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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
October 18, 2017
9:00am
Valley Waste-Resource Management Office – Boardroom**

Attendees

Members: Wendy Elliott, Eric Bolland, Martha Roberts, Jane Bustin, Brian Hirtle, John Kinsella and Clayton MacMurtry

Staff: Michael Coyle, Jeff Martin, Andrew Garrett, Geoff McCain, Grace Proszynska and Brenda Davidson

Guests: Christine McClare and Kirk Symonds for Illegal Dumping Presentation

Agenda Item No. 1 - Call to Order

Chair Bustin welcomed everyone calling the meeting to order at 9:00am noting that she is very happy to be back from her recent leave of absence thanking all involved, Authority and staff, for a job well done while she was away. Chair Bustin then noted that General Manager Maybee is unexpectedly unable to attend the meeting and therefore Michael Coyle will serve on his behalf.

Agenda Item No. 2 – Approval of Agenda

It was noted that Agenda Item No. 9 – Illegal Dumping Presentation, will take place at around 9:15am when the guest speakers arrive.

ON MOTION OF BRIAN HIRTLE AND SECONDED BY ERIC BOLLAND THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE AGENDA.

MOTION CARRIED.

Agenda Item No. 3 – Approval of Draft Minutes from September 20, 2017 Meeting

ON MOTION OF JOHN KINSELLA AND SECONDED BY WENDY ELLIOTT THAT THE MINUTES OF THE SEPTEMBER 20, 2017 REGULAR MONTHLY MEETING OF THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY BE APPROVED, AS CIRCULATED.

MOTION CARRIED.

Agenda Item No. 4 – General Manager’s Report

Agenda Item No. 4.1 Expense Report, September 2017

Mr. Coyle referred to the Expense Report – Bank Withdrawal and Cheques Written, for the period of September 2017, as circulated and attached to these minutes.

ON MOTION OF WENDY ELLIOTT AND SECONDED BY ERIC BOLLAND THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE SEPTEMBER 2017 EXPENSE REPORT.

MOTION CARRIED.

Agenda Item No. 4.2 Unaudited Revenue and Expense Statement, September 2017

Mr. Coyle referred to the Unaudited Revenue and Expense Statement to September 30, 2017, as circulated and attached to these minutes. As the format for the report is new, Finance Manager, Geoff McCain, explained the report to the Authority noting that in the future, there will be a variance explanation included as part of the report.

In response to the question, it was noted that there is a reduction in anticipated revenues generated by the small wind turbine, however, the stormy, hopefully windy, winter months remain ahead.

ON MOTION OF BRIAN HIRTLE AND SECONDED BY JOHN KINSELLA THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE UNAUDITED REVENUE AND EXPENSE STATEMENT TO SEPTEMBER 30, 2017.

MOTION CARRIED.

Agenda Item No. 4.3 and Agenda Item No. 4.4 will be dealt with during an in-camera session to be held later during the meeting.

Agenda Item No. 4.5 – Status Report: Recruitment of General Manager

Mr. Coyle was pleased to report that the recruitment of the general manager process is moving forward in a very positive way. The Selection Committee has chosen external consultant, Gerald Walsh and Associates from a group of 3 proposals and Mr. Walsh will be meeting with the Selection Committee for the first time later today. Mr. Coyle further noted that staff representative, Ron Muis, Equipment Operator/Utility Worker from the East Management Centre, will join the Committee for the first time today and will bring a great deal of front line experience to the Committee.

Agenda Item No. 4.6 – Development of 2018-2019 Operating and Capital Budgets

Mr. Coyle noted that it is his recommendation the Authority move the formal budget development process back by having staff prepared to present the draft budgets to the Authority in January rather than December. This will allow for more accurate current year projections and will help with projecting some accounts 18 months in advance. Taking this approach has been discussed in the past, and approved, however, the Municipality of Kings is requesting budget information earlier to allow for their preparation of their budgets. To accommodate this need, staff will be in the position of providing “placeholder” numbers to partner municipalities as the budget development process moves forward, as needed, with the understanding that the “placeholder” numbers are subject to change. It was the consensus to move forward in this way.

Agenda Item No. 9 – Illegal Dumping Presentation

Guests, Christine McClare and Kirk Symonds, representing WRANS (Waste-Resource Association of Nova Scotia) were welcomed with round table introductions taking place to raise awareness regarding the Valley Region. Mr. Symonds and Ms. McClare provided a detailed, informative and very interesting presentation addressing the issues

of the psychology and decoding of illegal dumpers. A copy of the presentation is attached to these minutes and will be made available to Authority members.

A hearty thank you was extended to guest presenters, Ms. McClare and Mr. Symonds who left the meeting at 10:12am.

ON MOTION OF MARTHA ROBERTS AND SECONDED BY JOHN KINSELLA THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY MOVE TO AN IN-CAMERA SESSION FOR THE PURPOSE OF DISCUSSING CONTRACTUAL MATTERS.

MOTION CARRIED.

A short break was held with the October regular monthly meeting of the Valley Region Solid Waste-Resource Management Authority called back to order at 11:20am

Agenda Item No 6 – Communications/Enforcement Monthly Report

Communications Manager, Andrew Garrett, took the floor referring to the Communications Update, dated October 2017, as circulated and attached to these minutes. Mr. Garrett touched on the key points raised in the report including: Food Waste Reduction/Awareness, Plastic Bag Reduction/Awareness and the development of the 2018 Calendar.

ON MOTION OF ERIC BOLLAND AND SECONDED BY BRIAN HIRTLE THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE COMMUNICATIONS UPDATE DATED OCTOBER 2017.

MOTION CARRIED.

Agenda Item No. 5 – Operations Manager Report

Operations Manager, Jeff Martin, took the floor noting that while he did not have a written report to bring before the Authority, he did want to bring a few items of interest forward including:

- Metals have been crushed at both Management Centres based on revenue pricing of \$185.00 per tonne.
- Halifax C&D is currently on site at the East Management Centre grinding, wood and brush with work almost complete. The equipment will then move to the West Management Centre to perform the work there.
- Fall Clean-up service is now complete and went very well. While final tonnage numbers are not yet available, it is anticipated that total volumes may be down compared to previous years.
- While activity levels associated with managing issues around the seasonal bins in cottage country continues, activity levels have slowed a little since the Thanksgiving weekend.
- 3 new staff have been added to the Authority's team. 1 Equipment Operator/Utility Worker at both the East and Waste Management Centres and 1 new Scale House Operator at the East Management Centre.

Mr. Hirtle noted that Mr. LeRue, who had previously made a presentation to the Authority, made a presentation during the recent Committee of the Whole Meeting at the Municipality of the County of Kings on 3 topics and made very positive comments about Valley Waste staff and the Authority during the presentation.

ON MOTION OF JOHN KINSELLA AND SECONDED BY WENDY ELLIOTT THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE OPERATIONS MANAGER REPORT.

MOTION CARRIED.

Agenda Item No. 7 – Regional Coordinator Report

Communications Manager Garrett took the floor referring to the Regional Coordinator Report to the Authority, dated October 6, 2017, as circulated and attached to these minutes. Mr. Garrett reviewed the report raising key points.

ON MOTION OF JOHN KINSELLA AND SECONDED BY BRIAN HIRTLE THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE REGIONAL COORDINATOR REPORT DATED OCTOBER 6, 2017.

MOTION CARRIED.

Agenda Item No. 8 – Service and Facility Review Steering Committee Report

Mr. Coyle took the floor noting that the Service and Facility Review Steering Committee met last week and during that meeting reviewed a proposed draft Policy for Cottage Bin Maintenance Payments as circulated and attached to these minutes for the review and final approval of the Authority. Mr. Coyle reviewed the proposed Policy with the Authority noting the value of having clear agreements in place when seasonal bin monitoring fees are paid by the Authority to either an individual or to an association.

ON MOTION OF BRIAN HIRTLE AND SECONDED BY ERIC BOLLAND THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE DRAFT POLICY FOR COTTAGE BIN MAINTENANCE PAYMENTS AS PER THE RECOMMENDATION OF THE SERVICE AND FACILITY REVIEW STEERING COMMITTEE.

MOTION CARRIED.

Mr. Hirtle stressed that he is very much enjoying his work on the Steering Committee and is very pleased to see the Authority taking the step of approving the proposed policy.

Agenda Item No. 10 – Investment Committee Report

Agenda Item No. 10.1 – Status Report: Citizen Appointee to the Investment Committee

Mr. Coyle explained that there has not yet been any interest shown by any individuals in serving on the Investment Committee and as General Manager Maybee is away today, this item will be carried to the next meeting.

Agenda Item No. 11 – New Business

Agenda Item No. 11.1 – Service Award

Sue Visentin, Hot Line Operator and Green Cart Coordinator, was invited into the meeting to receive her 10-year service award. Chair Bustin presented the Award thanking Ms. Visentin for all of her work on behalf of the Authority and hearty round of applause was heard.

Agenda Item 11.2 – Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate

Chair Bustin and Finance Manager McCain referred to the Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate, noting that this is a simple housekeeping requirement as part of the process of securing financing through the Municipal Finance Corporation.

ON MOTION OF JOHN KINSELLA AND SECONDED BY WENDY ELLIOTT THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE RESOLUTION FOR PRE-APPROVAL OF DEBENTURE SUBJECT TO INTEREST RATE AND FURTHER AUTHORIZE THE CHAIR AND THE GENERAL MANAGER TO EXECUTE THE DOCUMENT.

MOTION CARRIED.

Agenda Item No. 12 – Correspondence

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

Agenda Item No. 13 – Next Meeting

The next meeting of the Valley Region Solid Waste-Resource Management Authority will be held on November 15, 2017 beginning at 9:00am in keeping with the normal meeting schedule. The meeting will be followed by a light lunch and cake/coffee/tea in recognition of General Manager Maybee's impending retirement.

Agenda Item No. 14 – Question/Answer Period

There were no questions brought before the Authority.

Agenda Item No. 15 – Adjournment

ON MOTION OF BRIAN HIRTLE AND SECONDED BY JOHN KINSELLA THE OCTOBER 2017 REGULAR MONTHLY MEETING OF THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY ADJOURNED AT 11:52 AM.

Respectfully Submitted,

Brenda Davidson
Office Manager
Valley Waste-Resource Management