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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
March 16, 2016
9:00am**

Valley Waste-Resource Management Office - Boardroom

Attendees: Hugh Simpson, Vice-Chair Reginald Ritchie, Jane Bustin, Brian Hirtle, John Himmelman, Sherman Hudson

Members/Alternates: Bernie Cooper, Mike Coyle

Staff: Ross Maybee, Jeff Martin, Andrew Garrett, Glenda Clark, Sue Visentin

Regrets: Mark Pearl, Gail Smith, Robbie Zwicker

Agenda Item No. 1 - Call to Order

Deputy Chair Ritchie welcomed everyone calling the meeting to order at 9:05am.

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.

MOTION CARRIED.

Agenda Item No. 3 – Approval of the February 17, 2016 Minutes

ON MOTION OF JOHN HIMMELMAN AND SECONDED BY SHERMAN HUDSON THAT THE MINUTES OF THE FEBRUARY 17, 2016 REGULAR MONTHLY MEETING OF THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY BE APPROVED, AS CIRCULATED.

MOTION CARRIED.

Vice –Chair Ritchie moved to have the Operations Managers Report, Agenda Item 6. and the Occupational Health and Safety System Monthly Report, Agenda Item 7. presented now as Operations Manager, Jeff Martin had to attend another meeting.

Agenda Item No. 6 – Operations Manager Monthly Report

Operations Manager Martin took the floor referring to the Operations Manager Report to the Authority dated March 16, 2016, as circulated and attached to these minutes. The key topics reported on included the New Mercury Collection Program, bird netting at the Western Management Centre, Site Signage as well as the HHW training currently taking place.

There were no questions arising from this report.

ON MOTION OF JOHN HIMMELMAN AND SECONDED BY SHERMAN HUDSON THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE OPERATIONS MANAGER MONTHLY REPORT DATED MARCH 16, 2016.

MOTION CARRIED.

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

Operations Manager Martin again took the floor noting that the Site Yearly Inspections have been completed and there is only a small list of items to look after, none of which are too serious.

Emergency First Aid training will take place for all staff on May 31, and June 1st of this year facilitated by Braveheart First Aid.

ON MOTION OF JOHN HIMMELMAN AND SECONDED BY BERNIE COOPER THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE OPERATIONS MANAGER OCCUPATIONAL HEALTH AND SAFETY SYSTEM MONTHLY REPORT.

MOTION CARRIED.

Agenda Item No. 4 – Business Arising from Minutes

There was no business arising from the minutes.

Agenda Item No. 5 – General Manager’s Report

Agenda Item No. 5.1 – Expense Oversight report: February 2016

General Manager Maybee referred to the February, 2016 Expense Oversight Reports, as circulated and attached to these minutes. Mr. Maybee noted that Glenda Clark prepares thorough reports that are self-explanatory.

There were no questions arising from this report.

ON MOTION OF BERNIE COOPER AND SECONDED BY HUGH SIMPSON THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE FEBRUARY 2016 EXPENSE OVERSIGHT REPORT AS OF FEBRUARY 2016, AS CIRCULATED.

MOTION CARRIED.

Agenda Item No. 5.2 – Unaudited Revenue and Expense Statement: February, 2016

General Manager Maybee referred to the Unaudited Revenue and Expense Statements for February 2016 as circulated and attached to these minutes. Mr. Maybee noted that we are trending toward a healthy \$600,000.00 surplus. Chester Landfill has given indications that the costs of doing business there next year should not exceed those of this year.

ON MOTION OF BRIAN HIRTLE AND SECONDED BY JOHN HIMMELMAN THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE FEBRUARY 2016 UNAUDITED REVENUE AND EXPENSE STATEMENT, AS CIRCULATED.

MOTION CARRIED.

Agenda Item No. 5.3 – Status Report: Release of Draft 2016-2017 Operating and Capital Budgets to Partner Municipalities

General Manager Maybee noted the Authority has received official letters from the Municipality of the County of Annapolis and the Town of Middleton accepting this year's budget. Presentations were held for the Towns of Wolfville and Kentville and the Municipality of the County of Kings with no significant questions arising from these presentations. The budget was rejected by the Town of Berwick by a narrow margin. Mr. Maybee stated that operations at Valley Waste Resource Management will proceed as normal come April 1st even without official approval of the budget however, some of the agenda items will wait, such as the Salary Review and the reinstatement of Manager of Policy and Planning.

Agenda Item No. 5.4 – Status Report – Service and Facility Review, VWRP1508

General Manager Maybee informed the group that following the kick off meeting with Dillon Consulting, two of their team members, along with Operations Manager Martin spent considerable time touring both Management Centers taking photos and collecting data for the Service and Facility Review. The next meeting scheduled will include a tour of Northridge Farms and Scotia Recycling. The anticipated completion date of this project is mid-May, with a formal presentation to the Authority at the June, 2016 regular monthly meeting.

Agenda Item No. 5.5 – Resolution for Pre-approval of Debenture Issuance Subject to Interest Rate

Solicitor Mike Coyle noted that because the Debenture document distributed at the meeting is different than the one circulated, there needs to be a motion to accept the new document.

ON MOTION OF BRIAN HIRTLE AND SECONDED BY BERNIE COOPER THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE NEW RESOLUTION FOR PRE-APPROVAL OF DEBENTURE ISSUANCE SUBJECT TO INTEREST RATE DOCUMENT, AS CIRCULATED.

MOTION CARRIED.

Agenda Item No. 5.6 – Recruitment of Audit Committee Member

General Manager Maybee again took the floor and asked the Authority for a volunteer to become a member of the Audit Committee as Harold Bolger is no longer a member of the Authority Board. John Himmelman graciously volunteered to become part of the committee along with Mark Pearl and Brian Hirtle.

Agenda Item No. 8 – Communications and Enforcement Reports

Communications Manager Andrew Garrett stated that although he did not have a formal written report for the Authority he would provide a verbal report at this time. April is a very busy month for the Communications and Enforcement team especially from the outreach point of view. He referred to the invitation included in the package for the Nova Scotia Recycles Celebration Dinner and invited those members of the Authority who would like to present awards to the Recycling Contest winners to attend the dinner on April 7 at the Kingston Fire Hall.

Mr. Garrett said that the Valley Waste Communications and Enforcement team would man a booth at the Kentville Home Show again this year promoting the new mercury program and the My Waste app. He also stated that this year has been especially busy with tours of the Management Facilities with more than 800 people visiting our site over the past year. There have been many winter tours booked as well which is quite unusual.

The compost giveaway has added a third site for 2016. The three sites chosen are Avonport, Kingston and Cornwallis Park. Two truckloads of compost will be available at each site from 9 am May 7th until it's gone. We will need the Authority's help in determining the exact location of the giveaway within each community.

ON MOTION OF JOHN HIMMELMAN AND SECONDED BY HUGH SIMPSON THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE COMMUNICATIONS REPORT.

MOTION CARRIED.

Enforcement Report

Communications Manager Garrett explained that Grace Proszynska, Bylaw Enforcement Officer was not available to attend the meeting.

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

Communications Manager Garrett again took the floor referring to the Regional Chairs and Regional Coordinator Report to the Authority, dated March 7, 2016 as circulated and attached to these minutes. Mr. Garrett touched on the key topics including: The Priorities Group workshop scheduled for March 18th in Sackville, Diversion Credits from RRFB for the current year and the approximate amount for the following year, RRFB Budget and the Disposal Rates for the Provincial Regions.

ON MOTION OF BERNIE COOPER AND SECONDED BY BRIAN HIRTLE THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE REGIONAL CHAIRS AND REGIONAL COORDINATOR REPORT DATED MARCH 7, 2016.

MOTION CARRIED.

Agenda Item No. 10 – New Business

Agenda Item No. 10.1 – Request for Tipping Fee Exemption

General Manager Maybee took the floor and asked if Brian Hirtle wanted to expand on this agenda item. Mr. Hirtle stated that no he did not but was not sure of the policy on tipping fee exemptions for not for profit organizations. Mr. Maybee stated that over the years there was a need to develop an operating policy in which every person and organization was treated equally. In so doing it was decided that the best policy is a “no tipping fee exemption” policy.

Agenda Item No. 11 –Correspondence

Agenda Item No. 11.1 RRFB Fiscal 2016 Update

Communications Manager Garrett referred to the e-mail from CEO, Jeff MacCallum of RRFB Nova Scotia to the Regional Chairs as circulated. In essence the letter made reference to the decline in diversion credits of approximately 15.6% from the F2016 budget dispersed in F2017.

Agenda Item No. 12 – Next Meeting

The next meeting of the Valley Region Solid Waste-Resource Management Authority will take place on April 20, 2016 (if needed) in keeping with the normal meeting schedule.

General Manager Maybee stated that all of the Authority will be attending the Swana Conference in Halifax on April 27-29 and if nothing pressing came to light perhaps there may not be need for an April meeting. The Authority will be notified 14 days in advance of the April 20th meeting to verify.

Agenda Item No. 13 – Question/Answer Period

There were no questions at this time.

Agenda Item No. 14 – Adjournment

ON MOTION OF JOHN HIMMELMAN AND SECONDED BY BRIAN HIRTLE THAT THE MARCH 2016 REGULAR MONTHLY MEETING OF THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY ADJOURNED AT 10:00 AM.

Respectfully Submitted,

Sue Visentin for
Brenda Davidson
Office Coordinator
Valley Waste-Resource Management