



P.O. Box 895, Kentville NS, B4N 4H8  
Phone: (902) 679-1325 Fax: (902) 679-1327  
Email: [info@vwrmm.com](mailto:info@vwrmm.com)  
Website: [www.vwrmm.com](http://www.vwrmm.com)

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  
September 20, 2017  
9:00am  
Valley Waste-Resource Management Office – Boardroom**

**Attendees**

**Members: Wendy Elliott, Martha Roberts, Brian Hirtle, John Kinsella, Eric Bolland, Gail Smith, Barry Corbin**

**Alternates Present: None**

**Staff: Ross Maybee, Michael Coyle, Andrew Garrett, Geoff McCain, Grace Proszynska**

**Guests: None**

**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**

Chair Kinsella asked if there were any additions to the agenda. It was noted that Item 8.2 would be moved to the next meeting.

**MOVED BY ERIC BOLLAND AND SECONDED BY WENDY ELLIOTT THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE AGENDA AS AMENDED.**

**MOTION CARRIED.**

**Agenda Item No. 3 – Approval of Draft Minutes**

**3.1 - August 16, 2017 Regular Monthly Meeting**

**ON MOTION OF WENDY ELLIOTT AND SECONDED BY GAIL SMITH THAT THE MINUTES OF THE AUGUST 16, 2017 REGULAR MONTHLY MEETING OF THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY BE APPROVED, AS CIRCULATED.**

**MOTION CARRIED.**

### **3.2 – September 11, 2017 Special Authority Meeting**

**ON MOTION OF MARTHA ROBERTS AND SECONDED BY BARRY CORBIN THAT THE MINUTES OF THE SEPTEMBER 11, 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**

---

#### **4.1 Expense Report, August 2017**

General Manager Maybee noted the report; previously called the Expense Oversight Report, has been renamed to better reflect the information shared on the report. Councillor Hirtle questioned whether the payments for seasonal bin monitoring were the same as the previous month. Finance Manager Geoff McCain will follow-up to ensure it was not included twice.

#### **4.2 Unaudited Revenue and Expense Statement, August 2017**

General Manager Maybee reported Finance Manager McCain is reformatting the spreadsheet. The data is a bit skewed to date due to late budget approval. The new spreadsheet will be available for the October meeting.

#### **4.3 Status Report: Request for Proposals: VWRP1701 For the Provision of Compostable Organics Processing**

#### **4.4 Status Report: Request for Proposals: VWRP1702 For the Provision of Processing of Recyclable Materials**

**ON MOTION OF BRIAN HIRTLE AND SECONDED BY GAIL SMITH THAT THE AUTHORITY GO IN-CAMERA at 9:15 A.M. TO RECEIVE A STAFF REPORT ON CONTRACT NEGOTIATIONS, CONCERNING BOTH RFPs.**

**MOTION CARRIED.**

**ON MOTION OF WENDY ELLIOTT AND SECONDED BY ERIC BOLLAND THAT THE AUTHORITY COME OUT OF IN-CAMERA AT 9:35 A.M.**

**MOTION CARRIED.**

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

---

Operations Manager Jeff Martin was away at a health and safety conference. General Manager Maybee reported that Fall Clean-up was underway in Annapolis County and going well. Maybee also noted that two heavy equipment operators have been hired; one for the Western Management Centre and the other for the Eastern Management Centre. Metal crushing will begin soon at both sites with higher than expected pricing for the Authority.

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

---

Communications Manager Andrew Garrett took the floor referring to the Communications and Enforcement Report dated September, 2017. Communications Manager Garrett further noted the Mobius Awards are scheduled for October 24 at the Halifax Waterfront Marriott with keynote speaker Adam Minter.

**ON MOTION OF BARRY CORBIN AND SECONDED BY WENDY ELLIOTT THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE COMMUNICATIONS REPORT.**

**MOTION CARRIED.**

By law Enforcement Officer, Grace Proszynska reported enforcement activities for the month of September. Staff followed up and resolved cases of illegal dumping in the Annapolis River and another case where a landlord transferred materials left from a previous tenant to the tenant's workplace. Many illegal dumping cases at the regions 50 cottage depots were also investigated with 20 cases resulting in enforcement action. Staff also followed-up on complaints of illegal burning and early clean-up setout.

**ON MOTION OF BARRY CORBIN AND SECONDED BY BRIAN HIRTLE THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY ACCEPT THE ENFORCEMENT REPORT.**

**MOTION CARRIED.**

#### **Agenda Item No. 7 – Investment Committee Report**

---

##### **7.1 Status Report: Citizen Appointee to Investment Committee**

General Manager Maybee noted the committee is still in need of a nomination for a citizen representative to sit on the committee.

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

---

##### **8.1 Report from Services and Facility Review Steering Committee**

Communications Manager Garrett reported that staff developed a Pilot Project report detailing the findings of the project to date. Staff had researched how seasonal homes on private roads are serviced across the province with it being discovered that all but one other jurisdiction in the province provide roadside collection instead of depots for collection. The removal of bins in East Dalhousie and Scots Bay has been positive overall for the community. Garrett added that staff will be drafting a policy detailing the roles and responsibilities of cottage associations receiving payment to monitor and maintain depots. It is also important for the Authority to determine how seasonal homes will be serviced moving forward as the current contract for roadside collection expires in March 2019. The committee is meeting again on October 11.

**ON MOTION OF BRIAN HIRTLE AND SECONDED BY WENDY ELLIOTT THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY ACCEPT THE SERVICES AND FACILITIES STEERING COMMITTEE REPORT.**

**MOTION CARRIED.**

Councillor Corbin, who has a cottage in Pictou County noted that he receives roadside collection from May to October and each residence on private roads is given two vouchers to take waste to the local waste management centre.

Councillor Hirtle thanked everyone working on this difficult project. He is pleased with the results and believes the changes have raised a lot of awareness of the issues at the cottage depots in the region. He added that citizens in cottage areas also have a responsibility to ensure bins are not improperly used.

##### **8.3 Recruitment – General Manager**

Policy and Planning Manager Coyle provided an update on the progress of recruitment process. Coyle has revised the roles and responsibilities of the General Manager position and provided a sample job posting. An RFQ to provide an executive search has been issued to four firms. It closes on September 29. The preparing of advertisements needs to be completed and any changes to the draft roles and responsibilities can be made later. Coyle also explained the General Manager may appoint an Acting General Manager as per the Municipal

Government Act (CAO). This allows for council to have a staff person available to council and separates the responsibilities between staff and council. In response to the question, Coyle added that the documents should remain draft until the Authority speaks with the chosen consultant.

Chair Kinsella noted the Authority may need to have an Acting General Manager due to the time constraints of the hiring process.

**ON MOTION OF BRIAN HIRTLE AND SECONDED BY GAIL SMITH THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY ACCEPT THE DRAFT DOCUMENTS FOR THE RECRUITMENT OF THE GENERAL MANAGER.**

**MOTION CARRIED.**

Councillor Roberts asked whether the Recruitment Committee has been selected and whether one or two CAO's would be included. Chair Kinsella noting the committee was chosen during the August meeting and that Chair Bustin should resume her seat as Chair at the beginning of September. He added that Erin Beaudin, CAO of Wolfville is on the committee and can appoint another CAO if necessary. Policy and Planning Manager Coyle added that the committee will need to convene after the closing of the RFQ to decide on a Recruitment Consultant.

#### **Agenda Item No. 9 – Correspondence**

---

General Manager Maybee noted the Authority received some feedback via Councillor Elliot from a resident who was pleased with the kindness of staff that retrieved his lost eye glasses at the public drop-off in Kentville.

#### **Agenda Item No. 10 – Next Meeting**

---

The next meeting of the Authority is October 18, 2017

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

---

Bylaw Enforcement Officer Proszynska asked whether the Authority would like to receive a 15 minute presentation on illegal dumping at the next meeting. The Authority was in agreement.

Councillor Hirtle questioned whether any Municipal Corporation funds were given to Sustane Technologies as he understood private investors were funding the project. General Manager Maybee noted that Sustane Technologies received federal funding and is not aware of any loans from the municipal sector. Maybee will follow-up for the next meeting.

#### **Agenda Item No. 12 – Adjournment**

---

**ON MOTION OF BARRY CORBIN AND SECONDED BY BRIAN HIRTLE THE SEPTEMBER 2017 REGULAR MONTHLY MEETING OF THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY ADJOURNED AT 10:35 AM.**

Respectfully Submitted,

Andrew Garrett  
Valley Waste-Resource Management