



**KINGS TRANSIT AUTHORITY  
REGULAR BOARD MEETING-MINUTES  
February 28<sup>th</sup>, 2018**

The regular board meeting of Kings Transit Authority was held on the above date at 4:00pm at Kings Transit Authority – New Minas NS.

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| 1. Welcome and Roll Call                   | <p>Attendance:</p> <p><u>Board Members</u><br/>                 Councillor Pauline Raven, Municipality of the County of Kings, Board Chair<br/>                 Councillor Mercedes Brian, Town of Wolfville, Vice Chair<br/>                 Councillor Andrews, Town of Kentville<br/>                 Councillor Spicer, Municipality of the County of Kings<br/>                 Councillor Wash, Stand in for Councillor Morton, Town of Berwick</p> <p><u>Service Partners</u><br/>                 Councillor LeBlanc, County of Annapolis<br/>                 Deputy Warden Linda Gregory, Municipality of the District of Digby</p> <p><u>KTA Staff</u><br/>                 Ken Redden, Interim General Manager<br/>                 Kate Dixon, Accounting Coordinator<br/>                 Kaileigh Smith, Coordinator of Customer Service</p> <p>Regrets:<br/>                 Councillor Hodges, Municipality of the County of Kings</p> |
| 2. Approval of Agenda                      | <p>Councillor Brian/Councillor Spicer (Moved/Seconded)</p> <p>List of Amendments:<br/>                 - Addition of “In Camera” section as Item 4B<br/>                 - Discussion of Budget Presentation for Annapolis County as item 9B</p> <p>Councillor Walsh/Councillor Andrews (Moved/Seconded)<br/>                 Councillor Spicer/Councillor Brian (Moved/Seconded)</p>   |
| 3. Approval of (Last Meeting Date) Minutes | <p>List of Amendments:<br/>                 - Regrets from Councillor Spicer were sent<br/>                 - Councillor Walsh left at 6:00pm</p> <p>Councillor Walsh/Councillor Spicer (Moved/Seconded)</p>  |

4. Board Chair Update Website Update  
 Councillor Raven and Councillor Brian met with Kaileigh Smith, Coordinator of Customer Service to review the current website. There has been much improvement made towards a new and updated website. Within the next couple of weeks the new website will be launched and cared for in-house.  
Strategic Plan  
 A preliminary discussion will take place on March 5<sup>th</sup>, 2018 from 2:00pm-3:30pm in regards to strategic planning, which could also explore the possibilities of funding.  
 Motion to Accept Board Chair Update  
 Councillor Brian/Councillor Spicer (Moved/Seconded)
5. In Camera Councillor Brian/Councillor Spicer (Moved/Seconded)  
 Meeting Moved "In Camera" at **4:20pm.**  
 Regular Meeting Resumed **4:40pm**
6. General Manager Report Motion to Accept General Manager Report  
 Councillor Andrews/Councillor Walsh (Moved/Seconded)
7. Monthly Ridership Report It was requested that Kate Dixon, the Accounting Coordinator, create a Year to Date graph as well as Yearly comparison graphs and distribute them every month with the Ridership reports.  
 Motion to Accept Monthly Ridership Report  
 Councillor Walsh/Councillor Brian (Moved/Seconded)
8. Monthly Financial Reports No discussion took place.  
 Motion to Accept Monthly Financial Reports  
 Councillor Walsh/Councillor Brian (Moved/Seconded)
9. New Business New information was received from Kings County CAO as well as the Town of Wolfville in regard to the 2018/19 Budget. Both have questions in regards and have requested revisions. When the revisions have been made more information will be provided.  
 A) Federation of Canadian Municipality's (FCM) Sustainable Communities Conference Update – Kingston's Transit Initiative (Councillor Brian)  
 Councillor Brian spoke in regards to the information she had received from the FCM Sustainable Communities Conference on the Transit Initiative of Kingston ON.

B) Presentation of Budget for Annapolis County

Councillor LeBlanc has requested for a presentation for the County of Annapolis in regard to the 2018/19 Budget. The date of this is tentatively set for March 20<sup>th</sup>, 2018.

A discussion was held in regards to old buses that are being held at the Kings Transit Office. Councillor Spicer will look into the possibility of the Municipality of the County of Kings having a sale of surplus equipment and report back at the next meeting. Additionally Ken Redden, Interim Manager, will create a report in regards to surplus policy.

10. Correspondence                      There was no Correspondence

11. Adjournment                      Councillor Walsh/Councillor Brian (Moved/Seconded)  
Meeting Adjourned **5:53pm**

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

Approved at the KTA Board meeting of 03/28/2018

Recorded by Kaileigh Smith

Signatures of Approval

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

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

Action Items

Councillor Spicer; gather information in regards to whether the Municipality of the County of Kings is holding a surplus sale.

Ken Redden, Interim Manager; Prepare report in regards to surplus policies.

Kate Dixon, Accounting Coordinator; create Year-To-Date graph as well as Yearly comparison graphs for each Board Meeting.