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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**  
**July 29, 2015**  
**9:00am**  
**Valley Waste-Resource Management Office - Boardroom**

**Attendees:**

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

**Staff:** Ross Maybee, Andrew Garrett, Glenda Clark, Grace Proszynska, Solicitor Mike Coyle, and Brenda Davidson

**Regrets:**

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

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Chair Pearl welcomed everyone calling the meeting to order at 9:00am.

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

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**ON MOTION OF JOHN HIMMELMAN AND SECONDED BY JANE BUSTIN THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE AGENDA WITH THE ADDITION OF ITEM NUMBER 11.1: CURBSIDE GIVEAWAY AND 11.2: ANNAPOLIS ROYAL GREEN CARTS.**

A discussion arose with Mr. Hirtle indicating that he was disappointed and dissatisfied with the manner in which the addition of item 11.1 was added to the Agenda today as he felt that he had given ample notice to have the item formally on the Agenda prior to its preparation and distribution. Chair Pearl and General Manager Maybee noted that generally the Agenda is finalized for distribution very early in the week prior to the meeting and that in this case, the request to add the item had been received subsequent to the finalization and release of the Agenda in the electronic meeting package.

General Manager Maybee noted while Agenda Item No. 5.3 will remain on the Agenda for a brief update, unfortunately, the Organizational Review Final Report will not be available for review during the meeting today.

**MOTION CARRIED.**

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

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**ON MOTION OF JOHN HIMMELMAN AND SECONDED BY SHERMAN HUDSON THAT THE MINUTES OF THE JUNE 17, 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**

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

#### **Agenda Item No. 5 – General Manager’s Report**

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##### **Agenda Item No. 5.1 – Expense Oversight Report – June 2015**

General Manager Maybee took the floor referring to the Expense Oversight Report, as of June 30, 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 JOHN HIMMELMAN AND SECONDED BY REGINALD RITCHIE THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE EXPENSE OVERSIGHT REPORT AS OF JUNE 30, 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 June 2015, as circulated and attached to these minutes. Mr. Maybee noted the positive cash-flow position that the Authority is experiencing is a result of higher than anticipated diversion credit funding from the Resource Recovery Fund Board and lower than anticipated per-tonne disposal costs for landfill services with the Municipality of the District of Chester. A short discussion arose regarding the unanticipated increase in revenue and the unanticipated decrease in expenses with it being the consensus that the Authority will revisit this issue during the meeting in September to determine whether or not it would be appropriate to prepare and release a supplementary budget to address these issues by reducing partner share requirements for the remainder of the year.

General Manager Maybee alluded to the perceived concern raised regarding the Authority’s budgeting practices as part of the Organization Review that is now underway. Maybee indicated that the letter of explanation that accompanied the recently released return of surplus funds from 2014-2015 operations should help explain the key influencing factors and the fact that often these factors are outside of the control of the Authority.

**ON MOTION OF REGINALD RITCHIE AND SECONDED BY BRIAN HIRTLE THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE UNAUDITED REVENUE AND EXPENSE STATEMENT DATED JUNE 2015.**

**MOTION CARRIED.**

##### **Agenda Item No. 5.3 – Final Organization Review Report**

General Manager Maybee indicated that, while it was hoped that the final report for the Organization Review would be available for the Authority’s review today, unfortunately, the draft of the Report has just been received by senior staff and is now under review for any glaring inaccuracies. It is now anticipated that the report will be available for review by the Organization Review Sub-Committee consisting of Reginald Ritchie, Brian Hirtle, Chair Pearl, Tom MacEwan and senior Authority staff soon with the goal of bringing the final report before the Authority during the September meeting which will work well with the budget development timeline for the upcoming fiscal year. The Sub-Committee set the date of August 12, 2015 at 9:30am with Mr. Maybee to make the arrangements to formalize the meeting.

It was further noted that a copy of the final report to be reviewed by the Authority in September will be circulated to all in advance of the meeting.

#### **Agenda Item No. 5.4 – Wind Turbine Project Update**

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Mr. Maybee again took the floor indicating that the wind turbine project is successfully moving forward. Site preparation is now complete, the laydown area for the tower is ready, letters of undertaking have been submitted and approved by the Town of Kentville and a Building Permit is in place. All documents relating to the Authority's participation in the COMFIT program are complete and a power purchase agreement with Nova Scotia Power is well underway. It is anticipated that the foundation work for the Tower will be completed in early August requiring a 28-day curing period after which the tower sections (now in storage in Pictou) will be put in place. Based on this timeline, it is anticipated that the wind turbine will be operational and generating power a month earlier than originally estimated. It was noted that a tour of the area could be arranged with any interested Authority representatives following the September meeting.

#### **Agenda Item No. 5.5 – Hantsport Service Provision Update**

General Manager Maybee noted that he and Chair Pearl met with Municipality of West Hants Warden Richard Dauphinee on July 8<sup>th</sup>. The meeting was very cordial and a summary of points discussed memo has now been released. At this time, the Authority continues to provide the same level of service to the residents of the former Town of Hantsport with invoicing now being forwarded to the Municipality of West Hants for payment. It appears at this time that service provision may continue into the future based on a cost per serviced unit as is currently provided for some properties in the Municipality of West Hants that have been serviced for many years. If this approach is taken, capital indebtedness incurred by the Town of Hantsport, now the responsibility of the Municipality of West Hants, will be addressed. It was further noted that the Municipality of West Hants did raise the issue of having a voting voice on the Authority with it being indicated that taking that route would require an amendment to the Intermunicipal Services Agreement and formal approval by all partners. To address the issue an invitation has been extended to the Municipality of West Hants to send a representative to the Authority's meetings to participate in discussions upon being recognized by the Chair; however, voting rights and participation during in-camera discussions would not be permissible at this time.

#### **Agenda Item No. 6 – Operations Manager Report**

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As Mr. Martin is away enjoying vacation time, Mr. Maybee again took the floor referring to the Operations Manager Report, dated July 29, 2015, as circulated and attached to these minutes. In response to the question, Mr. Garrett, Communications Manager, indicated that the availability of mulch can be advertised on social media and in the Last Re-Sort Reuse Centre.

**ON MOTION OF BRIAN HIRTLE AND SECONDED BY JOHN HIMMELMAN THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE OPERATIONS MANAGER REPORT DATED JULY 29, 2015.**

**MOTION CARRIED.**

#### **Agenda Item No. 6.1 – Report to Authority: Request for Proposals: VWRP1502 Provision of One (1) New Wheel Loader**

General Manager Maybee again took the floor referring to the Report to Authority: VWRP1502 – For the Provision of One (1) New Wheel Loader noting that the report, offering an overview of activity associated with the release and closing of this Request for Proposals, is being presented in keeping with the Authority's Procurement of Goods and Services Policy.

#### **Agenda Item No. 6.2 – Report to Authority: Request for Proposals: VWRP1503 Replacement of Truck Platform Scales**

General Manager Maybee again took the floor referring to the Report to Authority: VWRP1503 – For the Replacement of Truck Platform Scales noting once again that the report, offering an overview of activity associated with the release and closing of this Request for Proposals, is being presented in keeping with the Authority's Procurement of Goods and Services Policy.

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

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In Operations Manager Martin's absence, Brenda Davidson, Office Coordinator, took the floor referring to the Report to Authority: Occupational Health and Safety System Report, dated July 29, 2015, as circulated and attached to these minutes. Mrs. Davidson noted that the report is being provided in keeping with the request of the Authority during the last meeting and that it is anticipated that the 2014-2015 Occupational Health and Safety System Annual Report will be brought before the Authority during the September meeting. It was noted that staff are committed to ensuring that the Occupational Health and Safety System monthly report to the Authority evolves over time providing the Authority with meaningful information.

In response to the question, it was noted that the Incident statistics indicated in the report do include incidents involving contracted service providers when incidents happen on our sites or when curbside issues can be addressed with educational follow-up. Solicitor Coyle explained that caution must be exercised when becoming involved in the occupational health and safety systems of outside or contracted service providers to ensure there is not a perceived acceptance of additional liability. It was further noted that contract documents for major contractors include clauses relating to their responsibilities under the Occupational Health and Safety Act and further that Valley Waste has a very close working relationship with occupational health and safety representatives from both Scotia Recycling and EFR Disposal Ltd.

**ON MOTION OF JOHN HIMMELMAN AND SECONDED BY SHERMAN HUDSON THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE OCCUPATIONAL HEALTH AND SAFETY SYSTEM REPORT DATED JULY 29, 2015.**

**MOTION CARRIED.**

**Agenda Item No. 8 – Communications and Enforcement Reports**

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Communications Manager, Andrew Garrett, took the floor noting that while he did not have a written report he did want to advise the Authority of a few key items of interest as follow:

- The MyWaste mobile app and website plug in will soon be live allowing users instant access to regional waste-resource management information and collection schedules based on their civic address.
- Kelsey Brydon has accepted the position of Roadside Inspector replacing Dale Roberts who has moved into the ICI Coordinator position. Kelsey will join the Valley Waste team on August 4, 2015 and will be introduced to the Authority during the September meeting.
- Advertising of the reinstatement of the Fall Clean-up service will soon be underway with Mr. Garrett noting that he will be seeking the help of municipal partners to communicate the message to residents reminding all that the service is not included in the 2015 Waste-Resource Management calendar. It was further noted that social media is a proven valuable tool and will be used to raise awareness as well.

**ON MOTION OF BRIAN HIRTLE AND SECONDED BY JANE BUSTIN THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE VERBAL COMMUNICATIONS UPDATE.**

**MOTION CARRIED.**

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

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Communications Manager, Andrew Garrett, again took the floor referring to the Regional Coordinators Report to the Authority, dated July 20, 2015, as circulated and attached to these minutes.

**ON MOTION OF JOHN HIMMELMAN AND SECONDED BY BRIAN HIRTLE THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE REGIONAL COORDINATORS REPORT DATED JULY 20, 2015.**

**MOTION CARRIED.**

A discussion arose regarding the Extended Producer Responsibility Stewardship Model for Printed Paper and Packaging resulting in the following motion:

**ON MOTION OF JOHN HIMMELMAN AND SECONDED BY BRIAN HIRTLE THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY ENDORSES THE CONSIDERATION FOR THE IMPLEMENTATION OF A FULL INDUSTRY-FUNDED MODEL FOR AN EXTENDED PRODUCER RESPONSIBILITY STEWARDSHIP PROGRAM FOR PACKAGING AND PRINTED PAPER.**

**MOTION CARRIED.**

It was noted that the Authority's position regarding this very important issue will be shared appropriately; however, it is fully anticipated that it could be 3 or more years from related regulatory approval by the Province before the Authority begins to see the significant financial benefits.

**Agenda Item No. 9 – Chair's Report**

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

**Agenda Item No. 11 –New Business**

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**Agenda item No. 11.1 – Municipality of Kings Curbside Giveaway**

Mr. Hirtle took the floor noting that he had been asked to approach the Authority to seek the consideration of offering a region wide curbside giveaway event similar to the event that was held in parts of Kings County last fall.

**ON MOTION OF BRIAN HIRTLE AND SECONDED BY JOHN HIMMELMAN THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY ENDORSE A REGIONAL APPROACH FOR A CURBSIDE GIVEAWAY SPECIAL EVENT.**

A discussion arose with the benefits and pitfalls of Authority participation of a regional program with concerns being highlighted should a giveaway event occur just before the clean-up services are provided. Mr. Hirtle noted that Councillor Atwater with the Municipality of Kings has great passion about the potential success of such an event which he envisions to be essentially designed around the current Halifax model. General Manager Maybee indicated that he has spoken with Councillor Atwater regarding the issue and that he and Communications Manager Garrett had recently met with Adam Daniels, Executive Coordinator, Municipality of the County of Kings, to discuss the potential coordination of such an event at length. Authority representatives also noted potential challenges with the coordination of an event indicating that the Authority's allowing residents to place materials at the curb a week prior to their clean-up service offers the opportunity for anyone interested to collect items of interest that have been placed at the curb in advance of the service. Mr. Maybee reminded all that as per Clause 25 of the Intermunicipal Services Agreement, partners are free to supplement the services of the Authority using their own funds and resources. Mr. Hirtle with the agreement of the Mr. Himmelman, the motion's seconder withdrew his motion replacing it with the following motion:

**ON MOTION OF BRIAN HIRTLE AND SECONDED BY JOHN HIMMELMAN THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY DIRECT STAFF TO PREPARE A REPORT REGARDING THE COORDINATION OF A REGION-WIDE CURBSIDE GIVEAWAY EVENT.**

**MOTION DEFEATED.**

**Agenda Item No. 11.2 – Annapolis Royal Green Carts**

Mr. Hudson took the floor indicating that, in recognition of the concerns being raised related to odours from green carts, the Town of Annapolis Royal is providing additional educational material and has taken the steps of acquiring compostable bags to be given at no charge to residents and commercial operations in an attempt to alleviate the challenges being raised. Communications Manager Garrett added that staff have been working with residents, commercial operations and town staff to help address the issues being raised. It was noted that in many cases,

operations such as restaurants in other areas will arrange for more frequent contracted collection services, but in the case of Annapolis Royal, establishments are attempting to use the bi-weekly curbside collection service provided by the Authority resulting in the odor and associated seepage of fluid concerns being raised. Chair Pearl suggested that staff secure a sample of the compostable bags being offered by the Town for the Authority's information.

**Agenda Item No. 12 - Correspondence**

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Chair Pearl referred to the Letter dated July 8, 2015 from Jeff MacCallum, CEO, Resource Recovery Fund Board with regard to Diversion Credit Funding, as circulated and attached to these minutes and discussed earlier.

**ON MOTION OF REGINALD RITCHIE AND SECONDED BY SHERMAN HUDSON THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE LETTER FROM JEFF MACCALLUM, CEO, RESOURCE RECOVERY FUND BOARD, DATED JULY 8, 2015.**

**MOTION CARRIED.**

Chair Pearl referred to the letters to the Annapolis Area Manager and the Acting Kings Area Manager for the Department of Transportation and Infrastructure Renewal dated June 8, 2015 and the response letter received from Tony Harvey, Area Manager, Middleton, Department of Transportation and Infrastructure Renewal, dated June 29, 2015 all as circulated and attached to these minutes, regarding litter concerns.

It was the consensus of the Authority that a letter be prepared and released to Mr. Harvey thanking him very much for the positive response and planned action encouraging the department to consider dedicating more time and resources to litter clean ups noting that the Authority will of course continue to support their efforts by waiving any associated tipping fees.

**ON MOTION OF REGINALD RITCHIE AND SECONDED BY SHERMAN HUDSON THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT ACCEPT THE CORRESPONDENCE NOTED ABOVE AND FURTHER DIRECT STAFF TO PREPARE A LETTER OF RESPONSE FOR SIGNATURE BY THE CHAIRMAN EXTENDING A HEARTY THANK YOU FOR THEIR SUPPORT AND ANTICIPATED LITTER CLEAN UP ACTION AND ENCOURAGING ADDITIONAL LITTER CLEAN-UPS WITH A CONFIRMATION OF THE AUTHORITY'S CONTINUED SUPPORT THROUGH THE WAIVER OF ANY ASSOCIATED TIPPING FEES.**

**MOTION CARRIED.**

**Agenda Item No. 12 – Next Meeting**

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The next meeting of the Valley Region Solid Waste-Resource Management Authority will be held on Wednesday, September 16, 2015, beginning at 9:00am. There will not be an August meeting.

**Agenda Item No. 13- Question/Answer Period**

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John Himmelman suggested that it may be timely for the Authority to consider moving forward with taking the steps required to allow the Authority to carry an operating reserve. All were reminded that doing so has been a repeated recommendation of the Authority's auditors. Tom MacEwan indicated that he would be able to provide supporting calculations indicating reasonable operating reserve levels for the Authority's review. Discussion resulted in the following motion:

**ON MOTION OF JOHN HIMMELMAN AND SECONDED BY BRIAN HIRTLE THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY INVESTIGATE THE POTENTIAL ESTABLISHMENT OF AN OPERATING RESERVE, AND FURTHER; THAT AS A FIRST STEP, PARTNER REPRESENTATIVES ARE ASKED TO RAISE THIS ISSUE WITH THEIR RESPECTIVE COUNCILS TO DETERMINE WHETHER OR NOT THERE IS SUPPORT TOWARD ALLOWING THE AUTHORITY TO FORMALLY ESTABLISH AN OPERATING RESERVE FUND AND TO BRING FINDINGS BACK BEFORE THE AUTHORITY FOR FURTHER DISCUSSION DURING THE SEPTEMBER 2015 MEETING.**

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**MOTION CARRIED.**

**Agenda Item No. 14 – Adjournment**

**ON MOTION OF JOHN HIMMELMAN AND SECONDED BY BRIAN HIRTLE THE JULY 2015 REGULAR MONTHLY MEETING OF THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY ADJOURNED AT 11:00AM.**

Respectfully Submitted,

Brenda Davidson  
Office Coordinator  
Valley Waste-Resource Management