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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
Monday, May 28, 2018
9:00am
Valley Waste-Resource Management Office – Boardroom

Attendees

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

Alternates Present: Michael Gunn and Martha Armstrong

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

STAFF: Jeff Martin, Andrew Garrett, Geoff McCain, Grace Proszynska and Brenda Davidson

Guests: Bill MacDonald-Mayor, Town of Annapolis Royal, Don Regan-CAO, Town of Berwick, John Ferguson-CAO, Municipality of Annapolis County, Scott Conrod-CAO, Municipality of the County of Kings, Timothy Habinski-Warden, Municipality of Annapolis County and Peter Muttart-Mayor, Municipality of the County of Kings

Public: 3 members of the public were in attendance

Agenda Item No. 1 – Welcome and Call to Order

Chair Kinsella welcomed everyone calling the meeting to order at 9:00am. Round table introductions were held for the benefit of all.

Agenda Item No. 2 - Approval of the Agenda

ON MOTION OF WENDY ELLIOTT AND SECONDED BY BARRY CORBIN THAT THE AGENDA BE APPROVED, AS CIRCULATED.

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 April 18, 2018

ON MOTION OF BARRY CORBIN AND SECONDED BY ERIC BOLLAND THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE MINUTES OF APRIL 18, 2018, AS CIRCULATED.

MOTION CARRIED.

Agenda Item No. 3.2 – Approval of the Draft Minutes from Special Authority meeting held April 25, 2018

ON MOTION OF BARRY CORBIN AND SECONDED BY WENDY ELLIOTT THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE MINUTES OF THE SPECIAL MEETING HELD APRIL 25, 2018, AS CIRCULATED.

MOTION CARRIED.

Agenda Item No. 3.3 – Selection of Audit Committee Member

Chair Kinsella explained the Audit Committee Policy requires another Authority representative to join him and Gail Smith on the Committee. It was noted that the Committee generally meets 2 times per year, just before and just after the completion of the annual financial audit. Barry Corbin volunteered and was selected to serve on the Committee. It was noted that the Audit Committee will meet directly following this meeting.

Agenda Item No. 4 – CAO Committee Update

Agenda Item No. 4.1 – In-Camera: Presentation: Request for Proposals and Organics Processing Contract, in keeping with MGA Section 22 (2)(e)

ON MOTION OF BRIAN HIRTLE AND SECONDED BY ERIC BOLLAND THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY MOVE TO AN IN-CAMERA SESSION FOR THE PURPOSE OF DISCUSSING A CONTRACTUAL ISSUE AS PER SECTION 22 (2)(e) OF THE MUNICIPAL GOVERNMENT ACT.

In response to the question, Chair Kinsella indicated that all parties in attendance with the exception of staff and attendees from the general public will be welcome and permitted to attend the In-camera session during this meeting.

MOTION CARRIED.

The May Regular Monthly Meeting of the Authority was called back to order at 10:35am.

Agenda Item No. 4.2 – Annapolis County - Update

Erin Beaudin advised the Authority that the CAO Group is working toward addressing the Municipality of Annapolis County's request to negotiate a withdrawal from the Intermunicipal Services Agreement.

Party Councils are now in the process of assigning a representative to serve as negotiator on their behalf.

Agenda Item No. 5 – Staff Reports

Agenda Item No. 5.1 – Manager of Finance

Agenda Item No. 5.1.1 – Unaudited Revenue and Expense Statement, March 2018

Finance Manager McCain reviewed the Unaudited Revenue and Expense Statement for the period ending March 31, 2018, highlighting the key areas of interest and reviewing the variance explanations as included in the report.

In response to the question, it was noted that the numbers being presented in the unaudited statement represent financial activity during the 2017-2018 fiscal year and further that it appears at this time that the Authority will end the 2017-2018 fiscal year in a deficit position, with final adjustments yet to be completed through the annual audit process.

As a point of clarification, it was noted the surplus from operations at the Kaizer Meadow Landfill during 2017-2018, were retained by the Municipality of the District of Chester and a request has been made for those funds to be returned to the Authority for distribution to partners in keeping with Policy.

ON MOTION OF BARRY CORBIN AND SECONDED BY WENDY ELLIOTT THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE UNAUDITED REVENUE AND EXPENSE STATEMENT FOR THE PERIOD ENDING MARCH 31, 2018.

MOTION CARRIED.

Agenda Item No. 5.1.2 – Report to Authority: Write Off of Uncollectable Accounts

Mr. McCain addressed the Authority referring to the Report to the Authority: Write Off of Uncollectable Accounts, as circulated and attached to these minutes.

In response to the question it was noted that even with the Authority taking the step to write off the debts as delineated in the Report, collection efforts will continue into the future.

ON MOTION OF BARRY CORBIN AND SECONDED BY BRIAN HIRTLE THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY WRITE OFF THE OVERDUE AND UNCOLLECTABLE ACCOUNTS IN THE AMOUNT OF \$9,056.46 AS PER THE REPORT TO THE AUTHORITY DATED MAY 28, 2018.

MOTION CARRIED.

Agenda Item No. 5.1.3 – Report to Authority: Expenditure of Funds from Equipment Capital Reserve

Finance Manager McCain reviewed the Report to the Authority: Expenditure of Funds from Equipment Reserve, as circulated and attached to these minutes.

In response to the question, it was noted that the Equipment Reserve Account is replenished through the sale of equipment deemed as surplus by the Authority. It was further noted that the approval of the

transfer of funds will have no effect on the Authority's 2018-2019 budget or any impact on cash flow as the items in question were acquired during the 2017-2018 fiscal year.

ON MOTION OF BARRY CORBIN AND SECONDED BY ERIC BOLLAND THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE TRANSFER OF \$35,385.00 FROM THE EQUIPMENT RESERVE ACCOUNT TO THE OPERATING ACCOUNT FOR FISCAL 2017-2018 AS PER THE REPORT TO THE AUTHORITY DATED MAY 28, 2018.

MOTION CARRIED. – ONE NAY VOTE WAS RECORDED BY MARTHA ROBERTS.

A discussion arose regarding the Authority's cash flow which is becoming critical due to the fact that not all parties have signed the Debenture documents previously distributed and one party has not paid their respective share payment for the months of April and May. It appears the Authority will be in the position to continue meeting cash requirements until about mid-June.

Martha Roberts questioned as to how the Authority can continue to operate without an approved budget in place and further what the implications on individual board members would be if approvals for expenditures are made without an approved budget.

Chair Kinsella noted that 6 of the 7 partners have approved the 3-month temporary budget with one of the partners with veto powers over the budget not approving. Chair Kinsella stressed that the organization is in jeopardy because the Municipality of Annapolis County is not making the required payments despite receiving service for its residents. It is fully recognized by the CAO Group that this matter requires immediate attention with the CAO Group planning to discuss the issue later today. It is anticipated the CAO Group will develop recommendations for the Authority's consideration regarding how to move forward as soon as possible. With that in mind, it was the consensus of the Authority that a Special Meeting may be required to deal with this matter and further that Chair Kinsella will call the meeting once the associated recommendations are available.

Agenda Item No. 5.2 – Operations Manager

In response to the question Operations Manager Martin advised that the shunt truck in use at the East Management Centre does not belong to Valley Waste, but to Tri-County Waste Management. The equipment is used to shunt residual waste trailers in and out of the loading bay and 3 Valley Waste employees have been tested and "signed off" by Tri-County Waste Management as competent to operate the shunt truck as needed. It was further noted that there is not a shunt truck in use at the West Management Centre.

Agenda Item No. 5.3 – Office Manager

No report to bring before the Authority at this time.

Agenda Item No. 5.4 – Communications Manager/Regional Coordinator

Communications Manager Garrett reviewed the Report to Authority: Regional Coordinator Report, as circulated and attached to these minutes. Mr. Garrett touched on the key areas of Consensus on Plastic Bag Ban, Extended Producer Responsibility (EPR) Presentations, Divert NS Chair, NS Federation of Agriculture, Procurement Summit, Bicycle Tire Recycling, Zero Plastics Waste Charter and Environmental Goals and Sustainable Prosperity Act (EGSPA) Review.

It was noted during the report overview that the Union of Nova Scotia Municipalities is now known as the Nova Scotia Federation of Municipalities. Also it was noted that with regard to the potential plastic bag ban, that bags are a small part of a larger plastic issue and there may be opportunities in the future to look at reducing other single use plastics such as straws, stir sticks, etc. Chair Kinsella further noted that he has received a copy of the draft letter from Regional Chairs to the Honourable Minister Rankin which will likely move forward this week.

ON MOTION OF ERIC BOLLAND AND SECONDED BY BRIAN HIRTLE THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE REGIONAL COORDINATOR REPORT TO THE AUTHORITY DATED MAY 7, 2018.

MOTION CARRIED.

Agenda Item No. 6 – Committee Reports

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

Agenda Item No. 7 – Board Members

There were no items requested for discussion at this time.

Agenda Item No. 8 – New Business

There was no new business to bring before the Authority at this time.

Agenda Item No. 9 – Correspondence

There was no correspondence to bring before the Authority at this time.

Agenda Item No. 10 – Next Meeting

The next Regular Monthly meeting of the Valley Region Solid Waste-Resource Management Authority will be held on June 27, 2018, which is a deviation from the normal meeting schedule. As per discussions earlier during the meeting, June 6, 2018, was selected as a tentative date for a Special Meeting of the Authority with all asked to mark their calendars accordingly. In keeping with the normal practice, a meeting notice will be released for the Special Meeting and Regular Monthly Meeting once final.

Agenda Item No. 11 - Adjournment

ON MOTION OF BRIAN HIRTLE THE MAY 28, 2018 REGULAR MONTHLY MEETING OF THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY ADJOURNED AT 11:30AM.

Respectfully Submitted,

Brenda Davidson
Office Manager
Valley Waste-Resource Management