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The Municipalities of Annapolis and Kings and the Towns of Annapolis Royal, Berwick, Kentville, Middleton and Wolfville

Valley Region Solid Waste-Resource Management Authority
Wednesday, July 18, 2018
9:00am
Valley Waste-Resource Management Office – Boardroom

Attendees

Members Present: Wendy Elliott, Eric Bolland, Martha Roberts, Barry Corbin, Brian Hirtle, Gail Smith, John Kinsella

Alternates Present: Craig Gerrard, Michael Gunn, Anna Ashford-Morton, Martha Armstrong

CAO Group: Cathie Osborne-Consultant, Erin Beaudin-CAO Representative

STAFF: Jeff Martin, Andrew Garrett, Geoff McCain, Brenda Davidson and Michael Clowry-for Retirement Recognition Presentation

Guests: Mark Phillips, CAO-Town of Kentville, Peter Muttart, Mayor, Municipality of the County of Kings, Dawn Campbell, Director of Legislative Services-Municipality of Annapolis County

Public: none

Agenda Item No. 1 – Welcome and Call to Order

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

Agenda Item No. 2 - Approval of the Agenda

ON MOTION OF BRIAN HIRTLE AND SECONDED BY ERIC BOLLAND THAT THE AGENDA BE APPROVED WITH THE ADDITION OF A DISCUSSION REGARDING THE WAY FORWARD UNDER NEW BUSINESS AS ITEM. NO. 9.1.

MOTION CARRIED.

Agenda Item No. 3 – Approval of the Minutes

Agenda Item No. 3.1 – Approval of the Draft Minutes from Regular Authority meeting held June 29, 2018

ON MOTION OF WENDY ELLIOTT AND SECONDED BY ERIC BOLLAND THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE MINUTES OF JUNE 29, 2018, AS CIRCULATED.

MOTION CARRIED.

Agenda Item No. 3.2 – Election – Vice-Chair

Chair Kinsella indicated that he would like to see position of Vice-Chair to the Authority filled.

ON MOTION OF BRIAN HIRTLE AND SECONDED BY WENDY ELLIOTT THAT BARRY CORBIN BE NOMINATED TO SERVE AS VICE-CHAIR TO THE AUTHORITY.

Mr. Corbin accepted the nomination with caveat that he is only prepared to serve to the end of the current calendar year with it being indicated that it is the normal procedure of the Authority to hold Chair and Vice-Chair elections in December of each year.

Chair Kinsella called for nominations for the second time – none were heard.

Chair Kinsella called for nominations for the third time – none were heard.

Chair Kinsella called for nominations for the fourth and final time – none were heard.

Chair Kinsella then announced that Barry Corbin has been successfully elected to serve as Vice-Chair to the Valley Region Solid Waste-Resource Management Authority effective immediately and to the end of the current calendar year.

Agenda Item No. 4 – Recognition of Retirement – Michael Clowry

Chair Kinsella welcomed Mike Clowry to the meeting offering words of praise for Mike’s almost 20 year career with the Authority as Equipment Operator/Utility Worker and his 19.5 years of service to the Municipality of the County of Kings prior to his joining the Authority’s forces in June of 1999. Chair Kinsella presented Mr. Clowry with gift from the Authority in honour of his impending retirement, expressing, on behalf of the Authority, appreciation for Mike’s dedicated years of service and wishing he and his wife Charlene great health and happiness into the future. Mr. Clowry will end his career with the Authority on July 20, 2018. A hearty round of applause was heard. Mr. Clowry left the meeting at this time.

Agenda Item No. 5 – CAO Committee Update

Agenda Item No. 5.1 – Status Report

Erin Beaudin addressed the Authority referring to the Memo to Chair Kinsella and Members of the Authority dated July 18, 2018, as circulated and attached to these minutes. Highlighted items included: the Northridge Farms request for proposals debriefing meeting, the status of the Scotia Recycling Contract, Chester Landfill Closure/Post Closure reserve issues, Audit Committee status of activity, meeting with representatives from Municipal Enterprises Ltd. – parent company to EFR Environmental, status of application for operating line of credit, FOIPOP status, status of review of policies and the release of the Authority’s 12-month budget to parties where it was noted that 4 parties have indicated budget approval.

Ms. Beaudin also noted that the CAO group participated in a conference call on Monday where it was the consensus that the Authority consider offering Cathie Osborne the position and title of Interim General Manager to the Authority to September 30, 2018, based on the agreement that is currently in place for Ms. Osborne’s services. It was noted that taking this step is being recommended to ensure clarity in operational decision making. It was further noted that the CAO Group will remain heavily involved providing advice to Ms. Osborne as deemed appropriate.

A discussion arose regarding the importance of ensuring that the appropriate steps are being taken to engage a General Manager in light of the September 30, 2018, deadline for services provided by Ms. Osborne.

ON MOTION OF GAIL SMITH AND SECONDED BY WENDY ELLIOTT THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPOINTS CATHIE OSBORNE AS INTERIM GENERAL MANAGER UNTIL SEPTEMBER 30TH BASED ON THE TERMS OUTLINED IN THE CONTRACT SIGNED BETWEEN MS. OSBORNE AND ACTING GENERAL MANAGER, ERIN BEAUDIN.

MOTION CARRIED – 1 NAY VOTE RECORDED BY MARTHA ROBERTS

ON MOTION OF BRIAN HIRTLE AND SECONDED BY ERIC BOLLAND THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY REKINDLES THE PROCESS FOR THE HIRING OF A NEW GENERAL MANAGER BY THE END OF SEPTEMBER 2018.

MOTION CARRIED.

A discussion arose regarding the instability of the Authority's budget at this time with it being indicated that the Municipality of Annapolis County does hold veto power on budget approval and that it is not anticipated that the budget will be approved by Annapolis County at this time. It was noted that this is a key issue that the Authority will be required to discuss in the near future. With that in mind, Ms. Osborne was asked to make preliminary contact with Gerald Walsh, hiring consultant, to determine his availability and costing and report those findings back to the Authority.

ON MOTION OF BRIAN HIRTLE AND SECONDED BY BARRY CORBIN THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE STATUS UPDATE MEMO TO CHAIR KINSELLA AND MEMBERS OF THE AUTHORITY DATED JULY 18, 2018.

MOTION CARRIED.

Agenda Item No. 6 – Staff Reports

Agenda Item No. 6.1 – Manager of Finance

Agenda Item No. 6.1.1 – Follow-up: 2018-2019 12-Month Budget: Borrowing from Capital Reserve Investment Fund

Finance Manager McCain addressed the Authority referring to the Follow-up – Temporary Borrowing from Capital Reserve Investment Fund Memo to Chair Kinsella and Members of the Authority, dated July 18, 2018.

Mr. McCain reviewed the report in its entirety responding to questions as they arose.

ON MOTION OF ERIC BOLLAND AND SECONDED BY WENDY ELLIOTT THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY ON JUNE 6, 2018, APPROVED THE TEMPORARY BORROWING FROM THE CAPITAL RESERVE INVESTMENT FUND IN THE AMOUNT OF \$399,000.00 FOR A 5-YEAR TERM AT AN INTEREST RATE OF 3%.

MOTION CARRIED. – 1 NAY VOTE RECORDED BY MARTHA ROBERTS

Agenda Item No. 6.2 – Operations Manager

Operations Manager Martin provided a report regarding recent activities. Highlights included:

- metals pile at East Management Centre is now processed based on a revenue of \$213.00 per tonne up from the \$185.00 per tonne received last year;
- construction and demolition debris stockpiles at East Management Centre have reached capacity which will need to be addressed as soon as possible;
- new employee, Josie MacDonald has been hired to replace a recent departure in the position of Hotline and Scale House Operator;
- managing materials at seasonal drop off bins around cottage areas continues to be extremely challenging with all efforts being made to keep up to the volume of materials being generated. In the last 8 days, 13.78 tonnes of materials have been collected with over 20 trips recorded to cottage bins in Kings County

alone. If complaints are received they should be directed to Operations Manager Martin or the Authority's hotline.

- Operations Manager Martin attended the fire at the Chester Landfill last week during what proved to be a 16-hour fire, all appearing to be surface burn – 7 fire departments attended the fire and about \$9,000.00 in suppression foam was applied to the site surface

In response to the question, Operations Manager Martin explained that having an approved budget is critical to moving forward with operations including the management of the stockpile of construction and demolition debris materials. Ms. Osborne reminded the Authority that the 2018-2019 capital budget does include the acquisition of a grinder to assist with the management of these materials. Ms. Osborne also advised that on Monday of this week there was a serious incident at the site where a site visitor collapsed complaining of chest pains. The automated external defibrillator at the site was used during the incident. Site personnel, including Operations Manager Martin, handled the situation brilliantly and the site visitor is now recovering from a confirmed heart attack in hospital.

ON MOTION OF GAIL SMITH AND SECONDED BY BARRY CORBIN THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT RECEIVE THE OPERATIONS MANAGER REPORT.

MOTION CARRIED.

Agenda Item No. 6.3 – Office Manager

No report to bring before the Authority at this time.

Agenda Item No. 6.4 – Communications Manager/Regional Coordinator

Communications Manager Garrett reviewed the Report to Authority: Regional Coordinator Report, dated July 9, 2018, and the associated Construction and Demolition Materials Management Discussion Paper released by NS Environment, as circulated and attached to these minutes.

ON MOTION OF BARRY CORBIN AND SECONDED BY BRIAN HIRTLE THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE REGIONAL COORDINATOR REPORT TO THE AUTHORITY DATED JULY 9, 2018.

MOTION CARRIED.

Agenda Item No. 7 – Committee Reports

There were no Committee Reports to bring before the Authority at this time.

Agenda Item No. 8 – Board Members

There were no items requested for discussion at this time.

Agenda Item No. 9 – New Business

Wendy Elliott expressed concerns regarding the need for a Special Meeting sooner rather than later to allow the Authority to deal with matters of serious concern not the least of which is the approval of the 2018-2019 12-month budget. A discussion arose where it was the consensus of all that a Special Meeting be held on Thursday, July 26th, beginning at 9:00am in the Board Room. Ms. Osborne was asked to prepare a key focus points guiding document for use by the Authority during the special meeting.

Agenda Item No. 10 – Correspondence

Communications Manager Garrett read a letter dated July 18, 2018, from DivertNS indicating the release of \$273,200.00 in diversion credit funding to the Authority, a copy of which is attached to these minutes. The

remainder of the diversion credit funding will be released later in the year upon the completion of the annual data call.

Agenda Item No. 11 – In Camera Session – In keeping with Section 22(2)(c) Personnel Matters

ON MOTION OF GAIL SMITH AND SECONDED BY BRIAN HIRTLE 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 July Regular Monthly Meeting of the Valley Region Solid Waste-Resource Management Authority resumed at 9:55am.

Agenda Item No. 12 – Next Meeting

The next Regular Monthly meeting of the Valley Region Solid Waste-Resource Management Authority will be held on Wednesday, August 15, 2018.

As discussed earlier, there will be a Special Authority meeting held prior to the next Regular Monthly Meeting on July 26, 2018, beginning at 9:00am in the board room.

Agenda Item No. 13 - Adjournment

ON MOTION OF BRIAN HIRTLE AND SECONDED BY ERIC BOLLAND THE JULY 2018 REGULAR MONTHLY MEETING OF THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY ADJOURNED AT 10:05AM.

Respectfully Submitted,

Brenda Davidson
Office Manager
Valley Waste-Resource Management