



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

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**

Chairperson; Patricia Bishop, Kings County  
Vice-Chairperson; Anna Ashford-Morton, Town of Berwick

### **COUNCILLORS**

Mark Pearl, Town of Kentville  
Mercedes Brian, Town of Wolfville  
Bob Best, Kings County  
Linda Gregory, Warden, Digby County  
Scott Geddes, Town of Windsor

### **KTA STAFF**

Tanya Morrison, Office Administrator

### **REGRETS**

Marilyn Wilkins  
Emma Van Rooyen  
Rob Frederick

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

Vice-Chairperson Ashford-Morton called the meeting to order at 5:01 p.m.

## **2. APPROVAL OF AGENDA**

Councillor Brian requested an addition regarding signage. Item 5 (c) to be added to New Business.

ON MOTION OF COUNCILLORS BEST AND PEARL THE MOTION TO APPROVE THE AGENDA AS AMENDED WAS ACCEPTED.

**MOTION CARRIED**

## **3. APPROVAL OF MINUTES: October 23, 2013**

MOVED BY COUNCILLORS BRIAN AND PEARL TO APPROVE THE MINUTES OF OCTOBER 23, 2013 AS CIRCULATED.

**MOTION CARRIED**

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

Staff is in the process of reviewing information gathered from the Hants County surveys. This information will be compiled into data and presented to the CAO's.

Kings Transit is investigating applying for a bus charter license to charter two buses for special events. The cost for the license is approximately \$200 per bus.

Wash bay repairs have been placed on hold pending the final cost of the new buses on order. Repairs will be made as funds become available.

Staff are working on preliminary operating and capital budgets as well as forecast revenues and operating expenses for 2013/14.

Mr. Taylor recommends that Christmas Eve not be free service for 2013.

ON MOTION OF COUNCILLORS BISHOP AND BRIAN TO RECEIVE THE GENERAL MANAGER'S REPORT MOTION WAS ACCEPTED.

**MOTION CARRIED**

## **5. NEW BUSINESS**

### **a) Stroller Policy**

No additions to be made to the policy. Correction to be made to the fourth line of the last page regarding a spelling error on the word “the”.

ON MOTION OF COUNCILLORS BRIAN AND BISHOP TO ADOPT THE STROLLER POLICY MOTION WAS ACCEPTED.

### **MOTION CARRIED**

### **b) EFT Direct Payments**

By processing EFT payments Kings Transit will save approximately \$400 per year. Chair Person Bishop requests that the signing authority policy be checked to account for EFT payments and regulations regarding the release of payments.

### **c) Bus stop signage**

Councillor Brian put forth a suggestion to have times listed on the bus stop signs showing the arrival time for the buses. Staff will pursue the option of listing arrival times on the bus stop signs and report back to members of the board.

## **6. RIDERSHIP/REVENUE REPORT**

Mr. Brian Taylor presented the Revenue and Ridership Report to members of the board.

ON MOTION OF COUNCILLORS BEST AND BISHOP THE MOTION TO RECIEVE THE RIDERSHIP/REVENUE REPORT WAS ACCEPTED

### **MOTION CARRIED**

## **7. FINANACIAL REPORTS**

Mr. Taylor presented the financial reports to members of the board.

Bus Repairs are currently higher than forecasted as well as wages. KT is decreasing spending in other areas to compensate for the higher expenses.

Skype has been set up to reduce costs for travel for monthly meetings.

Chair Person Bishop requested that the bank be updated on the cash flow of Kings Transit.

ON MOTION OF COUNCILLORS PEARL AND BISHOP TO ACCEPT THE FINANCIAL REPORTS AS PRESENTED MOTION WAS ACCEPTED

**MOTION CARRIED**

### **8. BOARD CHAIR UPDATE**

Chair Person Bishop advised members that work on appointing a General Manager continues, and will be finalized shortly.

### **9. OPERATION MANAGER'S UPDATE**

The Operation Manager's Report was circulated to members of the board for approval.

ON MOTION OF COUNCILLORS BEST AND BRIAN TO RECEIVE THE OPERATIONS MANAGERS' REPORT MOTION WAS ACCEPTED

**MOTION CARRIED**

### **10. OCCUPATIONAL HEALTH & SAFETY UPDATE**

The Occupational Health & Safety Update was circulated to members of the board for approval.

ON MOTION OF COUNCILLORS BISHOP AND BEST TO RECEIVE THE OCCUPATIONAL HEALTH & SAFETY REPORT MOTION WAS ACCEPTED

**MOTION CARRIED**

### **11. CORRESPONDENCE**

An email was received from a concerned citizen regarding service in Canning.

**12. IN CAMERA**

MOVED BY COUNCILLORS BEST AND PEARL TO APPROVE THE EMPLOYMENT CONTRACT FOR STEPHEN FOSTER AND DIRECT BOARD CHAIR TO SIGN ON THE BOARD'S BEHALF

**MOTION CARRIED**

**NEXT MEETING DATE**

Next meeting will be held January 29, 2014 at 5:00 pm

**ADJOURNMENT**

Meeting was adjourned at 6:01 pm.

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**CHAIRMAN**

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**SECRETARY**