

INTERIM IMSA BOARD OF DIRECTORS
Wednesday, February 15, 2023 - 10:00 a.m.
Hybrid Meeting
MINUTES

A meeting of the Interim Intermunicipal Service Agreement (IMSA) Board of Directors was held on Wednesday, February 15, 2023, at 10:00 a.m. via videoconference and in person attendance at the Municipality of the County of Kings 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: Sylvester Atkinson, Mayor
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: Rob Frost, A CAO
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, Kye Musial
Glooscap First Nation:
Recording Secretary: Jennifer West

2. Approval of Agenda

It was moved that the February 15, 2023 agenda be approved.

MOTION CARRIED

3. Approval of Minutes

January 18, 2023 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 activities including an update on the cost model, expectations from member municipalities through interviews and meetings, and timelines for the cost model. Operations at Kings Transit are running smoothly.

Report available

Discussion

- Members will have an opportunity to give feedback about allocations and streams for each municipality. Members also want to know what each municipality pays at the curb, and how that compares to other municipalities.

5. Appointment of Auditors for the 2022-2023 Fiscal Year for Valley Waste and Kings Transit

Mr. Whynot outlined the need to appoint auditors for both Valley Waste and Kings Transit. There is a requirement through the Intermunicipal Service Agreement for formal appointment of an auditor for both organizations.

It was moved by Wendy Donovan and Don Clarke

That the board appoint MNP as the auditor for Valley Waste for 2023-2024.

MOTION CARRIED

It was moved by Don Clarke and Sandra Snow

That the board appoint BDO as the auditor for Kings Transit for 2023-2024.

MOTION CARRIED

6. Valley Waste Update

Mr. Wort gave an update on electrifying their fleet, including the purchase of an electric vehicle for the staff. Capital budgets are being prepared and will be shared at the March meeting. Valley Waste is in good financial position for this time of year.

Report available

Discussion

- Members would like to see some more detail on safety incidents causal factors. Safety statistics are collected and safety culture has been improving.

7. Valley Waste Request for Decision – Surplus Equipment Sale

Mr. Wort explained that the roll-out trucks need to be replaced. Staff would like to put them on an online national auction, however this does not allow for a reserve price or the advance knowledge of the price of sale. These should both be approved by the board.

Report available

It was moved by Sandra Snow and Don Clarke

That the board approve the sale of the 2016 International Workstars truck using the Ritchie Brothers online auction without a reserve bid.

MOTION CARRIED

8. Kings Transit Authority Update

Mr. Whynot gave a review of an accident where a bus went off the road. The bus had no passengers, but the bus has substantial damage and is being inspected. After the investigation it was found that the accident was the fault of the driver and they have been dismissed. Continued conversations around the free bus passes for Ukrainian families in the valley for financial support. Ridership costs have been calculated and could be recalculated based on gross instead of net costs.

Report available

Discussion

- Staff do have names and addresses for Ukrainian families who have the passes, and at some time they could be contacted.
- In future reports, members would like to see year over year and month over month ridership.

9. Review Draft Terms of Reference for Phase 1 ICIP Studies

M. Whynot reviewed the status of the grant – it is approved and signed and phase 1 is under development. Members recommended that CAOs meet with Mr. Whynot and Mr. MacDougall to better understand the project.

Report available

It was moved by Sandra Snow and Don Clarke

That there being no further business, the meeting was adjourned at 10:26 am.