



**KINGS TRANSIT AUTHORITY  
REGULAR BOARD MEETING - MINUTES  
June 24<sup>th</sup>, 2020**

A Regular Meeting of the Kings Transit Authority Board of Directors was held on the above date at 4:00pm via video teleconference.

1. Welcome and Roll Call  
Attendance:  
Board Members  
Councillor Hodges, Municipality of the County of Kings; Board Chair  
Councillor Donovan, Town of Wolfville; Vice Chair  
Deputy Mayor Walsh, Town of Berwick (Left at 5:09pm)  
Councillor Raven, Municipality of the County of Kings (Joined at 4:17pm)  
Councillor Spicer, Municipality of the County of Kings  
Councillor Andrew, Town of Kentville  
  
Service Partners  
Deputy Warden Gregory, Municipality of the District of Digby  
Councillor LeBlanc, Municipality of the County of Annapolis  
  
KTA Staff  
Glen Bannon, General Manager  
  
CAO Liaison  
Erin Beaudin, CAO, Town of Wolfville
2. Approval of Agenda **Motion:** To Approve the Agenda of June 24<sup>th</sup>, 2020  
  
Moved/Seconded by: Councillor Donovan / Deputy Mayor Walsh  
  
**MOTION CARRIED**
3. Approval of Minutes **Motion:** To approve the May 27<sup>th</sup>, 2020 Regular Board Meeting Minutes.  
  
Moved/Seconded by: Councillor Spicer / Councillor Donovan  
  
**MOTION CARRIED**

**Motion:** To approve the June 3<sup>rd</sup>, 2020 Special Board Meeting Minutes.

Moved/Seconded by: Councillor Spicer / Deputy Mayor Walsh

**MOTION CARRIED**

**Motion:** To approve the June 17<sup>th</sup>, 2020 Audit Committee Meeting Minutes.

Moved/Seconded by: Councillor Donovan / Councillor Andrew

**MOTION CARRIED**

- 4. Board Chair Update Chair Hodges provided an update of the activities of the previous month.

**Motion:** No motion was made.

Chair Update was accepted by all.

- 5. General Manager's Report General Manager Bannon provided an update of activities for the month of May, 2020.

**Motion:** To receive the General Manager's Report for May 2020.

Moved/Seconded by: Deputy Mayor Walsh / Councillor Spicer

**MOTION CARRIED**

- 6. Old Business There was no old business to discuss.

- 7. New Business
  - 1. Fiscal Year 2019/20 Year End Audit Report

The General Manager presented the draft Auditor's Report, Management Letter and Financial Statements for end Fiscal Year 2019/20 as recommended by the Audit Committee.

**Motion:** To approve the draft Auditor's Report, Management Letter and Financial Statements for end Fiscal Year 2019/20 as recommended by the Audit Committee.

Moved/Seconded by: Deputy Mayor Walsh / Councillor Donovan

**MOTION CARRIED**

- 2. Bus 55 – Declaration as Surplus for Sale

General Manager Bannon presented a Request for Decision (attached) for the Board's consideration.

**Motion:** That the Kings Transit Authority Board of Directors declare Bus 55 (2005 New Flyer D40LF VIN 2FYD4FV195B02816) as surplus to requirements and eligible for sale via public tender.

Moved/Seconded by: Deputy Mayor Walsh / Councillor Donovan

**MOTION CARRIED**

3. Discussion – Process to Update Policies

There was a discussion on the existence and currency of the various policies that govern the Authority. It was agreed that a comprehensive review is timely.

The Board directed the General Manager to create a master list of the policies that exist, a suggested list of any policies that could be useful, and prioritized plan to create/update policies as applicable for the July 22<sup>nd</sup> Regular Board Meeting.

8. Correspondence

There was no correspondence to discuss.

9. Adjournment and Next Meeting

**Motion:** To adjourn the Regular Meeting.

Moved/Seconded by: Councillor Spicer / Councillor Donovan

**MOTION CARRIED**

The meeting adjourned at 5:11pm.

The next meeting will be held by video teleconference at 4pm on July 22<sup>nd</sup>, 2020.

Recorded by Glen Bannon, General Manager

Signatures of Approval

Original Signed By:

\_\_\_\_\_ General Manager

\_\_\_\_\_ Chair