



P.O. Box 895, Kentville NS, B4N 4H8  
Phone: (902) 679-1325 Fax: (902) 679-1327 Email:  
[info@vwrmm.com](mailto:info@vwrmm.com)  
Website: [www.vwrmm.com](http://www.vwrmm.com)

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  
August 16, 2017  
9:30am  
Valley Waste-Resource Management Office – Boardroom**

**Attendees**

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

**Staff: Ross Maybee, Michael Coyle, Andrew Garrett, Geoff McCain, Grace Proszynska and Brenda Davidson**

**Guests: David Deacon and Shari Prime for Agenda Item No. 7.1**

**Agenda Item No. 1 - Call to Order**

Chair Kinsella welcomed everyone calling the meeting to order at 9:50am.

**Agenda Item No. 2 – Approval of Agenda**

**MOVED BY BRIAN HIRTLE AND SECONDED BY ERIC BOLLAND THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE AGENDA, AS CIRCULATED.**

**MOTION CARRIED.**

**Agenda Item No. 3 – Approval of the July 19, 2017 Draft Minutes**

**ON MOTION OF WENDY ELLIOTT AND SECONDED BY GAIL SMITH THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE MINUTES OF THE REGULAR MONTHLY MEETING HELD ON JULY 19, 2017, AS CIRCULATED.**

**MOTION CARRIED.**

**Agenda Item No. 4 – General Manager’s Report**

**Agenda Item No. 4.1 – Expense Oversight Report**

General Manager Maybee took the floor referring to the Expense Oversight Report for the period of July 2017, as circulated and attached to these minutes.

**ON MOTION OF BRIAN HIRTLE AND SECONDED BY BARRY CORBIN THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE JULY 2017 EXPENSE OVERSIGHT REPORT.**

**MOTION CARRIED.**

**Agenda Item No. 4.2 – Status Report: Amended 207-2018 Draft Operating and Capital Budget Approval**

General Manager Maybee again took the floor advising that he had now received confirmation from 6 of the Authority's 7 partners indicating that the revised budget has been approved. Martha Roberts advised that the Municipality of Annapolis County approved the revised budget during the meeting held just yesterday which means that all partners have now formally approved the operating and capital budgets for the 2017-2018 fiscal year. General Manager Maybee stressed that he truly appreciated the efforts made by partner municipalities to move the revised budget through the approval process.

**Agenda Item No. 4.3 – Municipality of the District of Chester – Update on Long-Term Business Plan**

General Manager Maybee took the floor referring to the Report to the Authority, Municipality of the District of Chester – Update on Long Term Business Plan, dated August 16, 2017, as circulated and attached to these minutes. Mr. Maybee provided an overview of the report with a short discussion arising resulting in the following motion.

**ON MOTION OF ERIC BOLLAND AND SECONDED BY BRIAN HIRTLE THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY ENDORSE THE REVISED BUSINESS MODEL AS PRESENTED TO THE BOARD BY THE MUNICIPALITY OF THE DISTRICT OF CHESTER STAFF ON JUNE 21, 2017 AND FURTHERMORE DIRECT STAFF TO REVIEW CURRENT CONTRACT LANGUAGE TO ENSURE CONFORMITY WITH THE INTENT OF THIS REVISION.**

In response to the question, it was noted that only surplus funds realized by the Municipality of the District of Chester as a result of their operations would be retained by Chester not to be confused with any surplus funds that may be realized by the Authority on an annual basis as a result of operations. It was also noted that if Sustane technologies reduces the amount of tonnes actually being buried in landfill cells, associated closure costs would be reduced when recalculations are completed.

**MOTION CARRIED.**

**Agenda Item No. 7 – Investment Committee Report**

**Agenda Item No. 7.1 – Presentation by David Deacon, Portfolio Manager, Sr Wealth Advisor, ScotiaMcLeod**

The Authority welcomed David Deacon and Shari Prime representing the Authority's investment firm of ScotiaMcLeod. Mr. Deacon circulated and reviewed a comprehensive investment document, as attached to these minutes. It was noted that Mr. Deacon does not recommend any changes to the

Authority's investment strategies at this time. It was noted that the Authority's holdings currently have an overall market value of over \$900,000.00 and a book value of \$911,000.00.

Chair Kinsella thanked Mr. Deacon and Ms. Prime passing and provided a cheque in the amount of \$177,156.00 representing the Authority's 2017-2018 contribution to capital reserve accounts to be added to the Authority's investments. Mr. Deacon and Ms. Prime left the meeting at 10:42am.

**Agenda Item No. 7.2 – Citizen Appointee to Investment Committee**

General Manager Maybee noted that in keeping with the Authority's Investment Policy, a Citizen Member, should be recruited to sit on the Investment Committee. In the past, Marc Britney had filled this role, but he resigned his position a while ago. A short discussion arose with it being noted that the vacancy be highlighted in the August edition of the Management Minute and further staff will proceed from there to determine what other advertising may be necessary to fill the vacancy. All were encouraged to let inform General Manager Maybee if they know of a suitable candidate who may be interested in serving.

**Agenda Item No. 5 – Operations Manager Monthly Report**

---

Operations Manager Martin took the floor noting that he is pleased to report that the bulk wood is now being chipped and that Bowater is accepting wood product for now which is wonderful news for the Authority. When budgets were developed, it was anticipated that there would be disposal charges for this material; the Bowater option alleviates that for the moment. Mr. Martin is relatively confident that all chipped stockpiled wood product at both management centre sites will be accepted before the door on this short-term opportunity closes.

Mr. Martin also noted that there have been a few recent job postings within the Authority's operations to include an Equipment Operator/Utility Worker for both the East and West Management Centre sites and a part time scale house operator. One Equipment Operator/Utility Worker to be placed at the West Management Centre had been selected and accepted the position to start on August 21, 2017, but unfortunately broke a bone near his ankle while working for his current employer, so his start will be delayed by the healing time necessary.

Mr. Martin also touched on the already heavily discussed seasonal bins in cottage country noting that a great deal of staff time is being expended on the issue.

Mr. Martin advised that he is hopeful that the planned replacement of the weigh scales at the Western Management Centre will get underway soon adding that pricing may vary a bit from what was secured 3 years ago.

Mr. Corbin noted that he was in the process of cleaning out his parent's home and wanted to commend staff at the management centre site for their professional help and assistance with several truckloads of assorted materials especially the woman overseeing activity at the public drop off area.

**ON MOTION OF BRIAN HIRTLE AND SECONDED BY ERIC BOLLAND THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE OPERATIONS MANAGER REPORT.**

**MOTION CARRIED.**

## **Agenda Item No. 6 – Communication/Enforcement Monthly Report**

---

Communications Manager Garrett took the floor referring to the Communications Update, dated August 2017, as circulated and attached to these minutes highlighting the key topics of interest including the upcoming Mobius Awards of Environmental Excellence and Waste Reduction Week for the Authority.

A short discussion regarding food waste arose with Councillor Hirtle noting that he had participated in a farm tour with the Federation just yesterday and that a tremendous amount of food waste from a local business was being used by the farm as feedstock. Councillor Elliott also noted that there is a group called Found Forgotten Food working with farmers to reduce food waste. Communications Manager Garrett noted that while staff do not work with the Found Forgotten Food group directly, the group does have a representative on the Divert NS Board.

**ON MOTION OF BRIAN HIRTLE AND SECONDED BY BARRY CORBIN THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE COMMUNICATIONS UPDATE, DATED AUGUST 2017.**

**MOTION CARRIED.**

Enforcement Report

ByLaw Enforcement Officer, Grace Proszynska, took the floor providing the Authority with an overview of the types of cases that have arisen over the past weeks. Councillor Hirtle extended a special thank you to Ms. Proszynska for so quickly assisting him with materials generated during a special event held in Burlington recently. The quick response was truly appreciated.

In response to the question, it was noted that if there are areas where illegal dumping occurs on a regular basis, No Dumping signs are available for use at no cost upon request.

**ON MOTION OF BRIAN HIRTLE AND SECONDED BY ERIC BOLLAND THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE ENFORCEMENT REPORT.**

**MOTION CARRIED.**

## **Agenda Item No. 8 – New Business**

---

### **Agenda Item No. 8.1 – Report from Services and Facility Review Committee of the Whole**

A discussion was held in follow-up the Services and Facility Review Committee of the Whole held earlier today resulting in the following motion:

**ON MOTION OF MARTHA ROBERTS AND SECONDED BY BRIAN HIRTLE THAT THE COMMITTEE OF THE WHOLE OF THE SERVICES AND FACILITY REVIEW RECOMMENDS THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY PILOT PROJECT RELATING TO SEASONAL COLLECTION BINS IN COTTAGE AREAS CEASE UNTIL AFTER THE SERVICES AND FACILITY REVIEW IS COMPLETE EXCEPT IN THOSE CASES WHERE A SOLUTION , MUTUALLY AGREEABLE TO RESIDENTS IN THE AREA AND VALLEY WASTE-RESOURCE MANAGEMENT IS ACHIEVED.**

**MOTION CARRIED.**

**Agenda Item No. 9 – Correspondence**

---

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

**Agenda Item No. 10 – Next Meeting – September 20, 2017**

---

The next meeting of the Valley Region Solid Waste-Resource Management Authority will be held on Wednesday, September 20, 2017, in keeping with the normal meeting schedule.

**Agenda Item No. 11 – Question/Answer Period**

---

There were no questions raised at this time.

**Agenda Item No. 12 – Adjournment**

---

**ON MOTION OF ERIC BOLLAND AND SECONDED BY WENDY ELLIOTT THAT THE AUGUST 2017 REGULAR MONTHLY MEETING OF THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY BE ADJOURNED AT 11:00AM.**

**MOTION CARRIED.**

Respectfully Submitted,

Brenda Davidson  
Office Manager  
Valley Waste-Resource Management