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The Municipalities of Annapolis and Kings and the Towns of Annapolis Royal, Berwick, Hantsport, Kentville, Middleton and Wolfville: Partners in Waste Reduction

Valley Region Solid Waste-Resource Management Authority
Regular Monthly Meeting
June 17, 2015
9:00am
Valley Waste-Resource Management Office - Boardroom

Attendees:

Members/Alternates: Mark Pearl, Jane Bustin, Harold Bulger, Brian Hirtle, John Himmelman, Sherman Hudson, Frank Chipman, and Gail Smith

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

Regrets: Reginald Ritchie, Hugh Simpson

Guests: David Deacon and Jim Noonan, ScotiaMcLeod

Agenda Item No. 1 - Call to Order

Chair Pearl welcomed everyone calling the meeting to order at 9:04am noting regrets received from Reginald Ritchie and Hugh Simpson.

Agenda Item No. 2 – Approval of the Agenda

ON MOTION OF BRIAN HIRTLE AND SECONDED BY JOHN HIMMELMAN THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE AGENDA WITH THE ADDITION OF ITEM NUMBER 11.1: USE OF BIODEGRADABLE BAGS.

MOTION CARRIED.

Agenda Item No. 3 – Approval of the May 20, 2015 Minutes

ON MOTION OF JOHN HIMMELMAN AND SECONDED BY SHERMAN HUDSON THAT THE MINUTES OF THE MAY 20, 2015 REGULAR MONTHLY MEETING OF THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY BE APPROVED, AS CIRCULATED.

MOTION CARRIED.

Agenda Item No. 4 – Presentation: Jim Noonan, Wealth Advisor, ScotiaMcLeod, Regarding Authority's Investments

Chair Pearl welcomed Mr. Jim Noonan and Mr. David Deacon, representing ScotiaMcLeod, who have been invited to the meeting to provide the Authority with an update with regard to the capital reserve investment account. Mr. Noonan took the floor circulating a booklet, as attached to these minutes, outlining the Authority's current holdings providing an overview and explanation of the summary and detailed information. It was noted that at

present the Authority's book value of holdings is \$716,354.00 with a market value of \$711,732.00. Mr. Noonan indicated that the figures are a bit misleading as the current market value doesn't take into account the income the portfolio has gained since the original investment due to fluctuations in the marketplace. It was noted that the Authority's portfolio is performing as expected, even in challenging market conditions, in keeping with the terms and conditions of the Authority's Investment Policy as approved by Nova Scotia Municipal Affairs. Mr. Deacon took the floor supplementing the information provided by Mr. Noonan with technical details around the value of investing in Guaranteed Investment Certificates. During the presentation recommendations for adjustments to the current portfolio were discussed with it being indicated that the Investment Committee will further discuss the recommendations prior to granting formal approval to proceed.

Chair Pearl extended a hearty thank you to Mr. Noonan and Mr. Deacon advising the Authority that ScotiaMcLeod representatives will be brought before the Authority again in about 6 months in keeping with the terms of the Authority's agreement for their service provision.

Mr. Noonan and Mr. Deacon left the meeting at 9:45am.

Agenda Item No. 5 – Business Arising from the Minutes

There was no business arising from the minutes to bring before the Authority at this time.

Agenda Item No. 6 – General Manager's Report

Agenda Item No. 6.1 – Expense Oversight Report – May 2015

General Manager Maybee took the floor referring to the Expense Oversight Report, as of May 31, 2015, as circulated and attached to these minutes, noting that the Report has been provided in keeping with the Authority's Expense Oversight Policy.

ON MOTION OF BRIAN HIRTLE AND SECONDED BY JOHN HIMMELMAN THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE EXPENSE OVERSIGHT REPORT AS OF MAY 31, 2015, AS CIRCULATED.

MOTION CARRIED.

Agenda Item No. 6.2 – Unaudited Revenue and Expense Statement, April and May 2015

Mr. Maybee again took the floor referring to the Unaudited Revenue and Expense Statement for April and May 2015, as circulated and attached to these minutes. It was noted that overall, financial activity for the 1st two months of the year is as anticipated with Mr. Maybee highlighting the higher than anticipated tipping fee revenues and the anticipated reduction in the expense for landfill services based on the per-tonne reduction. In recognition of the potential savings for landfill services it was noted that the Authority will revisit this issue later in the year to determine if any additional action, in the best interest of the participating partners, is necessary.

In response to the question, it was noted that all partner municipalities are current with operating shares. A discussion arose regarding the imminent dissolution of the Town of Hantsport, to take effect July 1, 2015, with it being the consensus that staff will continue with fact gathering to include consultation with the Municipality of West Hants and bring the information before the Authority for further discussion during the next meeting. It was further noted that the dissolution of the Town will not affect the Authority's ability to carry on with the borrowing required for planned capital expenditures with Mr. Maybee encouraging partner representatives to ensure that the borrowing guarantees, as circulated during the last meeting, are executed and returned as soon as possible. Once they are in place from all partners, similar guarantees to meet interim borrowing requirements from the CIBC will be circulated for approval by all.

Agenda Item No. 6.3 – Status Update: Completion of Annual Audit 2014-2015 Fiscal Year

General Manager Maybee took the floor referring to the Valley Region Solid Waste-Resource Management Authority Financial Statements March 31, 2015 as well as the Management Letter to the Authority dated June 11, 2015, all as circulated and attached to these minutes.

Mr. Maybee was pleased to report that the Auditors had high praise for the Authority's financial records adding that the Auditors met with the Audit Committee to discuss their findings with no concerns or issues raised at that time. Of particular interest, the Authority ended the 2014-2015 fiscal year with a \$399,881.00 surplus which will be returned to partners in their proportional shares. It was the consensus that the cheques to partners include a summary overview of how the surplus was achieved.

ON MOTION OF HAROLD BULGER AND SECONDED BY SHERMAN HUDSON THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE AUDITED STATEMENTS FOR THE 2014-2015 FISCAL YEAR AS CIRCULATED.

MOTION CARRIED.

Chair Pearl then took the floor referring to the Management Letter, dated June 11, 2015 as prepared by Levy Casey Carter MacLean, to accompany the audited statements. Chair Pearl reviewed the 4 points raised in the Management Letter including Segregation of Duties/Management Oversight, Succession Planning, Recognition of Liabilities and Operating Surplus.

ON MOTION OF BRIAN HIRTLE AND SECONDED BY FRANK CHIPMAN THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE MANAGEMENT LETTER SUBMITTED BY AUDITORS LEVY CASEY CARTER MACLEAN, DATED JUNE 11, 2015.

MOTION CARRIED.

Agenda Item No. 6.4 – Status Update: Organization Review

General Manager Maybee once again took the floor referring to the Valley Waste Organizational Review: Current Situation Summary document produced by Stantec, the consultant for the project. It was noted that the Organizational Review Committee met with the consultant on June 11, 2015 to review the document which is considered to be Phase 1 of a two-phase project. Phase 2 will include benchmarking against other similar organizations along with recommendations to refine and/or improve service delivery if necessary.

During the review it was noted that it may be advantageous to encourage partner CAO's or their selected designates to attend Authority meetings on a regular basis or to coordinate special meetings for the sole purpose of bringing partner CAO's up to date with the activities of the Authority. The Chair noted that he and staff will "brainstorm" to develop an approach that might work for all involved.

On a final note, it was indicated that the Organizational Review Committee gave the Consultant their approval to move forward with completing Phase 2 work based on the goal of presenting the Consultant's Final Report to the Authority during the next meeting. General Manager Maybee noted that it is critical for staff to have any decisions relating to recommendations that may have financial implications finalized in advance of the 2016-2017 budget development process.

Agenda Item No. 6.5 – Wind Turbine Project Update

Mr. Maybee noted that the wind turbine project continues to move forward. A purchase order for the equipment has been issued and the required deposit has been paid. Quotations were sought from 4 local service providers to provide site clearing and preparation work with Howard Little Excavating Limited being selected as the successful proponent.

General Manager Maybee further noted that there may be a \$15,000.00-\$20,000.00 overrun on the project mostly due to the fact that the site originally chosen for the turbine was determined unsuitable. A second geotechnical investigation was necessary which resulted in an acceptable alternate location for the turbine. Mr. Maybee also reminded the Authority that a variance from the Town of Kentville in relation to the height of the turbine tower has been secured.

Agenda Item No. 7 – Operations Manager’s Report

Operations Manager Martin took the floor referring to the Operations Manager Report to the Authority, dated June 17, 2015, as circulated and attached to these minutes. Mr. Martin provided a full overview of the key items including: the Energy Audit: LED Retrofit, Casual Employees, Replacement of Truck Platform Scales, VWRP1503 and Provision of One (1) New Wheel Loader, VWRP1502 Request for Proposals closing on June 25, 2015, and finally the Spring Clean-up Service. It was also noted that staff are in the process of preparing two more request for proposal documents for the design and installation of an automatic window for the outgoing scale in the East Management Centre scalehouse to address ergonomic occupational health and safety concerns and for site signage, both in keeping with the approved 2015-2016 capital budget.

ON MOTION OF BRIAN HIRTLE AND SECONDED BY FRANK CHIPMAN THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE OPERATIONS MANAGER REPORT DATED JUNE 17, 2015.

A discussion arose regarding the issue of Authority’s Occupational Health and Safety System as that has been an area targeted by the consultant performing the Organizational Review. Solicitor Coyle noted that he strongly supported all measures taken and documentation in support of the system reminding the Authority of their responsibilities and exposure under current legislative requirements.

With regard to the two Request for Proposals closing on June 25, 2015, Brian Hirtle volunteered to be available for the opening to take place at 2:00pm on that day. Chair Pearl indicated that he would be pleased to serve on the evaluation committee for both in keeping with the Authority’s Procurement of Goods and Services Policy.

MOTION CARRIED.

ON MOTION OF BRIAN HIRTLE AND SECONDED BY JOHN HIMMELMAN THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY ADD AN OCCUPATIONAL HEALTH AND SAFETY SYSTEM REPORT AS A STANDARD LINE ITEM ON THE AGENDA FOR THE AUTHORITY’S REGULAR MONTHLY MEETINGS EFFECTIVE IMMEDIATELY.

MOTION CARRIED.

Agenda Item No. 8 – Communications and Enforcement Reports

Communications Manager, Andrew Garrett, took the floor referring to the Communications Update, dated June 2015, as circulated and attached to these minutes, highlighting the key points of interest including: Special Events, Compost Giveaway and the Last Re-Sort Reuse Centre.

It was noted that as has been experienced in the past, the compost giveaways were extremely popular with staff now considering how best to control the events and the product put in place for the event to ensure fairness to all.

It was also noted that it is advisable to request special event waste collection containers in advance to ensure availability.

ON MOTION OF FRANK CHIPMAN AND SECONDED BY JOHN HIMMELMAN THAT THE VALLEY REGION SOLID WASTE RESOURCE MANAGEMENT AUTHORITY RECEIVE THE COMMUNICATIONS UPDATE DATED JUNE 2015.

MOTION CARRIED.

It was noted that Bylaw Enforcement Officer, Grace Proszynska, is assisting with a school tour of the Eastern Management Centre site now underway and therefore was unable to attend the meeting today.

Agenda Item No. 8.1 – Report to the Authority: VWRP1501, For the Provision of Residential Organics Collection Containers

Mr. Garrett again took the floor referring to the Report to the Authority, VWRP-1501 – For the Provision of Residential Organics Collection Containers, as circulated and attached to these minutes, noting that the report has been provided in keeping with the requirements of the Authority’s Procurement of Goods and Services Policy. As per the report, it was noted that Speed Eco Limited has been selected as the successful proponent to provide the containers. It was further noted that the containers selected offer a design difference by having a rounded bottom eliminating the need for the use of metal grates in the bottom of the carts which should allow for easier emptying especially in winter conditions.

ON MOTION OF BRIAN HIRTLE AND SECONDED BY JOHN HIMMELMAN THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE REPORT TO THE AUTHORITY: VWRP1501, FOR THE PROVISION OF RESIDENTIAL ORGANICS COLLECTION CONTAINERS, AS CIRCULATED.

MOTION CARRIED.

In response to the question, Mr. Garrett explained that residents can call the Authority’s Hotline to request a cart replacement and further that replacement is a free service unless the resident has caused the damage to the cart.

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

Communications Manager, Andrew Garrett, again took the floor referring to the Regional Coordinators Report to the Authority, dated June 8, 2015, as circulated and attached to these minutes. Mr. Garrett reviewed the report in its entirety providing an overview of each of the key topics of discussion including: Latest Meetings, NSE Regulation Review, Municipal Financial Studies for Proposed Regulations, Funding Contracts, Dairy Stewardship Funding and Datacall Presentation (also as circulated and attached to these minutes).

A discussion arose regarding the challenges with the Printed Paper and Packaging Stewardship initiative with it being the consensus that to ensure collaboration with other regions, any action to be taken by the Authority be postponed until after the upcoming Regional Chairs Committee meeting. More information regarding this important stewardship program will be released as it becomes available.

In response to the question, Mr. Garrett noted that the new “MyWaste” software should be released publicly within the next couple of weeks.

ON MOTION OF BRIAN HIRTLE AND SECONDED BY FRANK CHIPMAN THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE REGIONAL COORDINATORS REPORT DATED JUNE 8, 2015.

Agenda Item No. 9 – Chair’s Report

Chair Pearl noted that he had no new information to bring before the Authority at this time.

Agenda Item No. 11 –New Business

Agenda item No. 11.1 – Use of Biodegradable Bags

Mr. Hirtle took the floor noting that he, along with other municipal councilors, participated in a tour of municipal infrastructure across the County which included a visit to NorthRidge Farms, the Authority’s organics processing service provider. During the tour at the composting facility, operators noted the contamination challenges that they face related to the allowable use of biodegradable/compostable bags due to the length of time it actually takes for these bags to break down. Mr. Garrett responded by noting that challenges associated with the use of biodegradable/compostable bags is a common topic of debate across the Province, but that generally, their use is

allowed to accommodate residents who prefer to manage their organics in a clean and simple way and that participation compliance may not be achieved with those residents without the use of the bags. While a challenging topic of discussion, it was the consensus that further discussion regarding this issue be postponed until the results of a full services and facilities review is complete. Chair Pearl thanked Mr. Hirtle for bringing the matter before the Authority.

Agenda Item No. 12 - Correspondence

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

Agenda Item No. 12 – Next Meeting

The next meeting of the Valley Region Solid Waste-Resource Management Authority will be held on Wednesday, July 29, 2015, beginning at 9:00am, which is a deviation from the normal meeting schedule, to allow the time necessary for the Consultant to be in the position to present the final findings from the Organizational Review and in recognition of the fact that there will not be an August Authority meeting.

Agenda Item No. 13- Question/Answer Period

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

Agenda Item No. 14 – Adjournment

Just prior to adjournment, Chair Pearl took a moment to extend a heartfelt and sincere thank you to Harold Bulger in recognition of this being his final Authority meeting due to the dissolution of the Town of Hantsport effective July 1, 2015. Chair Pearl noted that Mr. Bulger was always eager to volunteer to serve on Sub-Committees and his passionate support and upfront and honest contributions will be missed. Mr. Bulger expressed his appreciation for the opportunity to serve the Authority wishing all well into the future.

ON MOTION OF JOHN HIMMELMAN AND SECONDED BY FRANK CHIPMAN THE JUNE 2015 REGULAR MONTHLY MEETING OF THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY ADJOURNED AT 12:03PM.

Respectfully Submitted,

Brenda Davidson
Office Coordinator
Valley Waste-Resource Management