

INTERIM IMSA BOARD OF DIRECTORS
Wednesday, April 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, April 17, 2024, at 10:00am via videoconference and in-person attendance based in the Valley Waste-Resource Management Boardroom.

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:	Cate Savage, Deputy Mayor
Municipality of the County of Kings:	Martha Armstrong, Councillor on behalf of Mayor Muttart
Town of Middleton:	Sylvester Atkinson, Mayor (arrived at 10:14am)
Town of Wolfville:	Wendy Donovan, Mayor

Also in Attendance:

Town of Annapolis Royal	Sandi Millett-Campbell, CAO
Town of Berwick:	
Town of Kentville:	Jeff Lawrence, CAO
Town of Middleton:	Ashley Crocker
Municipality of the County of Kings:	
Town of Wolfville:	
Municipality of Digby:	Jeff Sunderland
IMSA Executive Director:	Dwight Whynot
Valley Waste:	Andrew Garrett, Interim General Manager
Kings Transit and Valley Waste	Dan L'Abbe
MNP:	
IMSA:	Dan McDougall
Recording Secretary:	Brenda Davidson

Agenda Item No. 1 – Call To Order

Vice-Chair, Wendy Donovan, serving on behalf of Chair Muttart who is away, welcomed everyone calling the meeting to order at 10:04am.

Agenda Item No. 2 – Approval of Agenda

ON MOTION OF DON CLARKE AND SECONDED BY MARTHA ARMSTONG THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENTS BOARD OF DIRECTORS APPROVE THE APRIL 17, 2024 AGENDA, AS CIRCULATED.

MOTION CARRIED.

In response to the question, it was noted that the approval of the Minutes from the Special Meeting held on April 10, 2024 will be included on the Agenda for the May Regular Monthly Meeting of the Board.

Mayor Donovan also acknowledged the Summary of Motions that may be considered by the Board document that was included in the meeting package indicating that having the summary for quick reference will be beneficial into the future.

As a clarification, Mayor Boyer indicated that she not authorized to vote on motions related to the Kings Transit Authority activity.

Agenda Item No. 3 – Approval of the Minutes, March 27, 2024

ON MOTION OF MARTHA ARMSTRONG AND SECONDED BY DON CLARKE THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENTS BOARD OF DIRECTORS APPROVE THE MARCH 27, 2024 MINUTES, AS CIRCULATED.

Mr. Redden noted a required correction in the minutes above Agenda Item No. 6 where it should be indicated that he also left the meeting.

MOTION CARRIED.

Agenda Item No. 4 – Service Award Presentation

Mayor Donovan presented Andrew Garrett, Interim General Manager, with his milestone 25-year Service Award Certificate and gift from the Authority. A round of applause was heard. Mr. Garrett noted that Brenda Davidson is into her 26th year of service confirming that he would ensure that arrangements are made to present Mrs. Davidson with her past-due award.

Agenda Item No. 5 – Progress Update and Discussion

Agenda Item No. 5.1 – Mr. Whynot – Review Updated Progress Report

Mr. Whynot referred to the IMSA Pilot Project – Progress Report, as circulated and attached to these minutes noting that activity continues and further that a CAO forum for discussion is now set to take place next week.

Mayor Donovan raised a question in follow-up to the WSP 90% Report with Mr. Whynot indicating that he had just received the final draft Report yesterday and further that, after staff review, the Report will be shared with the Board. Ms. Donovan specifically questioned the plan regarding the indicated second round of public consultation with Mr. Whynot indicating that a second round of consultation will take place seeking further input from the public based on the final draft of the Report. Also, in response to the question, it was noted that the matter can be included on the May Board Meeting Agenda for further discussion.

In response to the question, Mr. Whynot noted that he has reached out to Metro Transit to better understand the next steps and options available to the Kings Transit Authority as Metro Transit replaces their fleet with electric buses and that he has been advised that 1 of their new buses has been delivered with others due to arrive at the end of this year, but that those buses may not be in use until the 1st or 2nd quarter of next year due to delays in ensuring the required infrastructure is in place and therefore used equipment may not be available to the Kings Transit Authority until that time.

Agenda Item No. 5.2 – Mr. McDougall -Report to Board – Information Sharing Approach with Municipal Owners and Service Partners

Mr. McDougall referred to the Information Sharing Approaches with Municipal Owners & Service Partners Report dated April 2024, as circulated and attached to these minutes.

Mr. McDougall provided an overview of the Report highlighting the recommendations within the Report as follows:

- Use of robust decision-making documents
- Reinstatement of a document similar to the previously used “Management Minute”
- Posting of meeting packages and approved minutes on organizational websites
- Use of “Council Forums” for presentation of key and emerging issues, and
- The establishment of regular and formal CAO/Director of Finance Information meetings.

Mr. McDougall added that it is apparent the administrators of Valley Waste and Kings Transit understand and appreciate the importance of ensuring methods of sharing meaningful information are in place for success into the future. The sharing of information will build mutual trust, respect, facilitate creative problem solving and ensure collaboration on key matters as they affect the municipal Parties under the Intermunicipal Services Agreements.

Mayor Boyer noted that she is pleased to see the “Management Minute” coming back adding a concern around the commitment required by the Parties and their respective CAO’s to meet the suggested number of meetings each year due to the volume of workload being carried by all at this time. Mayor Boyer added, as an example, that planning for a Spring meeting to delve into strategic and business planning in an election year may pose challenges.

Mr. McDougall responded indicating that he is certainly mindful of that and further that when considering the spring meeting in some years focus may be on a previously approved action plan and perhaps the year after an election would be an appropriate time to delve into strategic planning.

Mayor Donovan indicated her agreement noting that it is challenging for a new Council with a number of new Councillors following an election to consider strategic planning without allowing time for the individuals to become more familiar with the activities and responsibilities.

On a final note, Mr. McDougall indicated that with planning, Agendas can be developed for the recommended meetings to address timely matters and further that meeting requests can be made well in advance to allow all involved with ample time to update their calendars.

ON MOTION OF AMERY BOYER AND SECONDED BY DON CLARKE THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENTS BOARD OF DIRECTORS RECEIVE THE REPORT ENTITLED, INFORMATION SHARING APPROACHES WITH MUNICIPAL OWNERS & SERVICE PARTNERS, AS PRESENTED.

MOTION CARRIED.

Before moving forward with the Agenda, Vice-Chair Donovan called for a motion to receive Mr. Whynot’s Progress report.

ON MOTION OF DON CLARKE AND SECONDED BY BRAD REDDEN THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENTS BOARD OF DIRECTORS RECEIVE THE UPDATED PROGRESS REPORT, AS PRESENTED.

MOTION CARRIED.

Prior to moving to the next Agenda Item, Mayor Clarke noted that he would like to piggyback on Mayor Boyer's comments noting that in a small municipal unit and all municipal units, the CAO's are very busy and have to prioritize the work that can be tackled and further that they simply can't do it all so being mindful of how many meetings they are able to commit to is very important.

Agenda Item No. 6 – Valley Waste

Agenda Item No. 6.1 – General Manager's Report

Interim General Manager Garrett referred to the Valley Waste-Resource Management – General Manager's Report, as circulated and attached to these minutes, highlighting 2 key items, the new and expanding extended producer responsibility stewardship programs around electronics recycling, single use and rechargeable battery recycling and the new lamp (light bulb) processing program. Mr. Garrett also noted the extended producer responsibility for packaging and printed paper noting that a meeting with the Producer Responsibility Organization (PRO) will be held tomorrow, April 18, 2024.

In response to the question, the meeting and presentation to be provided by the PRO to take place tomorrow will be at a high level and that any Board Members interested in attending are welcome to do so and should advise Mrs. Davidson as soon as possible to ensure that a meeting link can be shared.

Mr. Garrett also noted the final 2023-2024 tonnage summary report noting the 9.01% increase in tipping fee revenue compared to last year due primarily to an increase in the volume of recycling and construction and demolition debris being received at the Management Centre Sites.

In response to the question, Mr. Garrett noted that it is a requirement of the 3 stewardship programs discussed to ensure that there are drop off locations available within a certain radius for easy access by the public and it is therefore anticipated that locations will be available in the Kingston/Greenwood area. Both the East and West Management Centres will be designated drop off locations as well.

In response to the question, Mr. Garrett noted that the Authority has historically accepted batteries and that managing the batteries is labour intensive and receiving the funding under the stewardship program will help to offset labour costs.

Also, in response to the question, Mr. Garrett noted that Valley Waste-Resource Management services a total population of approximately 87,000 including the First Nation communities and further that the population numbers are adjusted annually by the province.

ON MOTION OF MARTHA ARMSTRONG AND SECONDED BY AMERY BOYER THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENTS BOARD OF DIRECTORS RECEIVE THE VALLEY WASTE-RESOURCE MANAGEMENT GENERAL MANAGER'S REPORT, AS PRESENTED.

MOTION CARRIED.

Agenda Item No. 6.2 – Request for Decision – Accounts to be Written Off

Interim General Manager Garrett reviewed the Request for Decision – Accounts to be Written Off Report, as circulated and attached to these minutes noting that the Report is being brought forward in keeping with Policy and is requesting the Board’s approval to write off 3 accounts deemed to be uncollectable totalling \$1,121.93.

ON MOTION OF AMERY BOYER AND SECONDED BY MARTHA ARMSTRONG THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENTS BOARD FORMALLY APPROVES THE WRITE-OFF OF \$1,121.91, REPRESENTING THE OUTSTANDING AND UNCOLLECTABLE BALANCE OF THREE TIPPING FEE CHARGE ACCOUNTS AS NOTED.

MOTION CARRIED.

Agenda Item No. 7 – Kings Transit

Agenda Item No. 7.1 – General Manager’s Report

Mr. Whynot provided an overview of the Kings Transit Authority General Manager’s Report, as circulated and attached to these minutes. Mr. Whynot noted that there has been success in recruiting some part-time drivers which will alleviate staffing issues over the summer months vacation period. Mr. Whynot also highlighted the increase in ridership as noted in the report and the impact of the recently applied new Carbon Tax to fuel costs.

In response to the question, Mr. Whynot noted that the WSP Report recommends service provision on Holidays and Sundays and further that staff have been considering the matter recognising that the number of applicable Holidays is high. For a change in the services levels, approval by the Nova Scotia Utility and Review Board will be required and addressing the matter is on the priority list of things to further consider.

Regarding the recruitment of drivers, Mr. Whynot explained that the drivers could be considered full time or part time with the goal of covering potential gaps during the summer months.

In response to the question, Mr. Whynot noted that ridership has proven to be 10,000-15,000 higher for the year ending March 31, 2024 when compared to pre-covid pandemic activity and that every route has seen an increase. Dan L’Abbe added that staff are working on “key performance indicators” and that ridership is one of those indicators and that data will soon be available covering a 10-year period.

ON MOTION OF DON CLARKE AND SECONDED BY CATE SAVAGE THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENTS BOARD OF DIRECTORS RECEIVE THE KINGS TRANSIT AUTHORITY GENERAL MANAGER’S REPORT, AS PRESENTED.

MOTION CARRIED.

Agenda Item No. 7.2 – Request for Decision – Acquisition of Buses for KTA Fleet

Mr. Whynot provided an overview of the Request for Decision – Acquisition of Buses for KTA Fleet, as circulated and attached to the minutes.

Mr. Whynot noted that he is seeking the approval of the Board to move forward with preparing and publicly releasing a Request for Proposals for the provision of five (5) 40’ BEB passenger buses and the related equipment and that existing funding based on the ICIP Agreement that is in place will fund the project.

ON MOTION OF CATE SAVAGE AND SECONDED BY DON CLARKE THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENTS BOARD FORMALLY AUTHORIZES THE KINGS TRANSIT AUTHORITY GENERAL MANAGER TO MOVE FORWARD WITH THE PREPARATION AND PUBLIC RELEASE OF A REQUEST FOR PROPOSALS FOR THE PROVISION OF 5 40' BEB PASSENGER BUSES AND RELATED EQUIPMENT TO BE ADDED TO THE KINGS TRANSIT AUTHORITY FLEET.

In response to the question, it was noted that the RFP can consider and if possible, prohibit conflict minerals and further that Mr. Whynot will carefully consider any restrictions that can be put in place.

MOTION CARRIED.

Agenda Item No. 7.3 – Request for Decision – Project Management Services Phase 2 KTA Transit Study

Mr. Whynot provided the Board with an overview of the Request for Decision: Project Management Services Phase 2 KTA Transit Study, as circulated and attached to these minutes.

In response to the question, Mr. Whynot noted that as there is not a resource available internally to meet the Project Management Transit Study requirements, seeking an outside Project Manager is required and further that all involved will make every effort to ensure that the Request for Proposals document clearly delineates the requirements of the Project Manager based on the goal of receiving cost efficient services. It was noted that while \$50,000.00 has been committed to the project under the ICIP funding, it is unclear at this time whether that will be sufficient and further discussion may be required once potential proponents have made submissions to perform the work.

In response to the question, Mr. Whynot noted that both this Request for Proposals and the Request for Proposals for the provision of the buses can be shared with the Board.

Mr. Whynot explained that there is sufficient information included in the WSP Report to move forward with acquiring the buses and that the Project Manager will be responsible for managing all aspects of Phase 2 of the transit study to include the acquisition of new buses and the establishment of the associated infrastructure that will be required to include any building retrofits that may apply. It was further noted that the \$50,000 is not intended to cover the services of a full-time position.

ON MOTION OF DON CLARKE AND SECONDED BY SYLVESTER ATKINSON THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENTS BOARD FORMALLY AUTHORIZES THE KINGS TRANSIT AUTHORITY'S GENERAL MANAGER TO MOVE FORWARD WITH THE PREPARATION AND PUBLIC RELEASE OF A REQUEST FOR PROPOSALS FOR THE PROVISION OF PROJECT MANAGEMENT SERVICES FOR PHASE 2 OF THE TRANSIT STUDY.

MOTION CARRIED.

Agenda Item No. 8 – New Business

There was no new business brought before the Board at this time.

Agenda Item No. 9 – Next Meeting

The next meeting of the Interim Intermunicipal Services Agreements Board will be held May 15, 2024, beginning at 10:00am based in the Valley Waste-Resource Management Board room with the virtual attendance option, in keeping with the normal meeting schedule.

Agenda Item No. 10 – Adjournment

ON MOTION OF DON CLARKE AND SECONDED BY BRAD REDDEN THAT AS THERE WAS NO FURTHER BUSINESS TO BRING FORWARD, THE MEETING ADJOURNED AT 10:52AM.

Respectfully submitted,

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