



**KINGS TRANSIT AUTHORITY
REGULAR BOARD MEETING-MINUTES
October 3rd, 2018**

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

| | |
|--|--|
| <p>1. Welcome</p> | <p>Attendance: <u>Board Members</u> Councillor Brian, Town of Wolfville; Board Chair Councillor Raven, Municipality of the County of Kings; Vice Chair Councillor Hodges, Municipality of the County of Kings; Arrived 4:20pm Councillor Spicer, Municipality of the County of Kings Councillor Walsh, Town of Berwick, Alternate Councillor Andrews, Town of Kentville; Arrived 4:12pm, Departed 5:05pm <u>KTA Staff</u> Glen Bannon, General Manager Kaileigh Smith, Office Coordinator <u>Service Partners</u> Deputy Warden, Linda Gregory, Municipality of the District of Digby <u>Other Attendees</u> Jared, Canopy Creative</p> |
| <p>2. Approval of Agenda</p> | <p>Motion: To Approve the Agenda of October 3rd, 2018. Councillor Raven/Councillor Walsh (Moved/Seconded) MOTION CARRIED</p> |
| <p>3. Approval of August 27th, 2018 Regular Board Meeting Minutes</p> | <p>Motion: To Approve the August 22nd, 2018 Regular Board Meeting Minutes with Amendments. <u>Amendments</u> - Add "MOTION CARRIED" following each motion. Councillor Spicer/Councillor Raven (Moved/Seconded) MOTION CARRIED</p> |

| | |
|--|--|
| <p>4. Presentation – Canopy Creative</p> | <p>Jared from Canopy Creative presented to the Board four 30 second video clips that were produced for Kings Transit’s use. The videos feature a family, students, and seniors all enjoying Kings Transit and partaking in various activities throughout all of our bus system.</p> <p>The videos were widely accepted by the Board with very few suggested changes. The final copies are held by the General Manager.</p> |
| <p>5. Board Chair Update</p> | <p>No matters to report.</p> |
| <p>6. General Manager’s Report</p> | <p>General Manager Bannon reported on several topics with a focus on the Garage Report. He stated that we have had several ongoing issues with the 3 Vicinity Buses.</p> <p>General Manager Bannon also reported that although ridership had seen a decrease of 2.68% overall in August compared to 2017, Digby County has seen a 10.41% increase. In conjunction, revenue has decreased 8.09% with Digby County increasing 5.11%.</p> <p>Motion: To Accept the General Manager’s Report</p> <p>Councillor Walsh/Councillor Hodges (Moved/Seconded)</p> <p>MOTION CARRIED</p> |
| <p>7. Ridership Report</p> | <p>Motion: To Accept the Ridership Report</p> <p>Councillor Hodges/Councillor Walsh (Moved/Seconded)</p> <p>MOTION CARRIED</p> |
| <p>8. Financial Reports</p> | <p>It was discussed and decided that going forward, the Board will receive Quarterly Financial Reports instead of Monthly Financial reports, with the reports forwarded and reviewed at the end of each quarter.</p> <p>Motion: To Accept the Monthly Financial Reports</p> <p>Councillor Raven/Councillor Walsh (Moved/Seconded)</p> <p>MOTION CARRIED</p> |

| | |
|--------------------|--|
| 9. Old Business | No Old Business to discuss. |
| 10. New Business | <p><u>Board of Directors Terms of Reference</u> A Terms of Reference Document was presented to the Board of Directors. A discussion took place and it was the understanding that a Terms of Reference already exists for the Board of Directors, a review of that document was requested. The current document will be sent to Mark Phillips for his review to ensure that the Terms are in compliance with the IMSA.</p> <p><u>Fare Review</u> A discussion took place and the decision was made to put to the UARB a Fare Increase request.</p> <p>Motion: To accept the increase of Adult Fare from \$3.50 to \$4.00 and Senior Student Fare from \$1.75 to \$2.25; Book of 10 Adult Tickets from \$30.00 to \$35.00 and Senior Student Tickets from \$19.00 to \$20.00. All monthly pass prices will remain the same.</p> <p>Councillor Raven/Councillor Hodges (Moved/Seconded)</p> <p>MOTION CARRIED</p> <p><u>“Determining the Why” Workshop – October Board Meeting</u> The October Board Meeting will include a workshop to review “why” we provide public transit to the Annapolis Valley, as the first step to refining the focus of the strategic plan.</p> |
| 11. Correspondence | No Correspondence to discuss. |
| 12. Adjournment | <p>Meeting Adjourned at 6:25 pm</p> <p>Motion: To Adjourn the meeting at 6:25pm.</p> <p>Councillor Walsh/Councillor Raven (Moved/Seconded)</p> <p>MOTION CARRIED</p> |
| 13. Next Meeting | The next meeting will be held on October 24 th , 2018 at 4:00pm in the Board Room, KTA Office, New Minas |

| | |
|------------------------|--|
| | Recorded by Kaileigh Smith |
| Signatures of Approval |  _____ General Manager  _____ Board Chair |