

**INTERIM IMSA BOARD OF DIRECTORS**

**Wednesday, February 21, 2024 - 9:00 a.m.**

**Hybrid Meeting**

A meeting of the Interim Intermunicipal Service Agreement (IMSA) Board of Directors was held on Wednesday, February 21, 2024, at 9:00am via videoconference and in-person attendance in the Valley Waste-Resource Management Board Room.

**Attendees:**

**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:	Jodi MacKay (Board Alternate)

**Also in Attendance:**

Municipality of Annapolis County:	Chris MacNeill, CAO
Town of Annapolis Royal:	
Town of Berwick:	Jennifer Boyd, CAO
Town of Kentville:	Jeff Lawrence, CAO
Town of Kentville:	Cate Savage
Municipality of the County of Kings:	
Town of Middleton:	
Town of Wolfville:	

IMSA Executive Director:	Dwight Whynot
Municipality of Digby County:	
Valley Waste:	Andrew Garrett, Interim General Manager
Kings Transit and Valley Waste	Dan L'Abbe
MNP:	Sonny MacDougall
IMSA:	
Recording Secretary:	Brenda Davidson

**Agenda Item No. 1 – Call To Order**

Mayor Snow, serving Pro-tem on behalf of Chair Mayor Muttart, who is present today, and Vice-Chair Mayor Donovan who was unavailable to attend, welcomed everyone calling the meeting to order at 9:00am. Mayor Snow noted that all participants should have received the full meeting package in preparation for the meeting confirming with all that no conflict of interest exists in any items to be discussed.

**Agenda Item No. 2 – Approval of Agenda**

**It was moved by Sylvester Atkinson and seconded by Don Clarke that the Interim Intermunicipal Services Agreement Board of Directors approve the February 21, 2024 Agenda, as circulated.**

**Motion Carried.**

### **Agenda Item No. 3 – Approval of the Minutes, January 17, 2024**

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**It was moved by Don Clarke and seconded by Sylvester Atkinson that the Interim Intermunicipal Services Agreement Board of Directors approve the January 17, 2024 Minutes, as circulated.**

**Motion Carried.**

### **Agenda Item No. 4 – Progress Update and Discussion**

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#### **Agenda Item No. 4.1:**

Mr. Whynot, first welcoming Jeff Lawrence, CAO Town of Kentville, reviewed the IMSA Pilot Project Progress Report, as circulated and attached to these minutes. It was indicated that the Draft Final WSP Report will be available soon and circulated to all in advance of the next meeting. It was noted that a meeting will take place with the Joint Regional Transit Agency the provincial body looking at connectivity to seek support. Further discussions will be held with the Town of Berwick regarding potential terminals and electrification.

Regarding Valley Waste, Mr. Whynot noted that Interim General Manager Garrett will provide further updates during his report later in the meeting.

Mayor Snow thanked Mr. Whynot for his report opening the floor to questions. In response to the question, it was noted that the WSP Report will provide recommendations regarding transit pull off locations and shelters with it being noted that 4 areas are being installed in Cornwallis Square.

Mr. Whynot stressed that the WSP Report will provide recommendations regarding transfer areas and stops while considering the safety of both passengers and drivers.

After a short discussion it was the consensus of all that the Agenda for the next meeting be developed to include the WSP presentation early on the Agenda and further that approximately 30 minutes be provided for the presentation followed by questions.

#### **Agenda Item No. 4.2:**

Mr. MacDougall reviewed the MNP Board Update on Deliverables Report, as circulated and attached to these minutes, noting that staff continue to actively work on the cost accounting model and policy development. Mr. MacDougall noted that a draft Policies document has been created and that he and Dan McDougall will continue to work toward the completion of this key deliverable. The document will be shared with the VWRM management team for discussion and review prior to being brought before the Board for final consideration and ultimate approval.

Mr. MacDougall noted that progress continues with the cost accounting model with testing underway to ensure that calculations are properly generated for various scenarios. The next steps will be a review the model with Mr. Whynot and the Valley Waste management team to be followed by a workshop with Chief Administrative Officers with a presentation to the Board to follow that step.

It was also noted that a capital investment plan Funding Formula Policy to allow capital investment smoothing over a 10-year period is under development.

Mayor Snow thanked Mr. MacDougall for his report opening the floor to questions.

In response to the question, it was indicated that it is anticipated that the cost accounting model will be presented to the Board in April.

In response to the question, it was indicated that the draft Policies document will be provided to the Board well in advance of the meeting and further that it is anticipated that the document will be ready for the May Board Meeting.

### **Agenda Item No. 5 – Valley Waste**

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#### **Agenda Item No. 5.1 – General Manager’s Report**

Mr. Garrett reviewed the General Manager’s Report, as circulated and attached to these minutes, highlighting the key items and providing updates where appropriate.

It was noted that it is hoped that the tipping floor replacement and the overhead door replacement projects will be completed prior to the end of March.

In response to the question, it was noted that statistics regarding a calculated disposal tonnage per resident can be provided and further that having this information in hand will be of great value as work continues to achieve the 300kg/person disposal target.

#### **Agenda Item No. 5.2 – Presentation of Valley Waste Quarterly Financial Statements**

Mr. Garrett reviewed the Financial Statements as of December 31, 2023 for both Operating and Capital, as circulated and attached to these minutes, noting that financial activity remains on track. East Management Centre expenses will include the tipping floor replacement and overhead door replacement in future reports.

A discussion was held regarding the public waste bins project with Mr. Garrett noting that a professional engineer has now been engaged to address identified deficiencies and to ensure that all the bins are structurally sound for their intended use with it being indicated that this project will likely carry over to the next fiscal year.

Before moving to the next Agenda Item, Mayor Snow noted that she is now more comfortable with the consideration of the proposed change to the spring and fall clean up service after speaking with a knowledgeable counterpart adding that it may be of great help to provide the Board with insights regarding successes and challenges from other areas who are currently providing a bi-weekly bulky waste collection. Mayor Snow then noted an illegal dumping issue on Mee Road which will be addressed.

#### **Agenda Item No. 5.3 – Request for Decision – Re-Appointment of Heather MacKay to Investment Committee**

Mr. Garrett referred to the Request for Decision, Re-Appointment of Heather MacKay to Investment Committee, as circulated and attached to these minutes.

**It was moved by Peter Muttart and seconded by Amery Boyer that the Interim Intermunicipal Services Agreement Board of Directors re-appoint Heather MacKay as Citizen Appointee to the Valley Region Solid Waste-Resource Management Authority Investment Committee for the 2024 Calendar year.**

**Motion Carried.**

## **Agenda Item No. 6 - KTA**

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### **Agenda Item No. 6.1 – General Manager’s Report**

Mr. Whynot provided an overview of the General Manager’s Report, as circulated and attached to these minutes, highlighting the key areas of Garage and Fuel Prices, Ridership, Operations, ICIP Project Update, Human Resources and Monthly Activities.

In addition to the Report, Mr. Whynot noted that weather has been a challenge this month with services cancelled on a couple of occasions due to poor weather conditions noting one incident where a bus did slide into the ditch.

In response to the question, it was indicated that while there are other public transit services across the Province, due to limited cohesion between existing service providers, applying pressure at the Provincial level with regard to purchasing requirements may help with it being further suggested that the use of the Canoe purchasing portal may be of benefit to ensure competitive pricing for a variety of goods and services.

### **Agenda Item No. 6.2 – Presentation of Kings Transit Authority Quarterly Financial Statements**

Mr. Whynot provided an overview of the Kings Transit Authority Financial Statements as of December 31, 2023 noting that financial activities remain on track and in line with what was anticipated during the budget development process.

Mr. Whynot stressed that the aging fleet continues to be of concern noting a recent Department of Transportation inspection of one of the buses that resulted in the replacement of all windows to ensure emergency exit compliance. This resulted in an unanticipated investment, in the range of \$34,000, in aging equipment. Mr. Whynot noted that all efforts are made to ensure an adequate inventory of replacement parts remains available with that inventory now valued at approximately \$800,000. Parts are also being stripped from defunct equipment for re-use where possible. Mr. Whynot stressed the importance of ensuring that the aging fleet is considered in any future long-term capital investment plan. Electric buses may reduce some repair requirements but will still have issues that will require long-term attention and investment.

In response to the question, it was noted that the parts inventory remains relatively stable at this time adding that Mr. L’Abbe is investigating software packages that may be of great value in work order management and inventory control.

## **Agenda Item No. 7 – In Camera Session in keeping with Section 22 (2) (e) of the Municipal Government Act**

**It was moved by Peter Muttart and Don Clarke that the session move into an In Camera session as per Section 22 (2)(e) Contract Negotiations, of the Municipal Government Act at 9:43am.**

**Motion Carried.**

The Regular Monthly Meeting of the Interim Intermunicipal Services Agreements Board resumed at 9:50am.

### **Agenda Item No. 8 – Next Meeting**

Due to scheduling conflicts on the normal meeting day, it was the consensus that the next meeting of the Interim Intermunicipal Services Agreements Board will be held on Wednesday, March 27, 2024, beginning at 10:00am and based in the Valley Waste-Resource Management Board Room. Ms. Davidson will release a meeting invitation to all as soon as possible to ensure that calendars can be updated appropriately.

**Agenda Item No. 9 – Adjournment**

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**It was moved by Peter Muttart and seconded by Don Clarke that there being no further business, the meeting adjourned at 9:56am.**

Respectfully submitted,

Brenda Davidson  
Recording Secretary  
Administration and Policy Manager  
Valley Waste-Resource Management