

# Specialized Transit Board of Directors

## Open Meeting Minutes of Wednesday, April 17, 2109

**Members Present:** Dick Lutz (President), Janine Peter (Director FCSS/Member), Chantal McKenzie (City Council Rep./Member), David Wolanski (General Manager, Community and Protective Services/Member), Bill Sabey (Transit Specialist, Planning and Infrastructure/ Member)

**Present:** Arlene Berry, Office Manager (Recording Secretary)

**Regrets:** Sandra Clarke (Vice President)

**Guests:** Stephen Webber, CPA/Manager MEXTRIX GROUP

Item	Discussion	Action/Decision
<b>1. Call to order</b>	<b>1. Called to order</b>  Dick called the open meeting to order at 3:14 pm.	
<b>2. Additions and Approval of the Agenda</b>	<b>2. Additions and approval of the agenda</b>  <b>10. 4 AGM for 2018 Fiscal Year</b>	<b>Moved by Janie Peter, seconded by Chantal McKenzie to approve the agenda with addition of 10. 4 AGM for 2018 Fiscal Year. Carried.</b>
<b>3. Approval of meeting minutes of March 20, 2019</b>	<b>3. Approval of meeting minutes of March 20, 2019</b>	<b>Moved by Janine Peter, seconded by David Wolanski to approve the meeting minutes of March 20, 2019 as written. Carried.</b>

<p><b>4. Business arising from previous minutes</b></p>	<p><b>4. Business arising from previous minutes.</b> None at this time.</p>	
<p><b>5. METRIX GROUP, Stephen Webber, CPA Professional</b> <b>5.1 Draft Audit 2018 Report</b></p>	<p><b>5. METRIX GROUP, Stephen Webber, CPA Professional</b></p> <p><b>5.1 Draft Audit 2018 Report</b></p> <p>The board received and reviewed the draft 2018 Audit Report. <b>(Schedule #1)</b></p> <p>The board requested information on any old agreements on how to handle any surplus funds. Stephen agreed to check what they have since becoming our auditors.</p>	<p><b>Moved by Chantal McKenzie, seconded by David Wolanski to receive the draft 2018 Audit. Carried.</b></p>
<p><b>6. Motion to go into closed session</b> <b>6.1 Updated Regional Transit Plan</b> <b>6.2 Incident Reports</b></p>	<p><b>6. Motion to go into closed session</b> <b>The board went to a closed session.</b></p> <p><b>6.1 Updated Regional Transit Plan – Deferred</b></p> <p><b>6.2 Incident Reports</b></p>	<p><b>Moved by Chantal McKenzie, seconded by Janine Peter to go to a closed meeting. Carried.</b></p> <p><b>Moved by Chantal McKenzie, seconded by Bill Sabey to go back to open meeting. Carried.</b></p>
<p><b>7. Manager’s Report</b></p>	<p><b>7. Manager’s Report</b></p> <p>The board received and discussed the Manager’s Report, statistics and quote for Defensive Driving course dated April 17, 2019. <b>(Schedule #2)</b></p>	<p><b>Moved by Chantal McKenzie, seconded by Janine Peter to approve the cost for drivers to take the Defensive Driving Course as presented Carried.</b></p>

<p><b>8. Financial Reports</b>  <b>8.1 Balance Sheet as of March 31, 2019</b>  <b>8.2 Profit and Loss Report as of March 31, 2019</b></p>	<p><b>8. Financial Reports</b>  <b>8.1 Balance Sheet as of March 31, 2019</b>  The board received the Balance Sheet report as March 31, 2019.  <b>(Schedule #3)</b></p> <p><b>8.2 Profit and Loss Report as of March 31, 2019</b>  The board received the Profit and Loss report as of March 31, 2019.  <b>(Schedule #4)</b></p>	<p><b>Moved by David Wolanski, seconded by Chantal McKenzie to accept the Balance Sheet and Profit and Loss Report as of March 31, 2019 as presented. Carried.</b></p>
<p><b>9. Old Business</b>  <b>9.1 Video Surveillance</b>  <b>9.2 Driver Safety and Vehicle Maintenance Policy</b>  <b>9.3 Recording Secretary Update</b></p>	<p><b>9. Old Business</b></p> <p><b>9.1 Video Surveillance – deferred</b></p> <p><b>9.2 Driver Safety and Vehicle Maintenance Policy</b></p> <p>The board received and defer the draft of the Driver Safety and Vehicle Maintenance Policy. <b>(Schedule #5)</b>. This item was deferred.</p> <p><b>9.3 Recording Secretary Update</b></p> <p><b>The board felt that this item could be removed from the agenda.</b></p>	
<p><b>10. New Business</b>  <b>10.1 2020-2022 budget</b>  <b>10.2 Health &amp; Safety Committee</b>  <b>10.3 Employee Assistant Program</b></p>	<p><b>10. New Business</b></p> <p><b>10.1 2020-2022 budget - Deferred</b></p> <p><b>10.2 Health &amp; Safety Committee - Deferred</b></p> <p><b>10.3 Employee Assistant Program - Deferred.</b></p>	
<p><b>10. Date of next meeting Board Meeting</b></p>	<p><b>10. Date of next board meeting will be on Wednesday, May 15, 2019 after AGM.</b></p>	

<b>11. Adjournment of meeting</b>	<b>11. Adjournment of meeting</b>	<b>Moved David Wolanski to adjourn the meeting at 4:24 pm.</b>
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**Date**

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