

AGENDA,
Annual General Meeting, Community Monitoring Committee
 6:45 p.m., Wednesday, March 25, 2026
 The Pavilion, The Links at Brunello, Timberlea

	Agenda Item	Action	Materials Included
	Call to Order		
1.0	Approval of the agenda with/without amendments	Decision	• Agenda
2.0	Remarks of the Chair on fiscal 2025-26	Information/ Discussion	
3.0	Announce and confirm the 6 CMC candidates chosen at the HWRS AGM to represent the HWRS on the Otter Lake CMC for fiscal 2026-2027	Decision	
4.0	Selection of the new CMC Chair for fiscal 2026-2027	Decision	
5.0	Approval of the Jan. 22, 2026 minutes with/without amendments	Decision	• Minutes, Jan. 22, 2026
6.0	Members of the public in attendance invited to address the CMC with comments and/or questions	Discussion	
7.0	Signage to deter littering reported along wooded road, east of Otter Lake. Suspected origin: ATV users.	Referral to HRM	
8.0	Public procedure for reporting landfill odour complaints	Decision	• CMC Environmental Consultant's Report

9.0	Annual Report/update on Otter Lake landfill with final results of the performance audits for fiscal 2025-2026 - <i>Jordan Vallis, Manager, Engineering and Contract Services, Solid Waste Resources, HRM</i>	Information/ Discussion	
10.0	Brief overview of work undertaken by FluxLab at Otter Lake for an academic Canada-wide study on methane in landfills. (HRM awaiting results expected in early April.) — <i>Jordan Vallis, Manager, Engineering and Contract Services, Solid Waste Resources, HRM</i>	Information/ Discussion <i>(Deferred from Jan. 22, 2026 meeting)</i>	
11.0	Status update on submitted CMC Operating Budget for 2026-2027 (<i>HRM Representative</i>)	Information/ Discussion	
12.0	Clarification on composition and role of the CMC Ad Hoc Technical Advisory Committee (<i>The Chair</i>)	Information/ Discussion	• Terms of Reference, CMC Technical Advisory Group
12.0	Adjournment		

CMC Information Reports

CMC Budget Versus Actual Expenditures (April 01, 2025-Feb.28, 2026)
- For the 11 months ending March 31, 2026



CMC Meeting Minutes
6:30 p.m. Thursday, January 22, 2026
Virtual Meeting

CMC Members Present: Chair Reg Rankin, Tekena Warikubu, Andrew Giles, John Cascadden, Nancy Hartling, Councillor Janet Steele, Peter Lund, Christa Schnare

Others Present: Shannon Betts, Jordan Vallis, Steve Copp, Rick Grant, Jason Timms, Betsy Chambers, Phil MacKenzie, Justin Hawco

1.0 A motion to approve the agenda as circulated was moved by Peter Lund, seconded by John Cascadden. Motion carried.

2.0 A motion to approve the July 10, 2025 minutes as circulated, was moved by John Cascadden, and seconded by Andrew Giles. Motion carried.

3.0 There being no members of the public in attendance, the Chair turned to the next item on the agenda.

4.0 The Chair stated that the proposed 2026-2027 budget for the CMC is \$79,000, the same as the last fiscal year. He noted the amount has varied over the years from \$90,000 to today's \$79,000. The contractual agreement between the Halifax Waste Resource Society and the Halifax Regional Municipality sets \$65,000 as the baseline.

Andrew Giles moved that the budget be adopted as presented. The motion was seconded by John Cascadden. Motion carried.

During discussion on the budget, Peter Lund asked that meeting expenses be added under item 1, CMC Administration: "Committee and Communications Meetings" for clarity. In response to a budget management question from Councillor Steele, Shannon Betts explained that the CMC Administrator and Chair review CMC invoices monthly before they are submitted to Halifax Solid Waste for payment. The CMC budget, therefore, resides in HRM accounts and money that goes unspent is returned to general accounting quarterly, based on estimated quarterly expenditures. Some miscellaneous expenses such as charges for meetings, file storage and office supplies are charged under the line item for meetings cited by Mr. Lund. The Chair noted the \$5,000 set aside for legal expenses is precautionary and used only when issues arise

CMC Meeting, January 22, 2025

that require the CMC to seek legal advice. The Chair also noted that the CMC has been given flexibility in the past to move money between line items, as circumstances require, provided that the CMC did not exceed its overall budget. He expressed the hope that the CMC would not be penalized with a budget reduction for its record of fiscal frugality.

5.0 It was moved by Andrew Giles and seconded by Peter Lund to appoint appointment Councillor Janet Steele to the Communications Committee and Krista Schnare to the Technical Advisory Group following their nominations by the Chair and there being no other nominations. Motion carried.

The CMC then agreed to withdraw the appointment of Channing Davis the third HWRS-appointed CMC representative to the TAG, made in error on March 22, 2025. The TAG requires three representatives: two HWRS appointees and one HRM appointee from the CMC membership.

6.0 Moved by Andrew Giles and seconded by Councillor Steele that the end date of the term of employment shown in the Request for Proposals (RFP) for CMC's Liaison Assistant be amended to Oct. 31, 2026 to coincide with the end date in the term of employment set out in the letter of hire for that position. Motion passed.

7.0 Jordan Vallis, Manager, Engineering and Contract Services, HRM Solid Waste Resources provided an update on the Compliance Plan with the results from the November 2025 Audit. (Presentation Attached)

8.0 A motion to defer a report on the work undertaken by the Fluxlab at the Otter Lake landfill was moved by John Cascadden and seconded by Peter Lund. Motion carried.

9.0 Steve Copp, the Otter Lake landfill manager for Mirror Nova Scotia, provided an overview of the new Federal Landfill Regulations. Based on a preliminary assessment, he anticipated that the Otter Lake landfill would have no difficulty in meeting the regulations. They require landfills to install and monitor gas collection systems to ensure methane emissions are kept at designated levels. Operations at Otter Lake, he said, have always been "ahead of the curve," when it comes to methane gas collection and control measures. "We feel pretty comfortable with the regulations and that we're in compliance already," he said.

10.0 Jordan Vallis, Manager, Engineering and Contract Services, HRM Solid Waste Resources gave a brief update on litter cleanup on Highway 103. He noted an illegal dumping zone was spotted between Exits 2 and 3. A bylaw officer investigated and tracked down an illegal dumper. The individual was warned and cleaned up the area. Signs, warning the area is under observation, were posted at both exits and seem to be providing effective deterrence. (Presentation attached.)

11.0 There were no questions on the information report showing budgetary expenditures for the third quarter.

Before adjourning, a motion was moved by John Cascadden seconded by Andrew Giles, to approve the in camera minutes for October 23, 2025. The action was taken during the regular meeting to avoid the necessity of convening an in camera session to approve the minutes from the previous in camera meeting. Motion carried.

The Chair indicated the next meeting, the Annual General Meeting, would be an in-person event, which is tentatively scheduled for Wednesday, March 25, at The Links at Brunello Pavillion, Timberlea.

A motion to adjourn was made by Andrew Giles. Motion carried. The meeting adjourned at 8:05 p.m.

HALIFAX

Otter Lake Landfill CMC

Technical Presentation: Compliance Plan Update

CMC Meeting: January 22, 2026

QUICK DISCLAIMER

- Technical presentation
 - The “what” and “how” - not the “why”
- High level overview (but happy to stop and discuss any points or answer questions)
- The methodology and data for the audits are available in the publicly available reports (website)

Background: What is the Compliance Plan?

- 2021 – HRM applied to NSECC to deactivate the FEP/WSF
- New Approval requirement
 - Draft a Plan for NSECC review & approval
 - Target: <10% “Compostable Waste” w/w%
- “Compostable Waste” defined as paper, cardboard, food, and yard waste
- Nov 2022: Plan and timeline accepted, WSF/FEP deactivated

Date	Targets
31-Mar-24	< 11.61 %
31-Mar-25	< 10.81 %
31-Mar-26	< 10.00 %

What is the Compliance Plan?

Additional Aspects

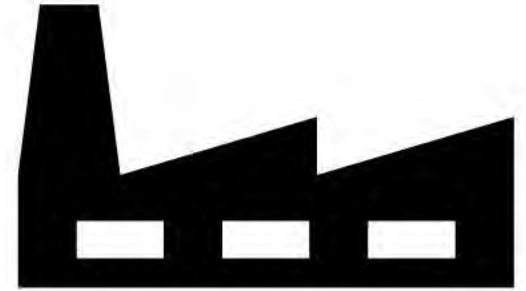
- NSECC added HSW and Small Appliances to the audits
- Seasonal audits
 - Spring, Summer, Fall, and Winter
 - May, August, November and February
- “Reporting Year” runs May to February

Date	Targets
31-Mar-24	< 11.61 %
31-Mar-25	< 10.81 %
31-Mar-26	< 10.00 %

The Compliance Plan – The ‘Where’

At the landfill:

- Quarterly Waste Audits (data generation)
- WDRs (residential hauler warnings/rejections)

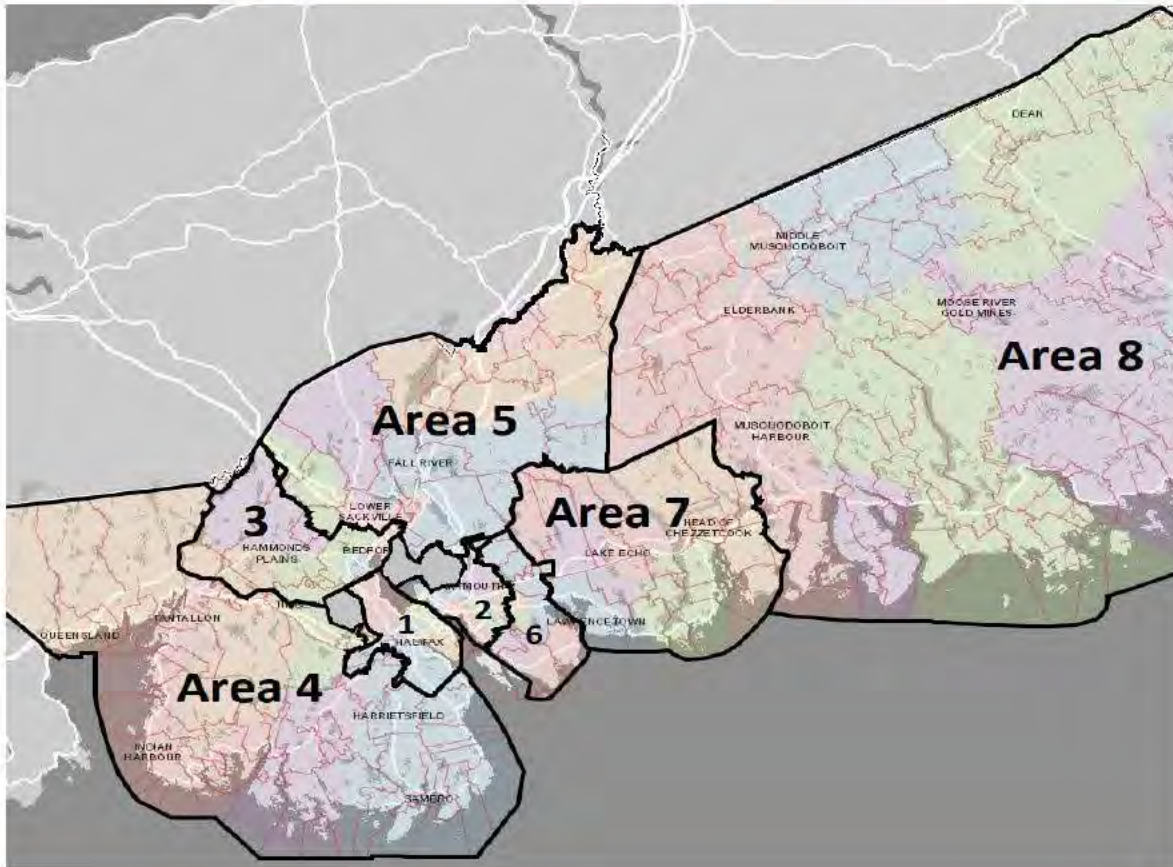



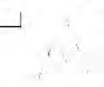
At the home:

- Hauler Education
- Curbside Enforcement (stickers/rejections)
- Public Education (door-to-door, ads, radio, etc.)



The Compliance Plan – Waste Audits



- Samples from each collection area
- Characterizations of:
 - **“Compostable Waste”**
 - Cardboard and mixed paper
 - Food waste
 - Yard waste
 - **Required but not in the targets:**
 - HSW –  – 
 - Small White Goods

How HRM Uses Audit Data - Education

- Audits produce a % Compostable
 - paper, food, and yard wastes
- >10% above target means:
 - Hauler monitoring and education
 - Feedback monitoring and education to Residents
 - Geotargeted Advertising



How HRM Uses Audit Data - Education

Identifying Trends

- Specific buildings and neighbourhoods identified through audit results and route logs
- Seasonal and annual trends
- Trends in material types



Examples of Trends



- May → higher food waste (fridge cleanouts)
- August → lower food waste (vacations)
- Paper and Cardboard - very clean

Examples of Messaging

ALTERNATIVE DISPOSAL OPTIONS FOR COMMON HOUSEHOLD SPECIAL WASTE ITEMS

 <p>Paint Empty paint cans, leftover paint and aerosol paint cans. Must have original label and lid. These can be taken back to your local Enviro-Depot™ through the Nova Scotia Paint Recycling Program. https://www.productcare.org/products/paint/nova-scotia/</p>	 <p>Medication Can be taken back to your local pharmacy.</p>
 <p>Batteries Participating retailers through the Call2Recycle program. www.call2recycle.ca</p>	 <p>CFL/flourescent bulbs Dan-X Recycling (fees may apply). http://danxrecycling.com/</p>
 <p>Motor oil, antifreeze, filters and containers Participating collection facilities through UOMA. https://ns.uoma-atlantic.com/</p>	 <p>Propane tanks Check with your local tank exchange or propane dealer.</p>

For other disposal options visit halifax.ca/hsw

HALIFAX

1. HSW messaging
2. Private document disposal (shredding)
3. Specific types of food waste
4. Fridge cleanouts

The Results – Year to Date

November 2025 Results: 9.52% Compostable Waste

	% Compostable Waste			
	2022/23 Baseline	2023/24 Year 2	2024/25	2025/26 YTD
			Year 3	Year 4
Target	N/A	11.61%	10.81%	10.00%
Actual	12.41%	11.64%	11.50%	9.78%

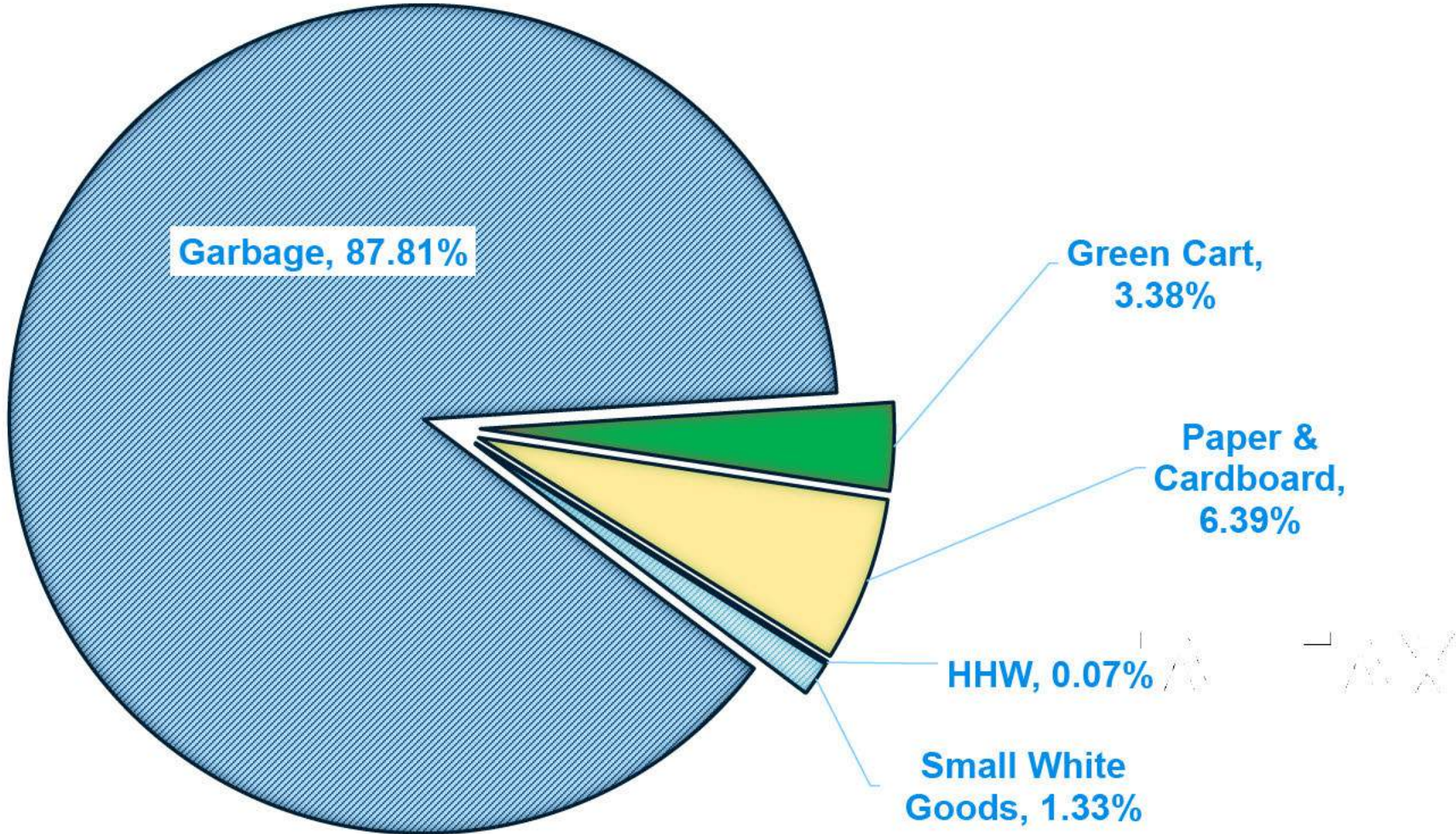
The Results: Curbside vs. Multi-Residential

November 2025 Results: 9.52% Compostable Waste

Area	% Compostable Waste			
	Baseline 2022-23	2023-24	2024-25	2025-26 YTD
Target	N/A	11.61%	10.81%	10.00%
Areas 1-8 Curbside	12.34%	11.05%	10.53%	9.62%
Condos	13.75%	22.72%	30.69%	12.90%
Total	12.41%	11.63%	11.50%	9.78%

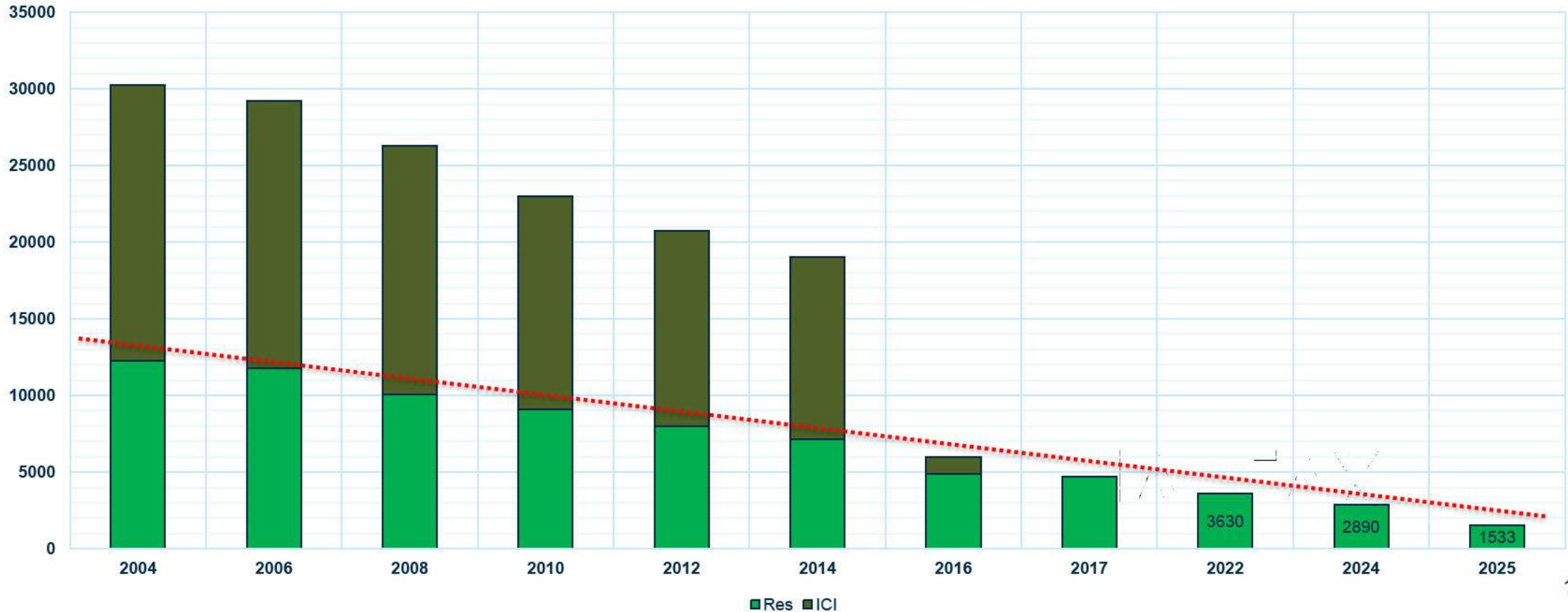
12

The Results – Year to Date



What this means at the landfill

Tonnes of Green Cart Organics in Garbage Stream



HSW Reductions

	2022/23	2023/24	2024/25	2025/26 YTD
	Baseline	Year 2	Year 3	Year 4
% by weight	0.51%	0.18%	0.08%	0.07%
Est. Tonnes in Garbage	250	90	40	34



Actions for 2026 – Challenging areas

Condominiums:

- Multi-residential design guidelines
- Mandatory clear bags at condos

Rural areas:

- New rural communication strategy being developed

High-level themes for 2026

- Food waste reduction education - not just diversion
- New “Paper Isn’t Garbage” campaign in the works!



January 22, 2026

HALIFAX

Questions

halifax.ca/otterlake

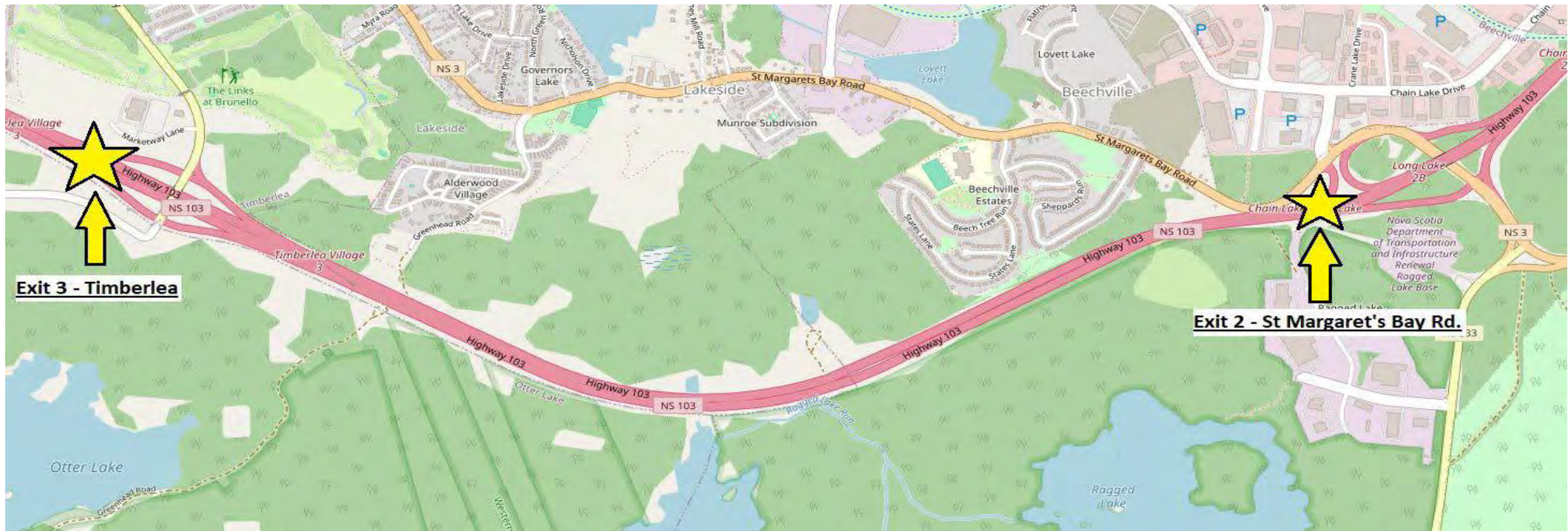
Highway 103 Cleanup

Update

CMC Meeting: January 22, 2026

Hwy 103 Cleanup – Background

- Began nearly 10 years ago
- Response to community and CMC concerns over litter on the highway near the landfill
- Monthly litter pickup between Exits 2 and 3



Hwy 103 Cleanup

- Monthly from April to November (typically)
- ~ 100 to 300 kg of litter per cleanup
- Anything from tires to mattresses, metals, recyclables, HSW, and more
- Approximately 1500-3000 kg of litter picked up annually



Examples of Litter



Recent Issue: Illegal Dumping

- Summer/Fall 2024
- Highway 103 on ramp toward Bayer's Lake
- Tires, HSW, and more
- More than 3x or 4x the usual amount



Results

- By-law officer visit
- Guilty party cleaned up the area
- Litter amounts back to normal

Ongoing Actions:

- New signs now installed by the Province on behalf of HRM
- Regular drive-by monitoring by staff



Thank you

January 22, 2026

Standard Operating Procedure (SOP)

Odour Complaint Reporting Process

Version: 1.0 - Effective Date: February 25, 2026

1. Purpose

This Standard Operating Procedure (SOP) defines the official process for reporting, investigating, documenting, and following up on odour complaints associated with the Otter Lake Waste Management Facility.

2. Scope

This SOP applies to all odour complaints believed to originate from the Otter Lake Waste Management Facility, including public reporting channels, operator response requirements, regulatory oversight, and CMC review.

3. Reporting Channels

Two reporting channels are outlined in the following sections as a formal odour complaint may be filed with HRM either by Phone or electronically over E-mail.

By Phone

Given that odour events frequently occur in the evening (e.g., temperature inversions, low wind conditions), best practice as defined by this SOP is to:

- Report odour directly at the time of occurrence, even if after hours. (After-hours calls are logged and will still be actioned.)

Members of the public may report odour complaints by calling the HRM Service Centre:

Dial: #311

Important to Note:

- HRM 311 Service Hours: Monday to Friday, 8:00 AM – 4:30 PM
- Closed: Evenings, weekends, and statutory holidays
- These are the standard staffed intake hours for live operator service.

Should an odour event occurs outside 311 operating hours, the typical escalation pathways shall be:

1. Call HRM 311 contact centre and leave a voicemail.
 - When dialing 311 outside regular contact centre hours the system will route you to after-hours urgent service for issues such as waste management facility odour concerns. This is the designated after-hours line for HRM urgent municipal concerns.

OTTER LAKE LANDFILL COMMUNITY MONITORING COMMITTEE (CMC)

2. Call Mirror Nova Scotia (Facility Operator) – 902-453-3490
3. Nova Scotia Environment and Climate Change (NSECC) – 1-877-936-8476

Online

For Halifax Regional Municipality (HRM) landfill-related odour complaints, residents may submit odour complaints at any time via e-mail to the posted 311 Contact Centre e-mail address:

contactus@311.halifax.ca

It is suggested to utilize the following e-mail template when contacting the 311 Contact Centre on-line:

Odour Complaint Email Template

(For submission to contactus@311.halifax.ca)

Subject: Odour Complaint – [Your Area] – [Date]

Hello,

I would like to report an odour concern in my area.

Location:

(Street name or nearest intersection)

Date & Time Observed:

(When it started and whether it is ongoing)

Description of Odour:

(For example: garbage, rotten eggs, sewage, chemical, etc.)

Strength of Odour:

(Mild / Moderate / Strong)

Duration:

(How long it lasted or if still ongoing)

Wind Direction (if known):

(e.g., calm, light wind from west, etc.)

This odour has *[not occurred before / happened previously on the following dates: ___]*.

Please log this complaint and provide a service request number for tracking.

Thank you,

[Full Name]

[Address or general area]

[Phone number or email]

4. Mandatory Operator Response Requirements

Upon receipt of a complaint, the Approval Holder (Mirror) must:

1. Conduct immediate investigation of the cause.
2. Record complainant details and time of complaint.
3. Record wind direction, wind speed, temperature, and humidity.
4. Document corrective actions taken.
5. Provide records to NSECC upon request.

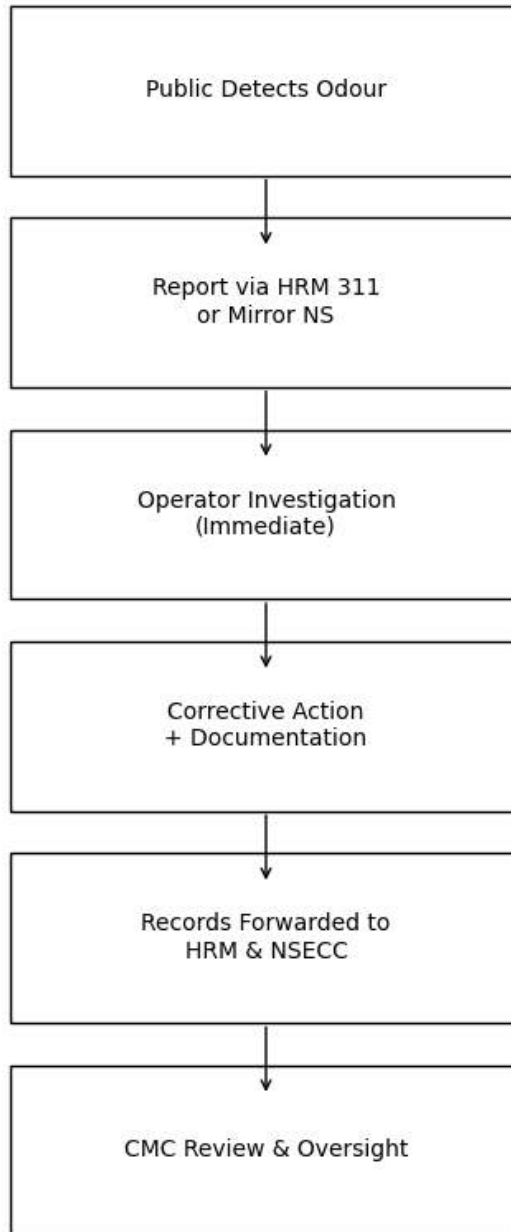
5. Regulatory Oversight

NSECC retains regulatory authority and may require additional monitoring, mitigation measures, or quantitative odour limits if off-site impacts are deemed excessive.

6. Role of the CMC

The Otter Lake Landfill Community Monitoring Committee reviews complaint summaries, monitors trends, and may escalate systemic concerns to HRM and NSECC.

Odour Complaint Reporting Flowchart



OTTER LAKE LANDFILL COMMUNITY MONITORING COMMITTEE (CMC)

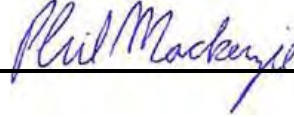
Standard Operating Procedure Approval Signatures

Signature / Date

CMC Chair

Name: Reg Rankin

CMC Environmental Consultant Engineer

 02-25-2026

Name: Phil MacKenzie, PEng

Revision History

Version	Date	Description of Change	Approved By
1.0	2026-02-25	Initial Issue	CMC

TERMS OF REFERENCE

CMC Technical Advisory Group

Date: January 18, 2024

1.1

PURPOSE

The CMC Technical Advisory Group, to be 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 or earth science 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 Administrator 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.

Date: March 25, 2026
 To: CMC Members
 From: Reg Rankin, CMC Chair

Report: Reference to the CMC 2025-26 Budget Which Ends March 31, 2026

This report provides an 11-month budget position ending on February 28, 2026
The figures provided below are not audited. Amounts include HST where applicable.

NOTE: Below Budget **Prorated** on an 11-month allocation

2025-26 Budget Prorated BY CATEGORY	To: February, 2026 Expenditures: 11 months	+ Surplus or Deficit Funding
1. Administration:	(Annual Budget \$25,000)	
\$ 22,917 -	\$20,407	= + \$ 2,510
2. Social Media:	(Annual Budget \$ 12,000)	
\$ 11,000 -	Technician \$2,644	
	Newsletters \$5,659	
	ZOOM \$ 245	
	\$ 8,548	= + \$ 2,452
3. Communications Advisor:	(Annual Budget \$ 10,000)	
\$ 9,167 -	\$ 2,984	= + \$ 6,183
4. Legal :	(Annual Budget \$ 5,000)	
\$ 4,583 -	\$ 0	= + \$ 4,583
4. Environment Consultant:	(Annual Budget \$ 18,000)	
\$ 16,500 -	\$13,280	= + \$ 3,220
5. Liaison Assistant:	(Annual Budget \$ 9,000)	
\$ 8,250 -	\$ 4,460	= + \$ 3,790
TOTALS:	(Total Annual Budget \$79,000)	
	\$ 72,417 Prorated Budget - \$ 49,679 Expenditures	= + \$ 22,738
	Operating Surplus to February 28, 2026	

Additional Notes:

\$ 49,679 Expenditures against \$ 72,417 is 68.6 % of the Prorated Budget to end of the 11th month February 28, 2026.

There is a resultant operating surplus of \$ 22,738. to the end of February 28, 2026. With one month remaining in the current fiscal year 2025-2026. Any remaining Budget Surplus balance at the end of March 31, 2026, is not retained by the CMC.