

BOW VALLEY REGIONAL TRANSIT SERVICES COMMISSION
February 12, 2014, REGULAR MEETING
BVRTSC CUSTOMER SERVICE CENTRE – BOARD ROOM
(221 BEAVER ST. BANFF)
2:00PM – 4:30PM

MINUTES

BOARD MEMBERS PRESENT

Sean Krausert, Town of Canmore - Chair
Ian Mackie, ID#9
Grant Canning, Town of Banff
Dave Schebek, ID #9

BOARD MEMBERS ABSENT

Stavros Karlos, Town of Banff – Vice Chair
Joanna McCallum, Town of Canmore

BOARD ADMINISTRATION PRESENT

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

MUNICIPAL/ PARKS ADMINISTRATION PRESENT

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

MUNICIPAL/ PARKS ADMINISTRATION ABSENT

Call to Order

The meeting was called to order at 2:05p.m.

1. Approval of the Agenda

BVRTSC14-12 Moved by Ian Mackie to approve the Agenda for the February 12, 2014 meeting.

CARRIED

2. Approval of the January 8, 2014 Regular Meeting Minutes

BVRTSC14-13 Moved by Grant Canning to approve the minutes of the January 8, 2014 Regular Meeting

CARRIED

3. Introduction of Manager of Operations – Steve Nelson (by GM/CAO)

4. Other Business

- a. Direct Service Update (verbal) - Steve
- b. Customer Service Centre Update (verbal) – Steve
- c. Alberta Winter Games Services Summary (verbal) – Steve

Commission Members present were pleased to hear that Steve has fit well with BVRTSC and stepped right into the role well, and that each of the above areas are on track or completed successfully (i.e. Alberta Winter Games). However, Commission Members expressed interest in future reports containing a written component in the agenda package containing highlights of the Manager of Operations' report.

5. Old Business (Standing Items)

- a. General Manager/ CAO's Monthly report &
2014 Bring Forward List of Pending items.
- b. Audit management report
Report 2014-1 Tangible Capital Asset Policy

BVRTSC14-14 Moved by Sean Krausert to approve policy F-4 as presented in the report with the following amendment "The BVRTSC shall maintain an up to date table of anticipated useful life with respect to the tangible capital assets owned by the BVRTSC."

CARRIED

- c. Transit Service Monthly Statistics
Sean Krausert requested that graphs' Y axis be reduced to see the variances more clearly.

6. New Business

- a. Report 2014-2 Human Resources Policy

No motion made to approve this as it would require a change to the recently approved budget. GM/CAO received feedback from Commission Members on the proposed policy, and

GM CAO indicated that this may come back next year for discussion as part of business process/plan.

b. In Camera – Business Planning Discussion

BVRTSC14-15 Moved by Sean Krausert to go in camera 3:40pm

CARRIED

BVRTSC14-16 Moved by Sean Krausert to come out of camera 4:01pm

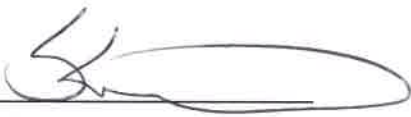
CARRIED

7. Adjournment

BVRTSC14-17 Moved by Sean Krausert to adjourn meeting

Meeting Adjourned 4:02pm

CARRIED



Sean Krausert
Chair