



KINGS TRANSIT AUTHORITY REGULAR BOARD MEETING-MINUTES September 25, 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 Ashord-Morton, Town of Berwick Arrived at 5:15 pm.

COUNCILLORS

Mark Pearl, Town of Kentville
Emma Van Rooyen, Kings County
Bob Best, Kings County
Mercedes Brian, Town of Wolfville
Rob Frederick, Town of Hantsport

KTA STAFF

Brian Taylor, Interim General Manager
Stephen Foster, Driver's HR Manager
Darlene Brownell, Office Manager

IN ATTENDANCE

Josh Pycz, CAO Town of Wolfville
Linda Gregory, Warden Municipality of Digby Arrived at 5:25 pm
A member from the General Public

REGRETS

Tom Brown, West Hants
Marilyn Wilkins, Annapolis County

1. Call to Order

Chairperson Bishop called the meeting to order at 5:15 p.m.

2. APPROVAL OF AGENDA

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

MOTION CARRIED

3 & 4 APPROVAL OF MINUTES: July 2013 and August 2013

Corrections made to Item 2, correct spelling to personnel and item 6 Bell Communications-Moved by Councillors VanRooyen and Brian. Corrections have been made.

MOVED BY COUNCILLORS PEARL AND BEST TO APPROVE THE MINUTES FOR JULY AND AUGUST 2013 AS CIRCULATED.

MOTION CARRIED

5 & 6 INTERIM GENERAL MANAGER'S REPORT JULY & AUGUST 2013

Mr. Taylor presented the General Manager's Report to members of the board.

ON MOTION OF COUNCILLORS PEARL AND VANROOYAN TO RECEIVE THE GENERAL MANAGER'S REPORTS MOTION WAS ACCEPTED.

MOTION CARRIED

7. SERVICE PARTNERS-BOARD REPRESENTATION

A general discussion was brought forward to get feedback on the possibility of service partners becoming voting board members. This will be brought back to the next meeting for further discussion.

8. NEW BUSINESS

Hants West Service Concerns- Manger Taylor addressed present concerns to the board regarding service in the Hants West area. Manager Taylor has met with officials over the concerns and a research student has been hired to conduct surveys on the buses.

Vacation/Holiday Policy-

Changes to the second paragraph regarding part-time and spare positions; should read, "Vacation pay will be included on regular bi-weekly pay periods for these positions".

The Vacation/Holiday Policy needs to have an approved and created section.

MOTION TO ADOPT NEW UPDATED VACATION/HOLIDAY POLICY WITH ADJUSTMENTS WAS ACCEPTED BY COUNCILLORS BRIAN AND BEST.

MOTION CARRIED

CUTA Conference Attendance- Manager Taylor noted that funding was budgeted to send two members to the fall conference and that the registration has been paid due to the cancellation of the spring conference. Manager Taylor will look at the budget to see if funding is available to send a board member to the conference making a total of three members in attendance.

MOTION IN ORDER AND MOVED BY VICE CHAIR MORTON AND COUNCILLOR PEARL TO DIRECT GENERAL MANAGER TAYLOR TO EXPLORE FUNDING OPPORTUNITY TO SEND A BOARD MEMBER TO THE CUTA CONFERENCE.

MOTION CARRIED

9 & 10 RIDERSHIP/REVENUE REPORT JULY & AUGUST 2013

ON MOTION OF COUNCILLORS VANROOYEN AND BEST THE MOTION TO ACCEPT THE RIDERSHIP/REVENUE REPORTS WAS ACCEPTED

11 & 12 FINANACIAL REPORTS

Manager Taylor will report back to the board next month on recommendations regarding the tendering process of tires for the Kings Transit buses.

Councilor Brian made a motion for staff to investigate the cost of having all payables set up on electronic funds.

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

MOTION CARRIED

13. BOARD CHAIR UPDATE

Moved after 15.

14. OPERATION MANAGER'S UPDATE JULY & AUGUST 2013

ON MOTION OF VICE CHAIR MORTON AND COUNCILLOR BEST TO RECEIVE THE OPERATIONS MANAGERS' REPORTS MOTION WAS ACCEPTED

MOTION CARRIED

15. OCCUPATIONAL HEALTH & SAFETY UPDATE JULY & AUGUST 2013

Section 3 – Hazard Assessment Policy

ON MOTION OF COUNCILLORS BEST AND BRIAN TO RECEIVE THE HAZARD ASSESSMENT POLICY REPORT MOTION WAS ACCEPTED

Section 4 – Incident Investigation and Reporting Policy

Dates adopted by the board to be added to the policies.

ON MOTION OF VICE CHAIR MORTON AND COUNCILLOR BRIAN TO RECEIVE THE INCIDENT INVESTIGATION AND REPORTING POLICY REPORT MOTION WAS ACCEPTED

MOTION CARRIED

13. BOARD CHAIR UPDATE

Chair Bishop extended a thank you to Manager Taylor for all his dedication and hard work in organizing the CUTA Atlantic Conference. A lot of positive feedback has been received.

Chair Bishop updated the board on the status of the replacement of a new General Manager. More discussion will follow with the in camera.

ON MOTION OF COUNCILLORS PEARL AND BEST TO RECEIVE THE BOARD CHAIR'S REPORT MOTION WAS ACCEPTED

MOTION CARRIED

16. CORRESPONDENCE

Manager Taylor circulated a letter from the CUTA Association to learn about Nova Scotia's Political positions regarding policies affecting Nova Scotia's public transportation systems.

Comments from the General Public - A member of the general public was in attendance and thanked the board for the option to attend an open meeting. She noted that the research student that was hired to conduct surveys should get out into the general public to conduct surveys as well. All positive feedback was brought forward to the board. A senior's day was recommended as well as a more efficient way of communicating to the general public.

IN CAMERA

ON MOTION OF COUNCILLORS PEARL AND VANROOYEN TO MOVE IN CAMERA ON A PERSONNEL ISSUE MOTION WAS ACCEPTED

MOTION CARRIED

NEXT MEETING DATE

Next meeting will be held October 23, 2013 at 5:00 pm

ADJOURNMENT

Meeting was adjourned.

CHAIRPERSON

SECRETARY