



## **KINGS TRANSIT AUTHORITY REGULAR BOARD MEETING-MINUTES May 28, 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 (arrived at 5:15 pm)  
Mark Pearl, Town of Kentville (arrived at 5:25 pm)  
Emma Van Rooyen, Municipality of Kings County  
Mercedes Brian, Town of Wolfville  
Mike Ennis, Alternative for Bob Best Municipality of Kings County  
Diane Leblanc, Municipality of Annapolis County  
Scott Geddes, Town of Windsor

### **KTA STAFF**

Stephen Foster, General Manager  
Darlene Brownell, Office Manager

Regrets-Rob Frederick, Town of Hantsport

### **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) Audit Committee
- e) In Camera – GM Contract
- f) Hants West Update

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

## **MOTION CARRIED**

### **3. APPROVAL OF MINUTES: April 23, 2014**

A correction was noted under NS Moves grant that the grant was for a transit study and not a student position.

A change was noted under CUTA conference that motion made to support Councillor Brian to attend the conference and not allow to attend.

MOVED BY COUNCILLORS VAN ROOYEN AND BRIAN TO APPROVE THE MINUTES OF APRIL 23, 2014 AS CIRCULATED.

## **MOTION CARRIED**

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

General Manager Foster noted that Annapolis County has approved changed to the route to allow servicing the Nictaux area as well as reduced hours on the Cornwallis run to increase ridership and reduce cost.

A forward agenda item for inventory development will be added to the agenda along with a policy to be put into place.

ON MOTION BY VICE CHAIR MORTON AND COUNCILOR VAN ROOYEN TO ADD THE NEW AGENDA ITEM. MOTION WAS ACCEPTED.

## **MOTION CARRIED**

Discussion regarding the West Hants service will seek some legal advice to give direction to move ahead with a decision to expedite the proposed changes put forward to West Hants.

ON MOTION BY COUNCILLORS BRIAN AND VAN ROOYEN TO EXPEDITE THE PROPOSED CHANGES TO WEST HANTS SERVICE AGREEMENT BY DIRECTION OF LEGAL ADVICE. MOTION WAS ACCEPTED.

ON MOTION OF VICE CHAIR MORTON AND COUNCILLOR PEARL TO ACCPT THE GENERAL MANAGER'S REPORT. MOTION WAS ACCEPTED.

### **5. RIDERSHIP/ REVENUE REPORTS**

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

ON MOTION OF COUNCILLORS VAN ROOYEN AND PEARL TO ACCEPT THE RIDERSHIP/REVENUE REPORTS AS CIRCULATED MOTION WAS ACCEPTED.

**MOTION CARRIED**

**Councillor Ennis departs at 6:20 pm with regrets**

**6. FINANCIAL REPORTS**

ON MOTION OF COUNCILLORS VAN ROOYEN AND PEARL THE MOTION TO RECIEVE THE FINANCIAL REPORTS WERE ACCEPTED

**MOTION CARRIED**

**7. BOARD CHAIR UPDATE**

Chair Bishop has worked with General Manager regarding the West Hants Service as well as spent time putting together a performance evaluation for the General Manager. Chair Bishop also called upon the board for discussion regarding lobbying Kings Transit and the best way to do it.

**8. OCCUPATIONAL HEALTH & SAFETY UPDATE**

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

**MOTION CARRIED**

**9. NEW BUSINESS**

**a) Personal Leave Policy**

Edits to be made.

ON MOTION OF COUNCILLOR PEARL AND VICE CHAIR MORTON TO ADOPT THE NEW PERSONAL LEAVE POLICY WITH EDITS MOTION WAS ACCEPTED.

**MOTION CARRIED**

**b) Capital Budget Expense Policy**

This is to be edited and brought forward to the next meeting.

**c) Website Demo**

General Manager Foster walked through the layout of the new website.

**d) Audit Committee**

Board members will meet with Lawrence Lake on June 12, 2014 prior to the start of the audit.

**e) In Camera- General Manager Contract**

**10. CORRESPONDENCE**

No correspondence at this time.

**NEXT MEETING DATE**

Next meeting will be held June 25, 2014 at 5:00 pm

**ADJOURNMENT**

**Adjourned at 6:55 pm – going in camera**

ON MOTION OF COUNCILLORS VAN ROOYEN AND PEARL TO ADJOURN THE MEETING MOTION WAS ACCEPTED.

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**CHAIRPERSON**

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**SECRETARY**