

INTERIM IMSA BOARD OF DIRECTORS
Wednesday, June 21, 2023 - 10:00 a.m.
Hybrid Meeting
MINUTES

A meeting of the Interim Intermunicipal Service Agreement (IMSA) Board of Directors was held on Wednesday, June 21, 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:	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:	
Municipality of West Hants:	

IMSA Executive Director:	Dwight Whynot
Municipality of Digby County:	Jeff Sunderland, CAO
Valley Waste:	Andrew Garrett, Acting General Manager
Kings Transit:	
MNP:	Sonny MacDougall
Glooscap First Nation:	
Recording Secretary:	Jennifer West

2. Approval of Agenda

It was moved by Sandra Snow and Don Clarke

That the June 21, 2023 agenda be approved.

MOTION CARRIED

3. Approval of Minutes

May 17, 2023 Meeting of Interim IMSA Board of Directors Minutes

It was moved by Don Clarke and Sylvester Atkinson

That the May 17, 2023 minutes be approved.

MOTION CARRIED

4. Progress Update and Discussion, Dwight Whynot

Mr. Whynot gave a review of activities of the IMSA director with highlights including cost modeling, agreement with Annapolis County and Valley Waste, phase 1 study proposals received from strong companies with transit experience, climate lens resilience report was submitted for phase 2 funding.

Mr. MacDougall gave an update on the Kings Transit and Valley Waste audits, some audit activity is contingent on Chester, preparing internal staff to manage the audit in 2024.

Report available

Discussion

- Findings from the audit will be brought to the audit committee in July.
- The landfill contract liaison committee has not met lately.

5. Valley Waste Management

Mr. Garrett gave a review on the managers report with highlights including a compost giveaway, workshop on disaster preparedness relating to wildfires, disposal of fridges after the fires, construction and demolition policies, government officials from Barbados for a learning exchange.

Report available

Discussion

- Review of fire preparedness at Valley Waste.
- Review of Valley Waste pick up from multi-residential buildings.
- Review of recycling process for solar panels. They are recyclable under the right program, currently the electronic recycling does not accept these products. This should be included in strategic planning.

6. Request for Decision – Banking Resolution

Mr. Garrett described the policy and the need to update position titles in this document.

Report available

It was moved by Sandra Snow and Wendy Donovan

That the Interim Intermunicipal Services Agreement Board of Directors approve the General Banking Resolution, with changes to two of the position names to reflect that the signing officers include any two of the General Manager, Communications Manager, Operations Manager, or Administration and Policy Manager.

MOTION CARRIED

7. Request for Decision – Safety Policy

Mr. Garrett described the need for approval of the safety policy.

Discussion

- Importance “to” not “on”. And add the word “requirements **of**”, and change the word behaviours from attitudes.

It was moved by Don Clarke and Brad Redden

That the Interim Intermunicipal Services Agreement Board of Directors approve the Safety Policy AAP-08, as attached, and authorize the Chair and General Manager to execute the Policy.

MOTION CARRIED

8. Kings Transit Authority

Mr. Whynot presented the Managers Report, with highlights including increased ridership, ICIP program phase studies, recruitment for director of finance, and mechanics are working to keep old buses on the road.

Report available

Discussion

- Review of full time, part time and “spare” drivers.

It was moved by Wendy Donovan and Don Clarke

That there being no further business, the meeting was adjourned at 10:50 am.

Next meeting July 19, 2023