



## **KINGS TRANSIT AUTHORITY REGULAR BOARD MEETING-MINUTES April 3, 2014-for March 26. 2014 Meeting**

The regular board meeting of Kings Transit Authority was held on the above date at 6:00 pm at Kings Transit Authority – New Minas.

### **PRESENT**

Chair - Patricia Bishop, Municipality of Kings County  
Preston Ilsley, Town of Berwick  
Tony Bentley (Alternate), Town of Kentville  
Emma Van Rooyen, Municipality of Kings County  
Mercedes Brian, Town of Wolfville  
Bob Best, Municipality of Kings County (arrived at 6:05 pm)  
Diane Leblanc, Municipality of Annapolis County

### **KTA STAFF**

Darlene Brownell, Office Manager  
Stephen Foster, General Manager

### **REGRETS**

Vice Chair - Anna Morton, Town of Berwick  
Linda Gregory, Warden Municipality of Digby  
Mark Phillips, CAO, Town of Kentville  
Scott Geddes, Town of Windsor  
Rob Fredericks, Town of Hantsport

### **1. Call to Order**

Chairperson Bishop called the meeting to order at 6:00 p.m.

### **2. APPROVAL OF AGENDA**

ON MOTION OF COUNCILLORS BRIAN AND ILSLEY THE MOTION TO APPROVE THE AGENDA WAS ACCEPTED.

### **MOTION CARRIED**

### **3. APPROVAL OF MINUTES: February 26, 2014**

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MOVED BY COUNCILLORS BENTLEY AND BRIAN TO APPROVE THE MINUTES OF FEBRUARY 26, 2014 AS CIRCULATED.

**MOTION CARRIED**

### **4. INTERIM GENERAL MANAGER'S REPORT**

The board agreed to remove the Operation's Manager's Report from the agenda as the General Manager covers the topics put forward.

ON MOTION OF COUNCILLORS BENTLY AND BRIAN 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.

Storm days still have an impact on the numbers. Overall, ridership and revenue have increased for the year.

**MOTION CARRIED**

### **6. FINANCIAL REPORTS**

ON MOTION OF COUNCILLORS BEST AND BENTLY THE MOTION TO RECIEVE THE RIDERSHIP/REVENUE AND FINANCIAL REPORTS WERE ACCEPTED

**MOTION CARRIED**

### **7. BOARD CHAIR UPDATE**

Chair Bishop gave the board un update on Hants County and details of the latest meeting attended by General Manager Stephen Foster, Chair Patricia Bishop and Councillor Mercedes Brian.

ON MOTION OF COUNCILLORS VAN ROOYEN AND BENTLEY THE MOTION TO RECIEVE THE BOARD CHAIR UPDATE WAS ACCEPTED

**MOTION CARRIED**

**9. OCCUPATIONAL HEALTH & SAFETY UPDATE**

ON MOTION OF COUNCILLORS BRIAN AND BENTLEY TO ADOPT THE OCCUPATIONAL HEALTH & SAFETY POLICY MOTION WAS ACCEPTED

**MOTION CARRIED**

**10. NEW BUSINESS**

Advertising Policy

There were some items of discussion on the Advertising Policy including the pricing, involving a graphic designer, and the number of buses to wrap.

An updated policy will be brought back to the next meeting. The board requested to see a capacity sheet of what is available and what is actually sold.

**11. CORRESPONDENCE**

A letter was received addressed to the board regarding a Procurement Policy to be put into place from the Municipality of the County of Kings. Kings Transit has a policy in place and a letter will be sent back to the County letting them know.

A motion was made by Concillor Brian to go into camera to discuss the Hants County Service.

**NEXT MEETING DATE**

Next meeting will be held April 23, 2014 at 5:00 pm

**ADJOURNMENT**

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**CHAIRPERSON**

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**SECRETARY**