



P.O. Box 895, Kentville NS, B4N 4H8
Phone: (902) 679-1325 Fax: (902) 679-1327
Email: info@vwrn.com
Website: www.vwrn.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
December 16, 2015
9:00am
Valley Waste-Resource Management Office - Boardroom**

Attendees:

Members/Alternates: Hugh Simpson, Mark Pearl, Reginald Ritchie, Jane Bustin, Brian Hirtle, John Himmelman, Sherman Hudson, Bernie Cooper and Gail Smith

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

Regrets: Ross Maybee and Robbie Zwicker

Guests: Jim Noonan and Dave Deacon, ScotiaMcLeod

Agenda Item No. 1 - Call to Order

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

Jane Bustin arrived at 9:06am.

Agenda Item No. 2 – Approval of the Agenda

ON MOTION OF JOHN HIMMELMAN AND SECONDED BY BRIAN HIRTLE THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE AGENDA WITH THE ADDITION OF ITEM 13.1: VCFN DISCUSSION.

MOTION CARRIED.

Agenda Item No. 3 – Approval of the November 18, 2015 Minutes

ON MOTION OF JOHN HIMMELMAN AND SECONDED BY SHERMAN HUDSON THAT THE MINUTES OF THE NOVEMBER 18, 2015 REGULAR MONTHLY MEETING OF THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY BE APPROVED, AS CIRCULATED.

MOTION CARRIED.

Agenda Item No. 4 – Presentation to Authority: Jim Noonan, ScotiaMcLeod Investment Account

Chair Pearl welcomed Jim Noonan and Dave Deacon representing ScotiaMcLeod who took the floor providing the Authority with an interesting and informative presentation regarding the Authority's current investment portfolio. Copies of historical investment activity graphs relating to various stock exchanges were circulated and explained as attached to these minutes. Mr. Noonan referred to the Package-Holdings Detail and Income Report, dated as of

December 1, 2015, as circulated and attached to these minutes, providing the Authority with a comprehensive overview of the performance of the Authority's current investment portfolio. It was stressed that with the markets down the Authority is in an excellent opportunity position to purchase investments in anticipation of a market upswing into the future maximizing future return prospects. Mr. Noonan explained that he will be following the procedure that is in place by contacting the Investment Committee comprised of Chair Pearl, Brian Hirtle and citizen representative Marc Britney to propose a couple of investment options that he feels will be of benefit into the future. All were reminded that the investments are in keeping with the Authority's Investment Policy as endorsed by the Province of Nova Scotia.

ON MOTION OF BRIAN HIRTLE AND SECONDED BY JOHN HIMMELMAN THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE REPORT AND ACCOMPANYING DOCUMENTATION FROM SCOTIAMCLEOD REPRESENTATIVES, JIM NOONAN AND DAVID DEACON.

MOTION CARRIED.

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: October 2015 and November 2015

Chair Pearl noted that with General Manager Maybee away, Operations Manager Martin is sitting in in his place referring to the October 2015 and November 2015 Expense Oversight Reports, as circulated and attached to these minutes.

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

MOTION CARRIED.

ON MOTION OF JOHN HIMMELMAN AND SECONDED BY SHERMAN HUDSON THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE NOVEMBER 2015 EXPENSE OVERSIGHT REPORT AS OF NOVEMBER 30, 2015, AS CIRCULATED.

MOTION CARRIED.

Agenda Item No. 6.2 – Unaudited Revenue and Expense Statement: October 2015 and November 2015

Chair Pearl referred to the Unaudited Revenue and Expense Statements for October 2015 and November 2015 as circulated and attached to these minutes. Both he and Operations Manager Martin indicated that the Authority's financial activity to date continues as anticipated which as previously reported and fully expected will see the Authority end the 2015-2016 fiscal year with a significant surplus.

In response to the question, it was noted that the words "the Town of Bridgetown" can be changed to the "community of Bridgetown" into the future in recognition of their becoming part of the Municipality of Annapolis County.

Also in response to the question, while the Town of Hantsport still shows in that way on the reports, share payments relating to the Authority's continued provision of service are being paid by the Municipality of the District of West Hants and it is anticipated that taking this approach will continue into the foreseeable future. They are not considered to be partners under the Intermunicipal Services Agreement at this time.

ON MOTION OF REGINALD RITCHIE AND SECONDED BY SHERMAN HUDSON THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE OCTOBER 2015 UNAUDITED REVENUE AND EXPENSE STATEMENT, AS CIRCULATED.

MOTION CARRIED.

Hugh Simpson arrived at 9:50am.

ON MOTION OF BRIAN HIRTLE AND SECONDED BY JOHN HIMMELMAN THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE NOVEMBER 2015 UNAUDITED REVENUE AND EXPENSE STATEMENT AS CIRCULATED.

MOTION CARRIED.

On a final note, Accountant Clark noted that only the Municipality of the District of West Hants remains outstanding in share payments for the month of November for the former Town of Hantsport, which is anticipated to be received soon.

Agenda Item No. 6.3 – Status Report: Release of Draft 2016-2017 Operating and Capital Budgets to Partner Municipalities

Chair Pearl noted that as all partner representatives should be aware, the Authority's Draft Operating and Capital Budgets for 2016-2017 have now been released for review and approval to all partner municipalities. Operations Manager Martin noted that staff have responded to the one request received to date to provide a Budget Presentation to the Municipality of Annapolis County on December 8, 2015. Reginald Ritchie reported that, in follow-up to the presentation provided by staff, the Municipality passed Authority's Operating and Capital Budgets in Council just yesterday, December 15, 2015. All partner representatives were encouraged to request a presentation by staff if it is felt to be of help during the budget deliberation process. Chair Pearl thanked Operations Manager Martin and Communications Manager Garrett for the great job in providing the budget presentation to Annapolis County's Council. In response to the question, it was noted that upon request, staff are available to make any budget presentations as deemed appropriate.

Agenda Item No. 6.4 – Status Report – Release of Request for Proposals for Service and Facility Review, VWRP1508

It was noted that the Request for Proposals for the Provision of a Service and Facility Review, VWRP1508, has now been released publicly with a strong showing of interest to date. One Addendum has been prepared and released to all potential proponents who have secured the document which provided the final report from the Organization Review which it was felt would provide excellent background as proponent's ponder their development of a submission to the Request for Proposals. It was further noted that as Chair Pearl will be away for the Request for Proposals closing to take place at 2:00pm on January 21, 2016, an alternate Authority representative is required to not only represent the Authority during the Closing but to also serve on the Evaluation Panel in keeping with the Authority's Procurement of Goods and Services Policy with Brian Hirtle volunteering to serve in that capacity. Office Coordinator Davidson indicated that she will forward a reminder note to Mr. Hirtle along with the documents for his information.

Agenda Item No. 7 – Operations Manager Monthly Report

Operations Manager Martin again took the floor referring to the Operations Manager Report to the Authority dated December 16, 2015, as circulated and attached to these minutes. Mr. Martin touched on the key areas noted in the report including the recently conducted Respirator Fit Tests and Fire Extinguisher Training, the status of the design and installation of signage project, the recently completed fall arrest training, the Authority's now confirmed participation in the COMFIT Program effective December 2, 2015 and finally the correction of the minor deficiencies noted in follow-up to the installation of the new incoming scale at the Eastern Management Centre.

ON MOTION OF HUGH SIMPSON AND SECONDED BY BRIAN HIRTLE THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE OPERATIONS MANAGER MONTHLY REPORT DATED DECEMBER 16, 2015.

In response to the question, it was noted that tours of the Wind Turbine site can be arranged by contacting Communications Manager Garrett. It was further noted that Mr. Garrett had prepared and released a promotional article in follow-up to the Authority's ribbon cutting at the wind turbine site during the last meeting, but that there had not been a great deal of uptake by the media to date. Also in response to the question, it was indicated that the log-in information for the Authority's web-based wind turbine monitoring site can be released to Authority representatives.

Mr. Martin further noted that the long-awaited installation of the new automatic window on the outgoing scale at the Eastern Management Centre is now complete with staff very, very pleased to see this project completed. All were reminded that it is hoped to similarly retrofit all scalehouse windows with automatic windows in future budgets.

In response to the question, Mr. Martin noted that he is awaiting a final price quote for the provision of bird control netting at the Western Management Centre and should be in the position of moving forward with this project which will address concerns raised by the Department of Environment during an inspection at the site soon.

Also in response to the question it was noted that the Authority now has Automated External Defibrillators (AED's) available at the administration office and both management centre sites.

MOTION CARRIED.

Agenda Item No. 8 – Occupational Health and Safety System Monthly Report

Operations Manager Martin again took the floor referring to the Health and Safety Audit, dated November 18, 2015 and associated WCB Certified Safety Certificate, as circulated and attached to these minutes. Mr. Martin noted that the report notes the result of the Authority's 3rd External Audit on the Occupational Health and Safety System as completed by Occupational Health and Educational Services (2002) Inc. As per the Report, the Authority's system achieved an overall score of 94% with the report providing an excellent overview of the status of the key components of the system highlighting areas where additional attention may be required to raise awareness into the future. In response to the question, it was noted that the Authority's participation in the external audit process is voluntary rather than mandatory and provides an excellent opportunity for knowledgeable eyes to review the Authority's system on an annual basis. The Authority's Joint Occupational Health and Safety Committee has been provided with the Report and will further discuss and implement action plans to address the audit findings during upcoming meetings.

ON MOTION OF REGINALD RITCHIE AND SECONDED BY JOHN HIMMELMAN THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE HEALTH AND SAFETY AUDIT REPORT, DATED NOVEMBER 18, 2015, WITH CONGRATULATIONS TO STAFF FOR A JOB WELL DONE.

MOTION CARRIED.

A short break was held at this time with the December Regular Monthly Meeting of the Valley Region Solid Waste-Resource Management Authority called back to order at 10:45am. All in attendance enjoyed seasonal treats with some cookies safely tucked away for General Manager Maybee to enjoy upon his return.

Agenda Item No. 9 – Communications and Enforcement Reports

Communications Manager Andrew Garrett took the floor noting that while there was not a written report to bring before the Authority at this time, he did want to advise that in follow-up to earlier discussions regarding the wind

turbine, an article has been found in the Spectator. Mr. Garrett also noted that the 2016 Waste-Resource Management Calendars have now arrived and are in the process of distribution across the Region – a copy of the Calendar is attached to these minutes. On a final note, Mr. Garrett indicated that the Last Re-Sort Reuse Centre has now closed for the 2015 season and achieved the highest per-day revenue to date on the last day of operation realizing over \$1500.00. In total, the Centre made approximately \$28,000.00 over the 2015 season which does not fully cover associated costs to operate the centre, but each year gains are made closing the gap. It was further noted that as a cost-reducing measure next year, the Reuse Centre Operator will be using the RTV rather than a ½-ton truck for work associated with the Centre which will greatly reduce fuel consumption and other vehicle-related expenses. In response to the question, Mr. Garrett noted that staff can prepare a full report regarding the reuse centre operations for the review of the Authority during the next meeting.

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

MOTION CARRIED.

Enforcement Report

Grace Proszynska, Bylaw Enforcement Officer took the floor noting that activity is as anticipated. At present enforcement staff are dealing with illegal dumping issues at number of gravel pits as well as a chronic illegal dumping issue on Ruggles Road in Annapolis County.

ON MOTION OF JOHN HIMMELMAN AND SECONDED BY SHERMAN HUDSON THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE ENFORCEMENT REPORT.

MOTION CARRIED.

In response to the question, it was indicated that anyone who sees what appears to be illegal dumping in any area including along the highway should contact staff who will further investigate.

Chair Pearl noted challenges being faced at the seasonal bins located in cottage country areas across the Region with Operations Manager Martin indicating that a couple of easily movable cameras have now been purchased for use in monitoring areas for illegal dumping activity. All evidence of miss-use of the seasonal bins will be turned over to ByLaw Enforcement Officer Proszynska for further investigation.

Agenda Item No. 10 – 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 December 7, 2015, as circulated and attached to these minutes. Mr. Garrett touched on the key topics including: Regulation Review, Municipal-Provincial Priorities Group, EPR Information, RRFB Board Presentation, Enforcement Funding Review and the upcoming Household Hazardous Waste (HHW) Summit.

A short discussion arose regarding the RRFB review of the Enforcement Program under which the Authority now receives \$100,000.00 per year with Communications Manager Garrett indicating that due to the quickly apparent pushback by Regions, he does not anticipate seeing a change in the funding formula under the program in the immediate future. It has also been strongly stressed that most waste-management regions have now finished or are in the process of building their budgets for the upcoming fiscal year so any change for next year would be extremely unpopular which the RRFB appeared to fully recognize.

In response to the question it was noted that the RRFB HHW Summit will be open to any interested Authority representatives and further that Communications Manager Garrett will be releasing invitations to participate once final details are in place.

ON MOTION OF BRIAN HIRTLE AND SECONDED BY JOHN HIMMELMAN THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE REGIONAL CHAIRS AND REGIONAL COORDINATOR REPORT.

MOTION CARRIED.

Agenda Item No. 11 – 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. 12 – Election of Chair and Vice-Chair for the 2016 Calendar Year

As per the Election of Officers Policy, Chair Pearl turned the floor over to Operations Manager Martin to hold the annual election of the Chair to the Valley Region Solid Waste-Resource Management Authority for the 2016 calendar year.

Mr. Martin called for the 1st time for nominations for the position of Chair to the Valley Region Solid Waste-Resource Management Authority for the 2016 calendar year.

John Himmelman nominated Mark Pearl to continue in his role of Chair to the Authority with the nomination being seconded by Brian Hirtle.

Mr. Martin called for the 2nd time for nominations for the position of Chair to the Valley Region Solid Waste-Resource Management Authority for the 2016 calendar year.

None were heard.

Mr. Martin called for the 3rd and final time for nominations for the position of Chair to the Valley Region Solid Waste-Resource Management Authority for the 2016 calendar year.

None were heard.

ON MOTION OF BRIAN HIRTLE AND SECONDED BY SHERMAN HUDSON, NOMINATIONS FOR THE POSITION OF CHAIR TO THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY FOR THE 2016 CALENDAR YEAR CEASE.

With that, Operations Manager Martin declared Chair Pearl elected to continue in his role as Chair to the Authority for the 2016 Calendar year.

Chair Pearl then resumed his role chairing the meeting to hold the annual election of Vice-Chair to the Valley Region Solid Waste-Resource Management Authority for the 2016 calendar year.

Chair Pearl called for the 1st time for nominations for the position of Vice-Chair to the Valley Region Solid Waste-Resource Management Authority for the 2016 calendar year.

John Himmelman nominated Reginald Ritchie to continue in his role as Vice-Chair to the Valley Region Solid Waste-Resource Management Authority for the 2016 calendar year with the nomination being seconded by Hugh Simpson.

Chair Pearl then called for the 2nd time for nominations for the position of Vice-Chair to the Valley Region Solid Waste-Resource Management Authority for the 2016 calendar year.

None were heard.

Chair Pearl then called for the 3rd and final time for nominations for the position of Vice-Chair to the Valley Region Solid Waste-Resource Management Authority for the 2016 calendar year.

None were heard.

Chair Pearl duly declared Reginald Ritchie successfully elected to continue in his role as Vice-Chair to the Valley Region Solid Waste-Resource Management Authority for the 2016 calendar year.

Agenda Item No. 13 – New Business

Agenda Item No. 13.1 – Authority’s Connection to Valley Community Fibre Network

A lively discussion was held regarding the status of the Authority’s connection to the Valley Community Fibre Network. All were reminded that this project is included in the current year budget, but staff are cautiously addressing the issue to ensure moving forward with the project is in the best interest of all involved. It was noted that the Explanatory Notes included with the 2016-2017 Draft Operating and Capital Budgets explain that while the project has not yet proceeded, the associated funds have been protected for future use. After a lengthy discussion, staff were asked to bring a status report regarding this project to the Authority for further discussion during the next meeting.

Agenda Item No. 15 – Next Meeting

The next meeting of the Valley Region Solid Waste-Resource Management Authority will take place on January 20, 2016 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. 17 – Adjournment

ON MOTION OF JOHN HIMMELMAN AND SECONDED BY HUGH SIMPSON THE DECEMBER 2015 REGULAR MONTHLY MEETING OF THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY ADJOURNED AT 11:35AM WITH A HEARTY MERRY CHRISTMAS EXTENDED TO ALL.

Respectfully Submitted,

Brenda Davidson
Office Coordinator
Valley Waste-Resource Management