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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 20, 2016
9:00am
Valley Waste-Resource Management Office – Boardroom**

Attendees

Members/Alternates: Hugh Simpson, Mark Pearl, Reginald Ritchie, Jane Bustin, Gail Smith, Sherman Hudson, Bernie Cooper, Frank Chipman and Dale Lloyd

Staff: Ross Maybee, Jeff Martin, Andrew Garrett, Glenda Clark, Solicitor Coyle, Brenda Davidson and Rachel Turner, CAO, Town of Middleton

Regrets: Brian Hirtle

Guests: Peter Vinall, Chief Executive Officer and Kevin Cameron, Vice-President of Development, Sustane Technologies

Agenda Item No. 1 - Call to Order

Chair Pearl welcomed everyone calling the meeting to order at 9:02am. A special welcome was extended to Dale Lloyd who was recognized as attending the meeting on behalf of the Municipality of Kings in Brian Hirtle's absence.

Agenda Item No. 2 – Approval of the Agenda

ON MOTION OF HUGH SIMPSON AND SECONDED BY DALE LLOYD THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE AGENDA, AS CIRCULATED.

MOTION CARRIED.

General Manager Maybee noted that Sustane Technologies representatives will arrive at around 10:00am for the purpose of providing a presentation to the Authority and that further information regarding the matter will be discussed under Agenda Item No. 5.3.

Agenda Item No. 3 – Approval of the June 15, 2016 Minutes

ON MOTION OF SHERMAN HUDSON AND SECONDED BY JANE BUSTIN THAT THE MINUTES OF THE JUNE 15, 2016 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

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

Agenda Item No. 5 – General Manager’s Report

Agenda Item No. 5.1 – Expense Oversight Report

Mr. Maybee noted that there was no Expense Oversight Report to bring before the Authority at this time due to time constraints around vacation schedules.

Agenda Item No. 5.2 – Unaudited Revenue and Expense Statement: June 2016

Mr. Maybee again noted that due to time constraints around vacation leave, there is no Unaudited Revenue and Expense Statement for June 2016 to bring before the Authority at this time.

Agenda Item No. 5.3 – Kaizer Meadow Landfill Extension

General Manager Maybee took the floor noting that as previously discussed, he is recommending that the Authority further consider formally entering into discussions with the Municipality of the District of Chester to extend the existing Agreement for landfill services for an additional 10 years. The current Agreement will expire in 2026 and as previously explained, extending the agreement will offer considerable annual savings in fixed closure costs by extending the life of the Agreement. Mr. Maybee further explained that the Municipality continues discussions with Sustane Technologies for residual waste recycling into pelletized fuel and other fuel products and that Sustane representatives will provide a presentation regarding their proposed project later during the meeting today. However, moving forward with extending the current contract for an additional 10 years offers a strong positive benefit and is worthwhile whether or not the Sustane project comes to fruition. Mr. Maybee then read an e-mail as received from Warden Webber noting that the Council of the Municipality of the District of Chester met on July 30th and approved to accept the key principles to supply and host Sustane Technologies at their Kaizer Meadow Landfill site and further that he hopes that the Authority sees the true value in moving forward with this project. A copy of the e-mail dated July 19, 2016 is attached to these minutes.

ON MOTION OF HUGH SIMPSON AND SECONDED BY GAIL SMITH THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY MOVE TO AN IN-CAMERA SESSION FOR THE PURPOSES OF DISCUSSING A CONTRACTUAL MATTER.

MOTION CARRIED.

The July regular monthly meeting of the Valley Region Solid Waste-Resource Management Authority was called back to order at 9:25am.

ON MOTION OF REGINALD RITCHIE AND SECONDED BY SHERMAN HUDSON THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY AUTHORIZES STAFF TO PROCEED WITH NEGOTIATING A 10 YEAR EXTENSION TO THE CURRENT AGREEMENT WITH THE MUNICIPALITY OF THE DISTRICT OF CHESTER FOR LANDFILL SERVICES;

AND FURTHER THAT,

STAFF BRING FURTHER INFORMATION BACK TO THE AUTHORITY EXPLAINING THE BENEFITS AND OBSTACLES TO ENABLE AUTHORITY REPRESENTATIVES TO SHARE INFORMATION WITH THEIR RESPECTIVE COUNCILS.

MOTION CARRIED.

Agenda Item No. 5.4 – RFP Provision of Employee Salary Review

General Manager Maybee reminded all that the Request for Proposals for the Provision of an Employee Salary Review, VWRP1602, closed on June 23, 2016. A total of 8 submissions were received. The Evaluation Committee consisting of Chair Pearl, Brian Hirtle and Mr. Maybee selected SPL Development Services Inc. as the successful proponent to complete the work as a result of the evaluation process. Mr. Patrick Hartling, President, SPL Development Services Inc., will take the lead role in the completion of this important project and has met with senior staff to kick the process off. Mr. Maybee noted that it appears that Mr. Hartling will not only meet, but may indeed exceed the expectations as indicated in the Request for Proposal documents and has already indicated that he is certainly available to provide additional support to staff as needed for a nominal fee. It is anticipated that the Authority will be presented with the Salary Review final report in September in anticipation of considering including recommendations in the 2017-2018 budget process which will begin in October.

Agenda Item No. 5.5 – Status Report: Employment Opportunity – Manager of Policy and Planning

Mr. Maybee noted that as indicated during the last meeting staff have moved forward with the development and release of advertising for the reinstated Manager of Policy and Planning position. The deadline for submissions is July 28, 2016 and it is fully anticipated that a hiring committee will be required consisting of Authority representatives as the process moves forward.

Agenda Item No. 5.6 – Approval of Temporary Borrowing Resolution, File No. 16/17-1 in the amount of \$399,000.

General Manager Maybee reminded everyone that the Guarantees associated with the Temporary Borrowing Resolution were released to all during the last meeting encouraging those who have not yet done so to ratify and return the Guarantees as soon as possible. Mr. Maybee also noted that while this set of borrowing guarantees is required by Service Nova Scotia and Municipal Relations for the Authority's ultimate borrowing through the Municipal Finance Corporation, he will also be required to have each partner approve Borrowing Guarantees as required by the CIBC to ensure that bridge financing is in place as the projects move forward. Solicitor Coyle noted that it is the opinion of all involved that the process is cumbersome and would like to determine if it is indeed necessary to have partners ratify 2 separate guarantee documents which does, in some cases, cause confusion. A short discussion arose with staff being directed to arrange for a meeting with the local commercial lending officer or the Authority's Account Manager with the CIBC to further discuss the matter. While it was the consensus of all to move forward in this way, it was also recognized that the required action of the local bank branch is often dictated by corporate headquarters.

ON MOTION OF HUGH SIMPSON AND SECONDED BY SHERMAN HUDSON THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE GENERAL MANAGER'S REPORT.

MOTION CARRIED.

Agenda Item No. 6 – Operations Manager Monthly Report

Operations Manager Martin took the floor referring to the Operations Manager Report to the Authority, dated July 20, 2016, as circulated and attached to these minutes. Mr. Martin reviewed the report in its entirety with the Authority, highlighting the key items of interest including activities around the seasonal drop off bins, the household hazardous waste collection and disposal services contract and capital budget items.

ON MOTION OF DALE LLOYD AND SECONDED BY SHERMAN HUDSON THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE OPERATIONS MANAGER REPORT.

A short discussion arose regarding the Household Hazardous Waste Collection and Disposal Services Agreement currently with Terrapure Environmental resulting in the following motion:

ON MOTION OF HUGH SIMPSON AND SECONDED BY JANE BUSTIN THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY AUTHORIZES STAFF TO MOVE FORWARD WITH EXTENDING THE CURRENT CONTRACT WITH TERRAPURE ENVIRONMENTAL FOR THE PROVISION OF HOUSEHOLD HAZARDOUS WASTE COLLECTION AND DISPOSAL SERVICES FOR AN ADDITIONAL 5 YEARS IN KEEPING WITH THE TERMS AND PROVISIONS OF THE CURRENT CONTRACT.

MOTION CARRIED.

MOTION CARRIED.

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

There was no Occupational Health and Safety System Report to bring before the Authority at this time with Mr. Martin noting that the Joint Occupational Health and Safety Committee met on July 13, 2016.

A short break was held at this time to allow representatives of Sustane Technologies to prepare for their presentation to the Authority with the July Regular Monthly Meeting of the Valley Region Solid Waste-Resource Management Authority called back to order at 10:10am.

Presentation by Sustane Technologies Representatives

General Manager Maybee took the floor noting that as per discussions earlier during the meeting around landfill services, he was very pleased to introduce Mr. Peter Vinall, Chief Executive Officer and Mr. Kevin Cameron, Vice-President Development, Sustane Technologies. A round table of introductions was held for the benefit of Mr. Vinall and Mr. Cameron. Mr. Vinall then took the floor providing the Authority with a very interesting and informative presentation regarding their proposed project with the Municipality of the District of Chester for the recycling of residual waste (waste destined for landfill) into fuel sources specifically biomass pellets and synthetic oil. Mr. Vinall stressed that he is very pleased to see the project moving forward noting that in order to keep the process moving forward Sustane will need to finalize their agreement with the Municipality of the District of Chester and that a big part of that process is seeking the Authority's approval to extend the current contract for landfill services for another 10 years as the Valley Region is the largest supplier of feedstock through the landfill services agreement with Chester. Mr. Vinall further noted that with these steps in place, the final phase of securing the financing for the project will move forward allowing them to plan to have "shovels in the ground" hopefully in the next few weeks. Mr. Vinall further stressed, as indicated in the presentation, that their proposed partnership with the Municipality of the District of Chester is great news for the Authority as it:

- offers potential cost savings
- offers a low execution risk as Chester retains the backup option of having landfill space available
- eliminates cost escalation (cell construction, leachates, etc.) as Sustane's fees are locked in for 20 years
- offers bragging rights
- reduces environmental liabilities
- potential upside from Divert NS diversion credits
- potential upside from synergies development (\$5 per tonne)
- huge GHG reduction – the right thing for generations to follow

A copy of the Sustane Technologies presentation is attached to these minutes.

Chair Pearl thanked Mr. Vinall and Mr. Cameron for taking the time to meet with the Authority noting that the Authority considers itself a steward of the environment and keepers of the public purse and that this opportunity appears to offer benefits to both sides of that equation. Chair Pearl was then very pleased to advise Mr. Vinall and Mr. Cameron that the Authority had, earlier this morning, authorized staff to move forward with negotiations with the Municipality of the District of Chester to extend the current agreement for landfill services for an additional 10

years. Mr. Vinall and Mr. Cameron thanked the Authority for their support noting that they are confident that their technology will offer a great solution for which all involved will take great pride.

Mr. Vinall and Mr. Cameron left the meeting at 11:10am.

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

Operations Manager Martin took the floor noting that there was no written report to bring before the Authority at this time adding that the Joint Occupational Health & Safety Committee met just last week.

Agenda Item No. 8 – Communications and Enforcement Reports

Communications Manager Garrett took the floor referring to the Communications Update, dated July 2016, as circulated and attached to these minutes. Mr. Garrett highlighted the key topics in the report including the Education Workshop, the Nova Scotia Recycles Contest, Summer Daycamps and Valley Regional Library-Frankenstink event. Mr. Garrett also noted that a tour was hosted yesterday for 45 students from Beijing, China with all participants intrigued by the Authority's operations.

ON MOTION OF HUGH SIMPSON AND SECONDED BY DALE LLOYD THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE COMMUNICATIONS UPDATE, DATED JULY 2016, AS CIRCULATED AND ATTACHED TO THESE MINUTES.

MOTION CARRIED.

Enforcement Report

It was noted that there was no enforcement report to bring before the Authority at this time and further that Bylaw Enforcement Officer, Grace Proszynska, is expected to return to work next week.

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

Communications Manager Garrett took the floor referring to the Regional Chairs and Regional Coordinator Report to the Authority, dated July 11, 2016, as circulated and attached to these minutes. Mr. Garrett reviewed the Report in its entirety further explaining the key items raised in the report including, recent meetings, Solid Waste Regulations, Interim Funding, DivertNS Annual General Meeting, Diversion Credits, Divert NS Economic and Environmental Impact Study and finally the Dairy Stewardship program.

ON MOTION OF HUGH SIMPSON AND SECONDED BY SHERMAN HUDSON THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE REGIONAL CHAIRS AND REGIONAL COORDINATOR REPORT, DATED JULY 11, 2016.

MOTION CARRIED.

Agenda Item No. 10 – Chair's Report

Chair Pearl noted that as indicated earlier during the meeting, activity at the provincial level continues to be very high with another meeting scheduled for this coming Friday. It was noted that efforts have been made to reach out to the Premier, but that only an acknowledgement of the request has been received to date. Chair Pearl noted that if the Regional Chairs continue to feel ongoing frustration, a media campaign may be released informing residents of the dire financial position that some Regions have found themselves in and the lack of governmental support to address the issue.

Chair Pearl also referred to the Investment Account Statement for the period of June 1-20, 2016 as circulated and attached to these minutes, noting that in the future, the review of this and/or other investment related materials should be noted under a stand-alone agenda item.

ON MOTION OF CHAIR PEARL AND SECONDED BY HUGH SIMPSON THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE CHAIR'S REPORT.

MOTION CARRIED.

Agenda Item No. 11 – New Business

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

Agenda Item No. 12 – Correspondence

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

Agenda Item No. 13 – Next Meeting – August 17, 2016

It was the consensus of the Authority that the next meeting will be held September 21, 2016 unless, in the Chair's opinion, a meeting of the Authority is required prior to that date.

Agenda Item No. 14 – Question/Answer Period

General Manager Maybee, for clarification purposes, indicated that he, in consultation with Solicitor Coyle, will move forward with contract extension negotiations with the Municipality of the District of Chester for landfill services and will report findings to the Authority.

Agenda Item No. 15 – Adjournment

The July regular monthly meeting of the Valley Region Solid Waste-Resource Management Authority adjourned at 11:38am.

Respectfully Submitted,

Brenda Davidson
Office Coordinator
Valley Waste-Resource Management