

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

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

**MINUTES**

**October 14, 2015: 2:00pm – 3:30pm**

**BOARD MEMBERS PRESENT**

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

**BOARD MEMBERS ABSENT**

Grant Canning, Town of Banff

**BOARD ADMINISTRATION PRESENT**

Martin Bean, Chief Administrative Officer  
Steve Nelson, Operations Manager/Meeting Recorder

**ADMINISTRATION PRESENT**

Adrian Field, Manager of Engineering, Town of Banff  
Alex Kolesch, Parks Canada

**ADMINISTRATION ABSENT**

Jacob Johnson, Engineering Department, Town of Canmore

**1. Call to Order**

Sean Krausert called the meeting to order at 2:03 PM

**2. Approval of the Agenda**

**BVRTSC15-071** Sean Krausert moves approval of the agenda as circulated.

**CARRIED UNANIMOUSLY**

3. Approval of the September 9, 2015 Regular Meeting Minutes (attached)

**BVRTSC15-072** Sean Krausert moves approval of the September 9, 2015 minutes as circulated.

**CARRIED UNANIMOUSLY**

4. Old Business (including Standing Items)

a) CAO's Monthly Report – October 2015

- *Discussion of GreenTRIP not awarding funding for the possible Lake Louise service; GreenTRIP is requesting more details about the service; Will a letter of support from the ID9 help? (this will be discussed at the next ID 9 meeting).*
- *CORRECTION - Route 1 Doubling . . . the numbers in the report for 2014 and 2015 respectively need to be flipped (i.e. 2015 had more riders).*

b) Bring Forward List of Pending Items (attached)

**BVRTSC15-073** Sean Krausert moves to postpone BVRTSC14-30 until December 2015.

**CARRIED UNANIMOUSLY**

c) Transit Service Monthly Statistics (attached).

- *Banff Local Statistics – research pass sales in July – confirm the \$800 amount.*
- *Canmore Statistics – no questions.*

5. New Business

a) Approval of Budget

*No feedback received on the approved proposed budget. No further changes suggested by board members or administration. Final approval will be voted on during the Organizational Meeting.*

b) 2015-10.1 - Request for Decision – Regional Service Enhancements

**BVRTSC15-074** Sean Krausert moves that, subject to the approval of both Banff and Canmore Councils, administration proceed with the doubling of service on the Regional route for peak periods during the week to enable 30 minute service from both Banff and Canmore during those times.

**CARRIED UNANIMOUSLY**

**BVRTSC15-075** Sean Krausert moves that, subject to the approval of both Banff and Canmore Councils as well as approval from the Province of Alberta for use of GreenTRIP funding currently allocated to cutaway replacement, administration proceed with purchasing of an extra 30 foot bus to be used on the Regional service and function as a spare.

**CARRIED UNANIMOUSLY**

**BVRTSC15-076** Sean Krausert moves that, subject to the approval of both Banff and Canmore Councils, administration proceed with a Regional service addition to Saturday of an 8:00 am schedule and a 10:00 pm schedule to meet the requests identified through Roam Info feedback and the HarGroup study.

**CARRIED UNANIMOUSLY**

c) GreenTRIP Funding Discussion (Verbal)

*A discussion was had that the decision to proceed with each approved items will be by BVRTSC and the municipal partner(s) affected, and the timing and scope of these items will be part of those discussions.*

d) Q3 Financial Results

Questions/Comments:

- CAO - Invoicing for Town of Banff is not included yet (Maintenance and Parts).
- CAO - Line item 5100 – Salaries and Wages. Benefits for all drivers included in this overage, and will be moved to proper line item.
- Sean Krausert asks for a note to be included whenever there are significant overages.
- CAO - Under for drivers, direct operating cost because benefits will be added into these lines (see above re line 5100).
- Line Item 5352 Bank Service Charges – Why are these higher?
- CAO - Line item 5358 – Phone costs. Logistics Coordinator will investigate costs and options.
- Sean Krausert – recruitment costs – GM relocation costs – move to salary and wage? What is the best location to keep these costs?
- Sean Krausert - Casual Services – are we needing more funds here. (CAO – No)
- CAO - NextBus previous under budgeting has been rectified in new budget.
- CAO - Line Item 5700 – over budget re advertising. Extra costs for brochure printing due to Route One doubling and will be invoiced to Banff.

**BVRTSC15-077** Sean Krausert moves that the Q3 financials are received for information.

**CARRIED UNANIMOUSLY**

e) In Camera Session – Potential Parks Canada Service (to protect third party information)

**BVRTSC15-078** Sean Krausert moves to go in camera at 3:10 PM.

**CARRIED UNANIMOUSLY**

**BVRTSC15-079** Sean Krausert moves to come out of in camera at 3:34 PM.

**CARRIED UNANIMOUSLY**

**6. Adjournment**

**BVRTSC15-080** Sean Krausert moves to adjourn at 3:35 PM.

**CARRIED UNANIMOUSLY**

