



**KINGS TRANSIT AUTHORITY  
REGULAR BOARD MEETING-MINUTES  
January 24<sup>th</sup>, 2018**

The regular board meeting of Kings Transit Authority was held on the above date at 4:15pm at Kings Transit Authority – New Minas NS.

1. Welcome and Roll Call  
Attendance:  
Board Members  
Councillor Pauline Raven, Municipality of Kings County, Board Chair  
Councillor Mercedes Brian, Town of Wolfville, Vice Chair  
Councillor Andrews, Town of Kentville  
Councillor Hodges, Municipality of Kings County  
Councillor Walsh as stand in for Councillor Morton, Town of Berwick  
Service Partners  
Deputy Warden Linda Gregory, Municipality of the District of Digby  
Councillor LeBlanc, Municipality of Annapolis County  
KTA Staff  
Stephen Foster, General Manager  
Ken Redden, In-Term General Manager  
Kate Dixon, Accounting Coordinator  
Kaileigh Smith, Coordinator of Customer Service.
  
2. Approval of Agenda Councillor Brian/Councillor Andrews (Moved/Seconded)  
List of Amendments:  
- Addition of “In Camera” Discussion as item 12C
  
3. Approval of November 22<sup>nd</sup>, 2017 Minutes Councillor Brian/Councillor Andrews (Moved/Seconded)
  
4. Approval of January 9<sup>th</sup>, 2018 Special Board Meeting Minutes Councillor Hodges/Councillor Brian (Moved/Seconded)  
List of Amendments:  
-Change date from July 26, 2016 to correct date of January 9<sup>th</sup>, 2018  
- Add Councillor Morton to Attendance

- Attach Letter of Resignation

5. Business Arising from Minutes

No Business Arising from Minutes.

6. Board Chair Update

Transition to a New General Manager

Gerry Walsh and Associates have been selected as the recruiting firm. Advertising for the position will begin by Friday, January 26<sup>th</sup>, 2018 and be open until Mid February. Once closed, initial screening interviews will take place until Late February. In Early March the search committee which will be composed of two to no more than three Board members, will begin interviews with the short listed candidates. There may be a possibility of bringing the top two candidates to the Board for an interview. If it is clear that there is a lead candidate for the position, then a recommendation will be made based on this. A new General Manager should be in place by Mid-Late April.

Meeting with Grant Thornton Auditors

Kings Transit Authority was not well prepared for last year's Audit, hence the extra charges incurred. These charges were reviewed in the meeting; the interest charges have been forgiven. As well the auditors will be coming to Kings Transit on Monday, January 29<sup>th</sup>, 2018 to spend the afternoon with the Accounting Coordinator at no charge to help better understand what caused the cost to overrun the last years Audit and to better prepare for the upcoming. This will happen regardless of whether a letter of engagement is signed with Grant Thornton for this upcoming year. At this time, no decision had been made on Audit Services.

U-Pass Project

Acadia was looking to have a substantial amount of people with a free pass. Free passes were requested for all Part-Time and Co-Op Students who do not pay student fees. Kings Transit Authority will continue to work on this with the new Acadia director in the upcoming year with a referendum date set for February of 2019, and a service start date of September 2019. This will allow for the real-time app to be properly functioning, as well as to build a stronger on-line presence.

Strategic Plan for Ridership

Councillor Raven requested permission from Board

members to search for available funding and grants to aid in creating a strategic plan for increasing ridership. The Board stated that there was support for this request. A motion was put forward to allow Councillor Raven to search for available funding.

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| 7. General Manager Report                         | Councillor Walsh/Councillor Hodges (Moved/Seconded)<br>Motion to Accept General Managers Report<br>Councillor Walsh/Councillor Andrews (Moved/Seconded)   |
| 8. Monthly Financial Report                       | Motion to Accept Monthly Financial Report<br>Councillor Hodges/Councillor Andrews (Moved/Seconded)  |
| 9. Monthly Ridership Report                       | Motion to Accept Monthly Ridership Report<br>Councillor Hodges/Councillor Walsh (Moved/Seconded)  |
| 10. Service Partner Items                         | No Service Partner Items  |
| 11. New Business                                  | 2018/2019 Operating Budget<br>Motion to approve the 2018/19 Operating Budget<br>Councillor Hodges/Councillor Brian (Moved/Seconded)   |
|   | List of Amendments <ul style="list-style-type: none"><li>- Wages increased by \$10,000 for a new total of \$164,741</li><li>- Benefits increased by \$1,700 for a new total of \$28,005</li><li>- IT Services changed to IT Services/Equipment with a new total of \$3,700</li></ul>  |
| 12. Membership of KTA General Manager Recruitment | 2018/19 Capital Budget<br>Capital Plan was reviewed with more information to come regarding funding.<br>The search committee will ideally have two to no more than three people in addition to Gerry Walsh, and Chris Moore. When asked whom was interested in participating there was a statement of interest from the following <ul style="list-style-type: none"><li>- Councillor Brian</li><li>- Councillor Hodges</li><li>- Councillor Morton</li><li>- Councillor Raven</li></ul> Councillor Raven will approach Gerry Walsh with this information and state the interest, and to see if four |

participants as opposed to three will be acceptable.

13. Correspondence      No Correspondence

14. Adjournment      Meeting Moved to In Camera at 6:25pm

15. Next Meeting      The next meeting will be held on February 28<sup>th</sup>, 2018 at  
4:00pm in the Board Room, KTA Office, New Minas

Approved at the KTA Board meeting of 02/28/2018

Recorded by Kaileigh Smith

Signatures of Approval

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

\_\_\_\_\_ Board Chair