BE INCLUDED FOR PARTICIPATION IN THE SPRING 2018 DEBENTURE ISSUE THROUGH THE MUNICIPAL FINANCE CORPORATION.

MOTION CARRIED.

Agenda Item No. 4.2 – Operations Manager – no report

Agenda Item No. 4.3 – Office Manager – no report

Agenda Item No. 4.4 – Communications Manager/Regional Coordinator

Communications Manager Garrett reviewed the Communications Update, dated January 2018, as circulated and attached to these minutes.

ON MOTION OF BRIAN HIRTLE AND SECONDED BY GAIL SMITH THAT THE AUTHORITY RECEIVE THE COMMUNICATIONS UPDATE DATED JANUARY 2018.

MOTION CARRIED.

Agenda Item No. 4.4.1 – Regional Coordinator/Regional Chairs Verbal Report to the Authority

Mr. Garrett noted that there were 3 meetings held last week with the most important one being the Regional Chairs meeting with the Minister of Environment, the Honourable Iain Rankin, which was coordinated in response to the request of the Regional Chairs in the fall. During the meeting discussions touched on recyclables marketing issues, ban standards and the procurement of recycled materials in major contracts; however, the major topic of discussion revolved around the management of plastic film product. Prior to the meeting, the Regional Chairs had come together in unanimous support for Extended Producer Responsibility (EPR) and brought that forward to the Minister with a united voice.

Mr. Garrett also noted that Divert NS is facilitating an Agriculture Summit with representatives from major farming operations to meet with solid waste representatives to learn issues and seek opportunities for improvement in diversion and recycling efforts by the farming sector.

Agenda Item No. 4.4.2 – Plastic Film (Single Use Shopping Bags) Report to Authority

Communications Manager Garrett provided the Authority with a comprehensive presentation titled the Status of Plastic Film, as attached to these minutes. In response to an exchange of questions and responses the following Resolution was carried:

ON MOTION OF WENDY ELLIOTT AND SECONDED BY JOHN KINSELLA THAT THE AUTHORITY MAKES THE FOLLOWING RESOLUTION:

WHEREAS single-use plastic bags are a world-wide source of persistent and widespread pollution on land and in the sea; and

AND WHEREAS markets for plastic film recycling (including single-use plastic bags) are limited and costly where they do exist; and

AND WHEREAS a province-wide ban in Nova Scotia is an important step in educating Nova Scotian's to use reusable products rather than disposable ones;

THEREFORE Be It Resolved:

The Valley Region Solid Waste-Resource Management Authority (Region Five) supports a province-wide ban on single-use plastic bags, provided that the ban is part of a province-wide strategy and promotional campaign to reduce the use of all single use plastic products.

MOTION CARRIED.

ON MOTION OF MARTHA ROBERTS AND SECONDED BY CRAIG GERRARD THAT THE AUTHORITY ACCEPT THE REPORT FROM THE COMMUNICATIONS MANAGER.

A short break was held at this time with the January 2018 regular monthly meeting of the Authority called back to order at 10:45am.

Agenda Item No. 4.1.2 – Presentation of Draft Operating and Capital Budget 2018/19

Chair Bustin took the opportunity to welcome Warden Timothy Habinski and CAO John Ferguson. Mr. Ferguson requested the Authority consideration of the addition of 2 items to the agenda for the meeting today.

ON MOTION OF MARTHA ROBERTS AND SECONDED BY BRIAN HIRTLE THAT THE AUTHORITY ADD RECRUITMENT AND GOVERNANCE STRUCTURE TO THE AGENDA.

MOTION CARRIED.

Recruitment and Governance Structure were added to the Agenda as Item No.'s 4.1.2 A and 4.1.2 B respectively.

Interim General Manager Ramsay explained he will provide introductory remarks regarding the development of the draft budget to be followed by Finance Manager, Geoff McCain, who will provide a detailed presentation all in support of the 2018-2019 Operating and Capital Budget Summary with supporting spreadsheets, draft date January 5, 2018, as circulated and attached to these minutes.

Mr. Ramsay began by explaining:

- The fiscal responsibilities of Valley Waste-Resource Management.
- Budget preparation process.

- Revenue sources.
- Summary of costs and revenues by Service, as circulated and attached to these minutes.
- Summary of costs and revenues by Service for Budget 2018/19 compared to 2013/14, as circulated and attached to these minutes.

Finance Manager McCain proceeded with providing a full presentation.

Mr. Ferguson noted that he had received a legal opinion from the Solicitor for the Municipality of Annapolis County late yesterday noting the opinion of the Solicitor indicates the Authority cannot enter into long term contracts without the prior approval of each of the municipal partners and further that Ministerial approval is required for such contracts. In response Mr. Ramsay noted the Board would take this matter under advisement with Mr. Ferguson cautioning the Board that the Council of the Municipality of Annapolis County will not approve a budget where they have not had the opportunity to approve the long-term contractual commitments within the budget.

A copy of the legal opinion was provided to Interim General Manager Ramsay and is attached to these minutes.

Mr. Ferguson raised a question as noted in the legal opinion regarding the Authority's fiscal year, with it being confirmed that the Authority operates on an April 1 – March 31 fiscal year.

Finance Manager McCain continued with the presentation. Several questions were raised and addressed during the presentation relating to staffing and compensation, the landfill services agreement, debenture repayment and the potential use of supplementary budgets for one-time projects. CAO Conrod expressed concern regarding the percentage increase in the budget as it relates to the percentage increase in uniform assessment revenue in the Municipality of Kings. Discussions on the capital budget focused on the proposed dry storage building for the Western Management Centre and the status of the organics containment structure approved for 2017-2018. It was noted the organics structure will begin this winter and is behind schedule due to the delay in budget approval earlier this year. The dry storage building is necessary since materials and equipment are stored in various small containers on site; theft and employee wellness concerns also noted as reasons for the structure. In response to the question, it was indicated that while the Authority does have a Capital Reserve Fund, those funds are earmarked for the replacement of the Management Centres in the future.

Chair Bustin thanked Mr. McCain for the provision of the presentation as well as Interim GM Ramsay and other senior team members involved in the budget development process for their diligent work.

Agenda Item No. 4.1.2A – Recruitment of General Manager

A discussion was held regarding the recruitment of the General Manager that is now underway. Mr. Ferguson, CAO, Annapolis County requesting consideration is given to him being added to the Hiring Committee. Chair Bustin noted that the process is well underway with 3 board members, Interim GM Ramsay, CAO Erin Beaudin-representing municipal partners and one staff member serving on the Committee at this time. A discussion arose resulting in the following motion:

ON MOTION OF BRIAN HIRTLE AND SECONDED BY MARTHA ROBERTS THAT CAO FERGUSON BE ADDED AS A MEMBER TO THE GENERAL MANAGER HIRING COMMITTEE.

MOTION CARRIED.

Mr. Ferguson again raised governance issues as raised earlier noting that there are other issues with Warden Habinski adding that Annapolis County would share concerns about the overall increase in budgetary amounts.

ON MOTION OF BRIAN HIRTLE AND SECONDED BY CRAIG GERRARD THAT THE AUTHORITY RECEIVE THE DRAFT BUDGET FOR 2018/19.

MOTION CARRIED.

The Authority requested that Solicitor Coyle review the legal opinion as presented today by Mr. Ferguson and prepare an opinion regarding the matter for the Authority's consideration. It was indicated the budget approval process and the clarification of the governance structure can proceed simultaneously resulting in the following motion:

ON MOTION OF MARTHA ROBERTS AND SECONDED BY BRIAN HIRTLE THAT THE AUTHORITY REFER THE DRAFT OPERATING AND CAPITAL BUDGET FOR THE 2018/19 FISCAL YEAR TO PARTNER MUNICIPALITIES FOR PRELIMINARY CONSIDERATION AND COMMENTS TO BE FOLLOWED BY A MEETING WITH PARTNER REPRESENTATIVES AND STAFF TO ADDRESS COMMENTS AS SOON AS POSSIBLE.

MOTION CARRIED.

Chair Bustin noted the time with it being the consensus that the Authority continue addressing Agenda Items.

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

Agenda Item No. 4.6 – Corporate Strategic Plan Development

Mr. Ramsay referred to the Corporate Strategic Plan Readiness Assessment as circulated and attached to these minutes reminding all that he hoped to collect all completed assessments today.

Mr. Ramsay then referred to the Strategic Plan Workshops 2018 – “Building Our Plan” and the Strategic Plan Workshops 2018 – Proposed Agenda documents as circulated and attached to these minutes, explaining to the Authority the process that he is envisioning at this time.

ON MOTION OF MARTHA ROBERTS AND SECONDED BY CRAIG GERRARD THAT THE AUTHORITY MOVE FORWARD WITH THE STRATEGIC PLANNING PROCESS AS DISCUSSED.

MOTION CARRIED.

Interim GM Ramsay indicated that he will be in touch with everyone soon with proposed dates based on his goal of having a final report before the Authority by February 14, 2018.

Agenda Item No.5 – Committee Reports

Agenda Item No. 5.1 – Service and Facility Steering Committee

The Committee meeting scheduled to take place today has been deferred to another date.

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

Chair Bustin referred to the open letter from Kenneth Bower as circulated and attached to these minutes.

ON MOTION OF BRIAN HIRTLE AND SECONDED BY GAIL SMITH THAT THE AUTHORITY RECEIVE THE OPEN LETTER FROM KENNETH BOWER.

MOTION CARRIED.

ON MOTION OF JOHN KINSELLA AND SECONDED BY BRIAN HIRTLE THAT THE AUTHORITY MOVE TO AN IN-CAMERA SESSION FOR THE PURPOSE OF RECEIVING LEGAL ADVICE REGARDING A CONTRACTUAL MATTER.

MOTION CARRIED.

The January regular monthly meeting of the Authority was called back to order at 1:36pm.

Chair Bustin thanked Mr. Bower for attending and advised him that the Authority had received his letter and will not be having any further discussion.

Agenda Item No. 9 – Next Meeting

The next regular monthly meeting of the Authority will be held on February 21, 2018.

Agenda Item No. 10 - Adjournment

ON MOTION OF MARTHA ROBERTS AND SECONDED BY JOHN KINSELLA THE JANUARY REGULAR MONTHLY MEETING OF THE AUTHORITY ADJOURNED AT 1:41PM.

Respectfully Submitted,

Brenda Davidson
Office Manager
Valley Waste-Resource Management