

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

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

MINUTES

June 10, 2015: 2:00pm – 4:00pm

BOARD MEMBERS PRESENT

Sean Krausert, Town of Canmore – Chair
Stavros Karlos, Town of Banff – Vice Chair
Dave Schebek, ID #9
Joanna McCallum, Town of Canmore
Davina Bernard, ID#9

BOARD MEMBERS ABSENT

Grant Canning, Town of Banff

BOARD ADMINISTRATION PRESENT

Steve Nelson, Acting GM, Manager of Operations / Meeting Recorder

ADMINISTRATION PRESENT

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

ADMINISTRATION ABSENT

Ethan Gorner, ID#9

1. Call to Order

Sean Krausert called the meeting to order at 2:00 PM.

2. Approval of the Agenda

BVRTSC15-045 Sean Krausert moves to approve the agenda as circulated.

CARRIED UNANIMOUSLY

3. Approval of the May 13, 2015 Regular Meeting Minutes

BVRTSC15-046 Sean Krausert moves approval of the May 13, 2015 regular meeting minutes as

circulated.

CARRIED UNANIMOUSLY

4. Old Business (including Standing Items)

a) General Manager/ CAO's Monthly Report 2014 (verbal).

- *Alberta Transportation Safety Inspection/Audit*
 - *Good learnings came from the process;*
 - *Our Health and Safety Program should be supplemented with safety policies;*
 - *Vehicle/mechanical inspection and record keeping details were found to be complete;*
 - *Expecting a letter outlining results and deficiencies in the coming month or two; and*
 - *A positive experience in that it has highlighted where we need to make improvements and implement specific policies.*
- *Re Brewster's request for discount for gondola hot springs pass holders - asked for clarification on discount but never heard back from them, therefore denied.*
- *Route 4 Cave and Basin set to begin this Friday – expect to be successfully running with no issues.*
- *Route 2 Free Campground Trip - 2138 free trips to date (May 15th to June 10th).*
- *Route 3 rerouting – going well, no complaints, drivers are really enjoying the express into Banff, and very few train delays (most drivers experiencing none).*
- *Route 3 bike racks – installed; some Facebook negative feedback – mostly from non-locals; very positive support from actual users; “how-to” stickers to be installed on windows.*
- *Route 1 doubling – on track for June 27th start; limited term full time drivers hired; finalized schedule with drivers; sign updates being made (all RT 1 bus stop signs need to be swapped); map brochure update being made – improved cover and simplified schedule.*
- *Canmore Local Service Detailed Implementation Report - meeting with consultant every Monday at noon to review progress; Ettore with CRP has been sitting in on meetings; connected with Town of Canmore Jacob this week on the line; meeting with consultant this Saturday to review routes/stops/storage.*

b) Bring Forward List of Pending Items

c) Transit Service Monthly Statistics

- *No questions.*

d) HarGroup Regional Survey Update (verbal).

- *Consultant will be meeting with BVRTSC plus Canmore and Banff administration liaisons to ensure on the same page and then will create the survey questions.*

5. New Business

a) CAO/GM Signing Contract and Orientation

- *Chair has created an orientation schedule for the new CAO based upon feedback from both the Operations Manager and the new CAO as well as building on what has been done in the past.*

b) Operations Manager Item (attached)

BVRTSC15-047 Sean Krausert moves to go in camera at 2:40 PM in order to discuss a personnel issue.

CARRIED UNANIMOUSLY

BVRTSC15-048 Sean Krausert moves to come out of camera at 2:42 PM.

CARRIED UNANIMOUSLY

BVRTSC15-049 Sean Krausert moves that the Operations Manager, Steve Nelson, exemplary performance as Acting CAO/GM be hereby formally noted; and that the temporary 5% increase to his base salary become a permanent increase to continue even after his term as Acting CAO/GM is complete.

CARRIED UNANIMOUSLY

c) Budget Line Overage Approval Process

BVRTSC15-050 Sean Krausert moves that the following procedure be followed by the Chair and Vice-Chair when exercising signing authority for expenditures on behalf of the Board:

- (a) at the time of signing for an expenditure, the Chair and/or Vice-Chair must review a current financial report comparing actual versus budgeted line items;
- (b) if an expenditure is not included or not reasonably contemplated to be a part of a line item in the approved budget or has not otherwise been authorized by the Board, then the expenditure must be brought to the Board for authorization prior to the expenditure being made unless the expenditure is for an emergency or legally required to be paid;
- (c) if an expenditure is for an emergency or legally required to be paid, then the expenditure is deemed to be authorized by the Board;
- (d) if an expenditure is included or reasonably contemplated to be part of a line item in the approved budget or has otherwise been authorized by the Board, then the expenditure is still deemed to be authorized by the Board if the expenditure exceeds the approved amount of the budget line item or the expressed authorization amount (i.e. an "overage"); and
- (e) in the event of the overage in (d) being greater than 10% of the approved budget amount, the Chair or Vice-Chair must bring the overage to the attention of the Board at the next Board meeting following becoming aware of the overage.

CARRIED UNANIMOUSLY

6. Adjournment

BVRTSC15-051 Sean Krausert moves to adjourn at 2:50 PM.

