

INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS MEETING

Wednesday, December 18, 2024 – 10:00 a.m.

Valley Waste-Resource Management Boardroom with Virtual Attendance Option

MINUTES

A meeting of the Interim Intermunicipal Services Agreement Board of Directors was held on Wednesday, December 18, 2024, at 10:00 a.m., based in the Valley Waste-Resource Management Boardroom with a virtual attendance option.

Attendees:

Board Members

Municipality of Annapolis County:	Diane Le Blanc, Warden
Town of Annapolis Royal:	Amery Boyer, Mayor
Town of Berwick:	Mike Trinacty, Mayor
Town of Kentville:	Andrew Zebian, Mayor
Municipality of the County of Kings:	Emily Lutz, Councillor, Alternate, Dave Corkum, Mayor – Regrets
Town of Middleton:	Gail Smith, Mayor
Town of Wolfville:	Jodi MacKay, Mayor
Mun of Digby:	Linda Gregory, Warden

Also in Attendance:

Town of Annapolis Royal	Sybil Skinner-Robertson, Deputy Mayor Sandi Millett-Campbell, CAO
Town of Berwick:	Jen Boyd, CAO
Town of Kentville:	
Town of Middleton:	Ashley Crocker, CAO
Municipality of the County of Kings:	Greg Barr
Municipality of Annapolis County:	Chris McNeill, CAO
Town of Wolfville:	Glenn Horne, CAO
Municipality of Digby:	Jeff Sunderland, CAO
IMSA Executive Director:	Dwight Whynot - also Acting General Manager, Kings Transit
Valley Waste:	Andrew Garrett, Interim General Manager
Kings Transit and Valley Waste	Dan L'Abbe, Director of Finance and Corporate Services
IMSA:	
Recording Secretary:	Brenda Davidson

Agenda Item No. 1 –Welcome and Call To Order

Vice-Chair, Mayor Jodi MacKay, welcomed everyone calling the meeting to order at 10:01 a.m.

Agenda Item No. 2 – Approval of Agenda

ON MOTION OF MAYOR ZEBIAN AND SECONDED BY MAYOR TRINACTY THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS APPROVE THE DECEMBER 18, 2024 AGENDA, AS CIRCULATED.

MOTION CARRIED.

Agenda Item No. 3 – Approval of the Minutes

Agenda Item No. 3.1 – Approval of the Minutes from meeting held November 20, 2024

ON MOTION OF MAYOR ZEBIAN AND SECONDED BY MAYOR SMITH THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS APPROVE THE NOVEMBER 20, 2024 MINUTES, AS CIRCULATED.

MOTION CARRIED.

Agenda Item No. 4 – Valley Region Solid Waste-Resource Management Authority

Agenda Item No. 4.1 – Presentation of 2025-2026 Draft Operating and Capital Budget

Interim General Manager Garrett provided the Board with a comprehensive presentation regarding the Draft 2025-2026 Operating and Capital Budgets, as circulated, and attached to these minutes. Mr. Garrett noted that Party Chief Administrative Officers and Finance Directors had the opportunity to be presented with the detailed draft budget and are fully aware.

It was noted that the draft budget for 2025-2026 has been developed based on the Municipality of Annapolis County rejoining as a full equity Party under the new Intermunicipal Services Agreement and that they will assume approximately 21% ownership and financial responsibility under the new Agreement.

Mr. Garrett reviewed each slide providing explanations and responding to questions as they arose highlighting the key budget influences on forecast for current year end and for the 2025-2026 draft budget. Mr. Garrett stressed the budgetary impact of major contracts noting that 65-70% of the Authority's budget is related to contracted service provision.

Mr. Garrett further noted that more detailed information will be provided to the Board of the Valley Region Solid Waste-Resource Management Authority during an Orientation Session early in the new year which will be designed to raise awareness regarding the programs and services offered by the Authority.

The proposed capital budget was reviewed noting that the plan continues to ensure that the Management Centre facilities are prepared for future use addressing the increasing volume and types of materials being managed through the sites. Mr. Garrett noted the current Policy for the annual investment in the Capital Reserve Fund will expire after the 2025-2026 contribution is made and that the Board will be required to consider the future management of the Reserve Fund into the future. Staff are proposing drawing from the Reserve for some capital projects related to management centre improvement as it has been confirmed that the centres are structurally sound, not requiring full replacement.

Mr. Garrett then noted the proposed motion for the consideration of the Board.

In response to the question, Mr. Garrett explained that staff are not always made aware of large demolition projects affecting the volume of construction and demolition debris being managed at the sites, and further that when the projects are of a larger scale the materials are often routed to a private construction and demolition materials site.

In response to the question, it was indicated that the budget has been developed based on the Municipality of Annapolis County becoming a full equity party under the new Intermunicipal Services Agreement effective April 1, 2025.

A short discussion was held regarding the capital reserve fund with it being indicated that consideration for continuing annual contributions to the fund to offset future costs may be a prudent way to proceed.

ON MOTION OF MAYOR ZEBIAN AND SECONDED BY COUNCILLOR LUTZ THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS APPROVE THE DRAFT 2025-2026 OPERATING AND CAPITAL BUDGETS FOR THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY, AS PRESENTED, FOR FORWARDING TO THE MUNICIPAL PARTIES TO THE INTERMUNICIPAL SERVICES AGREEMENT FOR RATIFICATION IN KEEPING WITH THE SPECIAL RESOLUTION PROCESS.

MOTION CARRIED.

On a final note, it was indicated that while a final decision has not yet been made regarding the cost sharing formula, the Party cost shares have been calculated in the historical manner, using a 50/50 blend of uniform assessment and population.

Agenda Item No. 4.2 – Request for Decision: Investment Committee Membership

Mr. Garrett referred to the Request for Decision: Investment Committee Membership, dated December 18, 2024, as circulated and attached to these minutes, providing a quick overview of the document. In response to the question, it was noted that the position of citizen appointee to the Committee has been advertised in the past, however, Heather MacKay, has filled that role with great success over the past years and is willing to continue to serve for the 2025 calendar year.

ON MOTION OF MAYOR TRINACTY AND SECONDED BY MAYOR SMITH THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS RE-APPOINTS HEATHER MACKAY AS CITIZEN APPOINTEE TO THE INVESTMENT COMMITTEE OF THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY FOR THE 2025 CALENDAR YEAR.

MOTION CARRIED.

THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS APPOINTS MAYOR TRINACTY TO SERVE AS THE 2ND BOARD REPRESENTATIVE ON THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY INVESTMENT COMMITTEE.

MOTION CARRIED.

It was noted that it is anticipated that a meeting of the Investment Committee will be held early in the New Year and further that as the current contract for the provision of Investment Advisory Services will expire on March 31, 2025, a Request for Proposals for the provision of the service will be prepared and released soon.

In response to the question, it was noted that the Investment Committee will be tasked with investigating the bond ratings noted in the Investment Policy.

Agenda Item No. 4.3 – Request for Decision: Option to switch to Alternate Curbside Collection Proposal

Mr. Garrett provided the Board with an overview of the Request for Decision: Option to switch to Alternate Curbside Collection Proposal, dated December 18, 2024, as circulated and attached to these minutes.

An explanation for the Request for Decision was provided noting the potential impact of the impending implementation of Extended Producer Responsibility Regulations and the need to notify EFR Disposal Ltd. of the Authority's intended approach, in keeping with contractual requirements. Mr. Garrett stressed that when the Request for Proposals for Curbside Collection Services was prepared, extended producer responsibility regulations was addressed by requesting separate collection costs for recyclable materials and also addressed the potential for a change in service levels to a bi-weekly collection of 2 bulky waste items moving away from offering the spring and fall clean up service that has historically been provided. Taking the recommended approach offers cost savings to the Authority while at the same time enhancing the service level. It was noted that staff have reached out to other Regions who offer the bi-weekly service and all areas shared positive feedback for bi-weekly collection. Warden Gregory noted that the bi-weekly bulky waste collection service is offered by the Municipality of Digby and has proven to be very successful. A short discussion was held regarding the benefits of those who salvage metals during the clean up service with it being noted that those individuals will likely adjust to the new program and plan to collect materials accordingly.

In response to the question, it was noted that the Municipality of Digby has not experienced any significant challenges with items bulky items left at the curb after a collection service. There are of course some cases, but they are infrequent.

In response to the question, it was noted that staff have worked with a local company who has an App that shares locations of usable items for interested parties to collect for reuse, and the app could be more beneficial under this collection scenario.

Mr. Garrett confirmed that staff anticipate the change to the bi-weekly collection of 2 bulky waste items would become effective April 1, 2026 or a little earlier leaving staff ample time to prepare and release all associated educational materials to raise public awareness. It was further suggested that MLA and MP offices be contacted as there may be an opportunity to leverage their release of information to the public.

In response to the question, Mr. Garrett noted that some areas such as in Wolfville during the spring move-out of students may be affected by the change, but with the opportunity to ensure a clear message in a public education campaign, landlords can prepare accordingly and may even appreciate the opportunity to be able to put items out for each collection service rather than holding a stockpile to be put out 2 times per year.

On a final note, Mr. Garrett stressed that the Board's approval of the recommended approach does not materially affect the 2025-2026 draft budget, as presented earlier during the meeting, strongly supporting the staff recommendation in the report to exercise the option with EFR Disposal to switch to their Alternate Proposal in year two of the contract and provide a bi-weekly collection of two bulky items for the remainder of the 7-year contract.

ON MOTION OF MAYOR TRINACTY AND SECONDED BY COUNCILLOR LUTZ THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD NOTIFY EFR DISPOSAL LTD. OF THEIR CHOICE TO MOVE TO THE ALTERNATE PROPOSAL SUBMISSION UNDER VWRP2308, DATED MARCH 18, 2025.

MOTION CARRIED.

Agenda Item No. 4.4 – Discussion: Orientation Session

Mr. Garrett noted that staff would like to facilitate an Orientation Session for the Valley Region Solid Waste-Resource Management Authority Board in January. After a short discussion, it was the consensus that January 15, 2025 following the January Board Meeting on that day or the following day, January 16th, 2025 may work for everyone. An invitation to the Orientation Session will be released and anyone interested in participating is welcome. The Session will include the provision of presentations, interactive discussions and a tour of the East Management Centre Site with a light lunch provided.

Agenda Item No. 5 – Kings Transit Authority

Agenda Item No. 5.1 – General Manager’s Report

Acting General Manager Whynot referred to the Kings Transit Authority General Manager’s Report, dated December 18, 2024, as circulated and attached to these minutes, providing the Board with an overview of the Report.

Mr. Whynot stressed that driver recruitment and retention remains challenging.

A short discussion was held regarding the impact of detours in the Cornwallis area with Warden Gregory noting that yes, she too has experienced significant travel delays. Routes are being altered as possible to limit the impact on travel times.

Mr. Whynot noted that he has been receiving several questions in response to the release of the Request for Proposals for the provision of the battery electric buses and the associated charging equipment with at least two formal responses expected upon closing. More details will be brought before the Board as they become available. Staff are actively seeking external funding opportunities, and it is hoped that the Request for Proposals for Project Management services will be finalized and released soon.

In response to the questions, Mr. Whynot acknowledged the impact of no longer providing service in Granville Ferry and when looking at the successful route graphs, the bus shortages are due to mechanical issues and the interrupted schedules are due to poor weather conditions.

On a final note, in response to the question, Mr. Whynot noted that there have been challenges in recruiting a new General Manager for the Kings Transit Authority.

ON MOTION OF MAYOR ZEBIAN AND SECONDED BY MAYOR TRINACTY THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS RECEIVE THE KINGS TRANSIT AUTHORITY GENERAL MANAGER’S REPORT, AS PRESENTED.

MOTION CARRIED.

Agenda Item No. 5.2 – Request for Decision: Approval of Corrected Audited Financial Statements for year ending March 31, 2024

Dan L’Abbe, Director of Finance and Corporate Services referred to the Request for Decision: Approval of the Corrected Audited Financial Statements for the Year Ending March 31, 2024, as circulated and attached to these minutes.

After a short discussion and a clarification regarding the actual numbers that have been corrected, the following motion was carried.

ON MOTION OF MAYOR ZEBIAN AND SECONDED BY MAYOR TRINACTY THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS APPROVES THE CORRECTED VERSION OF THE KINGS TRANSIT AUTHORITY AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDING MARCH 31, 2024.

MOTION CARRIED.

Mr. L'Abbe noted that he will follow-up by preparing the corrected version of the statements for signature and will share the corrected version with the Parties to the Intermunicipal Services Agreement, once final.

Agenda Item No. 5.3 – Presentation of 2025-2026 Draft Operating and Capital Budget

Mr. Whynot provided a comprehensive Draft 2025-2026 Operating and Capital Budget presentation for the Kings Transit Authority, as circulated and attached to these minutes, responding to questions as they arose throughout the presentation.

It was noted a detailed plan will be developed for the capital requirements noting that the Authority has approximately \$2,000,000.00 in a reserve fund that can be drawn upon as deemed appropriate.

A discussion arose regarding the financial impact on the Municipality of Digby with Warden Gregory stressing that presenting the proposed budget to Council will be challenging due to the proposed increase adding that they have absorbed substantial increases over the past couple of years. Mr. Sunderland added the uncertainty of the funding formula and the best path forward, makes it difficult to advise their Council of the true impact of the proposed budget.

Mr. Barr responded indicating that it is unlikely that a final decision regarding a new funding formula will be in place prior to the start of the new fiscal year, so Parties should move forward based on the cost sharing formula as shown in the draft budget. Mr. Horne noted that there are several moving pieces and that the Chief Administrative Officers will be working with Dan McDougall to develop a critical path forward to ensure the final decisions can be made in a timely manner.

With regard to the proposed capital budget, Mr. Barr noted that there are concerns around the WSP Strategic Plan as it relates to procuring electric buses for deployment in the western part of the Kings Transit Authority routes, which will ultimately be a decision of the Board, specifically noting that even with the funds in reserve there will be a significant shortfall in meeting the financial requirements to move the fleet to electric buses. This challenge could lead to issues with Parties unless a good financial plan to deal with the funding deficit is developed. Mr. L'Abbe noted that a five-year plan has been shared with the Chief Administrative Officers and that to the best of his recollection annual additional contributions in the range of \$500,000 would be required.

Mayor Trinacty left the meeting at this time.

Mr. Horne echoed Mr. Barr's points stressing that having those discussions now will be of great value with Mr. Whynot fully agreeing. Mr. Whynot noted the capital planning work that has been completed, has been shared with the Chief Administrative Officer group to ensure there is full understanding. Mr. Whynot further noted that staff are actively investigating all possible funding opportunities based on the goal of reducing the financial burden on participating municipalities. Mr. Whynot added that the Kings Transit Authority has been

underfunded for several years and is now feeling the consequences of that by working with buses that have well exceeded what would be considered to be their useful life.

In response to the question, it was noted that staff are investigating whether the funding that has been secured can be used for the acquisition of diesel buses to reduce overall costs and can provide additional information regarding comparative costing to assist in the decision-making process. Mr. Whynot further noted that it is recognized that there are several complexities to be addressed to ensure that an equitable service is provided.

ON MOTION OF COUNCILLOR LUTZ AND SECONDED BY MAYOR ZEBIAN THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS APPROVE THE DRAFT 2025-2026 OPERATING AND CAPITAL BUDGETS FOR THE KINGS TRANSIT AUTHORITY, AS PRESENTED, FOR FORWARDING TO THE MUNICIPAL PARTIES TO THE INTERMUNICIPAL SERVICES AGREEMENT FOR RATIFICATION IN KEEPING WITH THE SPECIAL RESOLUTION PROCESS.

MOTION CARRIED.

On a final note, Mr. Whynot encouraged anyone with additional questions to reach out to him at any time.

Agenda Item No. 6 – In Camera Session in keeping with Section 22(2)(c) of the *Municipal Government Act*

ON MOTION OF COUNCILLOR LUTZ AND SECONDED BY MAYOR SMITH THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS MOVE TO AN IN CAMERA SESSION IN KEEPING WITH SECTION 22(2)(c), PERSONNEL MATTER, OF THE MUNICIPAL GOVERNMENT ACT.

MOTION CARRIED.

The December 2024 Regular Monthly Meeting of the Board was called back to order at 11:59 a.m.

Agenda Item No. 7 – Next Meeting – January 15, 2025

The next meeting of the Interim Intermunicipal Services Agreement Board will be held on January 15, 2025 in keeping with the normal meeting schedule. This may be followed by a Valley Region Solid Waste-Resource Management Authority Orientation Session as discussed earlier during the meeting.

Agenda Item No. 8 – Adjournment

ON MOTION OF MAYOR ZEBIAN AND SECONDED BY MAYOR SMITH, AS THERE WAS NO FURTHER BUSINESS TO BRING FORWARD, THE DECEMBER 18, 2024, REGULAR MONTHLY MEETING OF THE INTERIM INTERMUNICIPAL SERVICE AGREEMENT BOARD ADJOURNED AT 11:59 AM.

Respectfully submitted,

Brenda Davidson
Recording Secretary
Administration and Policy Manager
Valley Waste-Resource Management