



KINGS TRANSIT AUTHORITY REGULAR BOARD MEETING-MINUTES May 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

Board Chair, Emma Van Rooyen, Municipality of Kings County
Patricia Bishop, Municipality of Kings County
Mercedes Brian, Town of Wolfville
Pauline Raven, Municipality of Kings County
Diane Leblanc, Municipality of Annapolis County
Wayne Fowler, Municipality of Annapolis County
Linda Gregory, Warden, Municipality of Digby County

KTA STAFF

Stephen Foster, General Manager
Tanya Morrison, Office Administrator

REGRETS

Mark Pearl, Town of Kentville

1. CALL TO ORDER

Chair Van Rooyen called the meeting to order at 5:06 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”

c. CUTA Small System Roundtable Topics for Discussion

Item 13) In Camera

- Audit Committee
- Employee Evaluations

MOVED AND SECONDED TO APPROVE THE AGENDA AS AMMENDED.

MOTION CARRIED

5. APPROVAL OF MINUTES

MOVED AND SECONDED TO APPROVE THE MINUTES OF APRIL 22, 2015.

MOTION CARRIED

6. GENERAL MANAGER’S REPORT

Regarding West Hants service; a meeting was held and the CAO’s would like to look at their current funding model that is in place for public transit within West Hants and the Town of Hantsport to see if there is a more efficient way of allocating funds for transit.

Discussion took place regarding the need for DCS’s support for local transit as there has been a decline in DCS purchases for tickets and passes over the past year.

MOVED AND SECONDED TO APPROVE A DRAFT LETTER FROM THE KTA BOARD TO THE PROVINCE REGARDING SUPPORT FOR PUBLIC TRANSIT FROM THE DEPARTMENT OF COMMUNITY SERVICES.

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

MOTION CARRIED

7. RIDERSHIP/REVENUE REPORT

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

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 and Councillor Pearl met with the auditors an update will take place In Camera. Kings Transit will be hosting a staff meeting/breakfast on June 7th Chair VanRooyen will be attending on the Board's behalf to give thanks to a longtime employee that will be retiring after 25 years of service.

Chair VanRooyen was present for a meeting that took place with Mr. Foster and DCS; as well she attended the opening of the RFP for fuel.

The board chair regrettfully informs the members that she will not be available for the June or July regular board meetings due to prior commitments.

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) Budget Approval

Board members direct Mr. Foster to attach an executive summary to the budget outlining options for the anticipated loss.

MOVED AND SECONDED TO APPROVE THE DRAFT BUDGET.

MOTION CARRIED

b) Employee Conduct Policy

MOVED AND SECONDED TO ADOPT THE EMPLOYEE CONDUCT POLICY AS AMMENDED.

MOTION CARRIED

Within the Employee Conduct Policy the wording of “him/her” is to be changed to “them”. All KT policies moving forward are asked to be made gender neutral.

c) CUTA Small Systems Roundtable Discussion Topics

Councillor Raven asked board members if they had any topics for discussion that they would like to put forward. The following items were suggested:

- Ideas for increasing ridership in a small system
- Public relations in a small system

12. CORRESPONDENCE

No correspondence

13. IN CAMERA

- **Audit Committee**
- **Employee Evaluations**

Board members went In Camera at 6:22 pm

NEXT MEETING DATE

Next meeting will be held June 24, 2015 at 5:00 pm

CHAIRPERSON

SECRETARY