



CMC Minutes, Annual General Meeting
6:30 p.m. Thursday, March 25, 2026
The Pavilion, The Links at Brunello, Timberlea

CMC Members Present: Chair Reg Rankin, Tekena Warikubu, Andrew Giles, John Cascadden, Nancy Hartling, , Peter Lund, Channing Davis

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

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

2.0 The Chair in his end-of- fiscal- year remarks noted CMC's new challenge will be to establish a set of principles and a new mechanism, in partnership with HRM, should the front-end processor and waste stabilization facility be taken off standby and scrapped. The decommissioning of this equipment will likely follow once HRM meets the Department of Environment and Climate Change's directive to limit the amount of organics by mass entering the landfill to 10%. Area residents in the communities surrounding the Otter Lake Landfill site, he said, need assurance that satisfactory checks and balances will be in place to ensure the landfill operation does not impede the prosperity of the growing residential and commercial area. He noted the front-end processor and waste stabilization facility were written into the 1999 contract between the Halifax Waste Resource Society (HWRS) and HRM, which created the CMC.

3.0 The Chair introduced the six HWRS-appointees elected to sit on the CMC for the 2026-2027 fiscal year: Reg Rankin, Andrew Giles, Peter Lund, Nancy Hartling, John Cascadden and Channing Davis and asked the meeting to confirm their appointments. The group was chosen at the HWRS Annual General Meeting that immediately preceded the CMC Annual General Meeting. The six-member group was confirmed as members of the CMC in a motion moved by John Cascadden, seconded by Andrew Giles. Motion carried.

4.0 Reg Rankin, the outgoing Chair, removed himself from the chairmanship of the meeting in favour of the Administrator who called for nominees to fill the office of Chair for fiscal 2026-2027. Reg Rankin was nominated by John Cascadden and

seconded by Nancy Hartling. There being no other nominees, Reg Rankin was acclaimed as Chair of the CMC for 2026-2027 in accordance with the 1999 agreement of the HWRS and HRM, and Mr. Rankin resumed his role as Chair of the meeting.

5.0 A motion was moved by Andrew Giles, seconded by John Cascadden to adopt the minutes of the January 22, 2026 CMC meeting. Motion carried.

6.0 In the absence of any members of the public in attendance to address the CMC with comments and/or questions, the Chair moved to item 8.0 on the agenda.

8.0 CMC's Environmental Consultant Phil MacKenzie explained that he outlined the circulated formal procedure proposed for posting on the CMC website to detail the process for laying an odour complaint in relation to the operations of the Otter Lake landfill. He noted that nowhere on the HRM website did he spot a link to submit an odour complaint.

Shannon Betts, Director of Solid Waste for HRM, responded that the circulated document followed existing procedure but generally citizens are simply urged to report any incident to 311. The reaction to complaints is already speedy, but efforts are being made to reduce any lag time between the notification that goes to the HRM engineering team and the people on site at the Otter Lake facility operated by Mirror Nova Scotia. The sooner the complaint is made known the faster investigations can proceed. Steve Copps, the Mirror Nova Scotia manager at the landfill, said his team responds immediately to odour complaints, even after normal working hours or on weekends.

John Cascadden suggested the proposed protocol was useful to alert citizens with odour complaints to the kind of questions they will be asked when they make a 311 call. Ms. Betts responded that odour complaints to 311 are followed up with staff calls to the initiator of the complaint, which gives them time to add information details they might have initially forgotten or overlooked. Mr. Copps said the preference is for all complaints to go through 311 but added no complaint is dismissed if it arrives by a different route.

The Chair turned to item 7.0 on the agenda after Andrew Giles' noted that it had been skipped in favour of item 8.0.

7.0 The Chair suggested more monitoring and some signage would discourage litter accumulating along the Greenhead Road, east of Otter Lake. Ms. Betts said the road is an easement owned by the province, which has an agreement with the ATV Association of Nova Scotia to maintain that trail. Therefore HRM does not have the authority to block the road off. Instead, she suggested signage could be added asking anyone who observes debris dumping along the route to call 311 and report it. Those reports would enable an investigation. The recent complaint about the trail was the

first of its kind that HRM had received on that trail but she said HRM is interested in ensuring there are not more.

John Cascadden moved that HRM contacts the province to gather more information on littering along the Greenhead Road and that a standard operating procedure for odour complaints be placed on the CMC website. Channing Davis seconded the motion. Motion carried.

9.0 Jordan Vallis, Manager, Engineering and Contract Services, Solid Waste Resources circulated a two-page Otter Lake Operations/Compliance Plan — 2025 in Review, indicating among other data that the overall percentage of compostable waste for fiscal 2025-2026 was 10.35% - only .35% short of the 10% goal set by the Department of Environment and Climate Change. (The two-page document is attached.)

While there were no odour complaints in 2025, Mr. Vallis noted there were seven in 2026. Nancy Hartling suggested that they might really be related to nearby Goodwood but erroneously attributed to the Otter Lake facility. Mr. Vallis confirmed that Goodwood was currently beset by a number of odour generators, which might explain the increase in complaints.

Many factors, Ms. Betts pointed out, contributed to the tonnage figures for residential garbage. While HRM has increased its population and the amount of household garbage per capita is rising, the tonnage of residential garbage stayed about the same. The figures show that residents are putting effort into garbage diversion efforts and the programs promoting them are paying off.

Mr. Vallis and his team, she said, were preparing the annual report to the Department of Environment and Climate Change. It will be at the department's discretion as to what will be expected of HRM to ensure it remains in compliance with the 10% target in the future.

If the front-end processor and waste stabilization facility are fully decommissioned, Andrew Giles asked whether the CMC was obliged to inform the public. The Chair said that would be a decision of the CMC, dependent on HRM's communications.

Continuous waste diversion from the landfill was a key principle of Otter Lake facility operations, but it cannot be achieved without technology, said John Cascadden. He suggested any new technology will require front-end processing for refined sorting and he pointed out if the current equipment is removed it will cost more to reconstitute it. HalifACT 2050, he recounted, stated greater diversification and diversion are goals and at one point the goal was 100% diversion.

Rather than get into specifics at this meeting, the Chair suggested developing mutually agreed principles between CMC and HRM over the next four-to-six weeks that could

be set out in a memorandum of understanding.

Recently, the Chair said, several ideas for operational changes at the Otter Lake Landfill had been raised in a very preliminary way with him. The concepts, which needed further refinement, would involve amendments to the 1999 contractual agreement between HRM and the HWRS if they were to proceed. He suggested the HRM Director of Solid Waste Resources and the CMC Chair should develop a memorandum of understanding for CMC's consideration and for potential forwarding to the HWRS for action. That process, he said, could chart the way forward. Ms. Betts said she was open to the idea but declined to commit to discussions until HRM had its meeting with the Department of Environment and Climate Change.

John Cascadden moved, seconded by Andrew Giles, that CMC and HRM aspire to reach an MOU on principles of waste management at the Otter Lake facility. Motion carried.

10.0 The FluxLab item was deferred indefinitely, there being nothing new to report. HRM's Director of Solid Waste Shannon Betts offered to share any reports her office receives on work done in the fall of 2025 at the Otter Lake landfill by the SFX university-based FluxLab . The work was part of a broader Canadian study on methane in landfills.

11.0 No questions were raised about the details of CMC's proposed operating budget submitted to HRM for the 2026-2027 fiscal year. The HRM budget is awaiting Council approval.

12.0 The Chair proposed to re-instate Channing Davis, an HWRS-appointed CMC member, as part of the ad hoc Technical Advisory Group. He had been removed at the last meeting to enable an HRM appointee to be added to the three-member group erroneously filled by three HWRS-appointees. The Chair suggested the addition of a fourth member, in addition to the three set out in the TAG's terms of reference, would be permissible because the group was advisory to the CMC Environmental Consultant rather than a formal committee of the CMC. By a consensus of the meeting, Channing Davis was re-instated as a member of the TAG.

13.0 Andrew Giles moved a motion to adjourn. The meeting adjourned at 8:27 p.m.

Otter Lake Operations/Compliance Plan – 2025 in Review

- 48,108 tonnes of residential garbage received
- 940 tonnes of metal recycled from bulky collection and pulled from the tip face
- 20,710 tonnes of daily cover used: rock, clay and alternative (processed C&D)
- No odour complaints in 2025
 - 7 Odour Complaints 2026

Item	Units	2023	2024	2025
Residential Garbage Disposal	tonnes	48,820	48,930	48,108
Leachate Generation	Litres	81,828,000	56,584,062	37,845,450
Cubic Feet of Landfill Gas Flared	SCF	224,627,540	376,206,710	377,205,840

Compliance Plan Outreach

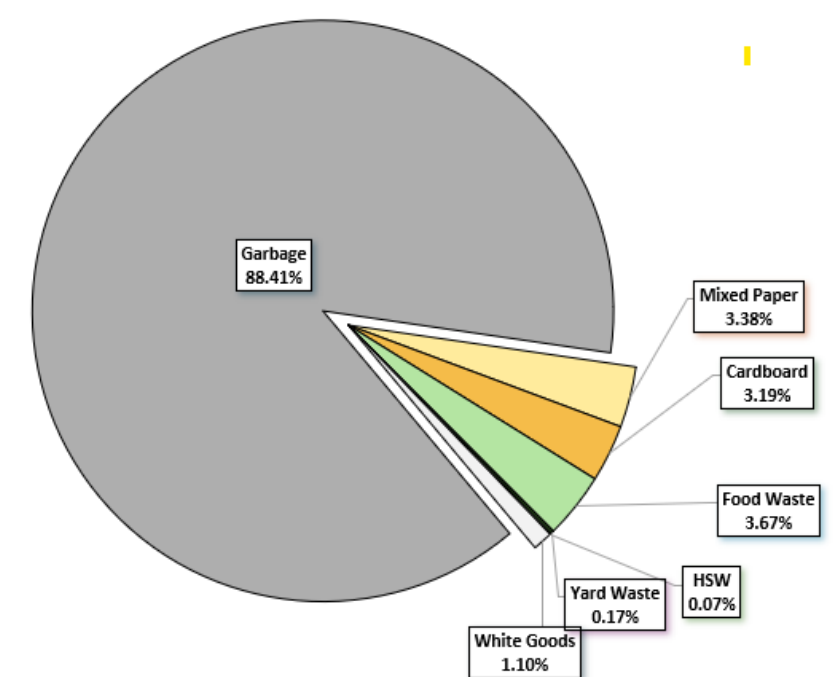
- 41 Residential WDRs to haulers regarding non-compliant items arriving in residential waste including, bulky scrap metal/appliances, leaf & yard waste.
- 2,850 curbside households visited with curbside feedback monitoring
- Targeted education visits including door-to-door at specific condo properties sampled in audits.
- Multi-media campaigns including: Social media, billboard, radio, digital screens



Performance Audits – Summary of Results

Area	% Compostable Waste			
	2022-23	2023-24	2024-25	2025-26
Target	N/A	11.61%	10.81%	10.00%
Areas 1-8 Curbside	12.34%	11.05%	10.53%	10.04%
Condos	13.75%	22.72%	30.69%	16.76%
All Areas Total	12.41%	11.64%	11.51%	10.35%

Performance Audit – 2025/2026 Results



Estimates based on Performance Audits	Units	2022	**2023	2024	2025
Total % "Compostable"	%	12.41%	11.64%	11.50%	10.35%
→ % that is Green Cart in Garbage	%	7.42%	7.28%	6.33%	3.38%
→ % that is Paper + Cardboard in Garbage	%	4.99%	4.36%	5.17%	6.97%
Estimated Tonnes Green Cart Waste going to Landfill	tonnes	3,556	3,513	2,891	1,833
Residential Green Cart Capture Rate	%	91.4%	91.1%	92.4%	95.30%
Estimated Tonnes HSW going to Landfill	tonnes	196	87	40	36

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.

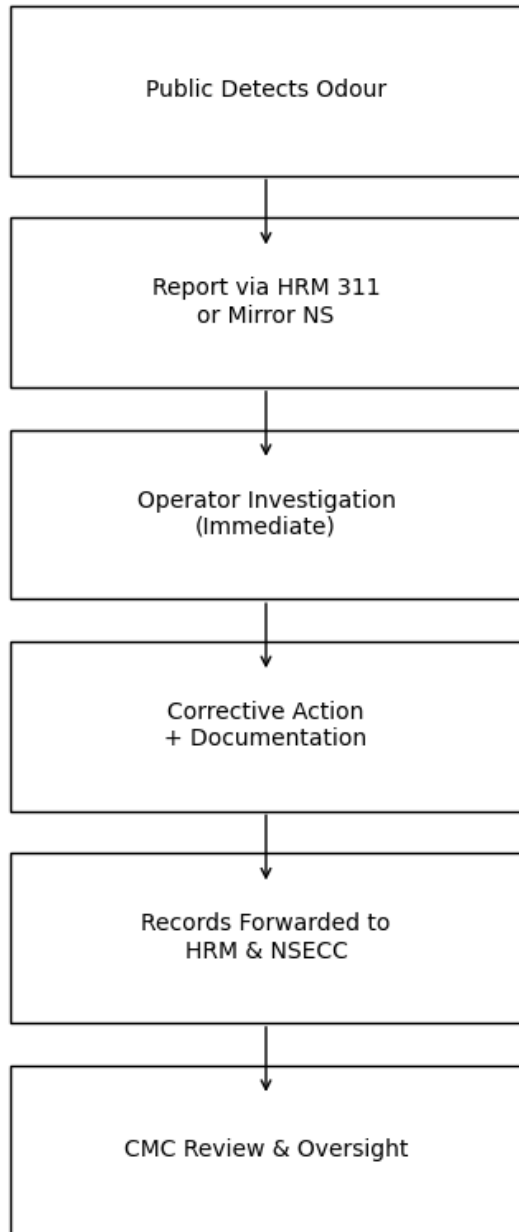
5. Regulatory Oversight

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

Reginald Rankin 04-10-2026

Name: Reg Rankin

CMC Environmental Consultant Engineer

Phil MacKenzie 02-25-2026

Name: Phil MacKenzie, PEng

Revision History

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