

INTERIM IMSA BOARD OF DIRECTORS
Wednesday, July 19, 2023 - 10:00 a.m.
Hybrid Meeting
MINUTES

A meeting of the Interim Intermunicipal Service Agreement (IMSA) Board of Directors was held on Wednesday, July 19, 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:

Municipality of Annapolis County: Brad Redden, Deputy Warden
Town of Annapolis Royal: Amery Boyer, Mayor
Town of Berwick:
Town of Kentville: Sandra Snow, Mayor
Municipality of the County of Kings:
Town of Middleton: Sylvester Atkinson, Mayor
Town of Wolfville: Wendy Donovan, Mayor (Chair)
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:
Valley Waste: Andrew Wort, General Manager
Kings Transit:
MNP: Sonny MacDougall, Kyle Musial
Glooscap First Nation:
Recording Secretary: Jennifer West

2. Approval of Agenda

Addition, Food Cyler
Removed, Year End Financial

It was moved by Sandra Snow and Brad Redden

That the July 19, 2023 agenda be approved as amended.

MOTION CARRIED

3. Approval of Minutes

June 21, 2023 Meeting of Interim IMSA Board of Directors Minutes

It was moved by Sandra Snow and Sylvester Atkinson

That the June 21, 2023 minutes be approved.

MOTION CARRIED

4. Progress Update and Discussion, Dwight Whynot

Executive Director Dwight Whynot gave a review on the requests for proposals for the Phase I ICIP grant implementation. The Phase II ICIP grant was approved today with an announcement next week. The Executive Director is working on waste stream cost model and will meet with staff in Chester in August to discuss a number of issues. Staff are looking at the third level, or the most detailed level of the budget.

Report available

5. Year-end Financial Statement Review

Sonny MacDougall gave a review of the audit and internal statements with regard to updated accounting practices. He recommended that the audit be presented to the Board in August, and sharing the operating with partners for review and feedback. Mr. MacDougall described the funding of asset retirement liability for Valley Waste. It is believed that the value of the land would cover the cost of asset retirement for that site, if needed.

Report available

It was moved by Sandra Snow and Amery Boyer

That the Board permits the Executive Director to provide a copy of the attached 2023-2024 operating results of Valley Waste to the appropriate municipal units with a disclosure statement that this is not a complete copy.

MOTION CARRIED

The Board gave direction to the Executive Director to provide a copy of the attached 2023-2024 operating results of Kings Transit Authority to the appropriate municipal units with the disclosure that a complete copy of the final audited statements will follow at a later date.

6. Valley Waste

General Manager Andrew Wort gave highlights of the month's activities, including a wood study, sales at the reuse centre, hydrological study RFP, Chester landfill financials and closing schedule and the temporary borrowing resolution. Annapolis County has joined Valley Waste with a contract agreement for services. Mr. Wort gave an update on Sustane and their initiatives to recycle more plastic.

Report available

It was moved by Sandra Snow and Amery Boyer

That the Board approve the Temporary Borrowing Resolution in the amount of \$553,000.00 to finance the 2023-2024 capital projects that are being funded through borrowing;

And further, authorizes the Chair and General Manager to execute the Temporary Borrowing Resolution on behalf of the Interim Intermunicipal Services Agreement Board of Directors;

And further, that the associated Guarantee Resolutions be forwarded to the Parties for approval and execution;

And further, that the aforementioned executed Temporary Borrowing Resolution and associated Party Guarantees be submitted to the Nova Scotia Department of Municipal Affairs and Housing for Ministerial approval.

MOTION CARRIED

Food Cyclor

Valley Waste Manager Andrew Garrett gave a review of the Food Cyclor product which is a countertop appliance for chopping and breaking down food. Mr. Garrett did not recommend that Valley Waste invest in these devices or this initiative at this time. Mayor Snow described the Food Cyclors at an FCM conference, and the potential use in schools. There are limitations with this appliance and the waste product. Vermicomposting is a better system and produces better waste.

Appreciation to Andrew Garrett for his role as Acting Director over the past months.

7. Kings Transit Authority

Executive Director Dwight Whynot gave highlights of activities in Kings Transit, including internal reporting practices which will aid in the upcoming Phase I and II projects, attracting bus drivers, protecting and reducing harassment of bus drivers. Staff are working to budget on a month-to-month basis. The accounting software cannot accommodate a month-to-month budgeting, and will need to be updated.

Report available

Discussion of the Cornwallis Square bus shelters, requested by the Commission of Cornwallis Square who has raised some money for this. They are requesting shared funding for these shelters. This motion will come back in September.

That the Board approve the funding of \$24,000 to the Cornwallis Square Commission for the installation of four bus shelters.

The three proposals were all under budget, and staff have recommended that members select WSP.

The Phase II project- focused on implementation- has been approved by ICIP for around \$11M, to begin after the Phase I is completed.

It was moved by Amery Boyer and Sandra Snow

That there being no further business, the meeting was adjourned at 11:00 am.

**Interim IMSA Board of Directors Meeting Minutes
Approved September 20, 2023**

July 19, 2023

Next meeting September 20, 2023