

INTERIM IMSA BOARD OF DIRECTORS
Wednesday, January 17, 2024 - 10:00 a.m.
Hybrid Meeting
MINUTES

A meeting of the Interim Intermunicipal Service Agreement (IMSA) Board of Directors was held on Wednesday, January 17, 2024, at 10:03a.m. via videoconference and in person attendance at the County of Kings 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
Town of Middleton:	Sylvester Atkinson, Mayor
Town of Wolfville:	Wendy Donovan, Mayor (Chair)

Also in Attendance:

Municipality of Annapolis County:	
Town of Annapolis Royal:	Sandi Millett-Campbell, CAO
Town of Berwick:	
Town of Kentville:	
Municipality of the County of Kings:	
Town of Middleton:	Ashley Crocker, CAO
Town of Wolfville:	

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

2. Approval of Agenda

It was moved by Sandra Snow and Don Clarke

Addition: In Camera, related to Valley Waste
Addition: Requests for Decision, Policy and Signatories

That the January 17, 2024 agenda be approved.

MOTION CARRIED

3. Approval of Minutes

December 20, 2023 Meeting of Interim IMSA Board of Directors Minutes

It was moved by Don Clarke and Sandra Snow

That the December 20, 2023 minutes be approved.

Motion Carried

4. Progress Update and Discussion

Mr. Whynot gave a review of progress. It was noted that the cost sharing calculations will not be ready before municipal budgets are prepared however the existing cost formula will be used. Members requested the SWOT analysis report.

Report available

Mr. MacDougall gave an update on the budget and policy work and is working closely with the finance officer. Staff are working on the cost model and policies.

Report available

Members introduced Dan MacDougall who is working with the IMSA staff.

5. Valley Waste

Mr. Garrett gave a review of operations, with highlights including changes to the spring and fall clean up, and furniture and large item pick up. Concerns with residents leaving large items for pick up, and request for large item drop off at no cost. Concerns in small towns with removing large item pick up. Support for the annual large item pick up being used as opportunity for recycling and reusing.

Clarification from VW staff that the pick-ups are associated with new Extended Producers Regulations, with larger trucks that will support large items weekly.

There was not support from members to support the request to remove bi-annual large item pick-ups events. Members asked for more details to consider this matter.

Report available

Mr. Garrett reviewed the projects involved in replacing the tipping scales floor and doors. Further financial review of these projects resulted in support this renovation from the current operating reserve.

It was moved by Sandra Snow and Amery Boyer

That the Interim Intermunicipal Services Agreement Board of Directors approve the use of approximately \$400,000.00 of the anticipated 2023-2024 operating surplus, estimated to be approximately \$1,385,259, to fund the expenses associated with repairing the tipping floor and replacing 4 aged overhead doors at the East Management Centre with the proposed capital budget for the 2024-2025 fiscal year to be reduced accordingly.

Motion Carried

Operating Budget and Capital Budget

Mr. Garrett reviewed the budget with highlights including municipal shares, cash flow, key forecast influences, and major contracts. Regarding the Chester landfill relationship, staff are looking at a new costing formula. Suggestion about consistency around cost of living allowance increases for staff in all partners and organizations. Finance staff added some concerns about the annual increase of municipal partners contributions.

Presentation available

6. Kings Transit Authority

Mr. Whynot gave a review of operations, with highlights including maintenance of older vehicles, review of ICIP phase 1 tasks, target of Phase 1 draft report in February. The fuel prices for Kings Transit and Valley Waste use different models, and result in being above budget in one organization and below budget in the other organization. Staff will confirm fuel actuals compared to actuals in both organizations and will bring more information about fee models.

Mr. Whynot presented the budget for Kings Transit, with highlights including operations overview, changes in municipal operations and reporting of fuel prices and fees.

Mr. Whynot outlined the Violence in the Workplace policy. Members recommended using gender neutral pronouns. Staff were asked to make these changes and any other grammatical changes as necessary.

It was moved by Peter Muttart and Sandra Snow

That the Interim Intermunicipal Services Agreement Board of Directors approve the Violence in the Workplace Policy with administrative amendments.

Motion Carried

It was moved by Don Clarke and Sandra Snow

That the Interim Intermunicipal Services Agreement Board of Directors approve the Director of Finance and Corporate Services to both Kings Transit and Valley Waste slate of signing officers for banking services.

Motion Carried

It was moved by Peter Muttart and Sylvester Atkinson

That the Interim IMSA Board of Directors recommend the VW and KTA operating and capital budgets for fiscal 2024-2025 to municipal partners for approval.

Motion Carried

Note: Members voted on budgets only for organizations that they were partners to.

Members asked for budget presentation files be sent to municipal partners, for presentations to Council.

It was moved by Don Clarke and Sanda Snow

That the session move into a closed session to discuss confidential matters at 11:30 a.m.

It was moved

That the session move into an open session at 11:50 a.m.

It was moved by Amery Boyer and Peter Muttart

That there being no further business, the meeting was adjourned at 11:50.

Next meeting February 21, 2023