

**INTERIM IMSA BOARD OF DIRECTORS MEETING**

**Wednesday, July 17, 2024 – 10:00 a.m.**

**Hybrid Meeting**

**MINUTES**

A meeting of the Interim Intermunicipal Services Agreement’s Board of Directors was held on Wednesday, July 17, 2024, at 10:00 a.m. 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:	Regrets
Mun of Digby:	Linda Gregory

**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:	
Town of Wolfville:	Glenn Horne
Municipality of Digby:	Jeff Sunderland
IMSA Executive Director:	Dwight Whynot
Valley Waste:	Andrew Garrett, Interim General Manager
Kings Transit and Valley Waste	Dan L’Abbe
MNP:	
IMSA:	
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 9:59 a.m.

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

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**ON MOTION OF SANDRA SNOW AND SECONDED BY SYLVESTER ATKINSON THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT’S BOARD OF DIRECTORS APPROVE THE JULY 17, 2024 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 Special Meeting held June 12, 2024**

**Agenda Item No. 3.2 – Approval of the Minutes from Regular Meeting held June 19, 2024**

**ON MOTION OF SANDRA SNOW AND SECONDED BY SYLVESTER ATKINSON THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT’S BOARD OF DIRECTORS APPROVE THE MINUTES FROM THE SPECIAL MEETING HELD JUNE 12, 2024 AND THE MINUTES FROM THE REGULAR MEETING HELD JUNE 19, 2024, AS CIRCULATED.**

**MOTION CARRIED.**

In response to the question, there was no business arising from the minutes.

### **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. Mr. Whynot noted that work is moving forward on the development of the Request for Proposals document for the acquisition of 5 battery electric buses and that the document will be shared with the Board in advance of its public release.

Chair Muttart noted the recent Atlantic Mayors’ Congress where he and Brad Redden attended a presentation by Colliers, the consulting firm who worked with the Halifax Regional Municipality on their acquisition of electric buses. Of most interest was Collier’s report of “lessons learned” throughout the process. One of the key lessons was to ask the supplier to provide a free electric bus to drive routes to see how the bus will perform over the distance of the routes. It was also noted that electric buses are proving to be more expensive to maintain than diesel buses which was surprising. It was suggested that Mr. Whynot meet with representatives of Colliers to discuss their findings and whether engaging them to assist with the acquisition of buses for the Kings Transit Authority would be of value. Mr. Redden added that he has been provided with the contact information for the FCM Green Fund which may be a funding source for the project.

**ON MOTION OF DON CLARKE AND SECONDED BY AMERY BOYER THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT’S BOARD OF DIRECTORS RECEIVE THE IMSA PILOT PROJECT PROGRESS REPORT.**

**MOTION CARRIED.**

### **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 highlighting the key items as follow:

- Extended Producer Responsibility – new Managing Director for Circular Materials, Andrew Philopoulos, will assume responsibilities in August.
- Regional Chairs Committee – is releasing a letter to NSECC Minister Halman regarding funding to cover the costs of newspaper being recycled in Nova Scotia under the EPR regulations. They propose that a

portion of the 20% of Divert NS's net revenues retained by NSECC be used to cover these costs, rather than using part of the diversion credit funding allocated to municipalities.

- The Regional Chairs Committee is also releasing a letter to Divert NS expressing the desire to maintain curbside collection of all recyclable materials under EPR regulations, and to ensure fair negotiations for the collection and processing of recyclables from non-residential sources.
- Quarterly Tonnage Report – it was noted that staff have focussed efforts on diverting all possible construction and demolition debris and further that brush is now being tracked separately from wood causing year-to-year variances. Overall, more materials are being processed than in previous years. The variances noted in the report will soften as the year progresses and staff anticipate remaining within budgeted levels.
- The Municipality of the District of Chester is now reviewing the proposed contract for disposal services at the Kaizer Meadow Landfill and it is anticipated that a response will be received soon. It was further noted that a Special Virtual Meeting may be required seeking the Board's approval of the Contract as soon as it becomes available if it is considered favourable to do so.

**ON MOTION OF DON CLARKE AND SECONDED BY SYLVESTER ATKINSON THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT'S BOARD OF DIRECTORS RECEIVE THE VALLEY WASTE-RESOURCE MANAGEMENT GENERAL MANAGER'S REPORT.**

**MOTION CARRIED.**

**Agenda Item No. 5.2 – Request for Decision: Rescind Covid-19 Vaccination Policy, AAP-28**

Chair Muttart referred to the Request for Decision: Rescind Covid-19 Vaccination Policy, AAP-28, as circulated and attached to these minutes. In response to the question, Mr. Garrett explained that the request to rescind the Policy is being made as all Provincial mandates have now ended and having the Policy in place requires all new hires at Valley Waste to provide proof of vaccine which is now felt to be redundant.

**ON MOTION OF SANDRA SNOW AND SECONDED BY AMERY BOYER THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT'S BOARD OF DIRECTORS RESCINDS THE COVID-19 VACCINATION POLICY, AAP-28, DATED NOVEMBER 17, 2021 EFFECTIVE IMMEDIATELY.**

A short discussion arose where it was noted that vaccination requirements have been removed in many jurisdictions including for the health care force and that other municipalities have taken a similar approach with their vaccine policies that were implemented during the pandemic. It was further noted that the Policy can be reinstated in the future if it is felt appropriate to do so.

**MOTION CARRIED.**

**Agenda Item No. 5.3 – Presentation of Valley Waste-Resource Management Quarterly Financial Statements**

Interim General Manager Garrett referred to the Valley Waste-Resource Management Quarterly Financial Statement, as circulated and attached to these minutes, noting that while variances can be seen at this point in the fiscal year, it is anticipated that as the year progresses the variances will smooth with overall financial activity tracking to stay within approved budget levels.

In response to the question, Mr. Garrett noted that the wind turbine has been inoperative for an extended period due to the sudden discontinuation of maintenance services by contracted service provider, Molen. All efforts are being made to find a replacement firm to perform the work. It was further noted that this is not only

an issue for Valley Waste but for other municipalities, such as Colchester, who are experiencing similar challenges. Mr. Garrett confirmed that revenues are being lost every day that the turbine is down. In response to the question, Mr. Garrett indicated that when the turbine is functional, with annual financing costs included, it operates on a 'break even" basis. If a maintenance service provider cannot be found to ensure that the turbine remains operational, options for the future of the turbine may require consideration by the Board.

**ON MOTION OF SANDRA SNOW AND SECONDED BY SYLVESTER ATKINSON THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT'S BOARD OF DIRECTORS ACCEPT THE VALLEY WASTE-RESOURCE MANAGEMENT QUARTERLY FINANCIAL REPORT.**

**MOTION CARRIED.**

**Agenda Item No. 5.4 – Presentation of Audited Financial Statements**

Sandra Snow indicated that she, as member of the Audit Committee, and Dan L'Abbe will work together to provide an overview of the Request for Decision: Audited Financial Statements for the year ending March 31, 2024, the Minutes from the Audit Committee Meeting held on July 10, 2024, and the Draft Audited Financial Statements for the Valley Region Solid Waste-Resource Management Authority, all as attached to these minutes. Mayor Snow noted that after Mr. L'Abbe provides an overview of the Statements, she will be presenting 2 motions for the approval of the Board. Mayor Snow further noted that the audit results are unqualified.

Mr. L'Abbe provided an overview touching on the key Statement of Financial Position and Statement of Operations and Accumulated Surplus referring to Note 7 on page 13 of the Statements indicating that the surplus of \$1,466,007 will be returned to the Parties in their proportional shares soon.

In response to the question, it was indicated that, if, in keeping with the Policy, the Board decided to retain the surplus funds for use by the Authority, those funds cannot be rolled into the operating or the approved capital budget but would be set aside for use toward future projects. Mr. Garrett reminded all that the Parties have been previously encouraged to set aside any returned surplus funds for use in smoothing any future increases in share payment requirements.

In response to the question, it was noted that the Authority's investments are managed by Scotia McLeod under the leadership of Peter Miller with oversight by the Investment Committee consisting of Mayor Snow, Mayor Donovan, the citizen representative and senior management.

**ON MOTION OF SANDRA SNOW AND SECONDED BY DON CLARKE THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT'S BOARD OF DIRECTORS APPROVE THE 2023-2024 AUDITED FINANCIAL STATEMENTS, REPORT AND DOCUMENTATION AS PRESENTED.**

**MOTION CARRIED.**

**ON MOTION OF SANDRA SNOW AND SECONDED BY SYLVESTER ATKINSON THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT'S BOARD OF DIRECTORS REAPPOINT THE FIRM OF MNP CHARTERED PROFESSIONAL ACCOUNTANTS TO PROVIDE AUDIT SERVICES FOR THE YEAR 2024-2025. MNP WAS PREVIOUSLY ENGAGED FOR SERVICE UP UNTIL MARCH 31, 2025.**

**MOTION CARRIED.**

Chair Muttart indicated that it is not necessary to carry a motion authorizing the Chair and General Manager to execute the approved Statements as suggested in the Request for Decision document.

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

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

Mr. Whynot referred to the Kings Transit Authority General Manager’s Report, as circulated and attached to these minutes, highlighting the favourable impact of the recent fuel pricing stability and the positive effects of steps that have been taken to improve driver availability reducing the number of route cancellations.

In response to the question, Mr. Whynot explained that the 28 successful routes showing the graph and associated table is the number of successful routes to the time of the preparation of the report for the month of July.

**ON MOTION OF AMERY BOYER AND SECONDED BY DON CLARKE THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT’S BOARD OF DIRECTORS RECEIVE THE KINGS TRANSIT AUTHORITY GENERAL MANAGER’S REPORT.**

**MOTION CARRIED.**

### **Agenda Item No. 6.2 – Presentation of Kings Transit Authority Quarterly Financial Statements**

Mr. L’Abbe referred to the Kings Transit Authority Quarterly Financial Statements, as circulated and attached to these minutes, noting that for the most part financial activity remains within budgeted values. Mr. L’Abbe explained the variance in the Operations and Administration salary lines adding that steps are being taken now to engage a second Supervisor.

In response to the question, it was noted that the 2<sup>nd</sup> Supervisor is a planned addition to the Authority’s human resources team to ensure adequate supervisory coverage is in place to cover the 6:00am-10:00pm weekday and Saturday services as having only 1 Supervisor is not sufficiently meeting needs.

**ON MOTION OF SANDRA SNOW AND SECONDED BY DON CLARKE THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT’S BOARD OF DIRECTORS ACCEPTS THE KINGS TRANSIT AUTHORITY QUARTERLY FINANCIAL STATEMENT.**

**MOTION CARRIED.**

### **Agenda Item No. 6.3 – Presentation of Audited Financial Statements**

Sandra Snow indicated that she, as member of the Audit Committee, and Dan L’Abbe will work together to provide an overview of the Request for Decision: Audited Financial Statements for the year ending March 31, 2024, the Minutes from the Audit Committee Meeting held on July 15, 2024, and the Draft Audited Financial Statements for the Kings Transit Authority, all as attached to these minutes. Mayor Snow noted that after Mr. L’Abbe provides an overview of the Statements, she will be presenting 2 motions for the approval of the Board. Mayor Snow further noted that the audit results are unqualified.

Mr. L’Abbe provided an overview of the Audited Statements touching on the key variances year over year within the Statement of Financial Position and Statement of Operations and Accumulated Surplus. Mr. L’Abbe also

directed attention to the supplementary information entitled Municipal Units, Municipality of the County of Digby and Annapolis County on pages 22-24, noting that the municipalities will be contacted soon regarding the surplus funds to be returned or deficit to be paid.

**ON MOTION OF SANDRA SNOW AND SECONDED BY DON CLARKE THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT'S BOARD OF DIRECTORS APPROVE THE 2023-2024 AUDITED FINANCIAL STATEMENTS, REPORT AND DOCUMENTATION AS PRESENTED.**

**MOTION CARRIED.**

**ON MOTION OF SANDRA SNOW AND SECONDED BY DON CLARKE THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT'S BOARD OF DIRECTORS REAPPOINT THE FIRM OF BDO CANADA TO PROVIDE AUDIT SERVICES FOR THE YEAR 2024/2025. BDO WAS PREVIOUSLY ENGAGED FOR SERVICE UP UNTIL MARCH 31, 2024.**

**MOTION CARRIED.**

**Agenda Item No. 6.4 – Request for Decision: Purchase of Used Transit Bus**

Mr. Whynot and Mr. L'Abbe referred to the Request for Decision: Purchase Used Transit Bus, as circulated and attached to these minutes, noting that staff are seeking the Board's approval to proceed with the purchase of a 2009 transit bus from Durham Region Transit in Ontario.

It was noted that the bus in question is in much better shape than the buses currently in use by the Kings Transit Authority and further that the overall cost is favourable when compared to the purchase of similar used equipment.

It was noted that while Kings Transit staff visited the Durham site to see the bus, it was started but was not driven and if costs for required repairs do exceed estimations at this time, value will still be seen in simply using the bus as a source for the salvage of parts for use on existing equipment.

**ON MOTION OF SANDRA SNOW AND SECONDED BY LINDA GREGORY THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT'S BOARD OF DIRECTORS PROVIDE AUTHORIZATION FOR KINGS TRANSIT AUTHORITY MANAGEMENT TO PURCHASE THE FORMER 2009 DURHAM TRANSIT BUS AT AN ESTIMATED CAPITAL COST OF \$51,750.**

**MOTION CARRIED.**

In response to the question, it was indicated that the estimated delivery cost of the used bus is \$4,500.00.

**Agenda Item No. 7 – New Business**

Audit Committee Recommendation – Mayor Snow noted that a Request for Decision will be presented during the next Regular Meeting to address changing the process for authorization of Journal Entries for the Valley Region Solid Waste-Resource Management Authority and for the Kings Transit Authority. It was stressed that the accounting software in use by both organizations mitigates risk reducing the need for the authorizations as they are completed now. All members were encouraged to discuss the recommendations within the Request for Decision with their respective finance representatives when it is released to facilitate further discussion.

Chair Muttart added that although it was suggested to present the Request for Decision during today's meeting, the matter was postponed to the next meeting since the document had not been distributed for review.

Municipality of Annapolis County – Brad Redden was pleased to report that the Municipality of Annapolis County Council voted unanimously to rejoin the Valley Region Solid Waste-Resource Management Authority as a full equity partner under an Intermunicipal Services Agreement, effective April 1, 2025.

Extension of Pilot Project – Chair Muttart reported that a successful Joint Council session was held in June where it was the consensus of all to extend the Pilot Project for a 1-year period and further to add the Municipality of Digby to the Interim Intermunicipal Services Agreement with limited voting rights.

#### **Agenda Item No. 8 – Next Meeting**

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The date for the next meeting of the Interim Intermunicipal Services Agreement's Board will be determined. All efforts will be made to avoid an August meeting unless determined to be necessary.

#### **Agenda Item No. 9 – Adjournment**

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**ON MOTION OF BRAD REDDEN AND SECONDED BY DON CLARKE THAT THERE BEING NO FURTHER BUSINESS THE JULY REGULAR MONTHLY MEETING OF THE INTERIM INTERMUNICIPAL SERVICES AGREEMENT'S BOARD OF DIRECTORS ADJOURNED AT 11:01 AM.**

Respectfully submitted,

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