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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 15, 2017
9:00am
Valley Waste-Resource Management Office – Boardroom**

Attendees

Members: Wendy Elliott, Eric Bolland, Martha Roberts, Jane Bustin, Brian Hirtle, Gail Smith and John Kinsella

Staff: Ross Maybee, Michael Coyle, Jeff Martin, Andrew Garrett, Geoff McCain, Grace Proszynska, Brenda Davidson and Rick Ramsay.

Guests: Heather MacKay (for part of meeting)

Agenda Item No. 1 - Call to Order

Chair Bustin welcomed everyone calling the meeting to order at 8:58am welcoming all. Chair Bustin noted it was a very special meeting as it is General Manager Maybee's last meeting with the Authority. Chair Bustin also extended a hearty welcome to Rick Ramsay who has been engaged to serve as Interim General Manager as the Authority moves forward with the General Manager recruitment process. Round table introductions were held for the benefit of all with many around the table noting that they have had a previous professional association with Mr. Ramsay which all agreed will bode well toward a smooth transition.

Agenda Item No. 2 – Approval of Agenda

ON MOTION OF BRIAN HIRTLE AND SECONDED BY JOHN KINSELLA THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE AGENDA.

MOTION CARRIED.

Agenda Item No. 3 – Approval of the Minutes

Agenda Item No. 3.1 – Approval of the Draft Minutes from October 18, 2017 Regular Monthly Meeting

ON MOTION OF MARTHA ROBERTS AND SECONDED BY WENDY ELLIOTT THAT THE MINUTES OF THE OCTOBER 18, 2017 REGULAR MONTHLY MEETING OF THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY BE APPROVED, AS CIRCULATED.

MOTION CARRIED.

**Agenda Item No. 3.2 – Approval of the Draft Minutes from October 30, 2017 Special Authority Meeting
ON MOTION OF ERIC BOLLAND AND SECONDED BY GAIL SMITH THAT THE MINUTES OF THE OCTOBER 30, 2017
SPECIAL MEETING OF THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY BE APPROVED,
AS CIRCULATED.**

MOTION CARRIED.

Agenda Item No. 4 – General Manager’s Report

Agenda Item No. 4.1 Expense Report, October 2017

General Manager Maybee took the floor referring to the Expense Report – Cheques Written, as of October 31, 2017, as circulated and attached to these minutes.

**ON MOTION OF JOHN KINSELLA AND SECONDED BY BRIAN HIRTLE THAT THE VALLEY REGION SOLID WASTE-
RESOURCE MANAGEMENT AUTHORITY RECEIVE THE OCTOBER 2017 EXPENSE REPORT, AS CIRCULATED.**

MOTION CARRIED.

Agenda Item No. 4.2 Unaudited Revenue and Expense Statement, September 2017

Mr. Maybee again took the floor referring to the Unaudited Revenue and Expense Statement for the period ending October 31, 2017, as circulated and attached to these minutes. Geoff McCain, Finance Manager reviewed the report and associated variance statements with the Authority. Several questions were raised by the Authority and addressed by Mr. McCain including those related to diversion credits, the overall general administration budget, metal crushing pricing and the revenue and expenses associated with the wind turbine.

**ON MOTION OF ERIC BOLLAND AND SECONDED BY JOHN KINSELLA THAT THE VALLEY REGION SOLID WASTE-
RESOURCE MANAGEMENT AUTHORITY RECEIVE THE UNAUDITED REVENUE AND EXPENSE STATEMENT TO
OCTOBER 31, 2017.**

MOTION CARRIED.

**Agenda Item No. 4.3 – Report to the Authority: Request for Proposals: VWRP1702 for the Provision of
Compostable Organics Processing**

General Manager Maybee took the floor referring to the Report to the Authority: VWRP-1701 Compostable Organics Processing, as circulated and attached to these minutes. Mr. Maybee reviewed the Report in its entirety with the Authority responding to questions as they arose.

**ON MOTION OF JOHN KINSELLA AND SECONDED BY WENDY ELLIOTT THAT THE VALLEY REGION SOLID WASTE-
RESOURCE MANAGEMENT AUTHORITY ACCEPT THE REPORT OF THE EVALUATION PANEL AND AWARD THE
CONTRACT FOR THE PROVISION OF SERVICES OF ORGANICS PROCESSING TO FUNDY COMPOST INC., FOR THE
PERIOD OF APRIL 1, 2018 – MARCH 31, 2029.**

After a brief discussion the Question was called.

MOTION CARRIED.

**Agenda Item No. 4.4 – Report to the Authority: Request for Proposals: VWRP1702 for the Provision of
Processing of Recyclable Materials Services**

General Manager Maybee noted that the process of negotiation with Scotia Recycling has been initiated and it is anticipated that a successful conclusion will be reached prior to the next meeting.

Agenda Item No. 4.5 – Status Report: Recruitment of General Manager and Engagement of Acting General Manager, Richard G. Ramsay

As noted earlier during the meeting Mr. Rick Ramsay has been engaged to serve as Interim General Manager and while here today, will officially assume this role on November 20, 2017. Solicitor Coyle provided the Authority with a quick overview of the activities of the Selection Committee noting that he anticipates the release of advertising for the position through a number of venues very soon.

Agenda Item No. 4.6 – Report to the Authority: Landfill Consultation Committee Meeting held November 6, 2017

General Manager Maybee noted that a very good Landfill Consultation Committee meeting was held on November 6th. The minutes from that meeting are not yet complete. As an overview, Mr. Maybee reminded the Authority about the unique contractual arrangement that is in place with the Municipality of the District of Chester for landfill services where the Authority, as an 80% contributor to the landfill, has a say in the management of the facility. It was further noted that the Landfill Consultation Committee generally meets 3 times per year. It was noted that the Sustane Technologies facility is well under construction with equipment being shipped from Spain and Germany. Mr. Maybee advised the newly established funding scenario was discussed in which during the 1st five years, the Authority will know exactly what the cost per tonne for disposal will be. It was also noted that Chester has implemented a new leachate treatment system where treated leachate is aerated and turned into a mist at a much reduced cost when compared to the treatment system previously in use.

In response to the question, it was noted that any surplus funds as a result of operations at the landfill will be applied to underfunded landfill closure costs and that the financial situation at present is very positive. It was further noted the success of Sustane Technologies operations could have a positive impact on overall landfill operational costs. In response to the question, it was noted that global commodity markets are struggling due to more stringent requirements overseas. All stakeholders need to be aware of the challenges recycling processors are experiencing for some plastics and paper.

Agenda Item No. 4.7 – Development of 2018-2019 Operating and Capital Budgets

Mr. Maybee noted that the Organics Processing and Recycling Processing contracts will result in lower costs for the Authority; however, the cost of landfilling services will increase as per the contract with the Municipality of Chester. As per the discussion during the last meeting, it is anticipated that the Authority will receive the 1st draft of the operating and capital budgets for the upcoming fiscal year during the January 2018 meeting.

In response to the question, it was noted that any significant changes to roadside collection service be considered in detail prior to the release of the Request for Proposals for Roadside Collection. The current contract expires March 31, 2019.

A discussion also arose regarding the debenture process. Geoff McCain explained the steps taken to borrow funding from the Municipal Finance Corporation with it being noted that the process for the borrowing required for the Authority's 2017-2018 capital budget to be underway soon. It was stressed that any funds to be borrowed are as per the Authority's approved capital budget.

Agenda Item No. 5 – Operations Manager Monthly Report

Operations Manager Martin took the floor to explain and show pictures of the challenges being faced with managing the drop-off bins in and around cottage country across the Region. It was stressed that dealing with the many, many calls regarding the bins is draining resources and costing money. Most importantly though, the issue of so much material being illegally placed for collection is also a health and safety issue and an environmental-safety issue due to the types of materials that have been found such as leaking pails of oil. A very lively discussion ensued with it being the consensus of the Authority that information be included in the Management Minute

requesting support from partner Councils in sharing the message that the miss-use of the collection depots in and around cottage country throughout the valley region is not acceptable and will not be tolerated.

ON MOTION OF MARTHA ROBERTS AND SECONDED BY BRIAN HIRTLE THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE OPERATIONS MANAGER REPORT.

MOTION CARRIED.

On a final note it was indicated that the Services and Facility Review Committee will be meeting in 2 weeks and that the activity-levels associated with the management of the depots in cottage country will be on the agenda with Operations Manager Martin adding that he had anticipated a slow-down in activity after the long-weekend in October but that has not happened this year.

Agenda Item No 6 – Communications/Enforcement Monthly Report

Communications Manager, Andrew Garrett, took the floor noting that while he did not have a written report to bring before the Authority, he did want to raise a few topics of interest including:

- New full-time employee, Susie Cleveland, has joined the team in the role of Hot Line and Scale House Operator and is doing well settling into her new position.
- The 2018 Waste-Resource Management Calendar will be released soon with Mr. Garrett noting that as a new item, the Authority's operations will now accept cat litter in the green cart program
- Staff are working with the collection contractor regarding the termination of services to the former Town of Hantsport and that in particular the discontinuation of their services free up a clean-up day. With that in mind, the clean-up schedule may be adjusted to better service other areas – all efforts will be made to ensure that all affected are fully aware of any changes being made.
- As the former Town of Hantsport will not be serviced for the full calendar year, the 2018 calendars will not be distributed to that area; however, staff will be contributing information to the newsletter that West Hants prepares and releases.

ON MOTION OF MARTHA ROBERTS AND SECONDED BY WENDY ELLIOTT THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE COMMUNICATIONS UPDATE.

MOTION CARRIED.

Enforcement Report

Bylaw Enforcement Officer, Grace Proszynska, took the floor providing an overview of recent enforcement activities including the statistical information that is gathered for submission to Divert NS as a requirement of their continued financial support.

In response to the question, Ms. Proszynska noted that we are getting better with fewer major illegal dumping cases being seen.

ON MOTION OF JOHN KINSELLA AND SECONDED BY GAIL SMITH THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE ENFORCEMENT REPORT.

MOTION CARRIED.

Agenda Item No. 7 – Regional Coordinator Report

Communications Manager Garrett took the floor referring to the Regional Coordinator Report to the Authority, dated November 7, 2017, as circulated and attached to these minutes, touching on the key topics of collaboration with the UNSM, the Efficiency Study update, market sustainability and finally the 2017 Mobius Award winners.

ON MOTION OF JOHN KINSELLA AND SECONDED BY ERIC BOLLAND THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE REGIONAL COORDINATOR REPORT DATED NOVEMBER 7, 2017.

MOTION CARRIED.

Agenda Item No. 8 – Service and Facility Review Steering Committee Report

It was noted that the Service and Facility Review Steering Committee will meet on December 6, 2017 with further information to be provided to the Authority in follow-up to that meeting.

Agenda Item No. 8 – Investment Committee Report

General Manager Maybee took the floor welcoming and introducing Heather MacKay who has offered her services as Citizen Representative on the Investment Committee. It was noted that Ms. MacKay brings considerable experience and will undoubtedly make a valuable contribution to the work of the Committee. Mr. Maybee then referred to the Investment Account Statement for the period of October 1-31, 2017 and the Package-Holdings & Performance Document, as of November 7, 2017, both as circulated and attached to these minutes.

ON MOTION OF BRIAN HIRTLE AND SECONDED BY GAIL SMITH THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE INVESTMENT REPORT.

MOTION CARRIED.

Agenda Item No. 10.1 – Status Report: Citizen Appointee to the Investment Committee

ON MOTION OF WENDY ELLIOTT AND SECONDED BY BRIAN HIRTLE THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPOINT HEATHER MACKAY TO THE AUTHORITY'S INVESTMENT COMMITTEE.

Heather MacKay left the meeting at this time.

Agenda Item No. 10 – New Business

Brian Hirtle noted that during a meeting in Halls Harbour, a fee for solid waste services was reported on their financial statements. It was noted the fee was likely from an arrangement with a private solid waste hauler and that the Authority allows for collection of solid waste roadside provided under the normal allowable limits. Mr. Hirtle indicated that he would further investigate the matter.

Agenda Item No. 11 – Correspondence

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

Agenda Item No. 12 – Next Meeting

The next meeting of the Valley Region Solid Waste-Resource Management Authority will be held on December 13, 2017, beginning at 9:00am in the board room. Please note that this is a deviation from the normal meeting schedule. Eric Bolland expressed his regrets noting that he will arrange to have Craig Gerrard attend in his place.

ON MOTION OF JOHN KINSELLA AND SECONDED BY GAIL SMITH THAT THE DECEMBER REGULAR MONTHLY MEETING OF THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY WILL BE HELD ON DECEMBER 13, 2017, BEGINNING AT 9:00AM IN THE BOARD ROOM.

MOTION CARRIED.

Agenda Item No. 12.1 – Reminder: Annual Election of Chair and Vice-Chair to take place during the December Regular Monthly Meeting

All were reminded that in keeping with the Authority's Election of Officers Policy, the annual election of Chair and Vice-Chair will take place during the December meeting.

Agenda Item No. 13 – Question/Answer Period

A short discussion arose regarding the Question/Answer Period on the Agenda with it being suggested that it be renamed to reflect an opportunity for Authority members to raise items of concern or interest. All were reminded that the original intent of this agenda item was to allow members of the public to address the Authority if in attendance at the meeting. It was the consensus that moving forward with changing the intent of the agenda item would be of great benefit with two issues being immediately raised; litter and the activities of Eco Kings-A Community Action Team for Kings County, Nova Scotia, currently Chaired by Brian Van Rooyen.

Just prior to adjournment, Chair Bustin took the opportunity, on behalf of the Authority, to sincerely thank General Manager Maybee for all of his years of service to the Authority wishing him great health and happiness into the future. General Manager Maybee noted that the decision to retire was not an easy one especially when leaving an organization that he has nurtured from infancy to the maturity it enjoys today. All were reminded to stay to participate in the luncheon in recognition of Mr. Maybee's retirement that will follow the meeting.

Agenda Item No. 14 – Adjournment

ON MOTION OF BRIAN HIRTLE AND SECONDED BY WENDY ELLIOTT THE NOVEMBER 2017 REGULAR MONTHLY MEETING OF THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY ADJOURNED AT 11:29AM.

Respectfully Submitted,

Brenda Davidson
Office Manager
Valley Waste-Resource Management