

**INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS MEETING**

**Wednesday, February 19, 2025 – 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, February 19, 2025, 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:	
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:	Dave Corkum, Mayor
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	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:	
Municipality of Annapolis County:	
Town of Wolfville:	
Municipality of Digby:	Tyler Pulley, CAO
IMSA Executive Director:	Dwight Whynot - also Acting General Manager, Kings Transit
Valley Waste:	Andrew Garrett, Interim General Manager
Kings Transit and Valley Waste:	
IMSA:	
Recording Secretary:	Brenda Davidson

**Agenda Item No. 1 –Welcome and Call To Order**

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Chair Corkum welcomed everyone calling the meeting to order at 10:02 a.m.

**Agenda Item No. 2 – Approval of Agenda**

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**ON MOTION OF MAYOR ZEBIAN AND SECONDED BY MAYOR MACKAY THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS APPROVE THE FEBRUARY 19, 2025 AGENDA, AS CIRCULATED.**

**MOTION CARRIED.**

### **Agenda Item No. 3 – Approval of the Minutes**

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#### **Agenda Item No. 3.1 – Approval of the Minutes from meeting held January 15, 2025**

**ON MOTION OF MAYOR MACKAY AND SECONDED BY WARDEN GREGORY THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS APPROVE THE JANUARY 15, 2025 MINUTES, AS CIRCULATED.**

**MOTION CARRIED.**

### **Agenda Item No. 4 – Kings Transit Authority**

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#### **Agenda Item No. 4.1 – General Manager’s Report**

Acting General Manager Whynot referred to the Kings Transit Authority General Manager’s Report, dated February 19, 2025, as circulated and attached to these minutes. It was noted that the Request for Proposals for the Provision of Five Battery Electric Buses closes on Friday and that one submission has already been received. Request for Decision documents regarding the provision of the battery electric buses and the provision of project management services will be brought before the Board during an upcoming meeting. Mr. Whynot further noted that the first round of interviews for General Manager’s position will be held on Thursday and Friday this week and that it is hoped that a recommendation to engage the successful applicant will be brought before the Board soon.

In response to the question, it was noted that 38 applications were received in response to the General Manager recruitment this time which is similar to the previous recruiting attempt.

**ON MOTION OF MAYOR ZEBIAN AND SECONDED BY MAYOR SMITH THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS RECEIVE THE KINGS TRANSIT AUTHORITY GENERAL MANAGER’S REPORT DATED FEBRUARY 19, 2025.**

**MOTION CARRIED.**

#### **Agenda Item 4.2 – Kings Transit Authority Quarterly Financial Report for the Period Ending January 31, 2025**

Mr. Whynot referred to the Kings Transit Authority Quarterly Financial Report for the period ending January 31, 2025, noting that he will provide the overview of activity as Mr. L’Abbe is away. Mr. Whynot noted that revenues remain close to budgeted value for overall operations and provided an explanation for the variances as they relate to the over expenditures for salaries, primarily related to an error in benefit calculations, and maintenance. Mr. Whynot also noted the under expenditure for fuel which could change if prices adjust upward during the remaining months of the fiscal year.

In response to the question, Mr. Whynot explained the two reasons for the decrease in ridership. The first and key reason is that transfers are now counted as one rider rather than being counted as a rider each time the passenger transfers which was the approach in the past. The other key factors resulting in decreased ridership are the snow days and holidays as well as the temporary cancellation of the Cornwallis and Nictaux routes. Overall ridership remains comparable to previous years when these impacts are taken into consideration.

Also, in response to the question, Mr. Whynot indicated that the new bus tracking software is very close to full implementation. After correcting some noted deficiencies, software testing is being completed this week with

staff actively using the portal now. It is hoped that the application will be made available for use by the public next week.

**ON MOTION OF MAYOR ZEBIAN AND SECONDED BY MAYOR MACKAY THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS RECEIVE THE KINGS TRANSIT AUTHORITY QUARTERLY FINANCIAL REPORT FOR THE PERIOD ENDING JANUARY 31, 2025.**

**MOTION CARRIED.**

**Agenda Item No. 5 – Valley Region Solid Waste-Resource Management Authority**

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**Agenda Item No. 5.1 – General Manager’s Report**

Interim General Manager Garrett provided the Board with an overview of the Valley Waste-Resource Management General Manager’s Report dated February 19, 2025, as circulated and attached to these minutes, touching on the following key items:

- Extended Producer Responsibility for Packaging and Printed Paper - staff are working with the Authority’s Solicitor while negotiating the final contract with Circular Materials. Mr. Garrett noted that Valley Waste was one of the first organizations to receive the offer from Circular Materials with most other Regions receiving offers last week.
- Ground and Surface Water Monitoring – as per the report
- Engineering Projects – as per the report
- Canadian Housing Infrastructure Fund – as per the report
- Cardboard Recycling – as per the report
- Regional Chairs – as per the report
- Used Oil Management Association – as per the report
- Leader in Sustainability – as per the report
- Year-to-date tonnages – as per the report with Mr. Garrett noting that curbside collection tonnages remain as anticipated; however, commercial sector tonnages are running below the previous year values with most of that tonnage associated with the shut down of Scotia Recycling operations as they recover from the fires they experienced. It was also noted that construction and demolition debris tonnages have slowed over the past few months likely due to weather conditions.

In addition to the report, Mr. Garrett was pleased to add that the Authority has received \$100,000.00 more than anticipated in diversion credit funding due to the increased diversion of materials when compared to other waste-resource management regions across the Province.

Mr. Garrett noted that the ongoing poor weather conditions are wreaking havoc with collection with some rural areas proving very difficult to service over several collection days. As an example, providing service to Annapolis Royal was not possible yesterday due to the very poor weather and road conditions. Mr. Garrett thanked all involved for their patience.

In response to the question, Mr. Garrett indicated that Electec Engineering is based in Bedford, with Palmer and Doherty Consulting Inc. and Morse Surveying Ltd. both located in Kings County.

Also in response to the question, Mr. Garrett noted that the Authority is performing very well with regard to waste diversion and at this time is performing the best in the Province based on a disposal rate of 375kgs per

person compared to the provincial average of 491kgs per person adding that he was very pleased to see the additional diversion credit funding. Chair Corkum noted that this success is a tribute to Mr. Garrett and his team.

**ON MOTION OF MAYOR ZEBIAN AND SECONDED BY MAYOR TRINACTY THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS RECEIVE THE VALLEY WASTE-RESOURCE MANAGEMENT GENERAL MANAGER'S REPORT DATED FEBRUARY 19, 2025.**

**MOTION CARRIED.**

**Agenda Item No. 5.2 – Valley Waste-Resource Management Quarterly Financial Report for the Period Ending January 31, 2025.**

Mr. Garrett provided the Board with an overview of the Valley Waste-Resource Management Quarterly Financial Report for the period ending January 31, 2025, noting that the report had been prepared by Mr. L'Abbe. Mr. Garrett explained that both revenues and expenses remain as anticipated and that staff are, with caution, projecting a year-end surplus in the range of a few hundred thousand dollars.

**ON MOTION OF MAYOR MACKAY AND SECONDED BY MAYOR ZEBIAN THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS RECEIVE THE VALLEY WASTE-RESOURCE MANAGEMENT QUARTERLY FINANCIAL REPORT FOR THE PERIOD ENDING JANUARY 31, 2025.**

**MOTION CARRIED.**

**Agenda Item No. 6 – Next Meeting**

After a short discussion, due to conflicts on the next regular monthly meeting date of March 19th, the following motion was carried:

**ON MOTION OF MAYOR MACKAY AND SECONDED BY MAYOR ZEBIAN THAT THE MARCH REGULAR MONTHLY MEETING OF THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS BE HELD ON TUESDAY MARCH 25, 2025 BEGINNING AT 3:00 PM.**

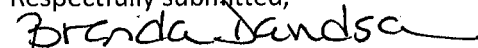
**MOTION CARRIED.**

It was noted that a meeting invitation will be released as soon as possible to ensure that participants are able to add the changed meeting date to their calendars.

**Agenda Item No. 7 – Adjournment**

**ON MOTION OF MAYOR BOYER AND SECONDED BY MAYOR SMITH, AS THERE WAS NO FURTHER BUSINESS TO BRING FORWARD, THE FEBRUARY 19, 2025, REGULAR MONTHLY MEETING OF THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD ADJOURNED AT 10:27 A.M.**

Respectfully submitted,



Brenda Davidson

Recording Secretary

Administration and Policy Manager

Valley Waste-Resource Management