

**KINGS TRANSIT AUTHORITY  
REGULAR BOARD MEETING-MINUTES  
MARCH 21, 2012**

The regular board meeting of Kings Transit Authority was held on the above date at 4:30 p.m. at Kings Transit Authority – New Minas

**PRESENT**

Vice-Chairman William Zimmerman, Wolfville

**COUNCILORS**

Anna Ashford-Morton, Berwick  
Tony Bentley, Kentville  
Patricia Bishop, Kings County  
Dale Lloyd, Kings County  
Randall Amero, Digby County

**KTA STAFF**

Ron Mullins, General Manager  
Ingrid Mooy, Office Clerk  
Toby Walker, Lead Technician

**Absent**

Chairman Mark Pearl, Kentville  
Basil Hall, Kings County  
Ron Trimper, Annapolis County

## **1. CALL TO ORDER**

VICE CHAIRMAN ZIMMERMAN CALLED THE MEETING TO ORDER AT 430PM.

## **2. APPROVAL OF AGENDA**

ON MOTION OF COUNCILORS BISHOP & LLYOD FOR APPROVAL OF THE AGENDA.

**MOTION CARRIED**

## **3. APPROVAL OF MINUTES**

There we no omissions or errors.

MOVED BY COUNCILORS BISHOP & LLOYD TO APPROVE THE MINUTES OF MARCH 23, 2012 AS CIRCULATED.

**MOTION CARRIED**

## **4. GENERAL MANAGER'S REPORT**

### **ANNAPOLIS COUNTY**

February 29th, Vice – Chair Zimmerman, Councillor Hall, and General Manager Mullins with the Warden and representatives from Annapolis County to establish a dialogue on exploring governance/partnership between Kings Transit and Annapolis County.

Everyone recognized the time restraints in relation to the Utility Review Board and Annapolis County indicated they would let Kings Transit know by the end of March on how it wishes to proceed.

Councillor Amero had some concerns with how this new service would affect Digby County and having KTA traveling into Cornwallis. Manager Mullins stated that an application would be sent to the URB to amend the current routes and that there should be no issue. There needs to be a connection point and people cannot simply be left on the side of the road.

Manager Mullins confirmed that the Management Team would be meeting with TCTS on March 22, 2012 to discuss items such as:

- The possibility of hiring the drivers from KTA that would be affected by this change
- Fares and whether or not there would be an additional cost to passengers transferring on to each other's buses
- Pass sharing – would KTA passes be accepted by TCTS

### BUS SHELTERS

Kentville Hospital: The installation of this shelter is now complete.  
Greenwood: The installation of this shelter is now complete.

### KENTVILLE TERMINAL

The Chamber of Commerce is wishing to move the Visitor Information Centre into the old Kings Transit Terminal. As part of that request to the town they are asking if Kings Transit can move its transfer spot to another location.

Manager Mullins had informally asked to relocate the transfer spot between the RDA and the travel agency on Webster Street but that was rejected by the town. Reason being is that they did not wish to give up two parking spots to accommodate for the bus stop.

Manager Mullins stated the KTA will have to figure out our options as to where Kentville is the main transfer point to service North Kentville with both routes converging there. It's not just a matter of moving a stop from one spot to another. Manager Mullins stated that perhaps it was time to look at making the terminal in New Minas the new transfer point. Doing so would require a bit of back tracking for those coming from Greenwood that need to go to North Kentville and the schedule would require a bit of reformatting.

Councillor Bishop inquired about the back of the Municipal Building in Kentville being the new transfer spot.

### FUEL COSTS

Fuel costs continue to rise and are currently at \$0.935. Consumption for the month of February was approximately 48,000 litres at a cost of \$56,000 (approx).

### BUS RENTALS

Manager Mullins stated the more money is being made from renting out the buses as now Annapolis County is being charged for any use of any buses that are not their own.

### OUTSTANDING ACTION ITEMS:

U-Passes – nothing to report at this time.

### CERTIFICATIONS

We are following the guidelines and requirements of the Occupational Health and

Safety Act.

Source deductions have been remitted and on time.

**MOTION MOVED BY COUNCILORS BISHOP & LLOYD TO APPROVE THE  
GENERAL MANAGER'S REPORT.  
MOTION CARRIED**

### **5. OPERATIONS MANAGER'S REPORT**

No report presented at this time but highlights delivered by Manager Mullins with the GM's report.

**MOTION MOVED BY COUNCILORS BISHOP & LLOYD TO APPROVE THE  
OPERATIONS MANAGER'S REPORT.  
MOTION CARRIED**

### **6. DRIVERS' HR MANAGER'S REPORT**

Delivered by Manager Mullins with the GM's report

### **OCCUPATIONAL HEALTH & SAFETY COMMITTEE**

March's Occupational Health and Safety meeting is booked for March 22 and to date there are no incidents or safety concerns to review.

### **TOOL BOX MEETINGS**

A Tool Box Meeting with the technicians is scheduled for March 21<sup>st</sup> where a new safe work procedure for road side repairs will be discussed. At this time any safety concerns the technicians may have will be addressed.

### **YIELD TO BUS**

The Yield to Bus signage has been placed on buses that do not currently have any advertising on them. There was an article about the "Yield to Bus Law" has been placed in all the Valley newspapers. Since the placement of the signs and the article in the newspapers we have received a great deal of positive feedback from both the drivers and the general public.

### **HUMAN RESOURCES**

This month several drivers are due for their Driver Evaluations. This evaluation requires Manager Foster to ride the bus, evaluate the driver on customer service skills, Defensive driving, and Pre trip Inspections.

Once the review is completed a copy of the review is given to the driver and a copy is placed in the employee's file. Each evaluation completed is logged with the completion date, name of the driver and license information on a form in Manager Foster's office.

**MOTION MOVED BY COUNCILORS BISHOP & LLOYD TO APPROVE THE DRIVERS' HR MANAGER'S REPORT.  
MOTION CARRIED**

## **7. RIDERSHIP & REVENUE – FEBRUARY 2012**

The Core

- Ridership – up 21% Revenue – up 11%.

Annapolis East / Annapolis West

- Although numbers have increased, they were discussed as it was agreed that it was a mute point in doing so

Digby

- Ridership– up 59% Revenue– up 32%.

Hants County

- Ridership– same Revenue– up 12%.

Discussion was held as to how Ridership could be increased not only in the areas that have low numbers but across entire system. Vice Chair Zimmerman suggested that perhaps during non peak times (i.e. 10 am - 2 pm) passengers can ride for free.

**MOVED BY DEPUTY WARDEN NETWON AND COUNCILLOR ASHFORD - MORTON TO ACCEPT THE RIDERSHIP AND REVENUE REPORTS FOR FEBRUARY 2012  
MOTION CARRIED**

## **8. ANNAPOLIS COUNTY**

Discussed during the GM's Report.

**9. CORRESPONDENCE**

There is nothing at this time.

**10. NEW BUSINESS**

There is nothing at this time.

**11. NEXT MEETING DATE**

Tentatively scheduled for May 23, 2012 at 4:45 p.m.

\*\*There will be no meeting for the Month of April

**12. ADJOURNMENT**

MOVED BY COUNCILORS LLOYD & ASHFORD-MORTON TO ADJOURN  
THE MEETING  
**MOTION CARRIED**

\_\_\_\_\_  
CHAIRMAN

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SECRETARY