

Interim IMSA Board of Directors

Hybrid Meeting

Wednesday September 21, 2022 – 8:30am

Microsoft Teams & Kings Municipal Building

MINUTES

Meeting Date and Time A meeting of the Interim IMSA Board of Directors was held on Wednesday, September 21, 2022, at 8:30a.m. via videoconference and in person attendance.

1. Call to Order

Municipality	Name	Present
Municipality of Annapolis County	Alan Parish, Warden	✓
	Douglas Patterson, Acting CAO	✓
Town of Annapolis Royal	Amery Boyer, Mayor	✓
	Sandi Millett-Campbell, CAO	x
Town of Berwick	Don Clarke, Mayor	✓
	Jen Boyd, CAO	✓
Town of Kentville	Sandra Snow, Mayor	✓
	Dan Troke, CAO	✓
Town of Middleton	Sylvester Atkinson, Mayor (arrived 8:55am)	✓
	Ashley Crocker, CAO	X
Municipality of the County of Kings	Peter Muttart, Mayor (Chair)	✓
	Scott Conrod, CAO	✓
Town of Wolfville	Wendy Donovan, Mayor	✓
	Erin Beaudin, CAO	✓
Kings Transit Authority	Dwight Whynot	✓
	Michael Getchell	✓
MNP	Sonny MacDougall (arrived 9am)	✓
Municipality of Digby County	Jeff Sunderland	✓

Absent: Warden Linda Gregory, CAO Ashley Crocker, and Andrew Wort

Recorder:

- Laura Morrison, Town Clerk, Wolfville

Mayor Muttart called the meeting to order at 8:40am.

2. Approval of Agenda

By motion the agenda was moved by Mayor Donovan and Seconded by Mayor Snow...CARRIED.

3. Review of Minutes

N/A – first meeting.

**4. IMSA Pilot
a. Motion to Approve Alternates**

CAO Conrod provided an overview of the Governance matters related to the Interim Board, and the deliverables it is responsible for, including budget. As well, each of the motions required to be voted on at this meeting were explained including, roles of Chair and Vice Chair; meeting dates; administration support; appointments of members to Standing Committees and alternates from each Council to be appointed to the Board.

Secretary and Treasurer roles are filled by General Managers and will not be voted on. The Administration role, in line with part II of the Municipal Government Act, is filled by Director Whynot and the two General Managers from Valley Waste and Kings Transit, who will coordinate the preparation and release of agenda packages. Mr Whynot and Sonny MacDougall, Partner of MNP, are in charge of the specific deliverables noted in the IMSA and as laid out in each of their contracts.

The General Manager of KTA prepares, has executed, and delivers updated banking resolutions.

CAOs to appoint up to two administrative support persons to assist the Executive Director.

It is suggested regular meetings are set for the third Wednesday of every month.

Warden Parish from Annapolis County clarified their position is they are not supposed to vote on monetary matters so whoever the representative is from Annapolis County could not be Chair or Vice Chair of the Board, and therefore questioned if anyone from Annapolis could be on any of the standing committees if they can't vote on monetary matters? CAO Conrod explained the standing committees are advisory committees acting as a conduit to bring decisions/recommendations back to main Board of Directors but agreed they could not vote.

Mayor Donovan requested a list of who can vote on what and who is on what committee to assist in clarification.

It was moved by Mayor Sandra Snow and seconded by Warden Alan Parish that the Board of Directors hereby request the Parties to the Interim Intermunicipal Services Agreement to each appoint alternate Board members from their respective Councils....CARRIED

In response to a question from Warden Parish, CAO Conrod explained when developed as a Provincial Government, the Province was carved up into regions and each region appoints members to the overall committee. There is no set schedule, it depends on what comes up; however it would be quarterly at least, maybe 6-10 meetings per year.

After discussion and clarification of process, there were two nominations for Chair and Vice Chair.

Mayor Peter Muttart will continue as Chair of the Interim IMSA Board of Directors and Mayor Wendy Donovan will become Vice Chair of the Interim IMSA Board of Directors.

It was moved by Mayor Sandra Snow and seconded by Mayor Clarke that the following Directors be appointed to the following committees:

- **KT Audit Committee: Mayor Sandra Snow & Warden Alan Parish**
- **VW Audit Committee: Mayor Wendy Donovan & Mayor Sandra Snow**
- **VW Investment Committee: Mayor Sandra Snow**
- **Kaiser Meadow Landfill: Warden Alan Parish & Mayor Peter Muttart**
- **Regional Chairs Committee: Mayor Peter Muttart**

CARRIED

It was moved by Mayor Sylvester Atkinson and seconded by Mayor Don Clarke that any two (2) of the following persons are authorized to sign in the following combination:

- **Any one (1) of the Chairperson or Vice Chairperson together with**
- **Any one (1) of the General Manager, Manager of Finance or the Chief Administrative Officer of the Town of Wolfville.**

CARRIED

It was moved by Mayor Sandra Snow and seconded by Mayor Don Clarke that the regular meeting recommendation of:

- **9am of the third Wednesday of every month**
- **Convened in-person and virtually from the Council Chambers**
- **Mr Whynot and the General Managers provide agenda and meeting packages one week prior to the meetings.**

CARRIED

5. **VWRM** No items
6. **KTA**

Michael Getchell presented on the Investing in Canadian Infrastructure Program (ICIP). KTA was allotted 1%, just over \$12m in funding which is specific to greening the fleets and moving to zero emissions. So it could not be used to replace a diesel bus for example. Phase I didn't get submitted until August 2022 due to an oversight and Phase II is due to be submitted by November 15th, 2022. Federal government moved the timeline up by 6 months which we learned about it in July.

The split is ICIP fund 73.3% and KTA fund 26.67%. ICIP funding assists with providing certain opportunities such as improving safety with new technology and purchasing new software platforms and reorganizing routes.

Michael presented on the timeline and the reasons as to why the phases are overlapping. NSCC COGs feasibility study is not looking favourable on electrifying Annapolis County and Digby completely but looking at a hybrid model. This is due to the length of the route and cost of infrastructure.

In response to a question, Michael explained to support the electrical infrastructure will require complete refurb of New Minas facility to provide capacity to house the buses. Multiple inverter chargers would be required throughout Annapolis and Digby at a cost of around \$100k+. Electric buses are 2 to 1 replacements for diesel bus. Electric does not perform the same distance that diesel buses do. Therefore, KTA are looking at a smaller fleet of e-transit buses that can travel just over 300km and are about one fifth of the cost of a regular transit bus. There would be savings on fuel (60-70%) given the size of vehicle. ICIP covers anything that lowers GHG emissions – depending on what they are – newer transit vehicles will be covered.

Sonny MacDougall, presented on the financial side of this project. Sonny is contracted to work on the financial aspects.

For Phase II application which is November 15th, we require confirmation of support from municipalities of funding the 26.7%. Land acquisitions are excluded from the funding so if land has to be acquired for bus storage or infrastructure that would be a separate charge.

It is required the municipalities guarantee the financing of the total project. This is to cover the timing of payments and grant receipts from government to make sure the total amount of \$11.95m is covered for the full 3 year project. The total project costs of \$11.9m has to be cashflowed while waiting on money to come in and final debenture. In response to a question Sonny confirmed that \$778,518.60 is the portion for Annapolis County.

It was confirmed that Annapolis County's agreement with KTA expired in 2012 and every year Annapolis has contributed but has not been able to vote.

Digby CAO Jeff Sunderland explained they also have a unique relationship with KTA and are still trying to understand how to link in with our small contribution.

There was surprise at the meeting that this stage is being discussed in the first meeting of this Board. Dwight apologized for not getting the information out sooner which would have assisted members understanding.

Michael confirmed they could localise the study and electrification to the core if required.

ICIP funding was allocated to KTA so if Annapolis or Digby wanted out of the agreement with KTA and do their own thing, they would not get benefit of that funding.

It was agreed not to vote today, but that packages would be developed specifically for each municipality showing the impact it would have on them, to be sent out next week with a Special meeting of this Board in two weeks time to go through it all and then from there take it back to each Council in October. Decisions do have to be made by 15th November if we want to leverage those dollars.

The materials circulated today can be available if desired but with caution that they have not yet been approved by this board.

- 7. Date of Next Meeting** October 5, 2022 – 9am.