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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
March 21, 2018
9:00am
Valley Waste-Resource Management Office - Boardroom**

Attendees

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

Staff: Geoff McCain, Sue Visentin, Karen McQuaid

Guests: Martha Armstrong, Alternate, Municipality of the County of Kings; Michael Gunn, Alternate, Municipality of the County of Annapolis; Erin Beaudin, CAO Town of Wolfville; Scott Conrod, CAO, Municipality of the County of Kings; John Ferguson, CAO, Municipality of the County of Annapolis; Timothy Habinski, Warden, Municipality of the County of Annapolis

Agenda Item No. 1 - Call to Order

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

Agenda Item No. 2 – Approval of Agenda

ON MOTION OF GAIL SMITH AND SECONDED BY ERIC BOLLAND THAT THE AGENDA BE APPROVED AS CIRCULATED.

MOTION CARRIED.

ON MOTION OF BRIAN HIRTLE AND SECONDED BY WENDY ELLIOTT THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY MEETING MOVE TO AN IN-CAMERA SESSION FOR THE PURPOSE OF DISCUSSING PERSONNEL AND LEGAL ISSUES.

MOTION CARRIED.

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

Agenda Item No. 3 – Approval of the Minutes – February 21, 2018

3.1 ON MOTION OF BRIAN HIRTLE AND SECONDED BY ERIC BOLLAND THAT THE MINUTES OF THE FEBRUARY 21, 2018 BE APPROVED, AS CIRCULATED WITH THE FOLLOWING AMENDMENT: ON THE THIRD LINE OF PAGE 3, CHANGE THE WORDING “...APPROVE A BUDGET FOR FORWARDING TO MEMBER MUNICIPALITIES...” TO “...RECOMMEND A BUDGET FOR FORWARDING TO OUR PARTIES...”.

MOTION CARRIED.

3.2 ON MOTION OF WENDY ELLIOTT AND SECONDED BY ERIC BOLLAND THAT THE MINUTES FROM THE SPECIAL AUTHORITY MEETING HELD FEBRUARY 28, 2018 BE APPROVED AS CIRCULATED.

MOTION CARRIED.

3.3 ON MOTION OF WENDY ELLIOTT AND SECONDED BY ERIC BOLLAND THAT THE MINUTES FROM THE SPECIAL AUTHORITY MEETING HELD MARCH 13, 2018 BE APPROVED AS CIRCULATED.

MOTION CARRIED.

Agenda Item No. 4 – Business Arising from the Minutes

Agenda Item No. 4.1 – Further Consideration of Recommendations in Valley Waste Resource Management - The Path Forward Presentation to the Authority

Several motions arose from the discussion surrounding the Path Forward Presentation.

ON MOTION OF MARTHA ROBERTS AND SECONDED BY WENDY ELLIOTT THAT THE AUTHORITY BOARD REQUEST THE MUNICIPAL PARTIES DIRECTLY COST SHARE IN A TEMPORARY RESOURCE TO WORK WITH THE VWRM BOARD AND STAFF TO COMPILE ALL OF THE REQUESTED FINANCIAL INFORMATION, TO IDENTIFY IMMEDIATE BUDGETARY EFFICIENCIES, AND TO HELP DEVELOP A FINAL 2018-19 BUDGET THAT CAN BE PRESENTED TO EACH COUNCIL.

MOTION CARRIED.

ON MOTION OF MARTHA ROBERTS AND SECONDED BY BRIAN HIRTLE THAT THE MUNICIPAL PARTIES IMMEDIATELY PASS A TEMPORARY 3-MONTH BUDGET AT 2017-18 LEVELS SUBJECT TO THE FOLLOWING CONDITIONS:

- **THAT THE 2017-18 FINANCIAL AUDIT BE COMPLETED PRIOR TO ADOPTION OF THE 2018-19 BUDGET;**
- **THAT NO NEW EXPENSES BE INCURRED;**
- **THAT NO SURPLUS FUNDS BE SPENT WITHOUT PRIOR APPROVAL FROM MUNICIPAL PARTIES;**
- **THAT THE HIRING OF THE GENERAL MANAGER POSITION BE POSTPONED**

MOTION CARRIED.

ON MOTION OF BARRY CORBIN AND SECONDED BY GAIL SMITH THAT ALL MUNICIPAL PARTIES PASS MOTIONS TO ALLOW ANY SURPLUSES GENERATED FROM THE 2017-2018 TIPPING/HOST FEES FOR CHESTER TO BE USED TO SMOOTH THE NEXT FIVE YEARS OF PROJECTED TIPPING AND HOST FEES.

MOTION CARRIED.

ON MOTION OF MARTHA ROBERTS AND SECONDED BY BRIAN HIRTLE THAT THE VWRM BOARD COMMIT TO MEET WITH VWRM STAFF, TOGETHER WITH REPRESENTATIVES OF THE MUNICIPAL PARTIES FOR PURPOSES OF:

- **DISCUSSING THE GO-FORWARD PLAN; AND**
- **ASSURING THAT MUNICIPAL PARTIES RECOGNIZE, VALUE AND APPRECIATE THE GOOD WORK THAT IS BEING DONE BY VWRM.**

MOTION CARRIED.

Agenda Item No. 5 - Election of Vice Chair

Acting General Manager, Geoff McCain took the floor and called for nominations for the position of Chair of the VWRM Authority Board. Brian Hirtle nominated John Kinsella to take the position of Chair, seconded by Wendy Elliott. Mr. McCain called for nominations 4 times consecutively and John Kinsella was successfully declared Chair.

As Chair, John Kinsella, opened the floor for nominations of Vice-Chair of the VWRM Board. Brian Hirtle nominated Barry Corbin. Barry Corbin respectfully declined. Wendy Elliott nominated Eric Bolland. Eric Bolland respectfully declined. Gail Smith nominated Martha Roberts. Martha Roberts declined. Martha Roberts nominated Wendy Elliott. Wendy Elliott declined. John Kinsella then closed the nominations.

Agenda Item 6 Acting General Manager's Report

Mr. McCain read his prepared Acting General Manager's Report as attached to these minutes. This report referred to questions he had arising from the motions passed in the special meeting held on March 13, 2018. Discussion ensued as to whether or not another motion needed to be brought forward regarding the successful completion of the contracts outstanding. After a lengthy discussion it was recommended by Scott Conrod that all of the outstanding contracts follow the proper papering that he felt the Chester Landfill contract contained. For instance, the Scotia Recycling contract, currently outstanding must contain wording "subject to approval of the Municipal parties". It was stressed that this will protect the interest of the VWRM Board.

Warden Habinski suggested that a creation of a policy to deal with all contracts in this manner should be adopted.

ON MOTION OF BRIAN HIRTLE AND SECONDED BY ERIC BOLLAND THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY MEETING MOVE TO AN IN-CAMERA SESSION FOR THE PURPOSE OF DISCUSSING CONTRACTUAL ISSUES.

MOTION CARRIED.

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

THERE WAS A MOTION THAT VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY IS TO PROVIDE INSTRUCTIONS TO STAFF.

ON MOTION OF BRIAN HIRTLE AND SECONDED BY MARTHA ROBERTS THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE ACTING GENERAL MANAGER'S REPORT.

MOTION CARRIED.

ON MOTION OF ERIC BOLLAND AND SECONDED BY WENDY ELLIOTT THAT THE ACTING GENERAL MANAGER'S REPORT AND RECOMMENDATIONS BE FORWARDED TO THE REVIEW COMMITTEE FOR CONSIDERATION.

MOTION CARRIED.

Agenda Item No.7 – Staff Reports

7.1 Manager of Finance

Mr. McCain read his report in response to the motion from 4.1.2 of the Authority board meeting on February 21, 2018 and as previously submitted to the CAO's and as attached to these minutes. The suggested recommendation regarding the spring 2018 debenture issue was deemed redundant and did not require a further motion.

7.1.1 Unaudited Revenue and Expense Statement February 2018

Mr. McCain provided a review of the unaudited revenue and expense statement and variance analysis for the 11 months ending February 28, 2018 as circulated and attached to these minutes.

7.1.2 Draft Operating and Capital Budget 2018/19

Mr. McCain presented a 2018-2019 draft operating budget, as attached to these minutes and discussed changes made. Total expenditures have decreased \$184,791 or 1.6% from the previous draft budget. Costs were changed due to known information since the previous draft budget and in anticipation of the Authority approving changes to current policies.

ON MOTION OF BRIAN HIRTLE AND SECONDED BY ERIC BOLLAND THAT THE AUTHORITY RECEIVE THE DRAFT OPERATING AND CAPITAL BUDGET 2018/19.

MOTION CARRIED.

ON MOTION OF GAIL SMITH AND SECONDED BY BRIAN HIRTLE THAT THE AUTHORITY ACCEPT THE MANAGER OF FINANCE REPORT.

MOTION CARRIED.

7.2 Operations Manager

There was nothing to report at this time.

7.3 Office Manager

There was nothing to report at this time.

7.4 Communications Manager / Regional Coordinator

There was nothing to report at this time.

Agenda Item No. 8 – Committee Reports

There was nothing to report at this time.

Agenda Item No. 9 – Board Members

9.1 Governance – (Martha Roberts)

ON MOTION OF MARTHA ROBERTS AND SECONDED BY BARRY CORBIN THAT A RECOMMENDATION TO THE REVIEW COMMITTEE BE MADE TO APPOINT A SPOKESPERSON TO HAVE A WORKSHOP IN GOVERNANCE WITH VALLEY WASTE BOARD MEMBERS AND MANAGEMENT STAFF.

MOTION CARRIED.

Agenda Item No. 10 – New Business

Councilor Hirtle brought forth two items. The first is the letter from Mayor Muttart requesting that alternates be allowed to attend the in-camera sessions. Acting General Manager McCain will look into the rules of governance regarding this. The second item reflected concerns regarding the need for communication with Mr. Walsh, the Recruitment Officer, regarding the postponement of the hiring of the new General Manager.

Agenda item No. 11 – Correspondence

11.1 March 2, 2018 Letter from Mary Jane Bustin

Chair Kinsella extended thanks to former Chair Bustin for all of her hard work on behalf of the VWRM Authority Board.

Agenda Item No. 12 – Next Meeting

The next regular monthly meeting of the Authority will be held on April 18, 2018.

A special meeting of the Authority will be held at 1 pm March 28, 2018.

Agenda Item No. 10 - Adjournment

ON MOTION OF BARRY CORBIN AND SECONDED BY WENDY ELLIOTT THAT THE MARCH REGULAR MONTHLY MEETING OF THE AUTHORITY BE ADJOURNED.

MOTION CARRIED.

Respectfully Submitted,

Sue Visentin/Karen McQuaid
Administration
Valley Waste-Resource Management