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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
May 18, 2016
9:00am
Valley Waste-Resource Management Office – Boardroom

Attendees

Members/Alternates: Hugh Simpson, Mark Pearl, Reginald Ritchie, Jane Bustin, Brian Hirtle, Gail Smith, Sherman Hudson and Frank Chipman

Staff: Ross Maybee, Jeff Martin, Andrew Garrett, Glenda Clark and Brenda Davidson

Regrets:

Agenda Item No. 1 - Call to Order

Chair Pearl welcomed everyone calling the meeting to order at 9:05am. A moment of silence was held in memory and honour of John Himmelman who recently passed away very suddenly. Chair Pearl noted that a donation in memory of Mr. Himmelman to his designated charity, the Diabetes Association, has been made on behalf of the Authority and staff. It was noted that the SWANA Conference Organizing Committee has also made a donation in Mr. Himmelman's memory to a designated charity. Gail Smith was then welcomed to the table with it being noted that Ms. Smith has served the Authority well in her capacity of Alternate Representative in the past. Ms. Smith then noted that Mayor Calvin Eddy has been selected as the official alternate representative to the Authority from the Town of Middleton adding that either he or the CAO will attend Authority meetings when she is unable to do so.

Chair Pearl then extended a hearty thank you to Vice-Chair Ritchie for stepping in as Chair to the Authority during his absence adding that the Authority was well represented during his time away.

Agenda Item No. 2 – Approval of the Agenda

ON MOTION OF BRIAN HIRTLE AND SECONDED BY SHERMAN HUDSON THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE AGENDA, AS CIRCULATED.

MOTION CARRIED.

Agenda Item No. 3 – Approval of the March 16, 2016 Minutes

ON MOTION OF REGINALD RITCHIE AND SECONDED BY JANE BUSTIN THAT THE MINUTES OF THE MARCH 16, 2016 REGULAR MONTHLY MEETING OF THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY BE APPROVED, AS CIRCULATED.

MOTION CARRIED.

Agenda Item No. 5 – Business Arising from the Minutes

Agenda Item No. 5.1 – Expense Oversight Report, March and April 2016

General Manager Maybee took the floor referring to the Expense Oversight Report as of March 31, 2016 and the Expense Oversight Report as of April 30, 2016, as circulated and attached to these minutes.

Hugh Simpson arrived at 9:11am.

In response to the question, it was noted that the payment to the Union of Nova Scotia Municipalities in the amount of \$2,156.80 as included in the April 30, 2016 report, represents the administration fees for insurance coverage charged by the UNSM for the Authority's participation in insurance coverage through Frank Cowan which is under their umbrella of negotiated preferred rates for municipal organizations. It was further noted that if the Authority did not participate in the UNSM insurance program rates would likely be higher.

ON MOTION OF SHERMAN HUDSON AND SECONDED BY GAIL SMITH THAT THE VALLEY REGION SOLID WASTE RESOURCE MANAGEMENT AUTHORITY RECEIVE THE EXPENSE OVERSIGHT REPORTS AS OF MARCH 31, 2016 AND APRIL 30, 2016 AS CIRCULATED.

MOTION CARRIED.

Agenda Item No. 5.2 – Unaudited Revenue and Expense Statements: March 2016 and April 2016

General Manager Maybee again took the floor noting that due to the annual financial audit that is now underway, the Unaudited Revenue and Expense Statements for March 2016 and April 2016 are not available at this time. Mr. Maybee advised that the Audit Committee will be meeting with the Auditors directly following this meeting adding that all indicators continue to point to a significant surplus at the 2015-2016 year end as anticipated.

Agenda Item No. 5.3 – Status Report: Approval of Draft 2016-2017 Operating and Capital Budgets

General Manager Maybee noted that written notification of approval regarding the Authority's 2016-2017 Operating and Capital Budgets has been received from the Town of Annapolis Royal, the Town of Wolfville, the Town of Middleton, the Municipality of Kings and the Municipality of Annapolis. Chair Pearl noted that the budget approval process is still in progress at the Town of Kentville and that formal notification of approval should be available soon. Ms. Bustin indicated that she will check with town representatives regarding the status of written notification of their decision to reject the budget.

Agenda Item No. 5.4 – Status Report: Service and Facility Review

General Manager Maybee reported that Dillon Consulting has now submitted the first draft of the Service and Facility Review Report which is in the hands of staff for review and comment. It is anticipated that Dillon representatives will bring their findings before the Authority during the next meeting. Mr. Maybee noted that there are several thought provoking and potentially politically sensitive matters raised in the report. In response to the question, it was noted that the draft report can be released to Authority representatives for review in preparation for the next meeting. It was stressed; however, that the version in hand now, is considered to be the first draft with Authority representatives asked to contact Mr. Maybee as soon as possible if there are any recommendations for improvement which will be considered for incorporation into the final draft of the Report to be presented during the next meeting noting that staff will be doing the same. In response to the question, it was indicated that it is fully anticipated that consultation and support at each partner level will be part of the process when considering how to move forward with recommendations within the report that affect the Authority's service levels.

It was further noted that Board and staff participation in the development of the Service and Facility Review report has been minimal as the Report builds upon the recently completed Organization Review which fully involved all. Chair Pearl stressed that this is important work for the Authority enhancing the ability to move forward with key policy decisions.

General Manager Maybee then noted that with the budget now approved by the majority of partners, it is important to move forward with key issues in the budget including the re-establishment of the Manager of Policy and Planning position. A short discussion arose with it being indicated that it is extremely important that all involved fully understand the position and the duties that will fall under the umbrella of the position. In response to the question, Mr. Maybee indicated that he would be in the position of bringing an updated Job Description before the Authority during the next meeting for further consideration.

General Manager Maybee further noted that another key project that has now been approved as part of the Authority's operating budget is the preparation and release of a Salary Review Request for Proposals. Mr. Maybee noted that a draft document has been prepared with the Authority supporting moving forward with the project.

Agenda Item No. 6 – Operations Manager Monthly Report

Operations Manager Martin took the floor referring to the Operations Manager Report, dated May 18, 2016 as circulated and attached to these minutes. Mr. Martin reviewed the report in its entirety adding that the new site signage project is well underway with new signs being put in place today.

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 MAY 18, 2016.

In response to the question, it was indicated that when items are not suitable for collection through not only normal collection services but also the special spring and fall collection services, the collection contractor is responsible for applying a "sticker" indicating why the materials were left at the curb. The collection contractor then submits a report indicating the civic addresses where the "stickers" were applied. This information is then shared with education staff to determine the best way to move forward in having the resident or property owner remove the materials.

In response to the question, it was indicated that the Authority can be provided with periodic updates regarding how the wind turbine is performing in comparison to anticipated performance.

Also in response to the question, it was indicated that while it would be difficult to determine if spring clean up volumes are up over last year's levels due to the recent closure of the local construction and demolition debris site as a result of the fire that occurred at the site; there has been an increase in Eastern Management Centre site activity by local contractors visiting the site to dispose of materials.

With regard to the spring clean up volumes, Mr. Maybee reminded all that it is difficult to compare this year over last year due to the very poor weather conditions last year which resulted in the decision to actually delay the spring clean up service.

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, dated May 18, 2016, as circulated and attached to these minutes. Mr. Martin reviewed the report in its entirety with the Authority.

ON MOTION OF BRIAN HIRTLE AND SECONDED BY GAIL SMITH THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE OCCUPATIONAL HEALTH AND SAFETY SYSTEM REPORT DATED MAY 18, 2016.

MOTION CARRIED.

A short discussion arose regarding the recently held SWANA Waste Management Conference with Authority participants indicating that the conference was of great benefit providing great information by knowledgeable presenters. It was the consensus of all that pride can be taken for the work that is being done. With that in mind, it was the consensus of the Authority that the SWANA Conference be added to the Agenda under New Business.

Agenda Item No. 8 – Communications and Enforcement Reports

Communications Manager Andrew Garrett took the floor referring to the Communications Update, dated May 2016, as circulated and attached to these minutes. Mr. Garrett reviewed the report with the Authority adding that the Last Re-Sort Reuse Centre will be operating at the West Management Centre during the afternoon of June 11, 2016 as a similar event proved to be very worthwhile in the fall of last year.

ON MOTION OF BRIAN HIRTLE AND SECONDED BY GAIL SMITH THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE COMMUNICATIONS UPDATE DATED MAY 2016.

MOTION CARRIED.

Enforcement Report

Mr. Garrett indicated that Ms. Proszynska had asked that he advise the Authority that she is unavailable to attend today's meeting as she is working on an illegal dump issue on the Vault Road. On her behalf, Mr. Garrett indicated that spring, as anticipated, has proven to be a very, very busy time for the report of illegal dumping activity and that there is currently a court case underway related to illegal burning.

Mr. Ritchie extended a hearty congratulations and thank you for a job well done with the compost giveaway in Cornwallis.

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

Mr. Garrett again took the floor referring to the Regional Chairs and Regional Coordinator Report to the Authority dated May 16, 2016, as circulated and attached to these minutes. Mr. Garrett reviewed the report with the Authority highlighting the activities around the key topics of latest meetings, Solid Waste Regulations, Extended Producer Responsibility, RRFB Budget, RRFB Funding Programs, Datacall, RRFB Rebranding, Newspaper Stewardship Agreement, NSE Job Survey and the Mercury Collection Program.

A discussion arose where it was indicated that it is extremely important to include clear and concise information in the Management Minute regarding the RRFB funding cutbacks for use by Authority representatives in sharing the information with their respective Councils.

A short discussion arose regarding battery recycling where it was indicated that all partners are welcome to provide the opportunity for residents to dispose of batteries or recycle used cell phones by participating in those recycling programs and further that Mr. Garrett would be pleased to help in any way.

In response to the question, it was noted that waste-resource management programs operated throughout the Province are essentially based on the various services offered by the municipalities and towns involved; however, Provincial Regulations to dictate items banned from landfill which would be consistent in all Regions. Mr. Garrett added that any extended producer regulations that may be put in place would also be applicable across the province.

ON MOTION OF BRIAN HIRTLE AND SECONDED BY HUGH SIMPSON THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE REGIONAL CHAIRS AND REGIONAL COORDINATOR REPORT TO THE AUTHORITY DATED MAY 16, 2016.

Agenda Item No. 10 – Chair’s Report

Chair Pearl noted that Mr. Garrett’s report has proven to be a great lead-in to his advising the Authority that he has applied to become of a member of the Resource Recovery Fund Board and should know within a few days whether or not he is selected as the successful candidate. Vice-Chair Ritchie voiced that Chair Pearl’s participation on the Resource Recovery Fund Board would be an invaluable and positive step for the Authority into the future.

Chair Pearl then noted that he and staff have met with Kings North MLA John Lohr as Mr. Lohr recently stood in the house to speak against the proposed extended producer responsibility regulations. Chair Pearl added that it is extremely important to ensure that accurate and clear messaging is available regarding the proposed regulations to ensure that all stakeholders fully understand the program indicating that there appears to be a steep mountain to climb on the public relations side of the extended producer responsibility program.

Agenda Item No. 11 – Investment Committee Report

Chair Pearl referred to the ScotiaMcLeod Investment Account Statements dated March 1-31, 2016 and April 1-29, 2016, as circulated and attached to these minutes. It was indicated that as Jim Noonan has now retired, David Deacon has taken responsibility as Advisor for the Authority’s investment account. In response to the question, it was noted that the Authority’s current Investment Committee consists of Chair Pearl, Brian Hirtle and citizen representative Marc Brittany along with staff as deemed appropriate and that the Committee generally meets on an as needed basis. General Manager Maybee noted that he recently delivered a cheque in the amount of \$161,000.00 representing the Authority’s contribution to the capital reserve account for 2016-2017 to Scotia McLeod with Chair Pearl noting that this may trigger the need for the Committee to meet.

In response to the question, it was noted that arrangements can be made to periodically provide a report to the Authority indicating how the investment fund is doing with regard to the rate of return being realized on the invested funds as compared to what was envisioned at the time of investment.

Agenda Item No. 12 – New Business

Before moving to Agenda Item 12.1, the Chair turned to floor to Hugh Simpson, as per discussions above, to further discuss the recent SWANA Waste Management Conference recently held in Halifax. Mr. Simpson noted that he found the presentations he attended very interesting and informative including those facilitated by the Authority’s staff about the Styrofoam recycling program and the operation of the Last Re-Sort Reuse Centre. He noted that he had taken many pages of notes, but one of the most interesting concepts presented was the circular economy, a concept arising in Europe and spreading that recognizes how taking the restorative approach of bringing items that may have been discarded back can have significant impact on the economy. Mr. Simpson went on to explain that for example, in the Netherlands the number of landfills has been reduced from 17 to 2 with 76% of materials being recycled, 22% of materials being utilized for energy from waste and only 2% actually going to landfill. Mr. Simpson noted that he is very pleased to know that we, in the Valley Region, are also working hard to achieve similar goals by working together citing the proposed Sustane project at the Chester landfill as an example.

On another note, Mr. Simpson asked if there are any programs available for end of life agricultural products and equipment with Mr. Garrett noting that the Authority would not accept agricultural hazardous waste through its programs, but the Authority has educators on staff who, as part of their normal duties and responsibilities, would meet with any resident at their location to offer advice as to how best to dispose of any unwanted items.

In response to the question, General Manager Maybee noted that he is unsure of the status of the Sustane technologies project at the Chester Landfill at this time adding that Mr. Forest, Director of Solid Waste, is away at

this time; however, a Kaizer Meadow Landfill Consultation Committee meeting will be coordinated as a first order of business upon Mr. Forest's return.

Agenda Item No. 12.1 – On-line Posting of Budget Document

Chair Pearl noted that one item raised during the meeting with Kings North MLA John Lohr was Mr. Lohr's indication that he was unable to find a copy of the Authority's budget on the website. A short discussion was held resulting in the following motion:

ON MOTION OF BRIAN HIRTLE AND SECONDED BY SHERMAN HUDSON THAT STAFF MOVE FORWARD WITH POSTING THE 2016-2017 SUMMARY OF REVENUES AND EXPENDITURES BUDGET SPREADSHEET ON THE WEBSITE IN A TIMELY MANNER.

MOTION CARRIED.

Agenda Item No. 13 – Correspondence

E-mail from Jason Langille to Brian Hirtle as forwarded to Chair Pearl, May 10, 2016 – Ms. Davidson read the e-mail from Jason Langille to Brian Hirtle into the record. A short discussion was held with the Authority leaving the matter in the hands of education staff to address concerns with Mr. Langille directly.

Agenda Item No. 14 – Next Meeting

The next meeting of the Valley Region Solid Waste-Resource Management Authority will be held on June 15, 2016 in keeping with the normal meeting schedule.

Agenda Item No. 13 – Question/Answer Period

Jane Bustin took the opportunity to raise the SWANA Waste Management Conference again thanking the Authority for the opportunity to attend noting that she too found the conference very interesting, informative and well organized. General Manager Maybee added that from a staff perspective it is of great benefit to have Authority representatives participate in the valuable opportunity to gain insight into the waste-resource management industry as a whole and that the Authority's support in having staff participate not only as attendees but as session facilitators and moderators is truly appreciated and of great value to the organization as a whole.

Agenda Item No. 14 – Adjournment

ON MOTION OF JANE BUSTIN AND SECONDED BY HUGH SIMPSON THAT THE MAY 2016 REGULAR MONTHLY MEETING OF THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY ADJOURN AT 11:03AM.

Respectfully Submitted,

Brenda Davidson
Office Coordinator
Valley Waste-Resource Management