

**INTERIM IMSA BOARD OF DIRECTORS MEETING**

**Wednesday, June 19, 2024 – 10:00 a.m.**

**Hybrid Meeting**

**MINUTES**

A meeting of the Interim Intermunicipal Service Agreement (IMSA) Board of Directors was held on Wednesday, June 19, 2024, at 10:00am via videoconference and in-person attendance based in the Valley Waste-Resource Management Boardroom.

**Attendees:**

**Board Members**

Municipality of Annapolis County:	Brad Redden, Deputy Warden
Town of Annapolis Royal:	Amery Boyer
Town of Berwick:	Don Clarke, Mayor
Town of Kentville:	Sandra Snow, Mayor
Municipality of the County of Kings:	Peter Muttart, Mayor
Town of Middleton:	Sylvester Atkinson, Mayor
Town of Wolfville:	Wendy Donovan, Mayor

**Also in Attendance:**

Town of Annapolis Royal	Sandi Millett-Campbell
Town of Berwick:	Jen Boyd
Town of Kentville:	Jeff Lawrence
Town of Middleton:	
Municipality of the County of Kings:	
Municipality of Annapolis County:	Chris McNeill
Town of Wolfville:	Rob Simonds
Municipality of Digby:	Jeff Sunderland
IMSA Executive Director:	Dwight Whynot
Valley Waste:	Andrew Garrett, Interim General Manager
Kings Transit and Valley Waste	
MNP:	
IMSA:	Dan McDougall
Recording Secretary:	Brenda Davidson

**Agenda Item No. 1 – Call To Order**

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Chair Muttart welcomed everyone calling the meeting to order at 10:00am noting the last-minute release of a Request for Decision: Extending Interim IMS agreement and professional services contracts ensuring that everyone had received a copy of the Report which is to be added to the Agenda.

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

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**ON MOTION OF AMERY BOYER AND SECONDED BY DON CLARKE THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENTS BOARD OF DIRECTORS APPROVE THE JUNE 19, 2024 AGENDA WITH THE ADDITION OF THE REQUEST FOR DECISION: EXTENDING INTERIM IMS AGREEMENT AND PROFESSIONAL SERVICES CONTRACTS, DATED JUNE 19, 2024.**

**MOTION CARRIED.**

In response to the question, it was noted that the items to be raised during the In Camera session will be related to Valley Waste-Resource Management.

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

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**Agenda Item No. 3.1 – Approval of the Minutes from Regular Meeting held May 15, 2024**

**Agenda Item No. 3.2 – Approval of the Minutes from Special Meeting held May 28, 2024**

Chair Muttart called for one motion to approve the minutes for both the Regular and Special Meeting.

**ON MOTION OF SANDRA SNOW AND SECONDED BY BRAD REDDEN THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENTS BOARD OF DIRECTORS APPROVE THE MAY 15, 2024 REGULAR MEETING AND MAY 28, 2024 SPECIAL MEETING MINUTES, AS CIRCULATED.**

**MOTION CARRIED.**

**Agenda Item No. 4 – Progress Update and Discussion**

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Mr. Whynot referred to the IMSA Pilot Project – Progress Report, as circulated and attached to these minutes noting that progress is being made. Mayor Boyer referred to the Preparation of Strategic Plans section of the report suggesting that the Phase 1 Mass Transit Study is a subset of the KTA strategic plan rather than vice-versa. Mayor Boyer also noted that while she appreciated the incremental development of a Strategic Plan for Valley Waste, it may be of value to move forward with the completion of an environmental scan.

**ON MOTION OF DON CLARKE AND SECONDED BY WENDY DONOVAN THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENTS BOARD OF DIRECTORS RECEIVE THE IMSA PILOT PROJECT – PROGRESS REPORT.**

**MOTION CARRIED.**

**Agenda Item No. 4.2 – Follow-up: Presentation: Governance, Administration and Funding Options for Valley Waste-Resource Management and the Kings Transit Authority**

Mr. McDougall noted that in follow-up to the Governance, Administration and Funding Options presentation provided to the Board during the Special Meeting held on June 12, 2024 a meeting with Chief Administrative Officers was held on Monday resulting in the preparation of the Request for Decision: Extending Interim IMS agreement and professional services contracts, as circulated and attached to these minutes. It was noted that both Scott Conrod and Rob Simonds have reviewed the Request for Decision.

Mr. McDougall reviewed the Request for Decision in its entirety with a discussion arising around process and timing. Discussion resulted in the consensus that facilitating a Joint Council with the Parties under the Interim Intermunicipal Services Agreement would be of great value and further that it will be confirmed whether or not an amendment to the Agreement requires ratification by the Party Councils, which, if required can take place after the Joint Council session.

**ON MOTION OF SANDRA SNOW AND SECONDED BY DON CLARKE THAT THE BOARD OF DIRECTORS RECOMMEND TO THE PARTICIPATING MUNICIPAL UNITS AND VALLEY REGION SOLID WASTE-RESOURCE**

**MANAGEMENT AUTHORITY AND KINGS TRANSIT AUTHORITY THE EXTENSION OF THE INTERIM IMSA FOR A TERM ENDING ON JUNE 30, 2025;**

**AND FURTHER THAT,**

**THE BOARD OF DIRECTORS AUTHORIZE THE TOWN OF WOLFFVILLE TO MODIFY AND EXTEND EXISTING PROFESSIONAL SERVICES AGREEMENTS WITH DWIGHT WHYNOT TO PROVIDE ADMINISTRATIVE LEADERSHIP FOR KINGS TRANSIT AND TO MANAGE ASSOCIATED PILOT PROJECT PRIORITIES; AND, WITH DAN MCDOUGALL TO MANAGE PILOT PROJECT PRIORITIES RELATED TO GOVERNANCE, ADMINISTRATION AND MUNICIPAL COST SHARING.**

A discussion arose regarding the potential financial and procedural implications of the motion above resulting in the consensus to split the motion into 2 parts with the first being:

**ON MOTION OF WENDY DONOVAN AND SECONDED BY DON CLARKE THAT THE BOARD OF DIRECTORS AUTHORIZE THE TOWN OF WOLFFVILLE TO MODIFY AND EXTEND EXISTING PROFESSIONAL SERVICES AGREEMENTS WITH DWIGHT WHYNOT TO PROVIDE ADMINISTRATIVE LEADERSHIP FOR KINGS TRANSIT AND TO MANAGE ASSOCIATED PILOT PROJECT PRIORITIES; AND, WITH DAN MCDOUGALL TO MANAGE PILOT PROJECT PRIORITIES RELATED TO GOVERNANCE, ADMINISTRATION AND MUNICIPAL COST SHARING.**

**MOTION CARRIED.**

**ON MOTION OF SANDRA SNOW AND SECONDED BY DON CLARKE THAT THE BOARD OF DIRECTORS RECOMMEND TO THE PARTICIPATING MUNICIPAL UNITS AND VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY AND KINGS TRANSIT AUTHORITY THE EXTENSION OF THE INTERIM IMSA FOR A TERM ENDING ON JUNE 30, 2025;**

**AND FURTHER THAT;**

**A JOINT MEETING OF ALL THE MUNICIPAL COUNCILS THAT ARE PARTY TO THE INTERIM IMSA BE COORDINATED TO PROVIDE AN UPDATE ON PROGRESS AND TO RECOMMEND AN EXTENSION TO THE INTERIM IMSA AGREEMENT.**

**MOTION CARRIED.**

Arrangements will be made to facilitate an early evening Joint Council session as soon as possible.

**Agenda Item No. 5 – Valley Waste**

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

Interim General Manager Garrett, referred to the General Manager’s Report, as circulated and attached to these minutes, adding that in keeping with contractual requirements, notice of termination of agreement has been provided to Scotia Recycling based on the December 1, 2025 implementation of Extended Producer Responsibility regulations. Mr. Garrett noted that the only question raised by Scotia Recycling in following up to the notice of termination was whether or not the contract would continue beyond December 1, 2025 if there is a delay in the implementation date with it being indicated that yes, in that case, the recyclable processing

services would continue under the existing contract. Mr. Garrett added that staff do not anticipate any delays at this time.

In response to the question, it was noted that the construction and demolition debris being used to construct a road is taking place at Arlington Heights C&D site which is owned by Halifax C&D.

**ON MOTION OF DON CLARKE AND SECONDED BY WENDY DONOVAN THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENTS BOARD OF DIRECTORS RECEIVE THE VALLEY WASTE-RESOURCE MANAGEMENT GENERAL MANAGER'S REPORT, AS PRESENTED.**

**MOTION CARRIED.**

**Agenda Item No. 5.2 – Request for Decision: Annual Approval of Safety Policy**

Mr. Garrett referred to the Request for Decision: Annual Renewal of Safety Policy, as circulated and attached to these minutes. Mr. Garrett stressed that Valley Waste-Resource Management is committed to ensuring a safe working environment in what is known to be a very dangerous industry setting.

**ON MOTION OF SANDRA SNOW AND SECONDED BY SYLVESTER ATKINSON THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENTS BOARD FORMALLY APPROVES THE SAFETY POLICY, AS PRESENTED, AND AUTHORIZES THE CHAIR AND GENERAL MANAGER TO EXECUTE THE POLICY FOR AND ON BEHALF OF THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY.**

**MOTION CARRIED.**

**Agenda Item No. 5.3 – Request for Decision: Temporary Borrowing Resolution**

Chair Muttart referred to the Request for Decision: Temporary Borrowing Resolution, as circulated and attached to these minutes, reading the suggested motion.

**ON MOTION OF DON CLARKE AND SECONDED BY SANDRA SNOW THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENTS BOARD ADOPTS THE TEMPORARY BORROWING RESOLUTION IN THE AMOUNT OF \$1,735,000 AS ATTACHED;**

**AND FURTHER THAT,**

**THE CHAIR AND GENERAL MANAGER, SERVING AS SECRETARY, BE AUTHORIZED TO CERTIFY THE RESOLUTION FOR AND ON BEHALF OF THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY;**

**AND FURTHER THAT,**

**THE GENERAL MANAGER BE DIRECTED TO TAKE ALL NECESSARY STEPS, INCLUDING SECURING THE MUNICIPAL GUARANTEES, IN ORDER TO SUBMIT A REQUEST FOR NOVA SCOTIA DEPARTMENT OF FINANCE AND TREASURY BOARD MINISTERIAL APPROVAL.**

**MOTION CARRIED.**

## **Agenda Item No. 6 – Kings Transit**

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### **Agenda Item No. 6.1 – General Manager’s Report**

Mr. Whynot referenced the Kings Transit Authority General Manager’s Report, as circulated and attached to these minutes adding that staff are now tracking boarding ridership in each municipal unit showing the various graphs, as attached to these minutes. The timing of the peaks and valleys in ridership were noted as was the drop off in evening ridership. It was further noted that the impact in the changing demographics in the student population in Wolfville is likely having an impact as students live outside of the Town and using the service to travel to work and the university. Mr. Whynot noted that as the data matures, it will provide valuable insight for use in developing routes and the timing of the routes.

In response to the question regarding the development of a Strategic Plan for Valley Waste and the potential impact of the implementation of the Extended Producer Regulations, Mr. Garrett explained that 2 briefing sessions have been held by Circular Materials Atlantic, the PRO representing brand owners, with Nova Scotia municipalities to review what will be in the Readiness Plan. From those sessions, it was learned that the PRO will be open to accepting commercial recycling as long as it does not affect the processing of residential materials negatively and further that some provinces have moved toward pushing some difficult to recycle products to Depots only, but with the targets so high in the Regulations, a Depot approach for those difficult to recycle materials is unlikely in Nova Scotia. Mr. Garrett further noted that the Managing Director of Circular Materials Atlantic left the organization last week with the position now vacant. When the position is filled, staff will continue to actively work with the PRO. It was also noted that there is no new news regarding the provision of a contract for curbside recycling collection services at this time; however, it has been indicated that Circular Materials understands how important it is to have that negotiation sooner rather than later. While only an estimation at this time, Mr. Garrett anticipates that the Valley Region Solid Waste-Resource Management Authority may see savings between 1.5 and 2 million dollars per year when the EPR program is up and running.

**ON MOTION OF WENDY DONOVAN AND SECONDED BY DON CLARKE THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENTS BOARD OF DIRECTORS RECEIVE THE KINGS TRANSIT AUTHORITY GENERAL MANAGER’S REPORT, AS PRESENTED.**

**MOTION CARRIED.**

### **Agenda Item No. 7 – New Business**

There was no new business brought before the Board at this time.

### **Agenda Item No. 8 – In Camera Session in keeping with Section 22(2)(e) of the Municipal Government Act.**

**ON MOTION OF SANDRA SNOW AND SECONDED BY WENDY DONOVAN THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD MOVE TO AN IN CAMERA SESSION IN KEEPING WITH SECTION 22(2)(e) OF THE MUNICIPAL GOVERNMENT ACT.**

**MOTION CARRIED.**

The June Regular Monthly Meeting resumed at 11:16am.

**Agenda Item No. 8 – Next Meeting**

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The next meeting of the Interim Intermunicipal Services Agreements Board will be held July 17, 2024, beginning at 10:00am based in the Valley Waste-Resource Management Boardroom with the virtual attendance option, in keeping with the normal meeting schedule.

**Agenda Item No. 9 – Adjournment**

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**ON MOTION OF WENDY DONOVAN AND SECONDED BY DON CLARKE THAT AS THERE BEING NO FURTHER BUSINESS THE MEETING ADJOURNED AT 11:16AM.**

Respectfully submitted,

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