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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
September 21, 2016
9:00am
Valley Waste-Resource Management Office – Boardroom**

Attendees

Members/Alternates: Hugh Simpson, Mark Pearl, Reginald Ritchie, Jane Bustin, Gail Smith, Bernie Cooper, Frank Chipman and Dale Lloyd

Staff: Ross Maybee, Jeff Martin, Andrew Garrett, Grace Proszynska, Glenda Clark, Solicitor Coyle and Brenda Davidson

Regrets: Brian Hirtle and Sherman Hudson

Guests: Patrick Hartling, SPL Development Services Inc. for In-Camera Session

Agenda Item No. 1 - Call to Order

Chair Pearl welcomed everyone calling the meeting to order at 9:05am. As the first order of business, Chair Pearl noted that this is the last meeting before the Municipal elections slated to take place on October 15, 2016. While representatives will serve in their current capacities during the month of October, Chair Pearl wanted to take some time to formally recognize, Warden-Annapolis County, and Vice-Chair to the Authority, Reginald Ritchie for his years of service to the Authority as he will be retiring from public service. Chair Pearl noted that Mr. Ritchie has served the residents of Annapolis County well and that he was never afraid to make tough decisions in the best interest of the County and the Authority, which is often a challenging position to juggle. Chair Pearl noted that Warden Ritchie has represented the Authority at the provincial level through his participation on the Regional Chairs Committee and his knowledge and understanding at that level will be truly missed. Warden Ritchie has also served as a long-standing member of the Kaiser Meadow Landfill Consultation Committee. Chair Pearl noted that he and General Manager Maybee had surprised Mr. Ritchie during a recent Annapolis County Council meeting where time was taken there to express the gratitude of the Authority for the years of dedicated service. While it was hoped that time would be dedicated during the next Authority member to pass along a memento of appreciation, unfortunately Mr. Ritchie will be unavailable to attend so an alternative plan will be developed.

General Manager Maybee added that he has worked very closely with Mr. Ritchie for a very long time noting that as he looked back over the last 18 years, he started on August 4, 1998, and the first board meeting he attended was held 2 days later in Middleton Town Council Chambers and Reg was there – that was approximately 6632 days ago. To echo Chair Pearl’s words, Mr. Maybee noted that Reg has proven time and time again to be a true asset to the Authority and a friend to us all over the years, some of those very challenging.

Mr. Ritchie thanked all for the kind words noting that he was taken by surprise by Chair Pearl’s and Mr. Maybee’s visit to the Council meeting – in fact, he noted that he was thinking to himself at the time “what the heck are they doing here?”. Mr. Ritchie noted that Valley Waste has proven to be one of the best things that has happened in the Valley and that the Valley Waste team is second to none adding that all involved should be very, very proud. A quick moment was taken to have a photo taken with Chair Pearl shaking Warden Ritchie’s hand with Chair Pearl noting that he was “shaking the hand that shook the world”.

With the municipal elections in mind it was noted that the Authority and the respective Councils will also feel the loss of Councillor Hugh Simpson, Councillor Dale Lloyd Councillor Bernie Cooper and Councillor Sherman Hudson. The knowledgeable input and participation of these individuals to their respective Councils and the Authority will be sorely missed for years to come.

All those who will be running in the upcoming election were wished the very best!

Agenda Item No. 2 – Approval of the Agenda

ON MOTION OF DALE LLOYD AND SECONDED BY REGINALD RITCHIE THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE AGENDA, WITH IT BEING RECOGNIZED THAT AGENDA ITEM NUMBERS 5.3 AND 5.4 WILL BE MOVED UP FOR DISCUSSION DURING AN IN-CAMERA SESSION AFTER AGENDA ITEM NO. 4.1 AND FURTHER THAT THE DOUG HICKMAN CORRESPONDENCE BE INCLUDED AS PART OF THE DISCUSSION UNDER AGENDA ITEM NO. 5.6.

MOTION CARRIED.

Agenda Item No. 3 – Approval of the July 20, 2016 Minutes

ON MOTION OF REGINALD RITCHIE AND SECONDED BY JANE BUSTIN THAT THE MINUTES OF THE JULY 20, 2016 REGULAR MONTHLY MEETING OF THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY BE APPROVED, AS CIRCULATED.

MOTION CARRIED.

The Authority then moved to an in-camera session with only the Authority representatives, General Manager Maybee (for part) and Solicitor Coyle (for part) participating.

The September Regular Monthly Meeting of the Valley Region Solid Waste-Resource Management Authority was called back to order at 11:41am.

Chair Pearl thanked all for their patience, but there were a number of very important contractual and personnel issues to be dealt with during the in-camera session.

Agenda Item No. 4 - Business Arising from the Minutes

Agenda Item No. 4.1 – Presentation to Authority: Salary Review, Patrick Hartling, SPL Development Services Inc.

ON MOTION OF GAIL SMITH AND SECONDED BY REGINALD RITCHIE THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY ADOPT THE SUMMARY REPORT – ORGANIZATIONAL SALARY COMPARISONS AND RECOMMENDED APPROACH, DATED SEPTEMBER 17, 2016, AS CIRCULATED AND ATTACHED TO THESE MINUTES, AS TABLED AND REVIEWED SUBJECT TO ANY RECOMMENDED CHANGES BY THE BOARD,

AND FURTHER;

THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY TASKS THE GENERAL MANAGER TO PROCEED WITH IMPLEMENTATION, INTEGRATION INTO THE BUDGET FOR APPROVAL AND COMMUNICATION TO STAFF AS NOTED AND DISCUSSED.

MOTION CARRIED.

Agenda Item No. 5.3 – Status Report: Municipality of the District of Chester Landfill Services Agreement

ON MOTION OF REGINALD RITCHIE AND SECONDED BY HUGH SIMPSON THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE REVISED MUNICIPALITY OF THE DISTRICT OF CHESTER LANDFILL SERVICES EXTENSION DOCUMENT.

MOTION CARRIED.

Agenda Item No. 5.4 – Status Report: Recruitment of Manager of Policy and Planning

General Manager Maybee noted that the successful candidate has been selected and that an offer will be presented to the individual immediately following the meeting.

Before moving forward with the remainder of the Agenda, the following motion was carried:

ON MOTION OF REGINALD RITCHIE AND SECONDED BY HUGH SIMPSON THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY AUTHORIZES STAFF TO RELEASE THE SUMMARY REPORT – ORGANIZATIONAL SALARY COMPARISONS AND THE RECOMMENDED APPROACH DATED SEPTEMBER 17, 2016 TO STAKEHOLDERS, PARTNERS AND STAFF.

MOTION CARRIED.

Agenda Item No. 5 – General Manager’s Report

Agenda Item No. 5.1 – Expense Oversight Report: June 2016, July 2016 and August 2016

ON MOTION OF HUGH SIMPSON AND SECONDED BY GAIL SMITH THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE EXPENSE OVERSIGHT REPORTS FOR THE MONTHS OF JUNE, JULY AND AUGUST 2016, AS CIRCULATED AND ATTACHED TO THESE MINUTES.

MOTION CARRIED.

Agenda Item No. 5.2 – Unaudited Revenue and Expense Statements: June 2016, July 2016 and August 2016

ON MOTION OF HUGH SIMPSON AND SECONDED BY DALE LLOYD THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE UNAUDITED REVENUE AND EXPENSE STATEMENTS FOR THE MONTHS OF JUNE, JULY AND AUGUST 2016, AS CIRCULATED AND ATTACHED TO THESE MINUTES.

MOTION CARRIED.

It was noted that the Authority is trending toward being in a surplus position at year end at this time.

Agenda Item No. 5.5 – Update: Development of 2017-2018 Operating and Capital Budgets

General Manager Maybee advised that staff will soon begin the process of building the 2017-2018 Operating and Capital Budgets with the goal of bringing draft budgets before the Authority during the November regular monthly meeting. All were reminded that while a reduction in budget values was realized for the current year budget for partners, it is not anticipated that will carry forward to the upcoming fiscal year; however, every attempt will be made to keep any increases at an absolute minimum. Chair Pearl noted that with the Authority currently tracking toward being in a surplus position at year end and remembering the reduction in budgetary requirements for partners for the current fiscal year, it would be difficult to ask for any more than that.

Agenda Item No. 5.6 – Status Report: Service and Facility Review – Establishment of Committee

General Manager Maybee noted that the establishment of the Service and Facility Review Committee is high on the priority list recommending that the selection of participants be delayed until after the impending municipal elections to which the Authority concurred. Mr. Maybee reminded all that work is underway or will be underway soon on any operational deficiencies or occupational health and safety issues that were raised as part of the review.

An e-mail from Doug Hickman dated August 3, 2016 was then entered into the record, as attached to these minutes. The e-mail requests that the Authority integrate the opportunity for citizen review of the documentation into the work of the Sub-Committee to be established and further the work of the Board as the project moves forward.

ON MOTION OF REGINALD RITCHIE AND SECONDED BY HUGH SIMPSON THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY REQUESTS STAFF TO PREPARE AND RELEASE AN ACKNOWLEDGEMENT OF THE RECEIPT AND REVIEW OF THE E-MAIL DATED AUGUST 3, 2016, TO DOUG HICKMAN.

MOTION CARRIED.

Agenda Item No. 5.7 – Status Report: Follow-up: CIBC regarding Debenture Requirements

General Manager Maybee took the floor indicating informal discussions have taken place with CIBC representatives. Requirements for interim funding, related to capital acquisitions, to be funded through debentures with the Municipal Finance Corporation are being posed higher up the chain of command. More information will be brought before the Authority as it becomes available.

Agenda Item No. 5.8 – Resolution for Corporate Visa Account

General Manager Maybee again took the floor noting that CIBC is requesting the Authority approve a resolution for the Corporate Visa Facility to a maximum of \$20,000.00.

ON MOTION OF REGINALD RITCHIE AND SECONDED BY HUGH SIMPSON THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY AUTHORIZES THE CHAIR AND THE GENERAL MANAGER TO EXECUTE THE RESOLUTION FOR THE CORPORATE VISA FACILITY WITH THE CIBC TO A MAXIMUM OF \$20,000.00, AS CIRCULATED AND ATTACHED TO THESE MINUTES.

MOTION CARRIED.

Before moving forward with the remainder of the Agenda, Mr. Simpson questioned as to the status of the Authority's joining the VCFN. Mr. Maybee indicated that the project is certainly on the radar; however, at this time it appears that it may be best for the Authority to hold off with moving forward until after the Municipality of the County of Kings, who provides IT support to the Authority, constructs and takes possession of their new office complex. All were reminded that the funds for this project have been protected for use in the future. Mr. Maybee further noted that moving forward will be based on recommendations from the IT experts with Kings and sound business support from the VCFN.

Agenda Item No. 6 – Operations Manager Monthly Report

Operations Manager Martin took the floor referring to the Operations Manager Report to the Authority, dated September 21, 2016, as circulated and attached to these minutes. Mr. Martin reviewed the report in its entirety.

ON MOTION OF HUGH SIMPSON AND SECONDED BY GAIL SMITH THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE OPERATIONS MANAGER REPORT DATED SEPTEMBER 21, 2016.

MOTION CARRIED.

Agenda Item No. 7 – Occupational Health and Safety System Monthly Report

There was no Occupational Health and Safety System Report to bring before the Authority at this time with Mr. Martin noting that the September meeting of the Joint Occupational Health and Safety Committee was dedicated to the provision of Psychological Health and Safety for Occupational Health and Safety Committees facilitated by Ennis Safety Services.

Agenda Item No. 8 – Communications and Enforcement Reports

Communications Manager, Andrew Garrett, took the floor referring to the Communications Update, dated September 2016, as circulated and attached to these minutes.

ON MOTION OF HUGH SIMPSON AND SECONDED BY DALE LLOYD THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE COMMUNICATIONS UPDATE, DATED SEPTEMBER 2016, AS CIRCULATED AND ATTACHED TO THESE MINUTES.

MOTION CARRIED.

Enforcement Report

Bylaw Enforcement Officer, Grace Proszynska, took the floor taking the opportunity to thank colleagues for fulfilling bylaw enforcement duties during her recent absence. For the information of the Authority, Ms. Proszynska noted that the most common bylaw infractions relate to illegal dumping, absence of proper waste storage, waste accumulation, burning of waste and early setouts. Ms. Proszynska noted the recently concluded case involving a contractor who was burning waste-resources which resulted in 2 convictions. The fines as levied by the courts have been paid and forwarded to Valley Waste. Some success with challenges around the improper use of the seasonal cottage bins was also noted where some identified violators have been issued fines and/or warning letters. It was noted that the use of motion sensor cameras as put in place by Operations Manager Martin has proved to be invaluable.

ON MOTION OF REGINALD RITCHIE AND SECONDED BY JANE BUSTIN THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE VERBAL ENFORCEMENT REPORT.

MOTION CARRIED.

Mr. Ritchie also commended staff on a job well done in support of the clean-up that recently took place on Waldec Mountain Road.

Agenda Item No. 9 – Regional Coordinators and Regional Chairs Report

Communications Manager, Andrew Garrett, took the floor referring to the Regional Chairs and Regional Coordinator Report to the Authority, dated September 9, 2016, as circulated and attached to these minutes.

ON MOTION OF REGINALD RITCHIE AND SECONDED BY DALE LLOYD THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE REGIONAL CHAIRS AND REGIONAL COORDINATOR REPORT, DATED SEPTEMBER 9, 2016.

MOTION CARRIED.

Agenda Item No. 10 – Chair’s Report

Chair Pearl noted that he did not have any new information to bring before the Authority at this time.

Agenda Item No. 11 – Investment Committee Report

Chair Pearl referred to the Package – Holdings & Performance document, the July 1-29, 2016 and the August 1-31, Investment Account Statements, all as circulated and attached to these minutes, noting

that he will continue to work with ScotiaMcLeod representatives to develop a Holdings and Performance document that will be clear and easy to understand. The replacement of the citizen representative on the Investment Committee remains a priority with more information to be brought before the Authority as it becomes available.

ON MOTION OF CHAIR PEARL AND SECONDED BY HUGH SIMPSON THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE INVESTMENT REPORTS, AS ATTACHED.

MOTION CARRIED.

Agenda Item No. 12 – New Business

Agenda Item No. 12. 1- Consideration of Tip Fee Waiver for Non-Profit Organizations

General Manager Maybee noted that the topic of offering a tip fee waiver for non-profit organizations has been raised by Deputy Warden Hirtle. A short discussion arose where it was noted that this issue has been raised many times in the past with it being indicated that offering a waiver could lead to a flood of requests. Mr. Maybee reminded all that each participating partner is able to offer supplemental services as per the Intermunicipal Services Agreement.

Agenda Item No. 13 – Correspondence

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

Agenda Item No. 14 – Next Meeting

The next meeting of the Valley Region Solid Waste-Resource Management Authority will be held on October 19, 2016, beginning at 9:00am, in keeping with the normal meeting schedule.

Agenda Item No. 15 – Question/Answer Period

There were no questions brought before the Authority at this time.

Agenda Item No. 16 – Adjournment

ON MOTION OF GAIL SMITH AND SECONDED BY REGINALD RITCHIE, FROM THE BEAUTIFUL COUNTY OF ANNAPOLIS, THE SEPTEMBER REGULAR MONTHLY MEETING OF THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY ADJOURNED AT 12:31PM.

Respectfully Submitted,

Brenda Davidson
Office Coordinator
Valley Waste-Resource Management