

INTERIM IMSA BOARD OF DIRECTORS

Special Meeting

Tuesday, May 28, 2024 – 2:00pm

Hybrid Meeting

MINUTES

A Special Meeting of the Interim Intermunicipal Service Agreement (IMSA) Board of Directors was held on Tuesday, May 28, 2024, at 2:00pm 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:	Sandra Snow, Mayor
Municipality of the County of Kings:	
Town of Middleton:	Sylvester Atkinson, Mayor
Town of Wolfville:	Wendy Donovan, Mayor

Also in Attendance:

Town of Annapolis Royal:	Sandi Millett-Campbell, CAO
Town of Berwick:	Jen Boyd, CAO, Councillor Mike Trinacty (joined later during meeting)
Town of Kentville:	Jeff Lawrence, CAO
Town of Middleton:	
Town of Wolfville:	Rob Simonds, CAO
Municipality of the County of Kings:	Scott Conrod, CAO
Municipality of Annapolis County:	Chris McNeill, CAO, Councillor Clyde Barteaux, Councillor Lynn Longmire
Municipality of Digby:	Jeff Sunderland, CAO

IMSA Executive Director:	Dwight Whynot
Valley Waste:	Andrew Garrett, Interim General Manager
Kings Transit and Valley Waste	Dan L'Abbe
MNP:	
IMSA:	Dan McDougall
Special Guest:	David McCusker, WSP
Recording Secretary:	Brenda Davidson

Agenda Item No. 1 – Welcome and Call To Order

In Chair Muttart's absence, Vice-Chair Donovan welcomed everyone calling the meeting to order at 2:00pm. It was noted that the meeting has been called to deal with one item only, the WSP Kings Transit Authority Strategic Plan Final Report.

Agenda Item No. 2 – Approval of Agenda

IT WAS MOVED BY SANDRA SNOW AND SECONDED BY BRAD REDDEN THAT THE INTERIM INTERMUNICIPAL SERVICES AGREEMENTS BOARD OF DIRECTORS APPROVE THE MAY 28, 2024 SPECIAL MEETING AGENDA, AS CIRCULATED.

MOTION CARRIED.

Agenda Item No. 3 – Presentation: WSP Kings Transit Authority Strategic Plan Draft Final Report

Vice-Chair Donovan welcomed Mr. David McCusker, WSP, who will be providing a presentation regarding the WSP Kings Transit Authority Strategic Plan Draft Final Report. The Final Report had been previously circulated and is attached to these minutes. While not circulated, the Presentation is also attached to these Minutes.

Mr. McCusker provided the comprehensive presentation which touched on the key areas included within the Report.

Following the presentation, a number of questions were addressed as follow:

In response to questions:

- in order to reduce the overall requirements for charging infrastructure, a total of 6 buses in use is recommended.
- it was confirmed that additional approvals by the Nova Scotia Utility and Review Board will not be required to implement the move forward approach.
- The Accounting Manager position referenced in the report is the existing position that Dan L'Abbe is filling with his time divided equally between Valley Waste-Resource Management and the Kings Transit Authority.
- Mr. L'Abbe has prepared a funding model which will be shared with the Board at a future meeting.
- The value of having passengers travel from one municipality to another, to work for example, was noted as a benefit to both municipalities.
- The funding model that has been developed does address the ability to use "what ifs" regarding ability to pay, i.e. using uniform assessment values, etc.
- The diesel buses would continue to operate in the Wolfville and New Minas areas for the foreseeable future with the most reliable units to be put in service in those areas.
- The selection of the 40' battery-electric buses was explained noting the minimal gain in looking at smaller units and the value of ensuring rider capacity during peak travel times each day.
- With regard to governance decision making, the next step will be to present information to the Board and then to individual Councils.
- The cost model that has been developed will be provided to ensure that all municipal Parties are aware of the financial impacts.
- The final report will be shared publicly, perhaps with associated brochures and or a study summary, once the key decisions have been made by the Board and Party Councils.
- While the go forward approach is designed for passenger disembarking during charging, it is not necessary for passengers to disembark when charging is underway.
- Retrofitting the existing Kings Transit facility was not explored in depth as the proposed partnership with the Town of Berwick is the preferred move forward approach.

- The current ridership fares were discussed with it being noted that generally fares generate 10-20% of total cost in smaller suburban areas while at present, Kings Transit is fluctuating around 25%
- It was noted with regard to fares that travel zones with varying prices could be considered but having the 1 fare price, allowing passengers to travel from Weymouth to Grand Pre, is felt to be a nice thing to offer. It was further noted that implementing a zone fare structure would result in additional driver and administrative requirements. It was further noted that moving to electronic fares in the future will simplify the fare collection process.
- The next step will be to have Dan McDougall finalize and present a report to the Board regarding governance, administration, and funding options for both Valley Waste-Resource Management and the Kings Transit Authority. The funding model will form part of the information provided with the Report.
- Once the Board has reviewed the information and is prepared to make recommendations, the recommended actions will be brought before individual Party Councils and once finalized, more information will be shared with the public.

As there were no further questions, Vice-Chair Donovan thanked Mr. McCusker for providing the information to the Board today.

Agenda Item No. 4 – Adjournment

IT WAS MOVED BY DON CLARKE AND SECONDED BY AMERY BOYER THAT THERE BEING NO FURTHER BUSINESS, THE MEETING ADJOURNED AT 2:59PM.

Respectfully submitted,

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