



**KINGS TRANSIT AUTHORITY  
REGULAR BOARD MEETING-MINUTES  
June 28<sup>th</sup>, 2017**

The regular board meeting of Kings Transit Authority was held on the above date at 5:00pm at Kings Transit Authority – New Minas NS.

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| 1. Welcome and Roll Call   | <p>Attendance:</p> <p><u>Board Members</u><br/>Councillor Raven, Board Chair; Municipality of the County of Kings<br/>Councillor Brian, Vice Chair; Town of Wolfville<br/>Councillor Andrew; Town of Kentville<br/>Councillor Morton; Town of Berwick<br/>Councillor Spicer; Municipality of the County of Kings<br/>Councillor Winsor, Alternate for Councillor Hodges; Municipality of the County of Kings</p> <p><u>Service Partners</u><br/>Deputy Warden Linda Gregory; Municipality of the District of Digby<br/>Councillor Diane LeBlacn; The County of Annapolis</p> <p><u>KTA Staff</u><br/>Stephen Foster; Genreal Manager<br/>Tanya Morrison, Recording Secretary</p> <p><u>Guests</u><br/>Councillor Fowler; Alternate for The County of Annapolis</p> <p><u>Regrets</u><br/>Councillor Hodges; Municipality of the County of Kings</p> |
| 2. Approval of Agenda  | Councillor Spicer/Councillor Morton (Moved/Seconded)  |
| 3. Approval of May 24 <sup>th</sup> , 2017 Regular Board Meeting Minutes | Councillor Morton/Councillor Spicer (Moved/Seconded)  |
| 4. Board Chair Update  | <p>Wolfville to Weymouth Trip<br/>It was decided that the Board would make a trip from Wolfville and lunch in Weymouth. This is to better inform the Board Members of the service.<br/>The date is to be decided via a poll to be sent out by the</p>   |

Councillor Raven, Board Chair.

5. General Manager Report

Motion to Accept Board Chair Update  
Councillor Morton/Councillor Andrew (Moved/Seconded)  
New Report Format

The General Manager is working on a new format for reporting that will better able the Board to track progress on projects, to begin with next report.

Computer System Parts

The General Manager and Staff were successful in finding computer system parts on e-bay for \$100 that would otherwise have been purchased at \$10,000. The parts required are obsolete and going for a premium from the manufacturer.

On-Site Audit Work

On-site audit work has been completed.

Student Summer Bus Pass

Summer bus passes for school students have been distributed to vendors.

Occupational Health and Safety

OH&S has a successful meeting and drivers also completed a defensive driving course.

Performance Reviews

Performance reviews are underway and will likely be completed during July.

Bus Incidents Involving RCMP

Two (2) incidents happened on our buses which involved the RCMP.

1. A Medical emergency that delayed schedule and required route to be taken over by CRCS
2. Youth on the bus with a BB Gun in his belt (broken and on route to return to Canadian Tire). Bus was evacuated by RCMP who subsequently determined there was no risk.

Motion to Accept General Managers Report  
Councillor Brian/Councillor Spicer (Moved/Seconded)

6. Monthly Financial Report      There was no Financial Report
7. Monthly Ridership Report      The conservative estimates for this year are not being met. Ridership levels are very concerning and the staff and Board members continue to discuss and act on what can be done. A key initiative that is expected to help significantly is the Acadia (possibly NCSS too) pass. The goal of having this pass in place by September 2018 will be important to achieve.
8. Old Business      Motion to accept Monthly Ridership Report  
 Councillor Morton/Councillor Andrew (Moved/Seconded)  
 Student Summer Pass  
 The level of sales for the Student Pass will be reported in July. Summer students at Town of Berwick are using social media to help promote.
- Bus Technology Project  
 The Bus Technology project is moving along well and a more detailed report will be available at the July meeting. This was a complicated RFP to prepare and the monthly costs appear significant. However, clarification with bidders of what is already available may reduce monthly operational costs significantly.
9. Solar Rood      We have been unable to access the cost of solar panels through the Town of Berwick, as this price was through a contractor and the contractor has raised the issue of their price for Berwick being confidential. We will need to obtain quotes for panels and installation.  
 The importance of continuing to prepare an application was discussed with the view that is we are successful with the Solar Energy for Community Buildings Program, we can re-assess risk of moving forward, or not.
- Motion to Submit an Application to the Solar Energy for Community Buildings Program  
 Councillor Morton/Councillor Spicer (Moved/Seconded)
10. New Business      Councillor Andrew left the meeting.  
 Contest Idea  
 The idea is as follows:  
 Each trip on the bus will result in a ballot being offered to the rider. The prize offered is a free annual pass. There would be no out of pocket cost to any of the municipalities.

Deputy Warden Linda Gregory brought forward the idea for the above contest. It was noted that the Municipality of the District of Digby has agreed to do this on their bus route and she suggested that all buses join the initiative.

Stephen Foster, General Manager noted that this would be workable for the bus drivers.

It was agreed that this would be set aside and discussed at the July meeting. It was also generally agreed upon that a system wide contest would be best.

11. InCamera Discussion

A Motion was put forth to move the meeting in camera, Service Partners were invited to stay as their contribution to the discussion was of value.

Councillor Morton/Councillor Brian (Moved/Seconded)

12. Accounting Clerk Position

A Motion was put forth to move back to Open Session Councillor Spicer/Councillor Brian (Moved/Seconded)

The Municipality of the County of Kings will not be taking on the contract for Accounting Services. Key reasons provided are:

- Staff changes due to a maternity leave
- Different software between the two entities would create issues (especially since the Municipality of the County of Kings will likely change its software in the year ahead).

Municipality of the County of Kings Manager of Finance has agreed to lend regular support during the transition and the upcoming year.

A Motion was put forward that the position of an in-house Accounting Coordinator be advertised.

Councillor Morton/Councillor Winsor (Moved/Seconded)

13. Correspondence

An email thanking the Chair, General Manager, and the Board for the support of the Lawrencetown Senior's Association trip to Annapolis Royal was received and acknowledged.

14. Adjournment

Meeting Adjourned 6:35pm

15. Next Meeting

The next meeting will be held on July 26<sup>th</sup>, 2017 at 5:00pm in the Board Room, KTA Office, New Minas

Signatures of Approval

\_\_\_\_\_ General Manager

\_\_\_\_\_ Board Chair