

INTERIM IMSA BOARD OF DIRECTORS
Wednesday, January 18, 2023 - 9:00 a.m.
Hybrid Meeting
MINUTES

A meeting of the Interim Intermunicipal Service Agreement (IMSA) Board of Directors was held on Wednesday, January 18, 2023, at 9:00 a.m. via videoconference and in person attendance at the Town of Kentville Town Hall office.

1. Call to order:

Board Members

Municipality of Annapolis County: Alex Morrison, Warden, Brad Redden, Deputy Warden
Town of Annapolis Royal: Amery Boyer, Mayor
Town of Berwick: Don Clarke, Mayor
Town of Kentville: Sandra Snow, Mayor
Municipality of the County of Kings: Peter Muttart, Mayor (Chair)
Town of Middleton:
Town of Wolfville: Wendy Donovan, Mayor
Municipality of West Hants:

Also in Attendance:

Municipality of Annapolis County: Douglas Patterson, Acting CAO
Town of Annapolis Royal: Sandi Millett-Campbell, CAO
Town of Berwick: Jen Boyd, CAO
Town of Kentville: Dan Troke, CAO
Municipality of the County of Kings:
Town of Middleton: Ashley Crocker, CAO
Town of Wolfville: Erin Beaudin, CAO
Municipality of West Hants:

IMSA Executive Director: Dwight Whynot
Municipality of Digby County: Jeff Sunderland, CAO
Valley Waste: Andrew Wort, General Manager
Kings Transit:
MNP: Sonny MacDougall, Kyle Musial

Recording Secretary: Jennifer West

2. Approval of Agenda

It was moved by Sandra Snow and Don Clarke that the January 18, 2023 agenda be approved.

MOTION CARRIED

3. Approval of Minutes

December 21, 2022 Meeting of Interim IMSA Board of Directors Minutes

Minutes approved by Consensus

4. Progress Update and Discussion, Dwight Whynot and Sonny MacDougall (MNP)

Mr. Whynot gave a review of the ICIP proposal. It has been received and is being processed so that the work can begin. Kings Transit is running smoothly despite the lack of a General Manager. Valley Waste is also running smoothly. The cost modeling project with MNP is proceeding with the first batch of data.

5. Valley Waste Investment Committee

Mr. Wort described the facility replacement reserve fund, which is managed by a committee. Heather MacKay is a long-time participant on this committee and is very knowledgeable.

It was moved by Don Clarke and Wendy Donovan

That Heather MacKay be reappointed to the Investment Advisory Committee for Valley Waste for a one year term.

MOTION CARRIED

Report available

6. Kings Transit Investing in Canada Infrastructure Program, Phase 1 Agreement

Mr. Whynot described the legal review of the agreement and will collect signatures on the document following the completion of today's meeting.

Report available

7. Valley Waste Temporary Borrowing Resolution

Mr. Wort described the contents of the TBR including a truck, trailer and software. He requests that the Board pre-approve this resolution.

It was moved by Sandra Snow and Don Clarke

That the board approve the Valley Waste TBR.

MOTION CARRIED

Report available

Correction to the RFD for the ICCP funding - there are no outstanding fees for this project at this time.

8. Valley Waste and Kings Transit Director of Finance

Mr. Whynot and Mr. Wort explained the need in both organizations for more leadership in finance. They suggest that one person could be shared between both organizations. Staff have been carrying an extra load and this area is adding strain. The Director needs to have some experience with municipal finance.

Discussion

- MNP is under contract to get the project running and administration, but not to lead on the financials.
- Confirmation that a salary in the range of \$100,000 is appropriate.
- There is room in the 2022-2023 budget, but the recruitment will take 3-4 months. It will be included in the 2023-2024 budget.

- Could a policy be developed to commit to a permanent shared finance director for these two organizations?

It was moved by Wendy Donovan and Don Clarke

That the board authorize the hiring of a Director of Finance who would work for both Kings Transit Authority and Valley Waste for the 2023-2024 budget, with execution of contract to be confirmed with the approval of the 2023-2024 budget.

MOTION CARRIED

Report available

9. Valley Waste Update

Mr. Wort presented his report, with highlights including a safety incident, recruitment of a new supervisor, challenges in customizing the new software, considerations for the future of compost and sludge, and encouraging diversion from landfills.

Discussion

- Comments from Annapolis County about the importance of working together with all municipalities. Agreement that “we are stronger working together”.
- Construction and demolition waste issues- no updates. Awaiting for guidelines from the province.
- Discussion of EPR being stalled at the federal government. If local government leaders can apply pressure to this process, they are willing to do so. Mr. Whynot and Mr. Wort can prepare some talking notes to help the Mayors and NSFM move this forward.
- Review of incident reporting and request for more contributing causes of safety issues.
- EPR is related for specific waste categories. The goal is to expand the existing EPR to include anything with a plug on it. Paper packaging will be a major project.
- Discussion of a combination of sewer, compost and energy production through a biodigester to help resolve some of these issues. There is interest for staff or a consultant to explore this in greater detail.

Mr. Wort presented the financial report for Valley Waste. Concerns about a fuel adjustment clause – in past years we have received credits but this year there is a significant overage around gas. All the roll off trucks are set to be replaced in the coming year.

Discussion

- Consideration for an external contract for interac fees at tipping stations. Square and other services might be an alternative point of sale system.
- Request for a forecast to the end of the year.

Report available

10. Kings Transit Update

Mr. Whynot presented his report with highlights including diesel prices, and improving ridership. He also presented the financial update with highlights including receipt of the Covid relief fund, and unsuccessful funding and support to continue providing free passes to Ukrainians and new Canadians, and concerns about reporting on ridership and routes.

Report available

11. In Camera (Core Members only)

On motion of Sandra Snow and Wendy Donovan, that the meeting proceed to a closed session to discuss legal issues.

MOTION CARRIED

On motion of Sandra Snow and Don Clarke, that the meeting proceed to open session at 10:25 am.

MOTION CARRIED

12. Adjournment and Next Meeting

It was moved by Wendy Donovan and Don Clarke
That there being no further business, the meeting was adjourned at 10:26 am.