



KINGS TRANSIT AUTHORITY REGULAR BOARD MEETING-MINUTES April 23, 2014

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

Chair, Patricia Bishop, Municipality of Kings County
Vice Chair, Anna Morton, Town of Berwick
Mark Pearl, Town of Kentville
Emma Van Rooyen, Municipality of Kings County
Mercedes Brian, Town of Wolfville
Bob Best, Municipality of Kings County
Diane Leblanc, Municipality of Annapolis County
Rob Frederick, Town of Hantsport
Linda Gregory, Warden, Municipality of Digby County (arrived 5:12)

KTA STAFF

Stephen Foster, General Manager
Tanya Morrison, Office Administrator

** Bob Best Left at 6:15 with regrets
**Anna Morton left at 6:55 with regrets

1. Call to Order

Chairperson Bishop called the meeting to order at 5:05 p.m.

2. APPROVAL OF AGENDA

Additions to the agenda under New Business

- d) Capital Funds
- e) CUTA Spring Conference Attendance
- f) Hants West Letter

ON MOTION OF COUNCILLORS MORTON AND PEARL THE MOTION TO APPROVE THE AGENDA WAS ACCEPTED.

MOTION CARRIED

3. APPROVAL OF MINUTES: April 3, 2014

A correction was noted on page two under Board Chair Update the word “un” needs to be changed to “an”.

MOVED BY COUNCILLORS VAN ROOYEN AND BEST TO APPROVE THE MINUTES OF APRIL 3, 2014 AS CIRCULATED.

MOTION CARRIED

4. ACTING GENERAL MANAGER’S REPORT

KT website is being updated with Kings County IT department. More info will be available regarding KT news and board meetings on the website and the site will be more user friendly.

Insurance is increasing by 15% due to incidents and cost increases. Board suggested looking into other opportunities to work with other organizations to reduce costs.

Capital Funds was moved to New Business item d) for a formal motion.

Nineteen items need to be corrected on the new Vicinity BUS before it will be transported to NS. All items are minor.

Bus shelter maintenance will be completed by the end of April.

Mr. Foster suggested that a board member attend the Spring CUTA Conference along with himself and Darlene Brownell Office Manager. This item was moved to New Business item e) for a formal motion.

ON MOTION OF COUNCILLORS BRIAN AND VAN ROOYEN TO RECEIVE THE GENERAL MANAGER’S REPORT MOTION WAS ACCEPTED.

MOTION CARRIED

5. RIDERSHIP/ REVENUE REPORTS

Mr. Stephen Foster presented the Revenue and Ridership Report to members of the board.

ON MOTION OF COUNCILLORS MORTON AND BRIAN TO ACCEPT THE RIDERSHIP/REVENUE REPORTS AS CIRCULATED MOTION WAS ACCEPTED.

MOTION CARRIED

6. FINANCIAL REPORTS

A year end deficit of \$21,489 has been reported for KT. Cost of IT services was discussed due to an invoice received after the year end has been closed off. Partners will be made aware that the deficit numbers will increase after the adjustment has been made by the auditors.

ON MOTION OF COUNCILLORS MORTON AND VAN ROOYEN TO SEND A LETTER TO THE COUNTY REGARDING COSTS FOR IT SERVICES MOTION WAS ACCEPTED.

MOTION CARRIED

ON MOTION OF COUNCILLORS BRIAN AND PEARL THE MOTION TO RECIEVE THE RIDERSHIP/REVENUE AND FINANCIAL REPORTS WERE ACCEPTED

MOTION CARRIED

7. BOARD CHAIR UPDATE

No update at this time.

8. OCCUPATIONAL HEALTH & SAFETY UPDATE

a) Annual Report

The annual report was circulated to members of the board prior to the meeting. There weren't any concerns or discussion to report.

ON MOTION OF COUNCILLORS BRIAN AND VAN ROOYEN TO ACCEPT THE OCCUPATIONAL HEALTH & SAFETY ANNUAL REPORT MOTION WAS ACCEPTED

MOTION CARRIED

9. NEW BUSINESS

a) Advertising Policy

Mr. Foster presented the new draft of the KT advertising policy to the board. Concerns were brought forward regarding the preliminary assessment form and the accuracy of the scoring for the assessment. It was explained that the assessment comes from The Canadian Ad Standards, and is standard throughout the country. If the board were to have concerns regarding a particular advertisement application they could seek advice from the CAS council for a fee of \$200.

ON MOTION OF COUNCILLORS BEST AND VAN ROOYEN TO ADOPT THE NEW ADVERTISING POLICY MOTION WAS ACCEPTED.

MOTION CARRIED

b) Core Service Review Discussion

It has been asked that Kings Transit perform a review similar to the one completed in Hants County in order to get a better picture of what can be improved throughout the system. After some discussion board members decided to finish the conversation In Camera. Board members directed Mr. Foster to apply for a grant through NS Moves to cover costs of the review.

MOTION TO DIRECT MR. FOSTER TO APPLY TO NS MOVES FOR A STUDENT EMPLOYMENT AND SERVICE REVIEW GRANT FOR THE MAXIMUM AMOUNT ALLOWABLE MOTION WAS ACCEPTED

MOTION CARRIED

c) Advertising Review

After review of the rates Mr. Foster suggested making some adjustments to the pricing of the bus advertising. After some discussion it was decided that the rates will be left up to staff for consideration as it is an operational issue.

d) Capital Funds

ON MOTION OF COUNCILLORS PEARL AND BRIAN TO ALLOW \$17,300 TO BE TRANSFERRED FROM THE CAPITAL ACCOUNT FOR SHORT TERM USE ON THE PURCHASE OF THE NEW VICINITY BUSES MOTION WAS ACCEPTED

MOTION CARRIED

e) CUTA Conference Attendance

ON MOTION OF COUNCILLORS PEARL AND VAN ROOYEN TO ALLOW COUNCILLOR BRIAN TO ATTEND THE SPRING CUTA CONFERENCE IN GATINEAU, QC MOTION WAS ACCEPTED

f) West Hants Letter

Mr. Foster drafted a letter regarding new service options within Hants County for Hants West Joint Council to deliver a decision.

ON MOTION OF COUNCILLORS PEARL AND BRIAN TO SEND THE LETTER TO HANTS WEST JOINT COUNCIL MOTION WAS ACCEPTED

MOTION CARRIED

10. CORRESPONDENCE

No correspondence at this time.

NEXT MEETING DATE

Next meeting will be held May 28, 2014 at 5:00 pm

ADJOURNMENT

CHAIRPERSON

SECRETARY