

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

**Wednesday, November 20, 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, November 20, 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 LeBlanc, 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:	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 – Sent regrets
Town of Berwick:	Jen Boyd, CAO
Town of Kentville:	Jeff Lawrence, CAO
Town of Middleton:	Ashley Crocker, CAO
Municipality of the County of Kings:	Scott Conrod, CAO
Municipality of Annapolis County:	Chris McNeill, CAO
Town of Wolfville:	Glenn Horne, CAO
Municipality of Digby:	Jeff Sunderland, CAO

IMSA Executive Director:	Dwight Whynot
Valley Waste:	Andrew Garrett, Interim General Manager
Kings Transit and Valley Waste	Dan L’Abbe
IMSA:	Dan McDougall
Recording Secretary:	Brenda Davidson

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

As this is the first meeting of the new Board of Directors in follow-up to the municipal elections, Andrew Garrett, Interim General Manager, Valley Waste-Resource Management, extended a hearty welcome to everyone, calling the meeting to order at 10:00 a.m. A roundtable of introductions was held for the benefit of all.

Before moving forward with the Agenda, Mayor Dave Corkum expressed an invitation to hold the meetings of the Interim Intermunicipal Services Agreement Board in the Municipality of the County of Kings Council Chambers leaving it to the Board to decide how they would like to move forward.

Mayor Corkum also expressed his desire to see the Board work together for the common good with a focus on what is best for the two organizations falling under the Interim Intermunicipal Services Agreement rather than focus on the direct impact decisions of the Board may have on the individual participating parties. As Mayor of the Municipality of the County of Kings, Mr. Corkum indicated that he will look for fairness to all expressing his desire and encouragement for all other Party representatives to follow a similar path.

Mayor Corkum requested consideration to hold the election for Chair and Vice-Chair of the Board today noting that he will be away during the next regular Board meeting scheduled to take place in December.

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

**ON MOTION OF MAYOR CORKUM AND SECONDED BY MAYOR TRINACTY THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS APPROVE THE NOVEMBER 20, 2024 AGENDA, WITH THE ADDITION OF THE IMMEDIATE ELECTION OF CHAIR AND VICE-CHAIR.**

**MOTION CARRIED.**

It was the consensus to proceed directly to the election of Chair and Vice-Chair. Mr. McDougall suggested that his prepared orientation, which provides context for the officer elections might be valuable. A copy of the presentation is attached to these minutes.

Mr. McDougall referred to the presentation offering an overview of the establishment of the Interim Intermunicipal Services Agreement Board noting that the pre-existing corporate structures for both the Valley Region Solid Waste-Resource Management Authority and the Kings Transit Authority remain in place under the Interim Agreement. Mr. McDougall also explained the current governance, voting rights and the roles and responsibilities of the parties as they participate under the Agreement. Additionally, he highlighted matters requiring a special resolution or approval by the individual councils. Mr. McDougall discussed considerations for the election of officers noting that nominees must be participating parties with voting rights for both the Valley Region Solid Waste-Resource Management Authority and the Kings Transit Authority.

The election of officers then commenced with Mr. Garrett facilitating the election of the Chair by calling for nominations for the position of Chair to the Board of the Interim Intermunicipal Services Agreement Board for the first time. Warden Gregory nominated Mayor Corkum. Mr. Garrett then called for nominations for the position of Chair to the Interim Intermunicipal Services Agreement Board for an additional 3 times. No further nominations were heard. Mayor Corkum was then declared successfully elected to serve as Chair of the Board of the Interim Intermunicipal Services Agreement Board of Directors. Chair Corkum expressed his willingness to serve thanking Warden Gregory for the nomination and vote of confidence.

Chair Corkum then initiated the process for the election of the Vice-Chair of the Board of the Interim Intermunicipal Services Agreement Board calling for nominations for the first time. Mayor Trinacty nominated Mayor MacKay with Mayor MacKay accepting the nomination. Chair Corkum then called for nominations for the position of Vice-Chair of the Interim Intermunicipal Services Agreement Board for an additional 3 times. No further nominations were heard. Congratulations were extended and Mayor MacKay was declared successfully elected to serve as Vice-Chair of the Interim Intermunicipal Services Agreement Board.

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

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#### **Agenda Item No. 3.1 – Approval of the Minutes from meeting held July 17, 2024**

**ON MOTION OF WARDEN GREGORY AND SECONDED BY MAYOR BOYER THAT THE MINUTES FROM THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS MEETING HELD ON JULY 17, 2024 BE APPROVED AS CIRCULATED.**

**MOTION CARRIED.**

#### **Agenda Item No. 3.2 – Approval of the Minutes from meeting held October 16, 2024**

**ON MOTION OF MAYOR BOYER AND SECONDED BY MAYOR TRINACTY THAT THE MINUTES FROM THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS MEETING HELD ON OCTOBER 16, 2024 BE APPROVED AS CIRCULATED.**

**MOTION CARRIED.**

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

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#### **Agenda Item No. 4.1 – Mr. Whynot - Progress Report**

Mr. Whynot noted that his update has been included in the Presentation being provided by Mr. McDougall.

#### **Agenda Item No. 4.2 – Mr. McDougall - Information Report**

Mr. McDougall returned to the presentation providing an overview of the role of administration, the regular meeting date and time being the 3<sup>rd</sup> Wednesday of each month with a starting time of 10:00 a.m. hosted in the Valley Waste-Resource Management Boardroom with the virtual attendance option. Mr. McDougall noted that support for the Board is provided by Valley Waste team members, including the release of invitations, meeting packages, the preparation of the minutes, and the creation and release of the “Meeting Minute” after each regular meeting to allow Board representatives to effectively and efficiently share the activities of the Board with their respective councils.

Mr. McDougall then noted that the Board will be asked to appoint representatives to three standing committees, the Audit Committee for both the Valley Region Solid Waste-Resource Management Authority and the Kings Transit Authority, the Investment Committee for the Valley Region Solid Waste-Resource Management Authority and finally the Regional Chairs (Solid Waste) Committee for the Valley Region Solid Waste-Resource Management Authority noting the proposed motion to establish the committees. Mr. McDougall also noted the proposed motion to ask the parties to appoint an alternate Board representative suggesting that the Board can determine whether to move forward immediately with the proposed motions or to postpone to the next meeting.

Mr. McDougall explained the information contained in the Interim IMSA presentation touching on the importance of the WSP Strategic Plan for the Kings Transit Authority, which will be a guiding document for future decisions, and the work that has been completed by MNP on behalf of the Board.

Mr. Whynot noted that the recruitment of the Kings Transit Authority General Manager is well underway with a shortlist for interviews being developed. It is anticipated that a recommendation for the selection of the successful candidate will be brought before the Board in January.

Mr. Whynot provided an update on procurement efforts. He explained that a request for proposals for software technology has been prepared and released. A request for proposals for project management is being developed and will be released soon to secure professional expertise for key projects. Additionally, a request for proposals has also been prepared and released for the acquisition of electric buses and the associated charging infrastructure. Recommendations regarding all requests for proposal activity will be brought before the Board for consideration in the near future.

Mr. Whynot advised the Board that the WSP Strategic Plan Report will be a key document for future decision-making regarding transit services. He emphasized the challenges in maintaining reliable service and highlighted the importance of determining the optimal location for Kings Transit facilities to enhance service efficiency.

The Board discussed collaboration with the Joint Regional Transit Authority, focusing on ongoing efforts to enhance cooperation and coordination. These discussions aim to explore the establishment of transit hubs outside of the Halifax Regional Municipality.

Mr. Whynot stressed that the Kings Transit Authority has knowledgeable and experienced staff in place and further that Mr. L'Abbe's financial services are proving to be invaluable.

Regarding the Investing in Canada Infrastructure Program (ICIP) Funding, applications have been submitted under the 3<sup>rd</sup> round of funding and a memorandum of understanding has been accepted. Staff will bring additional information before the Board soon. Staff are also investigating opportunities that may be available under the Green Municipal Fund.

In response to the question, Mr. Whynot explained that moving to electric buses is a big undertaking and while it would be of value to do test runs with an electrified bus, unfortunately the charging infrastructure is not available to allow that to happen. Staff are drawing heavily upon the expertise of other experienced transit operators to understand ranges and potential challenges. It was further noted that while replacing the aging fleet with diesel buses could be considered, the funding that is available for the electrification of fleets would not be applicable.

Chris McNeill noted that from an Annapolis County perspective, the bigger issue is to move forward with finalizing governance matters to determine ownership and participation levels noting that the WSP Report will likely require additional meetings to fully understand.

In response to the question, Mr. Whynot noted there is urgency in the decision-making process as the lead time to have new buses ready for delivery will fall between 18-24 months and the current fleet is posing significant operational challenges.

Mr. Whynot further noted in response to CAO McNeill that there is another CAO Committee meeting scheduled to take place this coming Friday, November 22, 2024, where discussions around ownership, governance and funding for both the Valley Region Solid Waste-Resource Management Authority and the Kings Transit Authority will continue.

Mr. McDougall then referred to the last slide in the presentation noting that he will be working with the Chief Administrative Officers to draft governance, structure and funding recommendations for the consideration of the Board. The recommendations will first be presented to the Board for review and decision. Following this, the finalized recommendations will be brought to the participating party Councils for their consideration. Once

the foundation decisions are in place, the new Intermunicipal Services Agreement will be drafted for approval by all parties involved in the Agreement.

Mr. Conrod noted that facilitating and hosting Joint Council sessions has worked in the past and may be of value in ensuring a timely resolution of the matters under discussion.

**ON MOTION OF MAYOR SMITH AND SECONDED BY MAYOR ZEBIAN THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS RECEIVE THE IMSA PILOT PROJECT PROGRESS REPORT PROVIDED BY MR. WHYNOT.**

**MOTION CARRIED.**

**ON MOTION OF MAYOR TRINACTY AND SECONDED BY MAYOR MACKAY THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS RECEIVE THE REPORT AND PRESENTATION PROVIDED BY MR. MCDUGALL.**

**MOTION CARRIED.**

There was a short discussion regarding the proposed motions in the presentation with it being the consensus to move forward with addressing those now.

**ON MOTION OF MAYOR TRINACTY AND SECONDED BY MAYOR ZEBIAN THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS REQUEST THE PARTIES TO THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT TO EACH APPOINT ALTERNATE BOARD MEMBERS FROM THEIR RESPECTIVE COUNCILS.**

**MOTION CARRIED.**

Mayor Boyer noted that Sybil Skinner-Robertson has already been nominated as the alternate representing the Town of Annapolis Royal. All other parties were asked to let Brenda Davidson know as appointments are made.

After a short discussions the following Committee appointments were made:

1. Audit Committee for both the Valley Region Solid Waste-Resource Management Authority:
  - 1.1. Mayor Trinacty and Mayor MacKay
2. Investment Committee for the Valley Region Solid Waste-Resource Management Authority
  - 2.1. Mayor Zebian with Ms. Davidson explaining that a request for decision will be brought before the Board during the next meeting to re-appoint Heather MacKay as the Citizen Representative on the Committee in keeping with policy.
3. Regional Chairs Committee:
  - 3.1. Chair Corkum with Mayor Trinacty as the Alternate.

**ON MOTION OF MAYOR ZEBIAN AND SECONDED BY WARDEN GREGORY THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS APPROVE THE APPOINTMENT TO COMMITTEES AS PER THE TABLE BELOW:**

<b>Audit Committee</b>	<b>Mayor Trinacty and Mayor MacKay</b>
<b>Investment Committee</b>	<b>Mayor Zebian</b>
<b>Regional Chairs Committee</b>	<b>Chair Corkum with Mayor Trinacty as the Alternate Representative.</b>

**MOTION CARRIED.**

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

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

Interim General Manager Garrett referred to the Valley Waste-Resource Management General Manager’s Report, as circulated and attached to these minutes, providing the Board with an overview of the key topics of interest including:

- Extended Producer Responsibility for Packaging and Printed Paper – discussed negotiations with Circular Materials, the Producer Responsibility Organization (PRO) regarding transitioning to the new regulated program effective December 2025. A request for decision will be brought before the Board during an upcoming meeting.
- Curbside Collection Contract – 7-year contract in place as of April 1, 2025 and the Board’s decision regarding the go forward plan under Extended Producer Responsibility will influence the future collection services plan. A request for decision regarding the matter will be brought forward during a future meeting.
- Scotia Recycling – processes recyclable materials under long-term contract. Has recently experienced 2 major fires resulting in damage to its equipment and the ability to process all materials generated by not only the Authority’s program but other municipalities across southern and western Nova Scotia as well. It is hoped that the facility will be operating at full capacity again in 6-8 weeks.
- Other major contracts – overview provided for information purposes.
- Divert NS – overview provided for information purposes
- Capital Projects – proposed expansion of tipping floor at East Management Centre will continue into next year’s capital budget. A request for proposals for the associated engineering services has been released and will close soon.
- Year-to-date Tonnages – short explanation noting that materials collected curbside represent about ½ of all materials managed.

In response to the question, Mr. Garrett noted that the Authority does currently own the lands needed to accommodate the proposed expansion of the East Management Centre tipping floor noting that an expansion of the construction and demolition debris storage area is also underway as new regulatory requirements limit the volume of materials that can be held on site.

In response to the question, Mr. Garrett explained that the impending Extended Producer Responsibility regulatory requirements will offer a reduction in costs associated with recycling residential materials collected at the curb for the Authority advising that there is limited public impact, other than that products that fall under

the regulations will have a “levy” for recycling in the purchase price which, in many cases, is already in place. There are some short-term financial increases due to two major contracts, but long-term savings can be anticipated. He added that it is up to each municipality how it will use the funds that will no longer be required by the Authority for recycling services.

Mr. Garrett noted that while the report is intended to provide a high-level overview of key matters, staff plan to prepare and facilitate a deeper orientation on waste-resource management matters to include facility tours with the Board in the new year.

**ON MOTION OF MAYOR ZEBIAN AND SECONDED BY MAYOR TRINACTY THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS RECEIVE THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY GENERAL MANAGER’S REPORT.**

**MOTION CARRIED.**

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

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

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Mr. Whynot, Acting General Manager, referred to the Kings Transit Authority, General Manager’s Report, as circulated and attached to these minutes providing an overview of the key items:

- Garage and fuel prices – stressed again the importance of planning for the replacement of the aging fleet
- Ridership – shows comparison of ridership levels to current and past years
- Operations – enhanced reporting practices to capture key performance indicators regarding on-time service, route statistics and the causes for route cancellation
- ICIP Project Update – as discussed earlier during the meeting
- Human Resources – recruitment of General Manager and additional drivers underway
- Monthly activities – as per report

**ON MOTION OF MAYOR ZEBIAN AND SECONDED BY WARDEN GREGORY THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS RECEIVE THE KINGS TRANSIT AUTHORITY GENERAL MANAGER’S REPORT.**

**MOTION CARRIED.**

#### **Agenda Item No. 7 – Next Meeting – December 18, 2024**

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A short discussion was held regarding the date for the next Interim Intermunicipal Services Agreement Board Meeting as Chair Corkum will be away. It was noted that the December meeting is a critical one as budgets for both the Valley Region Solid Waste-Resource Management Authority and the Kings Transit Authority will be presented to the Board for consideration in keeping with the requirement to provide the parties to the Agreement with draft budgets by the end of the calendar year. It was the consensus that the meeting move forward as scheduled with Vice-Chair MacKay to serve in Chair Corkum’s absence. It was also the consensus to host the next meeting in the Valley Waste-Resource Management Boardroom with the option for virtual attendance.

**Agenda Item No. 8 – Adjournment**

**ON MOTION OF MAYOR ZEBIAN AND SECONDED BY WARDEN GREGORY THAT THERE BEING NO FURTHER BUSINESS, THE NOVEMBER 20, 2024 MEETING OF THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS ADJOURNED AT 11:30 AM.**

Respectfully submitted,

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