

INTERIM IMSA BOARD OF DIRECTORS
Wednesday, March 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, March 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:	Brad Redden, Deputy Warden
Town of Annapolis Royal:	Amery Boyer, Mayor
Town of Berwick:	Mike Trinacity, Deputy 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:	
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
Glooscap First Nation:	
Recording Secretary:	Jennifer West

2. Approval of Agenda

It was moved by Mike Trinacity and Sandra Snow

That the March 15, 2023 agenda be approved.

MOTION CARRIED

3. Approval of Minutes

February 15, 2023 Meeting of Interim IMSA Board of Directors Minutes

In item 6, insert “causal factors” after “incidents”

It was moved by Sandra Snow and Wendy Donovan

That the February 15, 2023 minutes be approved as amended.

MOTION CARRIED

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

Mr. Whynot gave a review of activities of the IMSA director. Members suggested getting a SWOT analysis (strengths, weaknesses, opportunities and threats) and an environmental scan to get a clear idea of upcoming issues. Some strategic thinking and strengths and weaknesses are being considered and will be shared with the board.

Report available

Sonny MacDougall gave an update on MNP, including a request for an equipment reserve. Staff are working with auditors for both organizations and on budgets. Cost accounting continues to move forward.

5. Valley Waste Management

Mr. Wort gave a review on issues coming from weather events, as well as contracts and bylaws for storm day cancellations of service. Some areas are challenging such as the south and north mountains and Gaspereau during storms, but other areas have better roads and service can be continued in some cases. Conversations with Annapolis County are proceeding smoothly on collections discussion. The Valley Waste collection contract is two years out, and with delays in equipment and vehicle procurement, some requests for proposals should be considered now for that time. The next contract could be for 7 years to optimize amortization costs. Valley Waste is on budget, with some higher volumes in the east. Most overages in the budget are related to fuel costs. Valley Waste is waiting to learn more about EPR in order to include it into budget and operations. Also waiting for more information from Chester's audit, maybe in June.

Report available

6. Valley Waste – 2023-2024 Budget and Capital Plan

Mr. MacDougall reviewed the 2023-2024 budgets. Overall, the sharing between parties has minor changes. Planning budgets need to be extended further into the future than 3 years.

Report available

Discussion

- Any surplus equipment sold in the past will be added to the reserve account. This budget includes the purchase of capital equipment from a source and replace it in 18 months.

It was moved by Sandra Snow and Wendy Donovan

That the board approve the 2023-2024 operating budget and capital plan for valley regional solid waste resource management authority, less the equipment reserve fund

MOTION CARRIED

7. Valley Waste – Fundy Compost Contract

Mr. Wort gave a review of the negotiations between Valley Waste and Fundy Composting Inc. Fundy Compost has agreed to this contract with a fuel adjustment clause, which gives Valley Waste security of disposal. Mr. Wort reviewed the timeline for building a potential new facility for compost.

Report available

It was moved by Sandra Snow and Mike Trinacity

That the Intermunicipal Services Agreement Interim Board of Directors authorize the chair and general manager to move forward with the execution of the amending agreement with Fundy Compost Incorporated as attached to this Request for Decision for the final six years April 1, 2023 to March 31, 2029 of the existing organics processing services contract.

MOTION CARRIED

8. Valley Waste – Equipment Reserve Policy

Mr. Wort explains that the financials and the request for decision were not included with this agenda item. Selling these trucks will generate revenue for the equipment reserve fund, which will reduce the start up costs for this fund.

This item is deferred to the next meeting.

9. Kings Transit Authority

Mr. Whynot gave a review on operations at Kings Transit with highlights including ridership numbers, driver recruitment and bus repairs. Some routes were reduced during Covid and upon “return to normal” most rebounded to pre-covid numbers or above.

Report available

10. Kings Transit Authority – 2023-2024 Budget and Capital Plan

Mr. MacDougall reviewed the meeting package for Kings Transit Authority budget with highlights including a shared finance position, general manager, salary costs and benefits, fuel budget, insurance costs and capital projects. This budget does include the reserve fund, despite current practice of using a reserve.

Report available

Discussion

- Some members have concerns about using reserve funds. Kentville, Berwick and Wolfville do not advance reserve funds up front.

It was moved by Sandra Snow and Wendy Donovan

That the board approve the 2023-2024 operating budget and capital plan for Kings Transit Authority as presented.

MOTION CARRIED

It was moved by Sandra Snow and Mike Trinacity

That municipal units guarantee the ICIP program contributions to capital fund as presented in the Kings Transit Authority operating and capital budget and forward to the Kings transit municipal parties for final approval.

MOTION CARRIED

11. Kings Transit Authority – Information Report, Phase 1 ICIP

Mr. Whynot gave an update on this report about the ICIP project. Next steps would be to take this to tender for the projects.

Report available

It was moved by Amery Bower and Mike Trinacity

That there being no further business, the meeting was adjourned at 11:43 am.