



## **KINGS TRANSIT AUTHORITY REGULAR BOARD MEETING-MINUTES March 27, 2013**

The regular board meeting of Kings Transit Authority was held on the above date at 4:45 pm at Kings Transit Authority – New Minas.

### **PRESENT**

Chairwoman; Patricia Bishop, Kings County  
Vice Chairwoman; Anna Ashford-Morton, Berwick

### **COUNCILLORS**

Bob Best, Kings County  
Emma Van Rooyen, Kings County  
Linda Gregory, Warden, Digby County  
Mark Pearl, Town of Kentville  
Mercedes Brian, Town of Wolfville  
Rob Frederick, Town of Hantsport  
Scott Geddes, Town of Windsor

### **KTA STAFF**

Ron Mullins, General Manager  
Dave Burleton, Operations Manager  
Tanya Morrison, Office Clerk  
Toby Walker, Technician

### **IN ATTENDANCE**

Greg Towne, Director of Finance, Berwick  
Kim Durling, Director of Finance, Kings County  
Mike MacLean, Director of Finance, Town of Wolfville

- \*\*\* Anna Ashford-Morton arrived at 4:47 p.m.
- \*\*\* Scott Geddes arrived at 4:50 p.m.
- \*\*\* Bob Best arrived at 5:15 p.m.
- \*\*\* Mercedes Brian departed with regrets at 6:10 pm
- \*\*\* Bob Best departed with regrets at 7:02 pm
- \*\*\* Rob Frederick departed with regrets at 7:02 pm

\*\*\* Scott Geddes departed with regrets at 7:02

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

Chairwoman Bishop called the meeting to order at 4:45 p.m.

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

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

**MOTION CARRIED**

### **3. APPROVAL OF MINUTES: FEBRUARY 20, 2013**

Correction brought forward for the correct spelling of Councillor Brian and Councillor Frederick's surname.

MOVED BY COUNCILLOR BRIAN AND VICE-CHAIR ASHFORD-MORTON TO APPROVE THE MINUTES OF FEBRUARY 20, 2013 WITH CORRECTIONS NOTED.

**MOTION CARRIED**

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

Manager Ron Mullins presented the GM Report.

Fuel increased slightly to \$1.079, budgeted amount is \$1.02. The yearly average is \$0.97.

After a meeting with both Digby and Annapolis County, both are committed to purchasing the new Vicinity low floor buses. Delivery of buses will take place in Nov/Dec.

An audit has commenced, an inventory count is scheduled for March 28<sup>th</sup>.

Manager Mullins asked for board approval to sit on the board of Community Transit NS. Board members approved Mr. Mullins joining the board of Community Transit Nova Scotia.

ON MOTION OF COUNCILLORS VAN ROOYEN AND VICE-CHAIR ASHFORD-MORTON THE MOTION TO RECIEVE THE GENERAL MANAGER'S REPORT WAS ACCEPTED.

**MOTION CARRIED**

## **5. OPERATIONS MANAGER'S REPORT**

Mr. Burleton presented the Operation Manager's report for February.

The board requested that Mr. Burleton's work orders be presented in hours used per month not number of work orders completed. The board would like to see a monetary figure to be able to compare figures from month to month.

Chairwoman Bishop will gather further information to assist in producing a document that shows the costs associated with the monthly work orders.

ON MOTION OF COUCILLORS PEARL AND VAN ROOYEN TO RECEIVE THE OPERATIONS MANAGER'S REPORT MOTION ACCEPTED.

**MOTION CARRIED**

## **6. DRIVERS' HR MANAGER'S REPORT**

Driver's HR Manager's report was circulated to members.

ON MOTION OF COUNCILLOR BRIAN AND VICE-CHAIR ASHFORD-MOTON THE MOTION TO RECEIVE THE DRIVER'S HR MANAGER'S REPORT WAS ACCEPTED.

**MOTION CARRIED**

## **7. RIDERSHIP AND REVENUE REPORTS- FEBRUARY, 2013**

Mr. Mullins presented the revenue reports to the board.

Ridership is flat for the current year, with revenue being down by 1%.

Discussion took place regarding the method in which management fees are calculated. Board members to address rates charged to partners at a later date.

ON MOTION OF VICE-CHAIR ASHFORD-MORTON AND COUNCILLOR VAN ROOYEN THE MOTION TO RECIEVE THE RIDERSHIP AND REVENUE REPORT WAS ACCEPTED.

**MOTION CARRIED**

## **8. Finalization of 2013-2014 budget**

Mr. Mullins presented the final draft of the budget to the members of the board.

Total budget was trimmed to 4.4% with Municipal units at 4%. Total amount of the capital budget \$319,034 and total operating budget \$1,591,664.

Mr. Mullins was encouraged by members to apply for a grant through NS Moves to aid in the capital costs of security cameras and Wifi units for the buses.

ON MOTION OF COUNCILLORS VAN ROOYEN AND BEST THE MOTION TO APPROVE THE 2013/2014 BUDGET WAS ACCEPTED.

### **MOTION CARRIED**

### **9. POLICY REVIEW- RETIREMENT POLICY**

Mr. Mullins recommended to board members to abolish the KTA retirement policy because of redundancies with the current Province of Nova Scotia policy.

ON MOTION OF COUNCILLOR PEARL AND VICE-CHAIR ASHFORD-MORTON TO ABOLISH THE KTA RETIREMENT POLICY, MOTION WAS ACCEPTED.

### **MOTION CARRIED**

### **10. NEW BUSINESS- COMMUNITY ADVISORY BOARD**

Councillor Van Rooyen suggested to members the need to form an advisory board with community members.

Mr. Mullins suggested board members sit in on the advisory committee as well as community members. Board members are in favour of Councillor Van Rooyen moving ahead with the planning of an advisory committee.

ON MOTION OF COUNCILLORS VAN ROOYEN AND ASHFORD-MOTON THE MOTION TO APPROVE THE COMMENCEMENT OF AN ADVISORY BOARD WAS ACCEPTED.

### **MOTION CARRIED**

### **ADDITIONAL BUSINESS- AUDIT COMMITTEE**

Board members discussed forming an audit committee. The board members appointed Councillor Dale Lloyd, Councillor Emma Van Rooyen and Vice-Chair Ashford-Morton as committee members.

ON MOTION OF COUNCILLOR PEARL AND VAN ROOYEN TO APPOINT COUNCILLORS LLOYD, VAN ROOYEN, VICE-CHAIR ASHFORD-MORTON AS AUDIT COMMITTEE MEMBERS WAS ACCEPTED

### **11. CORRESPONDENCE**

No correspondence to report.

### **12. NEXT MEETING DATE**

Next meeting will be held April 24, 2013 at 4:45 pm  
Date changed to May 2, 2013 at 5:00 pm

### **13. ADJOURNMENT**

Meeting was adjourned by Councillors Van Rooyen and Pearl at 7:23 pm.

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**CHAIRMAN**

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**SECRETARY**