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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 16, 2015
9:00am
Valley Waste-Resource Management Office - Boardroom**

Attendees:

Members/Alternates: Mark Pearl, Reginald Ritchie, Jane Bustin, Brian Hirtle, John Himmelman, Sherman Hudson, Hugh Simpson and Frank Chipman

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

Regrets: Gail Smith

Guests: Tom MacEwan, Municipality of the County of Kings, Robbie Zwicker, Municipality of West Hants/Hantsport and John Heseltine, Stantec

Agenda Item No. 1 - Call to Order

Chair Pearl welcomed everyone calling the meeting to order at 9:05am and introduced Robbie Zwicker, the former Mayor of Hantsport, who will be observing the meeting as a Councilor of West Hants.

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 MOVEMENT OF ITEM 7 – OCCUPATIONAL HEALTH AND SAFETY REPORT TO FOLLOWING ITEM 13.

It was acknowledged that the Occupational Health and Safety Report presentation is an important matter that requires the full attention of the Authority. The presentation was rescheduled to later in the agenda and a decision to have the presentation during this meeting or added to the next meeting will be made following Item 13.

MOTION CARRIED.

Agenda Item No. 3 – Approval of the July 29, 2015 Minutes

ON MOTION OF JOHN HIMMELMAN AND SECONDED BY SHERMAN HUDSON THAT THE MINUTES OF THE JULY 29, 2015 REGULAR MONTHLY MEETING OF THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY BE APPROVED, AS CIRCULATED.

MOTION CARRIED.

Agenda Item No. 4 – Business Arising From the Minutes

Hugh Simpson arrived at 9:08am.

Agenda Item No. 4.1 – Final Organizational Report Presentation

General Manager Maybee took the floor noting that the full report was included in the meeting package. Maybee explained the report was an action item that was recommended by the Budget Development Committee during 2014-2015 budget deliberations.

John Heseltine was introduced and provided a presentation to the Authority. Heseltine noted during his presentation that he met with the Organization Review Committee on August 11 and provided a similar overview with the exception of a couple new recommendations. A copy of the presentation will be made available electronically following the meeting. Heseltine's comments included:

- Valley Waste is the only waste region in Nova Scotia where all municipal governments obtain all solid waste services regionally.
- Past studies for the organization highlighted concerns regarding the size of the tipping floor at the Management Centres but those concerns have been relieved in recent years by having recyclable materials being received directly at the Scotia Recycling facility.
- The report addresses concerns regarding the loss of the Manager of Policy and Planning position in 2014-15 but notes that staff are aware of policies and procedures. The loss of the position has raised concerns about the lack of attention on policy development and Occupational Health and Safety.
- Succession planning is a concern for the organization as many long-serving staff are retiring or are close to retirement.
- Valley Waste compared very well relative to other regions and has one of the highest residential diversion rates. Some areas have higher blue bag and organics participation which may be associated with more frequent collection.
- Current contract with Scotia Recycling does not account for recycling revenue. Some other regions account for revenue and have lower processing costs.

Heseltine reviewed each of the recommendations as noted in the final report.

Chair Pearl thanked Heseltine for providing the report. Hirtle questioned how accurate the data for diversion rates was since the data from non-authority facilities is unknown. Hirtle also asked if Heseltine thought the contract for recycling processing could be better. Heseltine concluded that the data is always subjective and can vary on how it is collected from various jurisdictions and that on the surface it appears the recycling contract could be improved but this type of detail would need to be included in a services and facilities review. After some lengthy discussion the committee agreed that a workshop to review all the recommendations was necessary.

Action: Staff to arrange for a workshop in the next two weeks so that any suggested changes could be considered for the development of the 2016-17 budget.

ON MOTION OF BRIAN HIRTLE AND SECONDED BY JOHN HIMMELMAN THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY ORGANIZATIONAL REVIEW: ORGANIZATION REVIEW REPORT, DATED SEPTEMBER 1, 2015, AS CIRCULATED AND ATTACHED TO THESE MINUTES.

MOTION CARRIED

Agenda Item No. 4.2 – Discussion Regarding Potential Establishment of Operating Reserve Fund Account

Chair Pearl indicated that board members were to discuss the potential of establishing an operating reserve with their individual municipalities to gauge the level of support moving forward. Chair Pearl asked Tom MacEwan to

provide an opinion on the merits of an operating reserve if appropriate. Roundtable discussion concluded that there appeared to be mixed support, further clarification and discussion should take place within the partner municipalities. Tom MacEwan noted that the Municipality of Kings has established and maintains an operating reserve at the equivalent of 3 months of contributions to VWRMA operating costs. MacEwan would prefer that Valley Waste maintain such a reserve in house. He added that if all partners are not firmly committed to dedicating their own reserves for VWRM then the Authority could face a crisis situation should an unexpected emergency occur in the provision of this essential service. Solicitor Coyle noted that the auditors have independently raised the need for such a reserve with the Authority in recent years as a prudent and responsible course of action on a go-forward basis. If the Authority and its Municipal Partners wish to move forward, then such a change would need to be reflected in the Inter-Municipal Agreement. Depending on the funding mechanism selected, modification may be required to the Authority's current Surplus Disbursement Policy. After some discussion it was agreed that Solicitor Coyle provide a recommendation to be distributed to partners for discussion at their individual councils in order to facilitate further discussion at the next meeting scheduled for October 21st.

Action: Solicitor Coyle to provide a recommendation to be distributed to municipal partners.

Agenda Item No. 4.3 – Discussion Regarding Potential Development and Release of Supplementary Budget for the 2015-2016 Fiscal Year

General Manager Maybee took the floor noting previous discussions about adjusting the 2015-16 budget mid-year that could reduce partner shares for the remaining six months and avoid a potential large surplus. Due to fluctuating and unpredictable costs associated with solid waste, as experienced in other years, Maybee recommends holding off on the supplementary budget and following our usual policy of returning surplus funds to partners at the end of the year. The reduced landfill costs are a direct result of Kaizer Meadow landfill receiving commercial waste from Halifax and while it appears that this will continue the commercial sector could choose to take their materials elsewhere subsequently reducing revenues at the landfill. Hirtle noted that some municipalities could use funds internally and the lack of funds could have partners looking to reduce costs for the 2016-17 fiscal year. Maybee noted that preliminary discussions with contracted stakeholders leave us to believe that the authority will be in good financial position for 2016-17 and an increase is not expected.

It was the consensus of the committee to not pursue the preparation and release of a supplementary budget this year.

Agenda Item No. 5 – General Manager's Report

Agenda Item No. 5.1 – Expense Oversight Report – July 2015

General Manager Maybee took the floor referring to the Expense Oversight Report, as of July 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 HUGH SIMPSON AND SECONDED BY SHERMAN HUDSON THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE EXPENSE OVERSIGHT REPORT AS OF JULY 31, 2015, AS CIRCULATED.

MOTION CARRIED.

Agenda Item No. 5.2 – Unaudited Revenue and Expense Statement, June 2015

Mr. Maybee again took the floor referring to the Unaudited Revenue and Expense Statement for July 2015, as circulated and attached to these minutes. The Authority is currently projecting a surplus of approximately \$400,000 but cautioned the unpredictability of the industry. Maybee noted that revenues for scrap metal are down significantly; the authority is selling stockpiles at \$85/tonne. Last year the Authority received \$185/tonne. Ritchie questioned why the capital out of revenue was high. Clark and Maybee commented that it is a result of the timing of the budgeted projects including the scalehouse window renovations, scale replacement and site signage.

ON MOTION OF SHERMAN HUDSON AND SECONDED BY BRIAN HIRTLE THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE UNAUDITED REVENUE AND EXPENSE STATEMENT DATED JULY 2015.

MOTION CARRIED.

Agenda Item No. 5.3 – Wind Turbine Project Update

General Manager Maybee indicated that the foundation and base for the turbine has been completed. The tower and turbines are on their way and expected to arrive for installation on September 28th and 29th. The associated paper work has been completed and NS Power has placed a pole for connection to the grid. Zwicker asked what rates the Authority is receiving from NS Power as well as the projected revenue for the Authority. Maybee reported that the Authority will receive 49.9 cents per kw/h and the tower is projected to provide approximately \$70,000 in annual revenue.

Agenda Item No. 5.4 – Hantsport Service Provision Update

Chair Pearl noted that, as previously reported in the July meeting, he and Maybee met with Warden Dauphinee in July to set out the parameters of service provision. Confirmation on those agreements was received shortly after the July authority meeting. Solicitor Coyle would like to move forward with drafting a written service agreement based on the discussions of the July meeting. Maybee noted that the most likely scenario would be to issue a fee for services similar to agreements VWRM has with First Nations communities. Zwicker commented that all indications he has received from the community is that they are pleased with the level of service VWRM provides.

Action: Solicitor Coyle to develop a service agreement between VWRMA and West Hants for the provision of service for the Hantsport community.

Agenda Item No. 5.5 – Nova Scotia Environment Meeting September 10, 2015

Chair Pearl updated the Authority on the meeting between VWRM staff and staff from the local NSE office on September 10. Kings County and Annapolis County staff that enforce unsightly premises bylaws in the region also attended the meeting. Chair Pearl was pleased to see that NSE brought their full team to the meeting and that a frank and open discussion on regional issues and roles and responsibilities were shared. There were a few moments where staff were frustrated regarding some local issues in particular the disposal of incidental residual waste at Construction and Demolition sites in the region. This information is privileged and staff will be meeting to further discuss how to approach the issue including the possibility of acquiring the information through the FOIPOP act. In response to questions, Garrett noted that NSE will respond to illegal dumping concerns if the accused is burying the material and large scale dumping; VWRM responds to smaller incidences of illegal dumping. Solicitor Coyle noted that previously there was some frustration that NSE would not receive complaints from 3rd party sources, including VWRM but Garrett noted that NSE reported in the meeting that the department has recently agreed to accept 3rd party complaints depending on the issue. A copy of the Assignment of Responsibilities of solid waste related issues for VWRM, NSE and Municipalities was distributed, as attached to these minutes.

Agenda Item No. 6 – Operations Manager Report

Mr. Martin took the floor referring to his report as circulated in the meeting package and attached to these minutes. Topics included an RFP for site signage, wind turbine site development, summer student employment and the recent retirement of Ken Redden.

ON MOTION OF HUGH SIMPSON AND SECONDED BY REG RITCHIE THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE OPERATIONS MANAGER REPORT DATED SEPTEMBER 16, 2015.

MOTION CARRIED.

Agenda Item No. 7 – Occupational Health and Safety System Report – Presentation 2014-2015 Annual Report

Item moved to follow agenda item 13.

Agenda Item No. 8 – Communications and Enforcement Reports

Communications Manager, Andrew Garrett, took the floor referring to report dated September, 2015 and included in the meeting package. Key topics included the MyWaste App, Re-use Centre in Lawrencetown on October 24, and the Reuse Exhibit to be held in the Kentville office on October 17th. Garrett also mentioned that a media event will be organized once the wind turbine is up and operating, possibly in coordination with the October Authority meeting. Garrett also reported that staff participated in a harbour clean-up in partnership with DFO, The Clean Foundation and local fishers in Delap's Cove on September 14th.

ON MOTION OF HUGH SIMPSON AND SECONDED BY BRIAN HIRTLE THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE COMMUNICATIONS UPDATE DATED SEPTEMBER, 2015.

MOTION CARRIED.

Agenda Item No. 8.1 – Report to the Authority: RFP for VWRP-1507 Design and Development of Waste-Resource Management Calendar

Mr. Garrett again took the floor referring to the Report to the Authority, VWRP-1507 – For the Development of the 2016 Waste Resource Calendar with a 2 year Extension Option, 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 Halcraft Printers Inc. has been selected as the successful proponent.

ON MOTION OF JANE BUSTIN AND SECONDED BY BRIAN HIRTLE THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE REPORT TO THE AUTHORITY FOR RFP-1507 FOR THE DEVELOPMENT OF THE 2016 WASTE MANAGEMENT CALENDAR.

MOTION CARRIED.

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

Mr. Garrett again took the floor to present the Regional Coordinators Report enclosed in the meeting package and attached to these minutes. Garrett explained that the report was developed on September 3, 2015 and staff heard the same day through media sources that Environment Minister Younger and Business Minister Furey had met with representatives of CFIB and have decided to delay the implementation of EPR programs in Nova Scotia for a minimum of 1 year. Garrett added that no information regarding this delay has been received from the department and that this will be discussed at the upcoming Regional Chairs meeting on September 18th. Garrett added that the decision to delay for 1 year is very frustrating and could have potentially cost the Authority approximately a million dollars in cost recovery under a full industry funded stewardship program. Garrett also noted that the Priorities group has prepared a document detailing the pros and cons of a full versus shared stewardship program and will be presenting the document at the Chairs meeting. Chair Pearl expressed his displeasure with the decision and the way that it was communicated to stakeholders. He added that municipalities were led to believe that EPR was coming to Nova Scotia as it had the blessing of the former Minister. Garrett also reported that UNSM will be hosting a workshop focused on the implications of an EPR regulation for Packaging and Paper on October 23 at 10:00 am at the Holiday Inn, Truro. Everyone is encouraged to attend.

Action: Garrett to circulate invitation to UNSM Workshop on October 23 to all municipal partners.

ON MOTION OF REG RITCHIE AND SECONDED BY HUGH SIMPSON THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY SEND A LETTER TO MINISTER YOUNGER EXPRESSING CONCERN OVER THE DECISION TO DELAY THE IMPLEMENTATION OF AN EPR STEWARDSHIP REGULATION FOR PACKAGING AND PAPER AND TO COPY PREMIER MACNEIL.

MOTION CARRIED.

Action: Chair Pearl to send letter to Minister Younger and to share the letter with Authority representatives.

Garrett also reported that the Mobius Awards for Environmental Excellence will take place on October 14 at Pier 21, Halifax. VWRM has nominated three organizations as included in the report.

ON MOTION OF BRIAN HIRTLE AND SECONDED BY REG RITCHIE THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE REGIONAL COORDINATORS REPORT DATED SEPTEMBER 3, 2015.

MOTION CARRIED.

Agenda Item No. 10 – Investment Committee Update: Appointment of New Member

Chair Pearl noted that the departure of Harold Bulger has left a vacancy on the Investment Committee. The committee meets with the financial advisor on a semi-regular basis but most information and decisions are made via e-mail. It is important to have representation on the committee in order to maintain transparency of Authority funds. It was the consensus of the Authority that Hirtle be appointed to the VWRM Investment Committee.

ON MOTION OF SHERMAN HUDSON AND SECONDED BY JOHN HIMMELMAN THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPOINT BRIAN HIRTLE TO THE VWRM INVESTMENT COMMITTEE.

MOTION CARRIED.

Agenda Item No. 11 –Chair’s Report

Chair Pearl reported that the investment climate over the last 6 months has been volatile and VWRM investments have experienced fluctuating values. Since the Authority is invested long term it is the recommendation of VWRM’s financial advisor to stay the course. Pearl added that there doesn’t appear to any concern for alarm and he will reach out to the investment committee to make collective decisions as they arise.

Agenda Item No. 12 – New Business

No new business was brought before the Authority at this time.

Agenda Item No. 13 – Correspondence

The Authority acknowledged the letter dated August 12, 2015 to the Honourable Andrew Younger and the letter dated August 13, 2015 to Mr. Tony Harvey, both as circulated and attached to these minutes.

ON MOTION OF JOHN HIMMELMAN AND SECONDED BY REGINALD RITCHIE THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE TWO LETTERS NOTED ABOVE.

It was consensus of the Authority that Item No 7. Occupational Health and Safety System Report Presentation be added to the October, 21, 2015 meeting Agenda due to ensure that the Authority had time to deal with the Report.

Agenda Item No. 14 – In-Camera Session – Contractual Issue

ON MOTION OF BRIAN HIRTLE AND SECONDED BY REG RITCHIE THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY GO IN-CAMERA TO DISCUSS A CONTRACTUAL ISSUE.

MOTION CARRIED.

ON MOTION OF JOHN JIMMELMAN AND SECONDED BY SHERMAN HUDSON THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RETURN TO THE AUTHORITY MEETING.

MOTION CARRIED.

Agenda Item No. 15 – Next Meeting

The next meeting of the Valley Region Solid Waste-Resource Management Authority will take place on October 21, 2015.

Agenda Item No. 16 – Question/Answer Period

Jane Bustin will assist with Reuse Exhibit judging. Ritchie reported that he and CAO John Ferguson met with representatives of RRFB Nova Scotia to discuss the replacement of a full-time Enviro Depot for the Middleton area. Himmelman noted that RRFB Nova Scotia didn't consult with the Town of Middleton about the opening of the mobile depot in Middleton.

Agenda Item No. 17 – Adjournment

ON MOTION OF JOHN HIMMELMAN AND SECONDED BY BRIAN HIRTLE THE SEPTEMBER 2015 REGULAR MONTHLY MEETING OF THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY ADJOURNED AT 11:55 AM.

Respectfully Submitted,

Andrew Garrett
Communications Manager
Valley Waste-Resource Management