

INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS MEETING

Wednesday, January 15, 2025 – 11:00 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, January 15, 2025, at 11:00 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:	Dave Corkum, Mayor
Town of Middleton:	
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:	Justin Serino, Jen Boyd, CAO
Town of Kentville:	Jeff Lawrence, CAO
Town of Middleton:	Ashley Crocker, CAO
Municipality of the County of Kings:	
Municipality of Annapolis County:	Chris McNeill, CAO
Town of Wolfville:	Glenn Horne, CAO
Municipality of Digby:	Jeff Sunderland, CAO, Tyler Pulley, Deputy 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:	Dan McDougall
Recording Secretary:	Brenda Davidson

Agenda Item No. 1 –Welcome and Call To Order

Chair Corkum welcomed everyone calling the meeting to order at 11:04 a.m.

Agenda Item No. 2 – Approval of Agenda

ON MOTION OF MAYOR ZEBIAN AND SECONDED BY MAYOR MACKAY THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS APPROVE THE JANUARY 15, 2025 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 December 18, 2024

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

MOTION CARRIED.

Agenda Item No. 4 – Progress Update and Discussion

Agenda Item No. 4.1 – Mr. McDougall – Progress Report

Mr. McDougall referred to the Progress Report dated January 15, 2025, as circulated and attached to these minutes, providing the Board with an overview of the Report. Mr. McDougall highlighted the intended next steps regarding the development of a report and presentation related to governance, funding and administration for the Valley Region Solid Waste-Resource Management Authority and the Kings Transit Authority.

The Chief Administrative Officers' group will reconvene next week and it is expected that information will be available for presentation to the Board during a special meeting on January 29, 2025. It is intended that the final report be presented during the February regular monthly Board meeting for final decision. This will be followed by a joint Council session to present the information to the participating party councils for concurrent consideration and ultimately leading to the ratification of a new Intermunicipal Services Agreement.

While not related to this topic, in response to the question, Mr. Whynot explained the intent regarding the release of a Request for Proposals for Project Management Services for the Kings Transit Authority.

A short discussion arose where it was indicated that the Town of Berwick has a conflict with the suggested meeting date of January 29, 2025, however it was the consensus that holding the special meeting in the evening would be acceptable.

ON MOTION OF MAYOR BOYER AND SECONDED BY MAYOR MACKAY THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD RECEIVE THE JANUARY 15, 2025 PROGRESS REPORT AS PRESENTED BY MR. MCDUGALL.

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

Agenda Item No. 5.1 – Request for Decision: To opt-In to the collection of curbside recycling service model offered by Circular Materials Atlantic

Interim General Manager Garrett provided the Board with a detailed overview of the Request for Decision to opt-in to the collection of curbside recycling service model offered by Circular Materials Atlantic, as circulated and attached to these minutes.

A short discussion arose with Mr. Garrett responding to questions and providing clarification as requested. It is anticipated that the program will evolve over the coming years addressing challenges and building on successes as they occur. In response to the question, Mr. Garrett noted that the cost-accounting work and curb-side audit projects have proven valuable by having the required information available to present with confidence to Circular Materials during the negotiation period. Mr. Garrett further noted that while the items in the report

have been addressed, staff will also be negotiating with Circular Materials regarding the use of the management centres for post-collection services, and those negotiations may result in additional revenue.

In response to the question, it was noted that while the initial contract with Circular Materials will address the remaining years of the curb-side collection contract, during that time, Circular Materials will focus on ensuring that they have developed a system that will address the processing of residentially generated recyclable materials in the most cost effective manner on behalf of the organizations that they represent.

Also, in response to the question, Mr. Garrett noted that he does not anticipate any requirement for changes in the Authority's current staffing complement.

ON MOTION OF MAYOR TRINACTY AND SECONDED BY MAYOR MACKAY THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS AUTHORIZE STAFF TO FINALIZE THE REQUIRED AGREEMENTS WITH CIRCULAR MATERIALS BASED ON THE OPT-IN SERVICE MODEL UNDER THE EXTENDED PRODUCER REGULATIONS AND FURTHER THAT THE BOARD AUTHORIZE THE CHAIR AND INTERIM GENERAL MANAGER TO EXECUTE THE CONTRACTS WITH CIRCULAR MATERIALS ONCE FINALIZED.

MOTION CARRIED.

Before moving along to the next Agenda item, Mr. Garrett noted that he had one more matter to raise with the Board. Staff are investigating an application for funding for the expansion of the transfer station under the Canadian Housing and Infrastructure Fund and the application requires a letter of endorsement from the Board.

ON MOTION OF MAYOR ZEBIAN AND SECONDED BY MAYOR BOYER THAT THE INTERIM INTERMUNICIPAL AGREEMENT BOARD OF DIRECTORS ENDORSE THE SUBMISSION OF A LETTER OF SUPPORT TO ACCOMPANY THE CANADIAN HOUSING AND INFRASTRUCTURE FUND APPLICATION.

MOTION CARRIED.

Agenda Item No. 6 – Kings Transit Authority

Agenda Item No. 6.1 – General Manager's Report

Acting General Manager Whynot referred to the Kings Transit Authority General Manager's Report dated January 15, 2025, as circulated and attached to these minutes, providing the Board with an overview of the Report.

Mr. Whynot noted that staff are addressing the installation of new bus tracking software and it is hoped that the project will be completed and unveiled to the public soon. Staff have worked diligently to assist the public during this transition period.

Mr. Whynot noted that he has addressed approximately 157 questions as a result of the release of the Request for Proposals for the provision of the 5 electric buses and that 2 responses are anticipated upon closing. Staff will be preparing and presenting a report to the Board during an upcoming meeting following closing for discussion and decision-making purposes.

Staff are also investigating the allowable uses for the \$500,000 per year that has been committed to Kings Transit for the next 10 years and have confirmed that the funds are not restricted to the acquisition of electric

buses only, so the acquisition of diesel buses would also be eligible for funding under the program. Staff are looking into the Rural Transit Fund which may provide up to 10 million dollars for capital acquisition purposes with an application deadline of March 4, 2025.

Mr. Whynot noted that the refreshed recruitment advertisement for a General Manager for the Kings Transit Authority will be live soon and it is hoped a successful applicant will be found. In response to the question, Mr. Whynot provided a quick overview of the results of the previous unsuccessful recruitment process.

In response to the question, Mr. Whynot clarified that the WSP Strategic Plan Report for the Kings Transit Authority remains at the Board level and is not yet considered a public document. It is anticipated that many related questions will be addressed through the responses to the Request for Proposals for the electric buses. Additionally, the matter is being discussed with the Chief Administrative Officers' group. A proposed plan will be brought before the Board for discussion and approval during an upcoming meeting.

There was a short discussion regarding the required changes to the routing in Granville Ferry and Nictaux. The service drop in Granville Ferry is temporary and the route in Nictaux will be restored as soon as the Department of Transportation opens the road again. Chair Corkum congratulated staff for the excellent job in addressing the public concerns with these two temporary route changes by minimizing the impact on service users as much as possible.

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

MOTION CARRIED.

Before transitioning to the in-camera session, Mr. Garrett informed the group of the very important and impactful news for Valley Waste: Brenda Davidson has submitted her letter of intent to retire, with her final day scheduled in June. Brenda has worked in municipal government for a total of 37 years with 27 of those years being with Valley Waste. A warm round of applause followed, as Ms. Davidson expressed her sincere gratitude for her time with Valley Waste, stating that it is an organization and group of people she deeply values.

On another matter, in response to the question, Mr. Garrett explained the challenges that have arisen in securing regular maintenance and service response contractors for the wind turbine and staff are investigating all possible avenues to put the services in place to ensure that the turbine can function efficiently. Mr. Garrett noted that when working properly, the turbine generates approximately \$45,000 annually in revenue to offset operating costs; however, due to the issues being experienced, staff are anticipating approximately \$10,000 in revenue this year.

Agenda Item No. 7 – In Camera Session in keeping with Section 22(2)(e) of the *Municipal Government Act*

ON MOTION OF MAYOR TRINACTY AND SECONDED BY MAYOR ZEBIAN THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS MOVE TO AN IN CAMERA SESSION IN KEEPING WITH SECTION 22(2)(e), CONTRACT MATTER, OF THE MUNICIPAL GOVERNMENT ACT.

MOTION CARRIED.

The January 2025 Regular Monthly Meeting of the Board was called back to order at 12:04 p.m.

ON MOTION OF MAYOR MACKAY AND SECONDED BY MAYOR TRINACTY THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS ENDORSE STAFF EFFORTS TO EXPLORE FUNDING OPPORTUNITIES FOR FUTURE ORGANICS PROCESSING SERVICES.

MOTION CARRIED.

Agenda Item No. 8 – Next Meeting

Agenda Item No. 8.1 – Special Meeting Proposed for January 29, 2025

As discussed earlier during the meeting, staff will move forward with finalizing the date and time for the proposed Special Meeting with a meeting invitation to be prepared and released accordingly.

Agenda Item No. 8.2 – Regular Monthly Meeting, February 19, 2025

The next regular monthly meeting of the Interim Intermunicipal Services Agreement Board of Directors will be held on February 19, 2025 beginning at the normal meeting start time of 10:00 a.m.

Agenda Item No. 9 – Adjournment

ON MOTION OF MAYOR ZEBIAN AND SECONDED BY WARDEN GREGORY, AS THERE WAS NO FURTHER BUSINESS TO BRING FORWARD, THE JANUARY 15, 2025, REGULAR MONTHLY MEETING OF THE INTERIM INTERMUNICIPAL SERVICE AGREEMENT BOARD ADJOURNED AT 12:06 PM.

Respectfully submitted,

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