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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 Meeting  
September 11, 2017  
11:00am  
Valley Waste-Resource Management Office – Boardroom**

**Attendees**

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

**Staff: Michael Coyle and Brenda Davidson**

**Call to Order**

Chair Kinsella welcomed everyone calling the meeting to order at 11:02am noting that this Special Meeting of the Authority had been called for the sole purpose of discussing the recruitment of a General Manager to replace retiring General Manager Maybee.

It was noted that Erin Beaudin, CAO, Town of Wolfville, has very kindly indicated that she is willing to assist with the recruitment process.

Policy Manager Coyle referred to the memo to Chair Kinsella, General Manager Hiring Process, dated August 30, 2017, Personnel Policy #2.014-Candidate Interviews, the Valley Waste-Resource Management Authority Policy Statement Concerning The Authority And Responsibilities Of The General Manager and finally, the General Manager Job Description, all as circulated and attached to these minutes. Policy Manager Coyle reviewed the documents with the Authority stressing that the policy statement concerning the authority and responsibilities of the General Manager was created in 1998 and has not been amended in any way since that time, but that the General Manager Job Description is a direct output of the recently completed salary review and General Manager Maybee has revised it recently to make sure it is current. It was further noted that the recently completed Organizational Review completed by Stantec Consulting Ltd., discusses the management structure of VWRM in detail and may offer some support toward the recruitment process.

A very open and frank discussion was held regarding the recruitment of a General Manager resulting in the following motions:

**ON MOTION OF ERIC BOLLAND AND SECONDED BY BRIAN HIRTLE THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY DIRECT STAFF TO REVIEW THE GENERAL MANAGER JOB DESCRIPTION AND THE POLICY STATEMENT CONCERNING THE AUTHORITY AND RESPONSIBILITIES OF THE GENERAL MANAGER TO BRING THE LANGUAGE IN BOTH DOCUMENTS UP TO MODERN STANDARDS FOR THE REVIEW AND APPROVAL OF THE AUTHORITY DURING THE UPCOMING MEETING.**

**MOTION CARRIED.**

It was noted that the revised draft documents will be sent to Authority members and CAO Beaudin under a separate e-mail outside of the normal electronic meeting package.

**ON MOTION OF WENDY ELLIOTT AND SECONDED BY BARRY CORBIN THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY FORM A SELECTION COMMITTEE TO MANAGE THE GENERAL MANAGER RECRUITMENT PROCESS CONSISTING OF THE AUTHORITY CHAIR, BRIAN HIRTLE, MARTHA ROBERTS, ERIN BEAUDIN AND ONE STAFF MEMBER SELECTED THROUGH AN INTERNAL ELECTION PROCESS. CAO BAUDIN WILL HAVE THE POWER TO ADD ANOTHER CAO TO THE COMMITTEE IF THAT IS FELT ADVISABLE.**

**MOTION CARRIED.**

**ON MOTION OF BRIAN HIRTLE AND SECONDED BY GAIL SMITH THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY AUTHORIZE STAFF TO MOVE FORWARD WITH THE PROCESS TO PREPARE AND RELEASE AN EXPRESSION OF INTEREST DOCUMENT TO ENGAGE AN EXTERNAL EXECUTIVE SEARCH CONSULTANT OR FIRM TO WORK WITH THE SELECTION COMMITTEE WITH A BUDGET AMOUNT OF \$10,000.00 FROM THE CURRENT VWRM BUDGET.**

**MOTION CARRIED.**

On a final note, while all were cognizant of the fact that November 17, 2017 will be General Manager Maybee's last day in the office, it was the consensus that the necessary time must be taken to ensure that the Authority engages the best possible candidate for the position and further that if necessary, an Acting General Manager will be selected to cover any interim period.

**ON MOTION OF BRIAN HIRTLE AND SECONDED BY ERIC BOLLAND THE SPECIAL MEETING OF THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY ADJOURNED AT 12:05PM.**

Respectfully Submitted,

Brenda Davidson  
Office Manager  
Valley Waste-Resource Management