

**BOW VALLEY REGIONAL TRANSIT SERVICES COMMISSION
REGULAR MEETING
BVRTSC CUSTOMER SERVICE CENTRE – BOARD ROOM
(221 BEAVER ST. BANFF)
April 9, 2014: 2:00pm – 4:00pm**

MINUTES

BOARD MEMBERS PRESENT

Sean Krausert, Town of Canmore - Chair
Ian Mackie, ID#9
Grant Canning, Town of Banff
Dave Schebek, ID #9
Stavros Karlos, Town of Banff – Vice Chair
Joanna McCallum, Town of Canmore

BOARD MEMBERS ABSENT

BOARD ADMINISTRATION PRESENT

Koji Miyaji, General Manager / Chief Administrative Officer
Steve Nelson, Manager of Operations / Meeting Recorder

ADMINISTRATION PRESENT

Adrian Field, Manager of Engineering, Town of Banff
Jacob Johnson, Acting Manager of Engineering, Town of Canmore
Alex Kolesch, Parks Canada

ADMINISTRATION ABSENT

1. Call to Order

The meeting was called to order at 2:01p.m.

2. Approval of the Agenda

BVRTSC14-26 Moved by Sean Krausert to approve the agenda for the April 9th meeting
CARRIED UNANIMOUSLY

3. Approval of the March 12, 2014 Regular Meeting Minutes

BVRTSC14-27 Moved by Sean Krausert to approve the minutes of the March 12, 2014 meeting with the following change:

BVRTSC14-20 should say "Moved by Sean Krausert to remove item 5-f from agenda."

CARRIED UNANIMOUSLY

4. Old Business (Standing Items)

- a. General Manager/ CAO's Monthly report
2014 Bring Forward List of Pending items.
- b. Transit Service Monthly Statistics (February)
- c. Direct Service Update Steve

5. New Business

- a. 2013 year end operating update - *as per BVRTSC 14-36 (below), this item was tabled until next Commission meeting in May.*
- b. 2013 Audit – Auditor presentation – Doug Mundel YPM (moved to the top of agenda)

BVRTSC14-28 Moved by Sean Krausert that amounts collected for pre-paid fare cards will be brought into current revenue rather than accounted as deferred revenue.

CARRIED UNANIMOUSLY

BVRTSC14-29 Moved by Sean Krausert that any capital purchases will be split amongst the Municipal Partners as follows:

- (i) any purchases for general Commission operations will be split evenly amongst the Municipal Partners;
- (ii) any purchases for the benefit of one Municipal Partner (e.g. a bus stop or a capital asset for a local service) will be attributed to that Municipal Partner; and
- (iii) any purchases for the benefit of a regional service line will be split evenly amongst the Municipal Partners party to that regional service.

Further, should any Municipal Partner's current capital requisition not cover the entirety of their share of the above capital purchases, then any capital amounts carried forward to the credit of that Municipal Partner shall be used to cover the Municipal Partner's shortfall. In the event that the carried forward capital amount is insufficient to cover the Municipal Partner's shortfall, then the Commission will immediately requisition the Municipal Partner for the shortfall.

CARRIED UNANIMOUSLY

BVRTSC14-30 Follow up motion . . . Moved by Stavros Karlos to direct administration to draft a municipal capital allocation policy prior to the end of 2014.

CARRIED UNANIMOUSLY

BVRTSC14-31 Moved by Sean Krausert that 2012's excess of revenue over expenses from operations be transferred into reserves, the allocation to be determined by GM/CAO as per consultation with the municipalities of Banff and Canmore.
CARRIED UNANIMOUSLY

BVRTSC14-32 Moved by Sean Krausert to go in camera (voting board members only) for discussions with the Auditor at 3:15 pm.
CARRIED UNANIMOUSLY

BVRTSC14-33 Moved by Sean Krausert to come out of camera at 3:28 pm.
CARRIED UNANIMOUSLY

Approval of the audited financials will be considered at a Special Meeting on April 16th at the Canmore Civic Centre at 3:30 PM.

- c. Report: 2014-4 Charter Service Guidelines – *as per BVRTSC 14-36 (below), this item was tabled until next Commission meeting in May.*
- d. Regional Service Direct Operations Considerations (verbal presentation)

Recommendation from discussions (without a motion) to approach Brewster's Transportation for a 10% discount, on future contract with a 1yr extension. Report back in May results of discussions with Brewster.

- e. Report 2014-6 Budget preparation report for a transit project.

BVRTSC14-34 Moved by Sean Krausert to reprioritize identified tasks as presented so that administration may have the capacity to produce the required information for the proposed Parks Canada project.
CARRIED UNANIMOUSLY

BVRTSC14-35 Moved by Sean Krausert that prior to providing any services to Parks Canada with respect to producing the information required for the proposed project, the GM/CAO will either (i) enter into a written agreement on behalf of BVRTSC whereby Parks Canada commits to covering all of the costs of BVRTSC preparing the information, including any out of pocket expenses; or (ii) not provide said services until a sufficient retainer is received from Parks Canada to cover the expected costs
CARRIED UNANIMOUSLY

BVRTSC14-36 Moved by Sean Krausert to postpone item 5a, 5c, and 5f until May 14th Board Meeting
CARRIED UNANIMOUSLY

BVRTSC14-37 Moved by Sean Krausert to postpone the discussion of item 6a to April 16th Special Meeting to be held in Canmore Civic Centre at 3:30 PM.

CARRIED UNANIMOUSLY

- f. 2014-5 Trailer Service Report – *as per BVRTSC 14-36 (above), this item was tabled until next Commission meeting in May.*

6. Other Business

- a. GM/CAO performance review – in camera (voting members only) tabled until April 16th meeting.

7. Adjournment

BVRTSC14-38 Moved by Stavros Karlos to adjourn.

CARRIED UNANIMOUSLY

Meeting adjourned 4:33pm.

A handwritten signature in black ink, appearing to be 'SK', written over a horizontal line.

Sean Krausert
Chair