

**BOW VALLEY REGIONAL TRANSIT SERVICES COMMISSION
REGULAR MEETING**

**BVRTSC CUSTOMER SERVICE CENTRE – IAN MACKIE BOARD ROOM
(221 BEAVER ST. BANFF)**

MINUTES

December 10, 2014: 2:00pm – 4:00pm

1. Call to Order – 2:09 PM

2. Approval of the Agenda

BVRTSC14-126 Moved by Sean Krausert to approve the agenda with addition of Item #6 – In Camera – Personnel Issue.

CARRIED UNANIMOUSLY

3. Approval of the November 12, 2014 Regular Meeting Minutes (attached)

BVRTSC14-127 Moved by Sean Krausert to approve the minutes of the November 12, 2014 regular meeting.

CARRIED UNANIMOUSLY

4. Old Business (including Standing Items)

a. General Manager/ CAO's Monthly Report 2014 (verbal)
Bring Forward List of Pending Items (attached)

b. Transit Service Monthly Statistics (attached)

c. Canmore Local Transit Service Feasibility Update (verbal)

The Town of Canmore budget has placeholders in place with regards to buying buses and initial transit infrastructure, and contains \$30,000 for completion of the feasibility work by BVRTSC.

d. Town of Banff Request for Peak Service Increase re Regional Service (attached)
(Tabled from Nov 12 '14 Meeting)

The Town of Banff has provisionally approved in its Operating Budget (\$32,000) increased funding for peak service increase for the last half of 2015. This funding is provisional on Canmore's participation. Commission discussed the process in handling the request, whereby the request for increased service on the regional route would be made by BVRTSC to the Town of Canmore only after Commission's approval to do so.

BVRTSC14-128 Grant Canning moved that BVRTSC acknowledge the request from Banff and agrees to investigate an increase to the regional service as requested.

CARRIED UNANIMOUSLY

BVRTSC14-129 Sean Krausert moved that administration be directed to determine the best option to obtain the necessary information needed with respect to potential increased ridership to make a decision about increased regional service, and to report back along with a budget needed to pursue this option by the February 2015 regular board meeting.

CARRIED UNANIMOUSLY

e. 2nd Quarter Financials Update (NOT attached . . . made obsolete by 5(b) below) (Tabled from Nov 12 '14 Meeting)

f. CAO-GM Recruitment Update (verbal) (Tabled from Nov 12 '14 Meeting)

The recruiter has indicated that he has received 26 worthy applications out of a total of 60+ applicants. Currently, the intent is to review a long list of applicants during an in-camera session with the board in January. From this session, a shortlist of 3 to 5 resumes will be selected to be interviewed in February.

g. Banff Local Buses – Wrap Replacement Update (verbal)

The Acting GM confirmed that written approval with respect to the wraps, in response to the Chair's email to the CAO of the Town Banff, has been received from the Town of Banff.

5. New Business

a. GreenTRIP 2 Funding Application Update (verbal)

The GreenTRIP funding application has been provided to CRP for submission to the Province. Determination of the grant request is expected in the Spring 2015.

b. 3rd Quarter Financials Update (attached)

A discussion was had with respect to concerns over low advertising revenue.

c. Update re Elk Bus Fire (verbal)

The Town of Banff Fire Department along is investigating the cause of the fire. The insurance adjuster and a representative from the manufacturer are also involved. All of the other hybrids have been inspected with no concerns arising.

6. In Camera Item – Personnel Issue

BVRTSC14-130 Sean Krausert moved to go in camera at 3:20 PM.


CARRIED UNANIMOUSLY

BVRTSC14-131 Sean Krausert moved to come out of in camera at 3:32 PM.

CARRIED UNANIMOUSLY

7. Adjournment

BVRTSC14-132 Sean Krausert moved to adjourn at 3:32 PM.
CARRIED UNANIMOUSLY

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

Sean Krausert
Chair

