

**CMC Minutes**  
**6:30 P.M. Thursday, October 19, 2023**  
**Brunello Estates, Pavilion Events Building, Timberlea**

Directors in attendance: Linda MacKay, Tom Robertson, John Cascadden, Oluwaseun Ayebiwo, Councillor Iona Stoddard, Daniel McNamara, Andrew Giles, Channing Davis, Daniel McNamara

Also present: Andrew Philopoulos, HRM; Steven Copp, ESH Manager/Landfill Manager, Mirror Nova Scotia Ltd.; Brian Dubblestyn, VP Municipal Enterprises, Mirror Nova Scotia Ltd. and CMC Consultants: Scott Morash, Environmental Consultant, Reg Rankin, Liaison Assistant, Betsy Chambers Communications Consultant and CMC Administrator.

The Chair thanked outgoing CMC Director Daniel McNamara for his service, as his one-year term as a HRM appointee to the CMC expires at the end of November.

1.0 Motion to approve the proposed agenda as circulated, was moved by Councillor Stoddard and seconded by John Cascadden. Motion carried.

2.0. Motion to approve the July 06, 2023 minutes of the last CMC Meeting was moved by John Cascadden seconded by Daniel McNamara. Motion carried.

3.0 Andrew Philopoulos offered HRM's perspective and concerns on recent incidents of malodorous gas leaks from the Otter Lake Landfill that prompted community complaints. Steven Copp and Brian Dubblestyn explained the context in which these short-lived incidents occurred and discussed some of the complexities of controlling landfill gas at the Otter Lake facility. They also described existing and new measures, including additional vertical wells and lateral pipe for gas collection and a temporary added flare, in an effort to better manage the accumulation of landfill gas. Recent heavy rainfall combined with Cell 7A's prolonged activation, which has left it open to the elements for much longer than past active cells, were cited as the cause of the problem. CMC directors asked a number of questions and were resolved to keep an eye on the situation with monitoring.

4.0 On the approved revised compliance plan, Andrew Philopoulos stated the focus was on reaching the provincial government-mandated target of no more than 10% of the total amount of municipal solid waste landfilled by mass at the Otter Lake site. If need be an annual adjustment could be made on the interim targets leading to the 10 percent goal by 2026. The compliance plan, he said, was always intended to be open to adjustment and change. Mr. Philopoulos declined to indicate what would trigger a reactivation of the FTP/WSF, but said it was always envisaged that they would remain on standby for a

period of time while the new operating model is shown to be working. He said he did not wish to speak for the regulator.

5.0 The meeting was informed that the next CMC newsletter would be published in the Masthead in November.

6.0 Motion by John Cascadden, seconded by Channing Davis to have staff revise the old "Communication Plan" (a document outlining the communications mandate) to guide the activity of the Communications Committee and bring it forward at the next CMC Directors' Meeting. Motion carried.

7.0 The issue of formation of a Technical Committee was deferred to provide time to consult with the CMC Environmental Consultant as to the benefits of a technical advisory group to aid his work. It was stated that a technical committee could not be established under the present agreement with HRM although John Cascadden questioned this conclusion.

8.0 The CMC Liaison Assistant was asked to proceed by way of consensus, rather than a motion, to arrange a CMC/HWRS Zoom meeting at a future date with Peter Vinall, CEO of Sustane Technologies Inc. Halifax.

9.0 Motion to adjourn was moved by Channing Davis. Motion carried.

# **CMC Guidelines on Communications**

**January 18, 2024**

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**The guidelines set out below is to supplement and to be in adherence to the applicable Article 5.11 of Amendment no.1 of the Agreement between the Halifax Regional Municipality (HRM) and the Halifax Waste Resource Society (HWRS). A copy of the entire Article 5.11, is attached to these Guidelines, exclusively relating to the enabling authority provided to the CMC -also called ‘The Committee’ -in the creation of Communications.**

**The Guidelines:**

**1.**

**All proposed communication submitted to the CMC Communications Sub -Committee originates through one of three entities of the CMC Organization; Either :**

- i) The Community Monitoring Committee, as a whole, through its Administrator ; or**
- ii) Its Chair, directly; or**
- iii) The CMC Communications Consultant.**

**2.**

**All communications submitted for its approval by the CMC Communications Sub-Committee shall identify the origin of the views contained in the proposed communication ‘ reflect the views of The Committee ‘.**

**3.**

**i) Effective, April 1<sup>st</sup> 2024, one the three members of the CMC Communications Committee shall be the current Chair of the CMC. This shall by appointment by the CMC.**

**ii) Further, the CMC Chair will also assume the role of Chair, CMC Communications Committee.**

**4.**

**i) The Communications Committee shall endeavour within 5 business days to either approve or disapprove from the date of receiving the submission.**

**ii) All approvals to be signed off by the Chair of the CMC Communications Sub-Committee.**

**Iii) In the event of a disapproval or an intentional delay the Chair of the Communications Sub-Committee will convey to the originator of the submission its reasons.**

**5.**

**The decisions by the Communications Sub-Committee will be by majority of the members as rendered to the CMC Administrator either by votes submitted by the individual members ; or at the call of their Chair for a virtual or in person meeting to be held to discuss and to vote among them, the subject submission.**

# **Amendment No. 1 (the "Amendment"), to the Agreement for Community Monitoring of Solid Waste Facilities**

**BETWEEN**

**HALIFAX REGIONAL MUNICIPALITY**, a municipality continued pursuant to the *Halifax Regional Municipality Charter*, S.N.S. 2008, c. 39 (hereinafter referred to as "**HRM**")

and

**HALIFAX WASTE/RESOURCE SOCIETY**, a society incorporated pursuant to the *Societies Act*, R.S.N.S. 1989, c. 42 (hereinafter referred to as the "**Society**")

## **Extract of Article 5.11**

5.11 Communications on behalf of the Committee are subject to the following:

- (a) Communications on behalf of the Committee must reflect the views of the Committee as a whole, as determined through meetings of the Committee.
- (b) If the Society or HRM wish to communicate their own views on a matter, they must do so on their own letterhead, websites, etc.
- (c) Notwithstanding Article 5.08(d), the Committee shall establish a "Communications sub-committee" consisting of two (2) members of the Committee appointed by the Society and one (1) member of the Committee appointed by HRM.
- (d) All formal communications on behalf of the CMC (i.e. newsletters, official correspondence, etc.) shall be reviewed by the Communications sub-committee and approved by the Chair.

## **CMC Technical Advisory Group – TERMS OF REFERENCE**

**Date: January 18, 2024**

### **1.1**

#### **PURPOSE**

The CMC Technical Advisory Group, when called upon by either the CMC Environment Consultant (CEC), the CMC Administrator or the CMC Chair, to respond to the CEC with their commentary to questions and observations put to them by the CEC.

### **1.2**

#### **Authorities, if any, provided to this CMC Advisory Group**

There is **NO** authorities provided to this CMC Advisory Group. Its sole purpose is to provide any and all opinions , on any matter, as solicited from the CMC Environment Consultant for his or her consideration.

### **1.3**

#### **COMPOSITION**

The CMC Technical Committee shall be comprised of three CMC members appointed from among the CMC Members with preferably two members possessing engineering backgrounds. And at least one member of this Committee from among the four CMC Members appointed by the HRM. The Chair shall be elected from among the Committee Members.

The term of membership on this Committee shall be two years though eligible for re-appointment.

The CMC Chair, the CMC liaison Assistant and the CMC Liaison Assistant is entitled to attend meetings of this Committee without voting rights. Any other staff member from CMC, Mirror or HRM can attend at the invitation of the Committee.

**Subject: The proposed CMC Operating budget for 2024-25**

**Date : January 18, 2024**

**To: CMC Members**

**From: Reg Rankin, CMC Liaison & Betsy Chambers, CMC Administrator**

**PART 1:**

Important notes, below, to help explain the alignment to the changes to next year's budget from April 1, 2024, to March 31, 2025.

**Reference to CMC Administration (PART 2, number 1 of the assigned category of Budget expenditure):**

- i) **The Chair of the CMC**, it is assumed, continues to be provided an honorarium of \$ 4000. And for that, he or she will be responsible, on behalf of the CMC, for the oversight of the day-to-day efficiency of all part time staff. (Reference: Section 9.13 of the AGREEMENT between HRM and the Halifax Waste Resource Society ( hereafter called The Agreement).
- ii) **The CMC Communications Committee** (Reference: Section 5.11 of The Agreement) continues to replace the Executive Committee.
- iii) There shall continue to be a part time **CMC Administrator** to prepare Agenda(s) for all CMC meetings, Communications Committee meetings, the taking and preparation of the minutes, preparation, and submission of monthly invoices to HRM, maintaining all files and ensuring the timely web site and Facebook posting of the approved minutes of the CMC. (Section 9.12 of The Agreement)

**Reference to CMC Social Media Services; Communications and Legal Services (PART 2, numbers 2, 3 and 4 of the assigned categories of Budget expenditures):**

There are no significant changes to the nature of these above stated programs.

And as to proposed changes to programs:

**Reference to CMC Environmental Consultant Services (PART 2, number 5 of the assigned category of Budget expenditures):**

There is an **increase in funding for CMC Environmental monitoring** in alignment, and complementary, with the requirement on HRM and the Operator, by the provincial DOE, to fully implement 'The Compliance Plan '.

**Reference to Other Professional Services: For example: CMC Liaison Assistant.**

**PART 2:**  
**Pages 2 & 3**

TO: CMC Members  
 FROM: Betsy Chambers, CMC Administrator

Date: JANUARY 18, 2024

**SUBJECT: CMC's 2024-25 OPERATING BUDGET**

CMC Staff submits for the CMC Members' consideration the proposed 2023-24 budget as set out below in the amount of \$ 79,000.

The essential purpose of CMC's program expenditures is also provided.

The detail provided below constitute the total envelope of \$79,000. The sub- budgeted amounts are allocated under six expenditure 'envelopes' as set out below.

<b>1.CMC ADMINISTRATION</b>	<b>BUDGET</b>	
CHAIR, HONORARIUM	\$ 4,000	
COMMITTEE & COMMUNICATIONS MEETINGS	\$ 6,000	
ADMINISTRATOR	\$ <u>12,000</u>	\$ 22,000
<b>2.SOCIAL MEDIA SERVICES</b>		
MAINTAIN WEB SITE / MANAGE ZOOM	\$ 5,000	
NEWSLETTERS' PUBLICATION	\$ <u>7,000</u>	\$ 12,000
<b>3.COMMUNICATIONS</b>		
PROVIDE COMMUNICATIONS ADVICE		
PREPARE NEWSLETTERS AND OTHER COMMUNICATIONS		
PREPARE PUBLIC MEETINGS	\$ 10,000	\$ 10,000
<b>4. LEGAL SERVICES</b>		
Solicitor Services as required	\$ 5,000	\$ 5,000





Date: January 18, 2024

To: CMC Members

From: Betsy Chambers, CMC Administrator & Reg Rankin, Liaison Assistant

Report: Reference to the CMC 2023-24 Operating Budget ending March 31, 2024

This report provides an 8-month funding position from April 1, 2023 to Nov. 30, 2023

Budget 2023/24	-	Actual Expenditures	=	+ Surplus or - Deficit Funding Budget Balance
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1. Administration budget envelope:

Annual budget (\$ 22,000)

\$ 14,652 Prorated - \$ 12,806 = + \$ 1,846

2. Communications budget envelopes:

i) Social Media Technician

Annual budget ( \$ 12,000)

\$ 7,992 Prorated - \$ 6,935 = + \$ 1,057

ii) Communications Advisor

Annual budget ( \$ 10,000)

\$ 6,660 Prorated - \$ 3,085 = + \$ 3,575

3. Legal budget envelope:

Annual budget ( \$ 5,000)

\$ 3,330 Prorated - \$ 0 = + \$ 3,330

4. Engineering budget envelop:

Annual budget ( \$ 18,000)

\$ 12,000 Prorated - \$ 7,700 = + \$ 4,300

5. Other Professional Services

Annual budget ( \$ 12,000)

Liaison Assistant Prorated \$ 5,994

Expensed -\$ 6,195

Reserved Funds+ 1,998 = + \$ 1,797

Total = + \$ 15,905 Operating Surplus

( \$79,000 Budget : 12 Months)

\$ 52,626 (8 months) 36,721 Expenses = + \$ 15,905

66.7 % of Budget - 46.5 % Expended = 20.2 % surplus under budget to Nov.30,2023