



KINGS TRANSIT AUTHORITY REGULAR BOARD MEETING-MINUTES July 27, 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

Acting Board Chair, Mercedes Brian, Town of Wolfville
Vice Chair, Anna Ashford-Morton, Town of Berwick
Pauline Raven, Municipality of Kings County
Mark Pearl, Town of Kentville
Diane Leblanc, Municipality of Annapolis County
Wayne Fowler, Municipality of Annapolis County
Greg Towne, Finance Director, Town of Berwick
Don Regan, CAO, Town of Berwick

KTA STAFF

Stephen Foster, General Manager
Tanya Morrison, Office Administrator

IN ATTENDANCE

Patricia Bishop

REGRETS

Emma Van Rooyen, Municipality of Kings County
Linda Gregory, Warden, Municipality of Digby County

1. CALL TO ORDER

Acting Chair Brian called the meeting to order at 5:02 p.m.

2. CHECK-IN

Nothing to report.

3. APPROVAL OF AGENDA

Appointment of Board Chair Elect.

MOVED AND SECONDED TO APPOINT MECEDES BRIAN AS CHAIR ELECT.

MOTION CARRIED

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

- b. Sexual Harassment Policy
- c. CUTA Update
- d. Changing of the Chair

Item 11) In Camera regarding personnel.

MOVED AND SECONDED TO APPROVE THE AGENDA AS AMMENDED.

MOTION CARRIED

Election of a new Board Chair.

MOVED AND SECONDED TO ELECT MERCEDES BRIAN AS BOARD CHAIR.

MOTION CARRIED

4. APPROVAL OF JUNE BOARD PACKAGE

MOVED AND SECONDED TO APPROVE THE JUNE BOARD PACKAGE AS CIRCULATED.

MOTION CARRIED

5. GENERAL MANAGER’S REPORT

Mr. Foster is working with the UARB to place more advertising in local papers regarding the end of service within West Hants.

The Occupational Health & Safety Committee will temporarily be chaired by Mr. Foster while he searches for a solution to the shortage of qualified personnel to take over the vacant position.

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

MOTION CARRIED

6. RIDERSHIP/REVENUE REPORT

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

Board members direct Mr. Foster to remove West Hants numbers from the Ridership & Revenue monthly report so that the numbers are more accurately reflected for the partners.

MOVED AND SECONDED TO ACCEPT THE REVENUE/RIDERSHIP REPORT.

MOTION CARRIED

7. FINANCIAL REPORTS

Mr. Foster presented Financial Reports to the board.

MOVED AND SECONDED TO ACCEPT THE FINANCIAL REPORTS.

MOTION CARRIED

8. BOARD CHAIR UPDATE

Board Chair Brian intends to stop in once per week to "check-in" with KTA and sign off on anything that needs to be addressed.

9. NEW BUSINESS

a) Year End Audit Report

Auditors were not available to present the report to the board; this item will be added to the next agenda.

b) Sexual Harassment Policy

MOVED AND SECONDED TO ADOPT THE SEXUAL HARASSMENT POLICY.

Procedure for claims needs to be addressed in the policy. Board directs Mr. Foster to address this issue and bring back the policy at a later date.

MOTION TO ADOPT THE SEXUAL HARASSMENT POLICY IS WITHDRAWN.

c) CUTA Report

Mr. Foster, Councillor Raven, and Tanya Morrison attended the Spring CUTA conference in Winnipeg from May 31st - June 3rd. There were many great seminars and roundtable events attended by the three attendees. Travel training was a popular topic and was brought back for a topic of discussion. Mr. Foster would like to implement a travel training program within Kings Transit.

Safety and Security was also a large topic of discussion at the CUTA conference due to the recent new law that passed to protect transit operators. Councillor Raven put in a request for signage for the buses regarding the new legislation while at the conference.

d) Changing of the Chair

MOVED AND SECONDED TO MAKE MECEDES BRIAN SIGNING OFFICER WITH KINGS TRANSIT AUTHORITY.

MOTION CARRIED

10. CORRESPONDENCE

A letter to the Board of Directors was received from the Lawyer stating that Kings Transit is clear of all legal claims.

The signage regarding operator safety for the buses arrived from CUTA.

11. IN CAMERA

- **Personnel**

Board members went In Camera at 6:03 pm

NEXT MEETING DATE

Next meeting will be held September 23, 2015 at 5:00 pm

CHAIRPERSON

SECRETARY