

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

**Wednesday, June 18, 2025**

**10:00 a.m.**

**Valley Waste-Resource Management Boardroom with Virtual Attendance Option**

A meeting of the Interim Intermunicipal Services Agreement Board of Directors was held on Wednesday, June 18, 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:	Diane Le Blanc, Warden
Town of Annapolis Royal:	Amery Boyer, Mayor
Town of Berwick:	Justin Serino, Councillor, Board Alternate
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 (joined 10:15 am)

**Also in Attendance:**

Town of Annapolis Royal	Sandi Millett-Campbell, CAO
Town of Berwick:	Jen Boyd, CAO
Town of Kentville:	Kevin Matheson, Interim CAO
Town of Middleton:	
Municipality of the County of Kings:	
Municipality of Annapolis County:	Chris McNeill, CAO
Town of Wolfville:	
Municipality of Digby:	

IMSA Executive Director:	Dwight Whynot
Valley Waste:	Andrew Garrett, General Manager, Brenda Davidson
Kings Transit:	Meg Hodges, General Manager
Kings Transit and Valley Waste:	Dan L'Abbe, Director Finance & Corporate Services
IMSA:	
Recording Secretary:	Andrea Garrett, Administration Manger VWRM

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

Chair Corkum welcomed everyone, calling the meeting to order at 10:03 a.m. Round table introductions were made for the benefit of the group.

#### **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 JUNE 18, 2025, WITH THE ADDITION OF AGENDA ITEM 4.5 REQUEST FOR DECISION RURAL TRANSIT SOLUTIONS FUND, AS CIRCULATED ON JUNE 13, 2025.**

**MOTION CARRIED.**

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

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In response to the question arising from the minutes, General Manager Hodges was willing to discuss the availability of the Kings Transit's Apple Blossom parade float for other parades.

#### **Agenda Item No. 3.1 – Approval of the Minutes from meeting held May 21, 2025**

**ON MOTION OF MAYOR BOYER AND SECONDED BY MAYOR SMITH THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS APPROVE THE MAY 21, 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**

General Manager Hodges provided the Board with an overview of the Kings Transit Authority (KTA) General Manager's Report, as circulated in the meeting package and attached to these minutes.

##### **Branding and Communications Presentation**

GM Hodges delivered a comprehensive presentation on KTA's ongoing branding and communications initiatives. Key highlights of the presentation include:

- A significant branding project is underway to modernize Kings Transit's image, aligning it with the organization's core values.
- Current challenges such as service interruptions, safety concerns on buses, and route cancellations have negatively impacted public perception. While improvements are being made, including enhanced staff safety training, issues with inconsistent and confusing scheduling persist.
- The Authority's social media presence requires improvement, particularly in graphic design, to ensure a more positive, inviting, and accessible visual identity.
- Accessibility remains a concern, as some posted materials are difficult to read for individuals with visual impairments. Enhancing branding and communication is expected to build public trust, reduce confusion, and ultimately increase ridership.
- A new bus tracking system, operational since June, will soon be publicly launched. It is anticipated to perform more reliably than the previous system.

GM Hodges emphasized the importance of keeping the Board informed of these visual and operational improvements.

Board members expressed enthusiasm for the rebranding efforts, noting that the positive demeanor of KTA drivers significantly enhances the rider experience. The Board also acknowledged the importance of accessibility and commended KTA for its ongoing work in this area.

#### **Electric Bus Technology Presentation – Wenatchee, Washington**

GM Hodges also presented a report on a recent visit to Wenatchee, Washington, to observe their electric bus charging infrastructure. The Wenatchee transit authority, which has served multiple communities for 34 years, has operated a wireless electric bus fleet for the past eight years. Key observations included:

- The Wenatchee fleet includes fleets of fixed-route, micro-transit, point-to-point, and accessible services.
- A notable feature of their system is the use of buried charging pads at bus stops, enabling buses to recharge while passengers board and disembark.
- The Wenatchee authority reported high satisfaction with the performance and efficiency of their electric fleet.

In response to a Board inquiry, GM Hodges noted that the bus batteries used in Wenatchee are both lighter and more cost-effective than other models. Kings Transit has not yet received pricing information but is scheduled to meet with bus manufacturers to explore options.

In response to the question, the statistics shared on Page 2 of the General Manager's report are tracking counts of route status, whether mechanical issues, driver delay or weather conditions.

In response to a question from the Board, General Manager Hodges clarified that, following the Town of Digby's withdrawal from the Inter-Municipal Services Agreement (IMSA), the bus previously designated to serve that route will remain in operation on its existing route. As a result, it will not be available to serve as a spare vehicle within the broader fleet.

**ON MOTION OF WARDEN GREGORY AND SECONDED BY MAYOR SMITH THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS RECEIVE THE KINGS TRANSIT AUTHORITY GENERAL MANAGER'S REPORT DATED JUNE 18, 2025, AS CIRCULATED.**

**MOTION CARRIED.**

#### **Agenda Item No. 4.2 – Kings Transit Authority – Draft Audited Financial Statements General Manager's Report**

As circulated in the meeting package, Director L'Abbe outlined high level variances in the report. The Audit Committee met and reviewed financials of audit.

Director L'Abbe highlighted that the County of Annapolis and Digby variance was a deficit of \$32,000 collectively. Overall, the variance was a deficit of \$64 K This was due to factors such as increased employee benefits, fuel variation which is the hardest component to predict and repairs to the aging fleet.

Director L'Abbe noted that KTA has not traditionally included capital expenditures in its budget, but this year the budget will be amended to allocate funds specifically for capital projects.

With no questions, Chair Corkum thanked Director L'Abbe for the report

**ON MOTION OF MAYOR ZEBIAN AND SECONDED BY COUNCILLOR SERINO, THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS APPROVE THE KINGS TRANSIT AUTHORITY AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDING MARCH 31, 2025.**

**MOTION CARRIED.**

**Agenda Item No. 4.3 – Kings Transit Authority – Request for Decision Used Buses**

As circulated, General Manager Hodges discussed the Request for Decision and delivered a complementing presentation as attached in the minutes. Five used diesel buses are available for purchase from Grand River Transit in Ontario and while the buses are older with higher mileage, they are in much better shape than the current fleet. Considering the turn-around for ordering hybrids or electric buses is 18-24 months, it was recommended that purchasing these buses and retiring the current fleet would be a wise investment.

In response to the question, GM Hodges recommended pulling five current buses from the fleet.

In response to the question, in the recommended fleet exchange, there will not be extra buses for auxiliary if the five current buses are retired. It was noted that with Grand River buses, there will be less breakdowns and therefore less need for spares.

**ON MOTION OF WARDEN GREGORY AND SECONDED BY COUNCILLOR SERINO, THAT THE INTERIM IMSA BOARD OF DIRECTORS APPROVE THE PURCHASE OF FIVE (5) USED 2008 NOVA LOW-FLOOR BUSES FROM GRAND RIVER TRANSIT FOR A TOTAL CAPITAL COST OF \$165,000, INCLUSIVE OF SHIPPING, REPAIRS, INSPECTION, AND ADMINISTRATIVE COSTS.**

**MOTION CARRIED.**

**Agenda Item No. 4.4 – Kings Transit Authority – Correspondence: Town of Digby opting out of the KTA IMSA**

As circulated in the meeting package, Director Whynot noted that the correspondence was circulated to ensure that the Board was aware of the Town of Digby's opting-out of the IMSA.

**ON MOTION OF MAYOR SMITH AND SECONDED BY MAYOR MACKAY, THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS RECEIVE THE CORRESPONDENCE FROM THE TOWN OF DIGBY, DATED JUNE 4, 2025.**

**MOTION CARRIED.**

**Agenda Item No. 4.5 – Request for Decision Rural Transit Solutions Fund**

As an approved addition to the agenda and attached to these minutes, Director L'Abbe explained that Kings Transit has been approved to receive a \$50,000 capital grant from the Rural Transit Solutions fund and it is required that a letter of approval is secured from the Board to indicate that they are in favour of Kings Transit receiving and spending the funding.

**ON MOTION OF MAYOR ZEBIAN AND SECONDED BY MAYOR SMITH THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS APPROVES KINGS TRANSIT AUTHORITY TO RECEIVE AND SPEND THE \$50,000 RURAL TRANSIT SOLUTION FUND, CAPITAL PROJECT STREAM GRANT FUNDING.**

**MOTION CARRIED.**

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

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

General Manager Garrett provided the Board with an overview of the Valley Waste-Resource Management General Manager’s Report, dated June 18, 2025, as circulated and attached to these minutes, touching on the following key items:

- EPR for PPP: Circular Materials has agreed to collect small businesses on curbside routes with a set rate for these addresses. Circular Materials has also sent a new agreement for review.
- Capital projects include the expansion of the EMC tipping floor building, the WMC hazardous waste building and the C&D yard expansion for the EMC.
- The transition of private road collection in Annapolis County cottage country begins this summer.
- 300 yards of ground brush are available to both municipalities and the public.
- The commercial cardboard balers will soon have paid for themselves with the cost savings from marketing the material.

With no questions, Chair Corkum thanks GM Garrett for the report.

**ON MOTION OF COUNCILLOR SERINO AND SECONDED BY MAYOR MACKAY THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS RECEIVE THE VALLEY WASTE-RESOURCE MANAGEMENT GENERAL MANAGER’S REPORT DATED June 18, 2025.**

**MOTION CARRIED.**

**Agenda Item No. 5.2 – Valley Waste-Resource Management – Approval of 2024/2025 Valley Region Solid Waste-Resource Management Authority Audited Financial Statements**

As circulated, Director L’Abbe referred to Pg 13 of the Audited Financial Statements, noting the similar structure to Kings Transit’s statement of capital and operations. Director L’Abbe explained that the surplus to be distributed was the result of many factors including the EMC & WMC receiving higher volumes of waste than expected, higher than expected Diversion Credit award, lower cost of fuel and building site maintenance.

In response to the question, when a surplus is retained, it is distributed back to the municipal partners.

**ON MOTION OF COUNCILLOR SERINO AND SECONDED BY MAYOR SMITH THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS APPROVE THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDING MARCH 31, 2025.**

**Agenda Item 5.3 - Valley Waste-Resource Management - Request for Decision – Valley Region Solid Waste-Resource Management Authority Temporary Borrowing Resolution**

As circulated, Director L'Abbe noted that this was a standard formal budgeting exercise to have the Temporary Borrowing Resolution approved by the Board.

**ON MOTION OF MAYOR MACKAY AND SECONDED BY MAYOR ZEBIAN THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENTS BOARD ADOPTS THE TEMPORARY BORROWING RESOLUTION IN THE AMOUNT OF \$1,465,000 AS ATTACHED;**

**AND FURTHER THAT,**

**THE APPROVAL OF THIS TEMPORARY BORROWING RESOLUTION IS SUBJECT TO THE FULL EXECUTION OF THE VALLEY REGIONAL SERVICES INTERMUNICIPAL SERVICES AGREEMENT INCLUDING THE MUNICIPALITY OF ANNAPOLIS COUNTY.**

**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. 5.4 – Correspondence: Minister Halman's Response to Region 5 Letter**

As circulated in meeting package, General Manager Garrett noted that the correspondence was acknowledgement of Region 5's letter to the Minister with concern over Circular Materials removing small IC&I stops from curbside recycling collection and progress seems to have been made on that issue.

**ON MOTION OF MAYOR MACKAY AND SECONDED BY COUNCILLOR SERINO THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS RECEIVE THE CORRESPONDENCE FROM THE HONORABLE MINISTER HALMAN, DATED MAY 30, 2025.**

**MOTION CARRIED.**

**Agenda Item No. 6 – Special Presentation**

A special presentation was given to Brenda Davidson, who retires on Friday June 20<sup>th</sup>, after 27 years at Valley Waste and many more years at the County of Kings and Village of New Minas. Brenda has been at Valley Waste since its inception and has dedicated her entire life to a municipal career. She has been the face of

Valley Waste and will be greatly missed. Chair Corkum presented a token of appreciation to Brenda for her distinguished career.

#### **Agenda Item No. 7 – Next Meeting**

The July Regular Monthly Meeting of the Interim Intermunicipal Services Agreement Board of Directors will be held on **July 16, 2025, beginning at 10:00 a.m.** in keeping with the normal meeting schedule. A meeting invitation will be released as soon as possible.

#### **Agenda Item No. 8 – Adjournment**

**ON MOTION OF MAYOR ZEBIAN AND SECONDED BY MAYOR SMITH THAT THERE BEING NO FURTHER BUSINESS THE JUNE REGULAR MONTHLY MEETING OF THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT'S BOARD OF DIRECTORS ADJOURNED AT 11:16 AM.**

#### **Call Back to Order**

At 11:31 a.m., Chair Corkum reconvened the meeting to address *Agenda Item No. 4.3 – Kings Transit Authority – Request for Decision: Used Buses*. In accordance with the Intermunicipal Services Agreement (IMSA), it was identified that the original motion to approve the Request for Decision under *Agenda Item No. 4.3* may not have had a duly authorized mover and therefore required correction.

**ON MOTION BY MAYOR ZEBIAN, SECONDED BY MAYOR MACKAY, THAT THE INTERIM IMSA BOARD OF DIRECTORS RESCIND THE PREVIOUS MOTION UNDER AGENDA ITEM NO. 4.3, WHICH APPROVED THE PURCHASE OF FIVE (5) USED 2008 NOVA LOW-FLOOR BUSES FROM GRAND RIVER TRANSIT FOR A TOTAL CAPITAL COST OF \$165,000, INCLUSIVE OF SHIPPING, REPAIRS, INSPECTION, AND ADMINISTRATIVE COSTS.**

**MOTION CARRIED.**

Chair Corkum then called for a corrected motion to replace the rescinded motion.

**ON MOTION BY MAYOR ZEBIAN, SECONDED BY MAYOR MACKAY, THAT THE INTERIM IMSA BOARD OF DIRECTORS APPROVE THE PURCHASE OF FIVE (5) USED 2008 NOVA LOW-FLOOR BUSES FROM GRAND RIVER TRANSIT FOR A TOTAL CAPITAL COST OF \$165,000, INCLUSIVE OF SHIPPING, REPAIRS, INSPECTION, AND ADMINISTRATIVE COSTS.**

**MOTION CARRIED.**

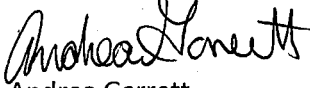
#### **Adjournment**

Chair Corkum expressed appreciation to all members for their time and attention to the meeting.

**ON MOTION BY MAYOR ZEBIAN, SECONDED BY MAYOR MACKAY, THAT THERE BEING NO FURTHER BUSINESS, THE JULY REGULAR MONTHLY MEETING OF THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD OF DIRECTORS BE ADJOURNED AT 11:33 A.M.**

**MOTION CARRIED.**

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Andrea Garrett". The signature is fluid and cursive, with the first name "Andrea" and last name "Garrett" clearly distinguishable.

Andrea Garrett

Recording Secretary

Administration Manager, Valley Waste-Resource Management