



**KINGS TRANSIT AUTHORITY  
REGULAR BOARD MEETING-MINUTES  
May 25, 2016**

The regular board meeting of Kings Transit Authority was held on the above date at 5:30 pm at Kings Transit Authority – New Minas.

**PRESENT**

Board Chair, Mercedes Brian, Town of Wolfville  
Vice Chair, Anna Ashford-Morton, Town of Berwick  
Pauline Raven, Municipality of Kings County  
Patricia Bishop, Municipality of Kings County (Departed 6:35)  
Mark Pearl, Town of Kentville  
Diane Leblanc, Municipality of Annapolis County (Departed 6:57)  
Wayne Fowler, Municipality of Annapolis County  
Don Regan, CAO, Town of Berwick  
Faye Brown, Kings Point to Point

**KTA STAFF**

Stephen Foster, General Manager  
Tanya Morrison, Office Coordinator  
Darren Durling, Night Shift Coordinator

**REGRETS**

Wayne Atwater  
Linda Gregory

## **1. CALL TO ORDER**

Chair Mercedes Brian called the meeting to order at 5:35 p.m.

## **2. APPROVAL OF AGENDA**

Additions to "Old Business"

- Wi-Fi Added
- Waterville Shelter

MOVED AND SECONDED TO APPROVE THE AGENDA AS AMENDED.

**MOTION CARRIED**

## **3. APPROVAL OF MINUTES**

Amendment to read under payroll audit; the addition of "time off in lieu" to the section discussing employee bonus.

MOVED AND SECONDED TO APPROVE THE MINUTES OF APRIL 27, 2016 AS AMENDED.

**MOTION CARRIED**

## **4. BOARD CHAIR UPDATE**

Things are going well with Kings Transit. Board Chair discussed the Municipal Planning Strategy and asked going forward board members should remember to support Kings Transit when making suggestions for the MPS.

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

### **Ground Search and Rescue**

Mr. Foster was contacted to work as a partner with GSAR for shelter when needed. With the agreement Kings Transit will supply buses for emergency situations if available.

### **Coordinator Training**

Both coordinators have successfully completed their safety training courses at Safety Services Nova Scotia.

## **Occupational Health and Safety**

No issues to report from the committee

## **Municipality of Digby bus**

Bus #58 is currently in the shop at Perry Rand's body shop for repairs. The repairs are going well and there are minimal repairs needed before painting will begin.

## **Wi-Fi**

Wi-Fi is going over extremely well on the Digby route. The service "dead spots" seem to be minimal. Passengers are very positive about the addition of the Wi-Fi on the bus.

Board members had discussion about adding Wi-Fi throughout the entire route. Currently there is not a budgeted amount for the addition of Wi-Fi. Board members would like to have the figures to move forward in making a decision on the addition of the Wi-Fi. Mr. Foster will get figures and email the board so the board members can have further discussion on the matter.

MOVED AND SECONDED TO RECEIVE THE GENERAL MANAGER'S REPORT.

## **MOTION CARRIED**

## **6. RIDERSHIP/REVENUE REPORT**

Mr. Foster presented Ridership Reports to the board.

### **Ridership**

Overall ridership is up 1.89% over last year. The KT core is down 1.89% and Annapolis West is also down by 8.58%. Annapolis East and Digby are up 14.60% and 17.81% respectively. Carleton Road numbers are down by half Mr. Foster is going to contact the organization for further clarification on the numbers.

### **Revenue**

Revenue is down 1.51% over the previous year. There were more groups travelling in April 2016 than the previous year, this accounts for the increase in Ridership but the decrease in Revenue as groups pay for travel for one direction of their trip only.

MOVED AND SECONDED TO ACCEPT THE RIDERSHIP/REVENUE REPORTS.

## **MOTION CARRIED**

### **7. FINANCIAL REPORTS**

Year-end financials were not available to report at the time of the meeting.

Mr. Foster has met with the new Finance Director for the Town of Berwick, Kim Mckeough. Due to the transition the year end entries continue to be entered. Within the next week an unaudited financial report will be sent out to the board members to disperse to their councils. Auditors from Grant Thornton will be at KT to start the yearend audit on June 15<sup>th</sup>.

Members discussed the formation of the audit committee for this year's audit. Mark Pearl, Mercedes Brian and Anna Ashford-Morton were the members chosen to form the audit committee. Mr. Foster will contact the members with a date for the initial audit meeting.

### **8. OLD BUSINESS**

#### **Wi-Fi**

This matter was discussed during the presentation of the General Manager's report.

#### **Waterville Shelter**

Bryon Crossman has completed the permits in regards to moving the shelter from New Minas to Waterville. The shelter can be moved at any time pending funds to do so. Mr. Foster is looking for funding to support the move.

Pauline will contact the planning department to see if they have any information on the bus shelter currently located in New Minas on Silver Fox Drive, for the possibility of moving it in the future.

### **9. NEW BUSINESS**

#### **Connect2 Funding Project**

Mr. Foster has applied to receive an application for funding, the application was approved and he is in the process of applying for the funding. Mr. Foster would like to have signage available to connect the Harvest Moon Trail to local transit. The funding will help to create signage and maps to promote the project.

## **CUTA Report**

Mr. Foster and Vice Chair Ashford-Morton attended the conference from May 14 –18<sup>th</sup> in Halifax. Mr. Foster attended the following:

- **Small Systems Round Table (Discussion)**
- **Transit Leader's Seminar – Fed Funds**

Federal funds will be available on a 50% cost share program.

- **Method of Reporting Ridership – Survey or Validation**

CUTA would like all transit organizations to report ridership using one method. There was discussion amongst the organizations present as to what the chosen method of reporting should be.

- **Meeting with Tiffany Chu of Remix**

Mr. Foster and Ms. Morton met with Tiffany to discuss an new software that is available which assists with creating effective bus routes. The software plots the routes and timings making it a valuable resource for transit. If Kings Transit were to pursue procuring the software it could become a source of revenue by means of consulting for other agencies. The cost of the software is \$10,000US. Board members discussed the benefits of owning the software. Terms and conditions were unclear and the board would like to see more information before pursuing the issue further.

## **IN CAMERA**

MOVED AND SECONDED TO GO IN CAMERA AT 6:58 PM.

Board members returned from "In Camera" at 7:03 PM

- **Meeting with Alex Parton of Route Match**

Route match offers systems for real time tracking of the buses as well as automated "next stop" announcements.

- **Meeting with Gary He of BYD**

Mr. Foster met with Mr. He to discuss the latest technology in electric buses. Discussion took place amongst members and all were interested in the idea of the electric bus and the benefits but at this time the cost and the length of the routes make it unfeasible to use on the routes.

- **Pam Cooley of Car Share Atlantic**

Mr. Foster met with Ms. Cooley to discuss the Car Share program. At this time it is not a partnership that Mr. Foster is pursuing.

## **General Discussion**

Board members discussed upcoming ideas for improvements to the service such as the new North Kentville to Hants Border route which will decrease travel times on the core route, and the possibility of adding Wi-Fi on all of the KT buses. With all of the new improvements being implemented in the service members

discussed the idea of implementing a new fare structure as there has not been an increase in fares for several years.

Recommendation to bring forward information pertaining to fare increase student/senior \$2.00 and adult cash fare to \$4.00.

Board members suggested that Kings Transit apply for a grant next year for a PR student. The student could be out in the community providing information and promoting Kings Transit through transit awareness and the benefits of public transportation, as well as receive feedback from the community and the passengers currently taking the bus.

## **10. CORRESPONDENCE**

### **Community Transit NS Conference**

Annual general meeting and conference is being held on May 31<sup>st</sup> in Truro. Stephen, Mercedes, and Pauline will be attending. Members will meet at Kings Transit depot at 8:00 am to travel via Kings Point to Point van.

## **ADJOURNMENT**

Meeting adjourned at 7:48 p.m.

MOVED AND SECONDED TO ADJOURN

## **MOTION CARRIED**

## **NEXT MEETING DATE**

Next meeting will be held June 22, 2016 at 5:30 pm

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**CHAIRPERSON**

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**SECRETARY**