

INTERIM IMSA BOARD OF DIRECTORS
Wednesday, May 17, 2023 - 10:00 a.m.
Hybrid Meeting
MINUTES

A meeting of the Interim Intermunicipal Service Agreement (IMSA) Board of Directors was held on Wednesday, May 17, 2023, at 10:00 a.m. via videoconference and in person attendance at the Town of Kentville Town Hall Council Chambers.

1. Call to order:

Board Members

Municipality of Annapolis County: 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:
Town of Annapolis Royal:
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:
Valley Waste: Andrew Wort, General Manager; Andrew Garrett
Kings Transit:
MNP:
Glooscap First Nation:
Recording Secretary: Jennifer West

2. Approval of Agenda

It was moved by Don Clarke and Wendy Donovan

That the May 17, 2023 agenda be approved.

MOTION CARRIED

3. Approval of Minutes

April 19, 2023 Meeting of Interim IMSA Board of Directors Minutes

It was moved by Wendy Donovan and Don Clarke

That the April 19, 2023 minutes be approved.

MOTION CARRIED

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

Mr. MacDougall gave a review of activities of the IMSA director with highlights including a new progress reporting template, the request for proposals for the transit master plan has been posted, the phase 2 has been reviewed and requires a climate change resilience report. Work is beginning on this report and received approval for phase 2. External auditors will be on site at Kings Transit and Valley Waste to begin their review. Staff are still waiting for the Extended Producer Responsibility regulations to be released. There has been a change to public sector accounting around end of life of assets. There has been a change to construction and demolition material entering the waste stream. Charging stations for electric buses at shelters and transfer stations will be reviewed and sites determined from the phase 1 project.

Report available

5. Request for Decision: Reporting and Meeting Schedule

Dwight Whynot reviewed his role and Mr. MacDougall's role, and gave suggestions around reporting on operations, IMSA, financial reporting and other issues. This change would focus each meeting on a topic. Under this model, financial reporting would give more detail and operations would receive less detail.

It was moved by Sandra Snow and Wendy Donovan

That the IMSA interim board approve the Establishment of Interim Reporting Policy and authorize the Chair and Executive to execute the Policy.

MOTION CARRIED

6. Valley Waste Management

Mr. Wort gave a review on the Manager's report. New staff have been reviewing accounting practices, and the new scale system is in use. Staff are ready to support auditors in their review of all records. A student intern is starting some research projects. Discussion of the re-use store activity. Discussion of reduced waste volumes and related financials.

Report available

Mr. Wort gave a review on the financial statement report.

Report available

7. Request for Decision – Valley Waste, Fundy Compost Contract

Mr. Wort described the renegotiation of actual fuel in this contract. This is an important contract because there is no other reasonable option for compost disposal. Discussion of the closure of the Wolfville compost site impacting the Fundy Compost facility.

Report available

It was moved by Don Clarke and Amery Boyer

That the Interim Intermunicipal Services Agreement Board of Directors authorize the Chair and General Manager to execute the Amending Agreement with Fundy Compost Incorporated, as attached to this Request for Decision, for the final 6 years, April 1, 2023-March 31, 2029, of the organics processing services contract.

MOTION CARRIED

8. Request for Decision – Valley Waste, Annapolis County Collection Request for Proposals

Mr. Wort gave an update on conversations and negotiations with Annapolis County and share in waste services. Staff at Annapolis County are keen to join and share services.

It was moved by Sandra Snow and Sylvester Atkinson

That the Interim Intermunicipal Services Agreement Board of Directors agree by a motion of the board as follows:

The Interim Intermunicipal Service Agreement Board of Directors agrees to jointly contract curbside collection services with the existing VWRM members and the Municipality of Annapolis County to commence March 31 2025 or another mutually agreed upon date

MOTION CARRIED

Additionally, members recommend coordinating large item pick up. Currently there are two collection contracts, and when that contract is updated (18 months) the dates can be better coordinated.

9. Request for Decision – Valley Waste, Tipping Fee Policy

Mr. Wort described the practices during the pandemic for tipping fees, and the need to tighten practices for all users. Discussion of using municipal interest rate of 2% or credit card charge rates of 3%. Recommend that the policy have a fee schedule.

It was moved by Wendy Donovan and Sandra Snow

That the Interim Intermunicipal Services Agreement Board of Directors approve the Establishment of Tipping Fee Accounts Policy, reflecting a rate of 2% and \$45 for a non-sufficient funds cheque, AAP-33, as attached, and authorize the Chair and General Manager to execute the Policy as amended.

MOTION CARRIED

10. Request for Decision – Valley Waste, Overdue Account Policy

Mr. Wort outlined the current practices for overdue accounts and described the need to have the policy revised to have a consistent approach to all users.

It was moved by Sandra Snow and Don Clarke

That the Interim Intermunicipal Services Agreement Board of Directors approve the Overdue Accounts Collection Policy, AAP-10, reflecting a \$45 non-sufficient funds fee, and authorize the Chair and General Manager to execute the Policy.

MOTION CARRIED

11. Report for Information – Valley Waste, Capital Spend, Public Waste Bins

Mr. Wort outlined the need for trailers for beach and rural clean-ups. This item is already included in the budget.

12. Kings Transit Authority

Mr. Whynot presented the Manager's Report, with highlights including increasing ridership and fewer schedule interruptions. The Director of Finance position is open and interviews will begin soon. Review of fare revenue calculations and ridership numbers month over month.

Report available

Mr. Whynot presented the financial report. Review of fare subsidizing and objective of the study to better understand demographics of users.

Report available

Announcement of Town of Berwick 100th birthday celebration.

It was moved by Amery Boyer and Don Clarke
That there being no further business, the meeting was adjourned at 11:23 am.

Next meeting June 21, 2023