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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 19, 2017  
8:30am  
Valley Waste-Resource Management Office – Boardroom**

**Attendees**

**Members: Wendy Elliott, Eric Bolland, Martha Roberts, Brian Hirtle, Gail Smith, John Kinsella and Don Clarke**

**Staff: Ross Maybee, Michael Coyle, Andrew Garrett, Geoff McCain and Brenda Davidson**

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

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

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

**MOVED BY BRIAN HIRTLE AND SECONDED BY MARTHA ROBERTS THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE AGENDA, WITH THE ADDITION OF ITEMS 8.3A CITIZEN REQUEST TO ADDRESS BOARD AND 8.3B SEASONAL BINS IN COTTAGE COUNTRY.**

**MOTION CARRIED.**

**Agenda Item No. 3 – Approval of the June 21, 2017 Regular Authority Meeting Draft Minutes and the July 12, 2017 Special Meeting Draft Minutes**

**ON MOTION OF ERIC BOLLAND AND SECONDED BY MARTHA ROBERTS THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE MINUTES OF THE REGULAR MONTHLY MEETING HELD ON JUNE 21, 2017 AND THE MINUTES OF THE SPECIAL MEETING HELD ON JULY 12, 2017, AS CIRCULATED**

**MOTION CARRIED.**

**Agenda Item No. 4 – General Manager’s Report**

**Agenda Item No. 4.1 – Expense Oversight Report**

General Manager Maybee took the floor referring to the Expense Oversight Report for the period of June 2017, as circulated during the meeting, and attached to these minutes. Mr. Maybee noted that the methodology and manner in which this information is presented to the Authority may be reviewed in the future. In response to the question, it was noted that, as budgeted, there are currently payments released to individual citizens or community groups who monitor seasonal bins included in the report. Mr. Maybee stressed that all seasonal bin areas in and around cottage country are under review as per the recommendation within the Services and Facility Review.

**ON MOTION OF ERIC BOLLAND AND SECONDED BY MARTHA ROBERTS THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE JUNE 2017 EXPENSE OVERSIGHT REPORT.**

**MOTION CARRIED.**

**Agenda Item No. 4.2 – Status Report: Follow-up to direction from Board regarding 2017-2018 Draft Operating and Capital Budget**

General Manager Maybee again took the floor advising that in follow-up to the Special Authority meeting held on July 12, 2017, he prepared and released a memorandum to all partner CAO's advising of the Authority's motions passed unanimously during the meeting regarding the revised 2017-2018 Operating and Capital Budgets with all being asked to do all possible to move the item forward on an upcoming Agenda for final consideration and ultimately approval. All were asked to raise any questions or concerns, and to date, none have been heard. Mr. Maybee stressed that the budget revisions achieved were primarily due to having the benefit of known values as opposed to projections used at the time of the original budget development. A round table was held with it being noted that the revised budget has been approved in the Towns of Wolfville, Annapolis Royal and Middleton. The remaining partner representatives all indicated that it is anticipated that the revised draft operating and capital budgets will be dealt with soon within their respective Councils.

Wendy Elliott arrived at 9:13am

A discussion arose regarding the salary lines within the revised budget with Mr. Maybee noting that the draft budget has been revised to meet the request of participating partners keeping funding requirements at 2016-2017 levels and that salaries were not identified as an issue when the matter was discussed with the CAO's and other financial representatives during the meeting held on June 28, 2017. A discussion also arose regarding the monitoring of seasonal bins in cottage country with Mr. Maybee advising that no changes were made to that budget line in the revised draft budget as the item is currently under review. It was noted that there is currently a pilot project underway where some bins have been removed, but there is no intent or approval by the Authority that would result in significant reductions in budgetary requirements for the current fiscal year.

**Agenda Item No. 4.3 – Temporary Borrowing Resolution 17/18-1: \$1,348,265**

General Manager Maybee took the floor to review the Report to the Authority, Temporary Borrowing Resolution and Municipal Guarantees, dated, July 19, 2017. A short discussion arose where it was indicated that the Temporary Borrowing Resolution and associated participating partner guarantees are for the purpose of refinancing the remaining balance (balloon payment) on existing debentures associated with the construction of the administration office. In response to the question, Mr. Maybee

further explained that the renewal of this debenture was fully anticipated with associated funds forming part of the Authority's capital budget with associated annual costs incorporated in the fiscal services financing account within the operating budget.

**ON MOTION OF WENDY ELLIOTT AND SECONDED BY ERIC BOLLAND THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE TEMPORARY BORROWING RESOLUTION FILE NO. 17/18-1 REFINANCING THE IN THE AMOUNT OF \$1,348,265 TO ENSURE PARTICIPATION IN THE FALL 2017 DEBENTURE ISSUE THROUGH THE MUNICIPAL FINANCE CORPORATION.**

**MOTION CARRIED.**

It was noted that Chair Kinsella and General Manager Maybee will execute the Temporary Borrowing Resolution.

General Manager Maybee then distributed the associated Guarantee documents to each partner representative for execution within their respective Councils. Mr. Maybee was pleased to note that each envelope also contained the return of surplus funds from 2016-2017 operations for each partner encouraging all to be sure to pass those cheques along appropriately.

**Agenda Item No. 4.4 – Status Report: Development and Release of Request for Proposals for Organics and Recyclable Processing Services**

General Manager Maybee noted that staff have now moved forward with the preparation and release of 2 key Request for Proposal documents; 1 for organics processing and 1 for recyclable processing. All were reminded that at present the Northridge Farms provides organics processing services and Scotia Recycling Ltd. provides recyclable processing services. Both Request for Proposals will close at 2:00pm on Thursday, September 7, 2017 and in keeping with the Authority's Procurement of Goods and Services Policy, Chair Kinsella was asked to confirm his availability to participate in the opening of proposals. Each of the Request for Proposals also indicate that Bidders Meetings will be held on August 17, 2017 with the recyclable processing bidders meeting scheduled to take place at 9:30am and the organics processing bidders meeting scheduled to take place at 2:00pm. It was noted that while Chair Kinsella will be welcome to attend those meetings, an Authority presence during the meetings is not mandatory. A short discussion arose with Solicitor Coyle explaining the Authority's involvement in large contract procurements such as these stressing that at all times, transparency and integrity throughout the entire process is of paramount importance. Both Brian Hirtle and Martha Roberts put their names forward to serve on the organics processing evaluation committee with Solicitor Coyle expressing that it may not be the best time to select an Evaluation Committee as we don't know as yet from whom proposals might be received and it will be critical to ensure that there are no perceived conflicts of interest for those who do ultimately serve on the evaluation committees. Chair Kinsella thanked Mr. Hirtle and Ms. Roberts for offering their participation.

**Agenda Item No. 5 – Operations Manager Monthly Report**

General Manager Maybee noted that Operations Manager Martin is away enjoying a little vacation time and therefore there is no report to bring before the Authority at this time. Mr. Maybee further noted that Operations Manager Martin has been heavily involved in the seasonal bins in cottage country pilot project with further discussion regarding the matter to take place later during the meeting today.

### **Agenda Item No. 6 – Communication/Enforcement Monthly Report**

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Communications Manager Garrett took the floor noting that while he did not have a written report for the Authority today he did want to note that communications staff have been receiving several requests to visit summer day camps or to have the day camps tour the management centre site. Mr. Garrett also advised the Authority that the Last Re-Sort Reuse Centre will be hosted at the West Management Centre in Lawrencetown on September 30, 2017 from 2-4pm.

Mr. Garrett noted that Bylaw Enforcement Officer Proszynska is away and therefore there is no new enforcement information to bring before the Authority at this time.

### **Agenda Item No. 7 – Regional Coordinator/Regional Chairs Report**

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Communications Manager Garrett again took the floor referring to the Regional Chairs and Regional Coordinator Report dated July 10, 2017 and the associated letter from Jeff MacCallum, Chief Executive Officer, Divert NS, dated July 10, 2017, both as circulated and attached to these minutes.

Mr. Garrett reviewed the report in its entirety highlighting the key areas of interest. In response to the question, the increase in diversion credit funding has been incorporated in the Authority's draft budget that is now moving through the approval process within individual partner municipalities.

Mr. Hirtle took a moment to express his recent experience while visiting the East Management Centre site noting that he was very impressed with how professional and helpful staff site were in not only assisting but also ensuring the safety of site visitors adding that he found the volume of metal on site to be nothing short of remarkable.

**ON MOTION OF MARTHA ROBERTS AND SECONDED BY BRIAN HIRTLE THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE REGIONAL CHAIRS AND REGIONAL COORDINATOR REPORT DATED JULY 10, 2017, AS CIRCULATED AND ATTACHED TO THESE MINUTES.**

**MOTION CARRIED.**

### **Agenda Item No. 8 – New Business**

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#### **Agenda Item No. 8.1 – Long Service Awards Presentation**

General Manager Maybee introduced Andrea Gibson-Garrett, Residential Coordinator, who had been invited into the meeting at this time for the purpose of receiving a long service award. Mr. Maybee explained that while Andrea has actually served the Authority for 17 years, Chair Kinsella will be presenting Andrea with a well past due 15-year service award today. On behalf of the Authority, Chair Kinsella extended a hearty congratulations and the Authority's appreciation to Andrea for her contributions to the organization adding that Andrea is a perfect example of an employee who would be remembered as one of the faces representing the Authority by the general public.

#### **Agenda Item No. 8.2 – Scheduling of Investment Committee Meeting**

General Manager Maybee took the floor noting that he has had inquiries from David Deacon, representing the Authority's Investment Firm of Scotia McLeod regarding coordinating an opportunity to address the Authority. After a short discussion, it was the consensus that a meeting of the Investment

Committee consisting of Chair Kinsella, Eric Bolland, Brian Hirtle and senior staff be coordinated as soon as possible and that Mr. Deacon be invited to participate in that meeting.

**Agenda Item No. 8.3 – Scheduling of Service and Facilities Review Committee**

Solicitor Coyle took the floor reminding the Authority that a Facilities and Services Review Steering Committee was struck consisting of Martha Roberts, Brian Hirtle, the Authority Chair and senior staff during the Authority meeting held in February 2017. The Committee has met once since that time and determined during that meeting that there were essentially 3 key recommendations that would be further investigated: waste collection for seasonal dwellings as it is apparent that the current arrangement to service cottage areas is not working, collection from the business sector and collection from multi-unit apartment buildings.

With regard to the collection in cottage country it was noted that a pilot project is underway where some seasonal collection bins have been removed with alternate materials collection arrangements put in place. No final decisions have been made with regard to how the materials in cottage country will be handled into the future and the recent article in the local paper where it was implied that a final decision has been made is not accurate. At this time, staff are simply applying alternate ways of managing the materials and based on findings from that, the Services and Facilities Review Steering Committee and the Committee of the Whole of the Authority will decide how to proceed with the matter into the future.

Mr. Coyle further explained that during the Steering Committee meeting, discussions were held regarding how to encourage or facilitate public engagement and whether holding hearings around the region or inviting written submissions from those who would be affected would be the best way to move forward. During discussions it was generally the consensus that a public engagement exercise would be considered in the fall with the pilot project to begin as soon as possible to allow staff the opportunity to identify the potential benefits and pitfalls of arranging alternate waste-resource materials management in those areas.

A lengthy discussion arose with it being indicated that it may be of great value to invite Andrea Gibson-Garrett into the discussions as her knowledge may be of great value as the decision-making process moves forward.

Mr. Hirtle referred to the request from Mike LeRue, by e-mail, dated July 14, 2017, as circulated and attached to these minutes, to address the Authority on the matter of the cottage country waste-resource collection encouraging the Authority to seriously consider his request and that perhaps limiting the time allowed to 10 minutes or so would be of value.

Discussions continued with it being noted that there appears to have been a change in the way the seasonal bins in cottage country are managed by not automatically collecting materials on the off-week which may be creating additional concerns. It was further noted that the Authority may be issuing cheques to individuals for seasonal bin monitoring services where the individual is no longer in the area. It was also noted that it is imperative to ensure that proper educational and communication steps have been taken to raise awareness prior to taking action so that all affected are fully aware. The challenges of illegal dumping and misuse of the seasonal bins was discussed with Communications Manager Garrett stressing that it is an accountability issue in that the misuse of the seasonal bins allows individuals to

simply put any and all materials there without repercussions similar to those that would happen if the material was at the curb in front of an individual property. Solicitor Coyle stressed that there are many issues relating to this matter that the Authority will ultimately have to grapple with as the decision making process moves forward.

On a final note, Chair Kinsella thanked all for the input requesting that staff move forward with coordinating a Services and Facilities Review Steering Committee meeting as soon as possible.

**Agenda Item No. 8.3A – Request by Mr. LeRue to address Authority**

In follow-up to the discussion above, the Authority again discussed the request from Mr. LeRue dated July 14, 2017 to address the Authority regarding waste-resource collection in cottage country.

**ON MOTION OF BRIAN HIRTLE AND SECONDED BY MARTHA ROBERTS THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY CONVENE A SERVICES AND FACILITIES REVIEW COMMITTEE OF THE WHOLE AT THE BEGINNING OF THE NEXT REGULAR AUTHORITY MEETING SCHEDULED TO TAKE PLACE ON AUGUST 16, 2017, AND EXTEND AN INVITATION TO MR. LERUE TO ADDRESS THE AUTHORITY AT THAT TIME ALLOWING A 15-MINUTE TIME PERIOD.**

**MOTION CARRIED.**

Chair Kinsella will extend the invitation to Mr. LeRue and General Manager Maybee will send a copy of the Guidelines for Presentations to the Authority representatives to ensure that all are aware of the procedures that have been put in place.

**Agenda Item No. 8.3B – Seasonal Bins**

Ms. Roberts questioned why there has been a change in procedure where the seasonal bins in cottage country do not appear to be being cleaned out during the off week from normal collection services at this time. General Manager Maybee indicated that he will speak with Operations Manager Martin regarding the matter to confirm. In the meantime, Ms. Roberts indicated that she has a cottage in the area in question and will send Chair Kinsella and Operations Manager Martin pictures that she has taken.

**Agenda Item No. 9 – Correspondence**

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There was no additional correspondence to bring before the Authority at this time.

**Agenda Item No. 10 – Next Meeting – August 16, 2017**

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The next meeting of the Valley Region Solid Waste-Resource Management Authority will be held on Wednesday, August 16, 2017 in keeping with the normal meeting schedule.

**Agenda Item No. 11 – Question/Answer Period**

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In response to the question, it was noted that Andrea Gibson-Garrett will be invited to share her expertise as deemed appropriate as it relates to the Services and Facilities Review Steering Committee work.

**Agenda Item No. 12 – Adjournment**

**ON MOTION OF BRIAN HIRTLE AND SECONDED BY ERIC BOLLAND THAT THE JULY 2017 REGULAR MONTHLY MEETING OF THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY BE ADJOURNED AT 10:55AM.**

**MOTION CARRIED.**

Respectfully Submitted,

Brenda Davidson  
Office Coordinator  
Valley Waste-Resource Management