



KINGS TRANSIT AUTHORITY REGULAR BOARD MEETING-MINUTES November 26, 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

Anna Morton, Vice Chair, Town of Berwick
Mark Pearl, Town of Kentville
Wayne Atwater, Alternate, Municipality of Kings County
Pauline Raven, Municipality of Kings County
Emma Van Rooyen, Municipality of Kings County
Diane Leblanc, Municipality of Annapolis County
Tom Brown, Municipality of West Hants
Don Regan, CAO, Town of Berwick
Linda Gregory, Warden, Municipality of Digby County

KTA STAFF

Stephen Foster, General Manager
Tanya Morrison, Office Administrator
Richard Hayter, Night Shift Supervisor

REGRETS

Patricia Bishop
Mercedes Brian

1. Call to Order

Vice Chair Morton called the meeting to order at 5:04 p.m.

2. Check In

N/A

3. APPROVAL OF AGENDA

Addition of the following items were added to the agenda:

Addition of CUTA update under New Business 10) b.
In camera regarding legal issue added to the agenda under item number 12)

Discussion took place concerning next scheduled meeting date. It was decided that the next KTA board meeting will be held on January 28, 2015.

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

MOTION CARRIED

4. APPROVAL OF MINUTES: October 22, 2014

The words “silent prayer” to be replaced by “moment of silence” under the agenda item Check In.

MOVED BY COUNCILLORS VAN ROOYEN AND PEARL TO APPROVE THE MINUTES OF OCTOBER 22, 2014 AS AMMENDED.

MOTION CARRIED

5. GENERAL MANAGER’S REPORT

Information Session- Mr. Foster shared with members of the board that Kings Transit has been providing local fire departments safety training pertaining specifically to the buses. These info sessions have been well received by the departments. Board members are asked to advise their local council to place this information on their websites to help spread the word about the information sessions available through Kings Transit.

Hants West Service- Service is slowly growing since the new change on November 3rd. Changes are being implemented to make the service more efficient while adhering to the schedule.

Service Program Software- Kings County IT is working on creating a new inventory control software specific to KT's needs.

Radio System- The new switch to the TMR2 system should be complete in approximately two months.

ON MOTION OF COUNCILLORS PEARL AND VAN ROOYEN TO RECEIVE THE GENERAL MANGER'S REPORT. MOTION WAS ACCEPTED.

MOTION CARRIED

6. RIDERSHIP/ REVENUE REPORTS

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

Ridership is down due to excessive delays due to road construction throughout the entire system.

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

MOTION CARRIED

7. FINANCIAL REPORTS

Financial reports were presented to members of the board.

Conversation regarding advertising revenue and the possibility of contracting the advertising out to ATCOM Outdoor Advertising took place.

Board members direct Mr. Foster to get a proposal from ATCOM to bring forward to the board at a later date.

ON MOTION OF COUNCILLORS ATWATER AND VAN ROOYEN THE MOTION TO RECIEVE THE FINANCIAL REPORTS WAS ACCEPTED

MOTION CARRIED

8. BOARD CHAIR UPDATE

Nothing to report at this time.

9. OCCUPATIONAL HEALTH & SAFETY UPDATE

Mr. Foster presented the OH&S report to the board and introduced Mr. Richard Hayter as the new OH&S Chair. Mr. Hayter gave a brief history of his background to the board.

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

MOTION CARRIED

10. NEW BUSINESS

a. Vacation/Holiday Policy

Mr. Foster presented the newly amended policy to the board for approval.

It was decided by members of the board that if there were any variations to circumstances outlined in the policy that it would be necessary for the approval to go through the General Manager.

ON MOTION OF COUNCILLORS ATWATER AND PEARL TO APPROVE THE REVISED VACATION/HOLIDAY POLICY MOTION WAS ACCEPTED

MOTION CARRIED

b. CUTA

Mr. Foster presented his experiences from the Fall CUTA Conference in Niagara Falls. One particular topic that was of interest throughout the entire CUTA conference was the usage of cell phones during working hours. Mr. Foster is looking at revamping current policies at Kings Transit regarding cell phone usage.

In Camera

Members went In Camera at 6:19 pm and resumed at 6:25 pm.

11. CORRESPONDENCE

No correspondence to report

12. IN CAMERA

In Camera at 6:47 pm.

NEXT MEETING DATE

Next meeting will be held January 22, 2015 at 5:00 pm

CHAIRPERSON

SECRETARY