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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
Special Finance Meeting
July 12, 2017
9:30am
Valley Waste-Resource Management Office – Boardroom**

Attendees

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

Alternates Present: Barry Corbin, Town of Berwick

Staff: Ross Maybee, Jeff Martin, Andrew Garrett, Geoff McCain, Sue Visentin

Guests: Mayor of Kentville: Sandra Snow, Mayor of the Municipality of the County of Kings: Peter Muttart, CAO of Wolfville: Erin Beaudin

Agenda Item No. 1 - Call to Order

Chair Bustin welcomed everyone calling the meeting to order at 9:30am. A round table of introductions was held in recognition of the attendance of guests Sandra Snow, Peter Muttart, Erin Beaudin and alternate Barry Corbin. General Manager Maybee also introduced the newest member of the Valley Waste team, Finance Manager, Geoff McCain, taking the place of Glenda Clark.

Agenda Item No. 2 – Approval of Agenda

Chair Bustin asked that a short “in-camera” session be added to the agenda. John Kinsella asked that we add to the agenda a motion to rescind the previous audited statements.

MOVED BY ERIC BOLLAND AND SECONDED BY GAIL SMITH THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE AGENDA WITH AMENDMENTS.

MOTION CARRIED.

MOVED BY WENDY ELLIOTT AND SECONDED BY BRIAN HIRTLE THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY MOVE TO AN “IN-CAMERA” SESSION TO DISCUSS A LEGAL MATTER.

MOTION CARRIED.

MOVED BY JOHN KINSELLA AND SECONDED BY BRIAN HIRTLE THAT THE VALLEY WASTE REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY COME OUT OF THE “IN-CAMERA” SESSION.

Chair Bustin explained that she will be taking a 3 month leave of absence from the Chair position of the Valley Waste Resource Management Authority Board for personal reasons. Vice-Chair John Kinsella will be taking her

place as Chair of the Board and Barry Corbin will be representing the Town of Berwick , with Mayor Don Clarke acting as alternate if required. John Kinsella took over the seat at 9:55 am and extended thoughts and prayers for Jane at this difficult time.

Agenda Item No. 3 – 2017-2018 Draft Operating and Capital Budgets

Mr. Maybee explained that he had an excellent Budget meeting with CAO's, John Ferguson, Erin Beaudin and Kings County Finance Manager Shawn West. They discussed a "go forward" position with the stated desire to achieve a resolution to the budgetary issues of this year. Mr. Maybee explained that thanks to the 9 months of fiscal history since the original preparation of the 2017-2018 Budget, staff have had a rare opportunity to incorporate year-end actuals instead of proposed numbers and a better understanding of projected revenues such as diversion credits, tipping fees and fuel costs.

Chair Kinsella asked everyone to refer to the Budget Motions presented in the meeting package.

BUDGET MOTION 1.

MOVED BY BRIAN HIRTLE AND SECONDED BY ERIC BOLLAND THAT THE VALLEY WASTE AUTHORITY APPROVE AND RECOMMEND TO THE PARTIES TO THE INTERMUNICIPAL AGREEMENT AN OPERATING BUDGET FOR THE 2017-18 FISCAL YEAR WITH PARTY SHARE REQUESTS EQUAL TO OR LESS THAN THE 2016-17 VALLEY WASTE BUDGET, AND FURTHER THAT STAFF WILL INVOICE THE PARTIES ACCORDINGLY UNTIL SUCH TIME AS ANY SUPPLEMENTAL BUDGETS ARE APPROVED, IF NECESSARY.

MOTION CARRIED .

Councillor Hirtle thanked staff and the Authority for coming together to work through the budget.

BUDGET MOTION 2.

MOVED BY ERIC BOLLAND AND SECONDED BY BARRY CORBIN THAT THE AUTHORITY DIRECT STAFF TO MONITOR CASH FLOW AND OPERATIONAL PROJECTIONS TO PREPARE FOR CONSIDERATION BY THE AUTHORITY SUCH SUPPLEMENTAL BUDGET(S) AS ARE NECESSARY FOR THE 2017-18 TO ASSURE THE ABILITY OF THE AUTHORITY TO MEET ITS OBLIGATIONS.

MOTION CARRIED .

BUDGET MOTION 3.

MOVED BY WENDY ELLIOT AND SECONDED BY GAIL SMITH THAT THE VALLEY WASTE AUTHORITY APPROVE FOR FORWARDING TO THE PARTIES TO THE INERMUNICIPAL SERVICES AGREEMENT, THE 2017-18 CAPITAL BUDGET AS PREVIOUSLY PRESENTED.

MOTION CARRIED.

Councillor Hirtle questioned if there were any issues raised regarding the Capital Budget during the meeting with CAO's and senior VWRM staff; particularly with the construction of an organics containment structure and the Capital Reserve. Mr. Maybee noted the only topic of discussion was the changing of partner percentages as it relates to population and final uniform assessment figures and explained the Capital Reserve is intended for major replacement or repair costs the transfer station structures whereas smaller improvements or upgrades are managed through the annual Capital Budget. Vice-Chair Kinsella added that adjustments to the reserve cannot be resolved in the current budget.

Councillor Roberts asked whether the replacement of the organics structure at the end of its useful life will come out of the Capital Reserve or through the annual Capital Budget with Mr. Maybee noting it would come out of the annual Capital Budget as it is not a significant cost to the Authority.

Vice-Chair Kinsella thanked everyone for addressing the surplus and billing concerns and noted that it would be prudent for Authority members to review the budget in detail in the event that another budget adjustment may be needed at a future date.

Agenda Item No. 4 – Revised Draft Audited Statements

Chair Kinsella noted that due to the inconsistencies between the previously presented and the amended Audited Statements that a motion to rescind the Statements must be made.

MOVED BY GAIL SMITH AND SECONDED BY ERIC BOLLAND THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RESCINDS THE APPROVAL OF THE PREVIOUS AUDITED STATEMENTS PASSED ON JUNE 21, 2017.

MOTION CARRIED.

MOVED BY GAIL SMITH AND SECONDED BY WENDY ELLIOTT THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE REVISED AUDITED STATEMENTS.

MOTION CARRIED.

In response to a question, General Manager Maybee confirmed that the additional sheet entitled “Surplus Disbursement To Partner Municipalities” reflects the rebates to the parties subsequent to the calculations embodied in the newly approved “revised” audited statements for fiscal 2016-2017. Mr. Maybee further confirmed that the second set of numbers indicated the portion of that surplus attributable to Chester landfill business operations that may be rolled back into that operation in order to service an unfunded liability in relation to landfill closure costs. This matter, along with the overall 20 year Chester business plan will form the basis for review by the Board in the very near future.

Agenda Item No. 5 – New Business

There was no new business to bring forward at this time.

Agenda Item No. 6 – Correspondence

There was no correspondence to bring forward at this time.

Agenda Item No. 7 – Next Regular Meeting – July 19, 2017

Agenda Item No. 8 – Adjournment

MOVED BY BRIAN HIRTLE AND SECONDED BY GAIL SMITH THAT THE JULY 12, 2017 SPECIAL MEETING OF THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY BE ADJOURNED AT 10:35 AM.

MOTION CARRIED.

Respectfully Submitted,

Sue Visentin
Valley Waste-Resource Management