



**KINGS TRANSIT AUTHORITY
REGULAR BOARD MEETING - MINUTES
January 22nd, 2020**

A Regular Meeting of the Kings Transit Authority Board of Directors was held on the above date at 4:00pm at the Kings Transit Authority – New Minas NS.

1. Welcome and
Safety Minute

Attendance:

Board Members

Councillor Hodges, Municipality of the County of Kings; Board Chair

Councillor Donovan, Town of Wolfville; Vice Chair

Deputy Mayor Walsh, Town of Berwick

Councillor Raven, Municipality of the County of Kings (Arrived at 4:08pm)

Councillor Allen, Municipality of the County of Kings (Alternate for Councillor Spicer)

Regrets From

Councillor Andrew, Town of Kentville

Service Partners

Councillor LeBlanc, Municipality of the County of Annapolis

Deputy Warden Gregory, Municipality of the District of Digby

KTA Staff

Glen Bannon, General Manager

CAO Liaison

Erin Beaudin, CAO, Town of Wolfville

2. Approval of Agenda

Motion: To Approve the Agenda of January 22nd, 2020

(Moved/Seconded) by: Deputy Mayor Walsh / Councillor Allen

MOTION CARRIED

3. Approval of October
23rd, 2019 Regular
Board Meeting
Minutes

Motion: To Approve the October 23rd, 2019 Regular Board Meeting Minutes.

(Moved/Seconded) by: Councillor Donovan / Councillor Allen

MOTION CARRIED

4. Board Chair Update Chair Hodges provided an update of the activities of the previous two months.

Motion: No motion was made.

Chair Update was accepted by all.

5. General Manager's Report General Manager Bannon provided an update of activities for the months of November and December 2019. Included in the update were briefings on the following subjects:

- End Q3 Financial Reports
- Activities of and support received from the Valley Public Transit Riders
- Spare Parts Inventory – in particular, challenges experienced around the migration of inventory accounting from the Vision Plus platform to Sage
- Integration into our Fleet of Surplus Buses received from HRM

Motion: To receive the General Manager's Reports for November and December 2019.

(Moved /Seconded) by: Deputy Mayor Walsh / Councillor Raven

MOTION CARRIED

6. Old Business There was no Old Business to discuss.

7. New Business 1. Formal Approval – Supplementary Capital Budget for FY 2019/20

Motion: That the Kings Transit Board of Directors ratify the email approval received for the Supplementary Capital Budget necessary to support the award of RFP KTA 19-05.

(Moved /Seconded) by: Deputy Mayor Walsh / Councillor Donovan

MOTION CARRIED

2. Formal Approval – RFP KTA 19-05 – Supply and Deliver Three 9.75 Metre Transit Buses

Motion: That the Kings Transit Board of Directors ratify the email approval received for the award of Request for Proposal KTA #19-05 Supply and Deliver Three 9.75 Metre Transit

Buses to the highest scoring proponent, City View Bus Sales and Service, for one 10.67 metre version of the vehicle proposed, for a cost of \$627,119.38 (net HST included) with funding from the Kings Transit Authority Capital Account (as allocated to Kings County).

(Moved /Seconded) by: Deputy Mayor Walsh / Councillor Raven

MOTION CARRIED

3. Formal Approval – 2019 Christmas Bonuses for Staff

Motion: That the Kings Transit Board of Directors ratify the email approval received for 2019 Christmas Bonuses for 24 Staff Members (2 Supervisors, 2 Technicians, 1 Customer Service Coordinator, 1 Maintenance Person and 18 Operators who serve primarily in Kings County) for a total of \$1238.88 to be funded by the FY 2019/20 Operating Budget.

(Moved /Seconded) by: Deputy Mayor Walsh / Councillor Donovan

MOTION CARRIED

4. Draft Terms of Reference – Regional Public Transportation Strategy

General Manager Bannon gave an update on progress on the Regional Public Transportation Strategy. Following direction from the Board in October 2019, General Manager Bannon worked with CAO Beaudin to draft Terms of Reference for a Steering Committee; these were presented for the Board's review. Discussion followed.

Motion: To accept the draft Terms of Reference for the Steering Committee for the Regional Public Transportation Strategy. General Manager Bannon is to provide an update on implementation plans and cost for the strategy document at the March 26th 2020 Regular Board Meeting.

(Moved /Seconded) by: Deputy Mayor Walsh / Councillor Raven

MOTION CARRIED (Four In Support, One Against (Councillor Donovan))

8. Correspondence There was no formal correspondence, but Councillor Raven mentioned that she received a note of concern from a resident about the bus stop at Kings Riverside Court. General Manager Bannon to investigate.

9. In Camera –
Personnel Matters **Motion:** To go In-Camera at 5:45pm.
Councillor Raven / Councillor Donovan (Moved/Seconded)

MOTION CARRIED

10. Regular Meeting
Convened **Motion:** To reconvene the Regular Meeting.
Councillor Allen / Deputy Mayor Walsh (Moved/Seconded)

MOTION CARRIED

11. Adjournment and
Next Meeting **Motion:** To adjourn the Regular Meeting.
(Moved/Seconded) by: Councillor Donovan / Councillor Raven

MOTION CARRIED

The next meeting will be held on February 26th, 2020 at **4:00pm** in the Board Room, KTA Office, New Minas.

Recorded by Glen Bannon, General Manager

Signatures of Approval

Original Signed By:

_____ General Manager

_____ Chair