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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  
November 18, 2015  
9:00am  
Valley Waste-Resource Management Office - Boardroom**

**Attendees:**

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

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

**Regrets:** Frank Chipman

**Guests:** Tom MacEwan, CAO, Municipality of the County of Kings, Greg Towne, Director of Finance, Town of Berwick, Rachel Turner, CAO, Town of Middleton and Robbie Zwicker, representing the community of Hantsport

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

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Chair Pearl welcomed everyone calling the meeting to order at 9:02am reminding all that there will be a wind turbine commissioning photo opportunity for Authority representatives following the meeting.

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

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**ON MOTION OF SHERMAN HUDSON AND SECONDED BY JOHN HIMMELMAN THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE AGENDA AS CIRCULATED.**

General Manager Maybee noted that due to the time that has been committed to developing the draft budget documents, the Unaudited Revenue and Expense Statement, Agenda Item No. 5.2, is not available at this time.

**MOTION CARRIED.**

**Agenda Item No. 3 – Approval of the October 21, 2015 Minutes**

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**ON MOTION OF JOHN HIMMELMAN AND SECONDED BY BRIAN HIRTLE THAT THE MINUTES OF THE OCTOBER 21, 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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### **Agenda Item No. 4.1 – Follow-up: Auditor’s Response to Operating Reserve Discussions**

General Manager Maybee advised the Authority that he had forwarded the relevant information to the Auditors posing the question as to whether or not the action that the Authority has taken related to the consideration of the establishment of an operating reserve account would satisfy their concern as raised repeatedly as the result of the completion of the annual audit. A response has been received from Tracy Wright, CPA, CA with Levy Casey Carter Maclean, dated November 4, 2015 indicating that it is their opinion that the Authority has fulfilled the recommendation made in the audit findings letter and as such, the auditor will be able to remove the recommendation from next year’s letter. With this finding, this matter is now considered to be closed.

### **Agenda Item No. 4.2 – Follow-up: Town of Berwick Suggested Capital Reserve Motion**

Ms. Bustin noted that since the Authority does not plan to proceed with amendments to the Intermunicipal Services Agreement to allow for the establishment of an Operating Reserve Fund, the Town of Berwick is no longer interested in pursuing the tabled motion regarding the Capital Reserve Fund. If in the future, the Intermunicipal Services Agreement is put on the floor for amendment, the matter may be brought forward again at that time.

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

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

General Manager Maybee noted that due to the time that has been dedicated to the development of the draft 2016-2017 operating and capital budgets, the October 2015 Expense Oversight Report is not available at this time.

### **Agenda Item 5.2 – Unaudited Revenue and Expense Statement: October 2015**

As indicated during the approval of the Agenda, General Manager Maybee noted that the Unaudited Revenue and Expense Statement for October 2015 is not available at this time.

Chair Pearl noted that the unavailable reports under Agenda Item 5.1 and 5.2 will be brought before the Authority during the next meeting.

### **Agenda Item No. 5.3 – Presentation of Draft 2016-2017 Operating and Capital Budgets**

Chair Pearl noted that staff have expended a great deal of time and energy in preparing the draft 2016-2017 Operating and Capital Budgets to be accompanied with the Report to the Authority regarding the draft budgets dated November 18, 2015, all as circulated and attached to these minutes. Chair Pearl stressed that the Authority will take whatever time is necessary to review this information with the overreaching goal of having draft budgets finalized for forwarding to municipal partners for approval prior to the end of the calendar year in keeping with the terms and conditions of the Intermunicipal Services Agreement.

General Manager Maybee then took the floor referring to the 2016-2017 Operating and Capital Budget Report as circulated to the Authority. As per the report Mr. Maybee noted that overall, participating partners will see a 3.17 percent reduction in share requirements for the upcoming fiscal year. Additionally, an estimated \$676,373 in surplus funds will be returned to participating partners relating to financial activity experienced during the current fiscal year.

Mr. Maybee reviewed the report in its entirety addressing each of the focal elements including:

- Capital Budget for 2016-2017
- General Assumptions Operating Budget
- Service Delivery
- Participating Municipal Partners
- Salaries

- Organizational Review
- Utility Rates (electrical, water, sewer, hydrant rental, phones)
- Gasoline and Diesel Fuel
- Commodity Tonnages
- Capital Reserve Fund
- Specific Revenue Assumptions, and finally
- Specific Expenses Assumptions

Several questions were raised and discussed throughout the review of the Report (many of which will be more formally addressed through recommendations received as the result of the impending release of the Services and Facilities Review Request for Proposals). From the discussion, the Authority made the following recommendations:

1. That an explanation of the overall effect on the Authority's fleet be explained in the capital budget along with an explanation of how funds are managed when capital equipment is declared surplus.
2. That the language around the proposed 1% increase in tipping fees be updated to remove the reference to consumer price indexing and further that staff are to prepare and bring a Tipping Fee Adjustment Policy Report before the Authority during a future meeting.
3. That the proposed 1% cost of living increase for the Authority's staff be increased to 1.7% in keeping with the current Statistics Canada Consumer Price Index by Province for Nova Scotia.
4. That the Report as presented to the Authority today be prepared for circulation to municipal partners with the updated Operating and Capital Budget documents.
5. That all partners be encouraged to contact staff with any questions or to request a budget presentation.

With these steps to be taken, the Authority passed the following motion:

**ON MOTION OF REGINALD RITCHIE AND SECONDED BY HUGH SIMPSON THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY ACCEPT THE DRAFT OPERATING AND CAPITAL BUDGETS FOR THE 2016-2017 FISCAL YEAR, DATED NOVEMBER 18, 2015, WITH AMENDMENTS AS DISCUSSED, FOR FORWARDING TO MUNICIPAL PARTNERS FOR REVIEW AND APPROVAL IN KEEPING WITH THE INTERMUNICIPAL SERVICES AGREEMENT.**

**MOTION CARRIED.**

It should be noted that Greg Towne left the meeting just prior to the motion being passed with Rachel Turner, Tom MacEwan and Robbie Zwicker leaving immediately following the passing of the motion.

**Agenda Item No. 5.4 – Report to Authority: VWRP1506: Request for Proposals for the Provision of Auditing Services**

General Manager Maybee took the floor referring to the Report to the Authority: VWRP1506: Request for Proposals for the Provision of Auditing Services, dated November 19, 2015, as circulated and attached to these minutes. Mr. Maybee reviewed the report noting Levy Casey Carter MacLean as being selected as the successful proponent adding that the Report has been brought before the Authority today in keeping with the Procurement of Goods and Services Policy.

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

Operations Manager Martin took the floor referring to the Operations Manager Report to the Authority, dated November 18, 2015, as circulated and attached to these minutes. Mr. Martin reviewed the report noting that unfortunately the replacement of the scalehouse window had not yet taken place primarily due to poor weather conditions, however, it is hoped that this work will be completed over the upcoming weekend. If weather interferes again, a decision will be made regarding tackling the work during normal operating hours by closing the outbound scale.

**ON MOTION OF BRIAN HIRTLE AND SECONDED BY HUGH SIMPSON THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE OPERATIONS MANAGER REPORT DATED NOVEMBER 18, 2015.**

**MOTION CARRIED.**

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

Operations Manager Martin again took the floor referring to the Occupational Health and Safety System Report to the Authority dated November 18, 2015, as circulated and attached to these minutes. Mr. Martin reviewed the Report with the Authority noting that the report will be provided each month in keeping with the request.

**ON MOTION OF BRIAN HIRTLE AND SECONDED BY JOHN HIMMELMAN THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE OCCUPATIONAL HEALTH AND SAFETY SYSTEM REPORT DATED NOVEMBER 18, 2015.**

In response to the question, it was indicated that the occupational health and safety system that is in place indicates that the Joint Occupational Health and Safety Committee will meet once per month for a minimum of 10 times per year in recognition of seasonal challenges. Also in response to the question, it was noted that the number of Accident/Incident Reports being seen annually remains stable and that while 32 reports may appear to be high, a number of those reports relate to near misses which are invaluable in preventing a similar occurrence resulting in injury or loss in the future.

**MOTION CARRIED.**

**Agenda Item No. 8 – 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 the 2016 Waste-Resource Management Calendar is almost complete with it being anticipated that it will be sent to print in about a week. Mr. Garrett also noted a Resource Recovery Fund Board “Get Caught Recycling Contest” is underway where individuals or groups could win prizes if spotted by Authority staff doing a good job.

**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.**

Mr. Garrett noted that Ms. Proszynska, Bylaw Enforcement Officer is away today.

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

Mr. Garrett again took the floor referring to the Regional Chairs & Regional Coordinator Report to the Authority, dated November 9, 2015, as circulated and attached to these minutes. Mr. Garrett reviewed the report with the Authority noting the Communications Chart, Nova Scotia Environment Presentation, dated October 23, 2015, and the Minister Younger Speaking Notes, dated October 23, 2015, all 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 REGIONAL CHAIRS AND REGIONAL COORDINATOR REPORT DATED NOVEMBER 9, 2015.**

**MOTION CARRIED.**

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**Agenda Item No. 10 – Investment Committee Update**

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Chair Pearl referred to the ScotiaMcLeod Investment Account Statement for the period of October 1-30, 2015, as circulated and attached to these minutes noting that the Authority's Investment Advisor will be invited to the next meeting of the Authority to provide a full overview of investment portfolio activity.

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**Agenda Item No. 11 – Chair's Report**

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Chair Pearl noted that he did not have any new information to bring before the Authority at this time, however, he did want to take the opportunity to thank staff for the time and effort that was expended in preparing the draft budgets and supporting explanatory notes all of which facilitated good discussion and debate.

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**Agenda Item No. 12 – New Business**

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

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**Agenda Item No. 13 – Correspondence**

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The Authority acknowledged the letter dated October 21, 2015 from Frances Martin, Deputy Minister of Environment, as circulated and attached to these minutes.

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**Agenda Item No. 14 – Next Meeting**

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The next meeting of the Valley Region Solid Waste-Resource Management Authority will take place on December 16, 2015 in keeping with the normal meeting schedule. The annual election of Chair and Vice-Chair will take place during this meeting. There will also be some special treats during break time in honour of the Holiday Season. It was noted that General Manager Maybee will be away for this meeting, but that all efforts will be made to save him a cookie.

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**Agenda Item No. 15 – Question/Answer Period**

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Mr. Hirtle noted that he had received one isolated comment questioning if the Authority ever considers changing the timing of the spring and/or fall clean up service. Mr. Garrett noted that the starting points for the spring clean up service were changed this year due to weather conditions, but that normally the dates stay during the same time period each year. It was noted that in the spring, all attempts are made to ensure that the service is complete in advance of the festivals in May. There may be a little more flexibility with the fall service, however, completing the service before snowy winter weather sets in is preferred.

In response to the question, it was noted that while the Authority is invited to the Wind Turbine Site for a photo opportunity today, a promotional news article will be prepared by staff for release to the media. It is hoped that a more significant commissioning ceremony with local dignitaries can be considered during Environment Week next year.

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**Agenda Item No. 1 – Adjournment**

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**ON MOTION OF JOHN HIMMELMAN AND SECONDED BY BRIAN HIRTLE THE NOVEMBER 2015 REGULAR MONTHLY MEETING OF THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY ADJOURNED AT 12:05PM.**

Respectfully Submitted,

Brenda Davidson  
Office Coordinator  
Valley Waste-Resource Management