



KINGS TRANSIT AUTHORITY REGULAR BOARD MEETING-MINUTES October 23, 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

COUNCILLORS

Tony Bentley (Alternate), Town of Kentville
Emma Van Rooyen, Kings County
Mercedes Brian, Town of Wolfville
Rob Frederick, Town of Hantsport
David Tudor, Digby County
Marilyn Wilkins, Deputy Warden, Annapolis County

KTA STAFF

Brian Taylor, Interim General Manager
Stephen Foster, Driver's HR Manager
Tanya Morrison, Office Clerk

REGRETS

Anna Ashford-Morton
Bob Best
Mark Pearl
Linda Gregory

1. Call to Order

Chairperson Bishop called the meeting to order at 5:00 p.m.

2. APPROVAL OF AGENDA

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

MOTION CARRIED

3. APPROVAL OF MINUTES: September 25, 2013

MOVED BY COUNCILLORS BRIAN AND VAN ROOYEN TO APPROVE THE MINUTES OF SEPTEMBER 25, 2013 AS CIRCULATED.

MOTION CARRIED

4. INTERIM GENERAL MANAGER'S REPORT

Mr. Stephen Foster has been in contact with the CAO's of Windsor, West Hants, and Hantsport. Meetings will be set up in the coming weeks to discuss transit in West Hants.

Hants County data collection is complete and data is being compiled. This data will allow KTA to make recommendations for the Hants County run.

KTA staff have been reviewing ticket agents sales and are working to make purchasing tickets more accessible. New signage has been printed to place at the ticket agents to increase community presence for KTA.

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

MOTION CARRIED

5. NEW BUSINESS

Travel Policy

Amendments were made to the travel policy to increase the daily meal allowance claimable.

The Board would also like to add: Personal expense reimbursement for the General Manager's travel must be approved by the board chair.

ON MOTION OF COUNCILLORS VAN ROOYEN AND BENTLEY TO ACCEPT THE REVISED TRAVEL POLICY MOTION WAS ACCEPTED.

MOTION CARRIED

CUTA Conference

Mr. Taylor brought forward a recommendation to the board to send one KTA staff member and one board member to the CUTA conference to be held in Calgary Alberta November 24-27. An additional staff member will attend the CUTA conference and training session November 24-29.

The two staff members attending will be David Burleton and Stephen Foster. Mr. Foster will attend the training session for two extra days after the conference.

Board members will decide who will represent the board at the CUTA conference at a later date.

ON MOTION OF COUNCILLORS BENTLEY AND BRIAN TO ACCEPT THE RECOMMENDATION OF MR. BRIAN TAYLOR TO SEND ONE STAFF PERSON AND ONE BOARD MEMBER TO ATTEND THE CUTA FALL CONFERENCE IN CALGARY, ALBERTA, AND ONE STAFF PERSON TO ATTEND THE FALL CUTA CONFERENCE AND TRAINING NOVEMBER 24-29. MOTION WAS ACCEPTED.

MOTION CARRIED

6. RIDERSHIP/REVENUE REPORT

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

ON MOTION OF COUNCILLORS PEARL AND VAN ROOYEN THE MOTION TO RECIEVE THE RIDERSHIP/REVENUE REPORT WAS ACCEPTED

7. FINANACIAL REPORTS

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

To decrease travel costs Mr. Foster is looking in to Tele Conferencing solutions for Health and Safety, and staff meetings. He will report back with costs at a later date.

ON MOTION OF COUNCILLORS VAN ROOYEN AND BRIAN TO ACCEPT THE FINANCIAL REPORTS AS PRESENTED MOTION WAS ACCEPTED

MOTION CARRIED

8. BOARD CHAIR UPDATE

Chairperson Bishop and Councillor Pearl attended a Joint Council meeting in Hants County on October 26, 2013 regarding issues reported in the media regarding the future of transit in Hants County. She noted that KTA is moving forward and working with the CAO's to find alternatives to keep KTA moving in those communities.

9. OPRERATION MANAGER'S UPDATE

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

Discussion took place on the safety issues surrounding certain bus stops, particularly the stop at the Wal-Mart in New Minas. Two accidents regarding the wheelchair ramp being hit have occurred over the past few months.

ON MOTION OF COUNCILLORS BENTLEY AND VAN ROOYEN TO RECEIVE THE OPERATIONS MANAGERS' REPORT MOTION WAS ACCEPTED

MOTION CARRIED

10. OCCUPATIONAL HEALTH & SAFETY UPDATE

Mr. Foster presented the monthly report to the board.

ON MOTION OF COUNCILLORS ASHFORD-MORTON AND VAN ROOYEN TO RECEIVE THE OCCUPATIONAL HEALTH & SAFETY REPORT MOTION WAS ACCEPTED

MOTION CARRIED

11. CORRESPONDENCE

- a) A letter of reply was received from the Nova Scotia Liberal Party regarding a questionnaire that was sent out by the Canadian Urban Transit Association.
- b) An invitation to the Annual KTA Christmas party was extended to all members of the board and partners.

NEXT MEETING DATE

Next meeting will be held November 28, 2013 at 5:00 pm

ADJOURNMENT

Meeting was adjourned at 6:15 pm.

CHAIRMAN

SECRETARY