



KINGS TRANSIT AUTHORITY REGULAR BOARD MEETING-MINUTES April 22, 2015

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

PRESENT

Board Chair, Emma Van Rooyen, Municipality of Kings County
Vice Chair, Anna Ashford-Morton, Town of Berwick (Arrives at 5:25)
Patricia Bishop, Municipality of Kings County
Mercedes Brian, Town of Wolfville
Pauline Raven, Municipality of Kings County
Mark Pearl, Town of Kentville
Diane Leblanc, Municipality of Annapolis County
Wayne Fowler, Municipality of Annapolis County
Phil Zamora, Town of Hantsport
Linda Gregory, Warden, Municipality of Digby County

KTA STAFF

Stephen Foster, General Manager
Darlene Brownell, Office Manager

1. CALL TO ORDER

Chair Van Rooyen called the meeting to order at 5:00 p.m.

2. WELCOME MESSAGE

Introductions were made amongst all present.

3. CHECK-IN

Item was omitted due to time constraints.

4. APPROVAL OF AGENDA

The following items were added to the agenda under “New Business”

d. Revised Budget

MOVED AND SECONDED TO APPROVE THE AGENDA AS AMMENDED.

MOTION CARRIED

5. APPROVAL OF MINUTES

MOVED AND SECONDED TO APPROVE THE MINUTES OF MARCH 25, 2015.

MOTION CARRIED

6. GENERAL MANAGER’S REPORT

Audit Committee: The board revisited the audit committee and setup a committee which will include:

Councillor Brian – Town of Wolfville

Councillor Pearl – Town of Kentville

Chair VanRooyen – Municipality of the County of Kings

The committee will meet with the auditors prior to the yearend audit and again before the audit is presented. The board will look further into what the organization needs regarding the audit committee.

MOVED AND SECONDED TO RECEIVE THE GENERAL MANAGER’S REPOR.

MOTION CARRIED

7. RIDERSHIP/REVENUE REPORT

Mr. Foster presented Ridership/Revenue Report to the board members.

Overall, at year end, ridership is currently down by .11% and revenue is down 2.35%

Board directs Mr. Foster to place 2013 numbers before 2014 on the Revenue/Ridership Report moving forward. This was overlooked for April 2015 but will be fixed for May 2015.

MOVED AND SECONDED TO ACCEPT THE REVENUE/RIDERSHIP REPORT.

MOTION CARRIED

8. FINANCIAL REPORTS

Mr. Foster presented Financial Reports to the board.

MOVED AND SECONDED TO ACCEPT THE FINANCIAL REPORTS.

MOTION CARRIED

9. BOARD CHAIR UPDATE

Chair VanRooyen asked that the PDF files which contains the board packages be clearly marked by the date and remain in the same manner so files can easily be found.

Chair VanRooyen gave an update on the Rider Advisory Group. Councillor Raven motioned that the Riders Intinitive Group start a 1 year pilot project and to start as soon as possible for this fiscal year. The motioned was seconded by Councillor Pearl.

Chair VanRooyen will send an invite out to all for participation on this committee.

10. OCCUPATIONAL HEALTH AND SAFETY UPDATE

Mr. Foster presented the Health and Safety update.

MOVED AND SECONDED TO RECEIVE THE OCCUPATIONAL HEALTH & SAFETY UPDATE.

MOTION CARRIED

11. NEW BUSINESS

a) Code of Ethics Policy

Amendments to the Code of Ethics Policy will see the wording after vendors and contractors: be removed from the policy.

MOVED AND SECONDED TO APPROVE THE CODE OF ETHICS POLICY AS ADMENDED.

MOTION CARRIED

Councillor Raven leaves with regrets at 6:25 pm.

b) Branding

General Manager Foster presented a new look for the possibility of rebranding the buses. The board would like to see some other graphic designs.

Councillor Brian and Vice Chair Morton will have some graphic designs forwarded to board members.

c) Year End Audit

This was discussed in the General Manager's report.

d) Revised Budget

General Manager Foster presented a revised draft budget to the board with changes reflecting the elimination of Hants County after September 2015.

Since the original budget had already been passed by some partners, General Manager Foster will share the revised draft budgets with all partners for revisions and approval.

A 2 year projected draft budget will be discussed as a future agenda item.

12. CORRESPONDENCE

No correspondence

13. IN CAMERA

Board members went In Camera at 7:33 pm

NEXT MEETING DATE

Next meeting will be held May 27, 2015 at 5:00 pm

CHAIRPERSON

SECRETARY