

**INTERIM IMSA BOARD OF DIRECTORS**  
**Wednesday, September 20, 2023 - 10:00 a.m.**  
**Hybrid Meeting**  
**MINUTES**

A meeting of the Interim Intermunicipal Service Agreement (IMSA) Board of Directors was held on Wednesday, September 20, 2023, at 10:07 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:	Alex Morrison, Warden, and 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:	Peter Muttart, Mayor (Chair)
Town of Middleton:	Sylvester Atkinson, Mayor
Town of Wolfville:	Jodi Mackay, Councillor
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 Wort
Kings Transit:	
MNP:	Sonny MacDougall, Kyle Musial
Glooscap First Nation:	
Recording Secretary:	Jennifer West

**Presentation**

Julie Merritt, CEO, Annapolis Valley Regional Libraries, was present to give a presentation on the Library Funding Formula review.

**2. Approval of Agenda**

It was moved by Amery Boyer and Cate Savage

That the September 20, 2023 agenda be approved.

**MOTION CARRIED**

### 3. Approval of Minutes

July 19, 2023 Meeting of Interim IMSA Board of Directors Minutes

Page 2, Item 4. Budget model should be replaced with waste stream cost model. Item 5. This should refer to the asset retirement of Valley Waste. Audit should be shared with partners. Sustane is the correct spelling of the company.

It was moved by Amery Boyer and Sylvester Atkinson

That the July 19, 2023 minutes be approved.

#### **MOTION CARRIED**

### 4. Progress Update and Discussion, Dwight Whynot

Executive Director Dwight Whynot gave a review on the beginning of the Phase 1 study by WSP including public meetings. The Phase 2 funding approval has been received and staff are organizing the funding announcement.

Audited statements are ready to be presented to the board later in this meeting. The final column in My Whynot's reports are always truncated, this should be remedied. The chart should reflect progress of all items. Interviews are proceeding to hire a Finance Director.

Report available

### 5. Audited Financial Statement Review

Cate Savage gave a review of the audit statements for Valley Waste. There are some concerns about asset retirement obligations and future tipping fees associated with the Chester facility.

Report available

It was moved by Cate Savage and Jodi Mackay

**That the Board approve the 2022-2023 Audited Financial Statements, report and documentation for Valley Waste Regional Authority as presented.**

#### **MOTION CARRIED**

It was moved by Cate Savage and Amery Boyer

**That the Board reappoint the firm MNP Chartered Financial Accountants to provide audit services for the year 2023-2024. MNP was previously engaged for service up until March 31, 2025.**

#### **MOTION CARRIED**

It was moved by Cate Savage and Don Clarke

**That the audit committee meet with the auditor twice during the audit phase. The first should be scheduled in January/February to discuss audit methodology and procedures. The second**

meeting should be scheduled in September to review the outcome and provide recommendations to the IMSA board.

**MOTION CARRIED**

It was moved by Cate Savage and Brad Redden

**That the Board adopt the recommendation of journal entries into policy.**

**MOTION CARRIED**

Cate Savage gave a review of the audit statements for Kings Transit.

It was moved by Cate Savage and Don Clarke

**That the Board ensure that management develop an employment policy that ensures employment contracts for each employee.**

**That the Board ensure that management develop a purchase order approval policy to include dollar approval levels.**

**MOTION CARRIED**

It was moved by Cate Savage and Amery Boyer

**That the Board approve the 2022-2023 Audited Financial Statements, report and documentation for Kings Transit as presented.**

**MOTION CARRIED**

It was moved by Cate Savage and Amery Boyer

**That the Board engage the firm BDO Chartered Accountants to provide audit services for 2023-2024 for one year, for \$22,100.**

**MOTION CARRIED**

It was moved by Cate Savage and Jodi MacKay

**That the audit committee meet with the auditor twice during the audit phase. The first should be scheduled in January/February to discuss audit methodology and procedures. The second meeting should be scheduled in September to review the outcome and provide recommendations to the IMSA board.**

**MOTION CARRIED**

Mr. MacDougall asked for some guidance from the board around schedules from Digby and Annapolis operations as outlined in the audit. He requests a meeting with these municipal units to discuss.

Mr. Whynot indicated that there was an asset retirement obligation registered for Kings Transit, and it was included in the audit report. Modifications to the building through the ICIP funding will address any asbestos in the structure.

### **Presentation**

Julie Merrit from the Annapolis Valley Regional Libraries gave a presentation about the library system. She reviewed present activity and membership and forecasted a spike in use during the upcoming recession. She presented the funding formula review process in 2023 and 2024 with a plan to update the funding formula in 2025. Currently, the province is responsible for 71% of funding. The Valley library system has not had a funding increase since 2009, and cannot continue to provide services at this level. Staffing has been reduced over the years, the book mobile service has ceased, staff have unionized and contracts are in negotiation, and personnel changeover has been significant and challenging.

The library plans to make recommendations to each municipal partner after more details are provided about the review process by the province.

Presentation available.

### **6. Valley Waste**

General Manager Andrew Wort gave highlights of the month's activities, including webinars for producers responsibility and the policies which were released during the summer. Decisions for EPR fall to the IMSA and members are encouraged to attend these webinars. Valley Waste has been improving their network security. Some engineering consulting has been completed for a better understanding of runoff and groundwater flow. GPS equipment were installed on all VW vehicles, and this allowed a stolen vehicle to be located quickly. Several trucks will be auctioned through Ritchie Brothers in the spring. A cardboard baler will be installed in the facility to reduce the cost of baling at cost at another facility. Around 1500 tonnes of roofing shingles have been sent annually to Lafarge but they will no longer be accepting them. The transfer station may be closed over the long weekend to make some repairs to the interior of the facility. The regional chairs meeting discussed the new EPR regulations. The first step is to be registered by January 2024. This will require data on households, volumes, and curbside audits. Participation in this program will be beneficial for residential services. The next step involves collaboration with producers.

#### **Discussion**

- The tendering policy seems to allow Valley Waste to use the Ritchie Brothers auction to sell trucks. Policies will be reviewed to ensure this process is included in the policy. The used equipment market is very strong now.
- Valley Waste had an exceptional summer student who collected very thorough and useful data.

Report available

### **7. Kings Transit Authority**

Executive Director Dwight Whynot gave highlights of activities in Kings Transit, including aging vehicles, increasing ridership, exploring changes to routes and schedules with the master plan

review, increasing oil prices, and recruitment of bus drivers. He gave a review of past student partnerships with Acadia and NSCC. The Phase 1 study will further explore this relationship. Flower Cart is moving locations and represents many riders and new stops.

The Village Commission of Cornwallis Square has identified sites for bus shelters and Kings Transit staff have approved the locations. They continue to fundraise and request funding from the IMSA partners.

Report available

It was moved by Amery Boyer and Brad Redden

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

**MOTION CARRIED**

**In Camera – Contract Discussion**

**Motion to move in camera by Amery Boyer and Sylvester Atkinson**

**Motion to return to open session at 12:03 pm**

It was moved by Amery Boyer

That there being no further business, the meeting was adjourned at 12:03 p.m.

Next meeting October 18, 2023