

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

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

MINUTES

November 19, 2015: 2:00pm – 4:00pm

BOARD MEMBERS PRESENT

Sean Krausert, Town of Canmore – Chair
Joanna McCallum, Town of Canmore
Dave Schebek, ID#9
Karen Sorensen, Town of Banff
Corrie DiManno, Town of Banff

BOARD MEMBERS ABSENT

Davina Bernard, ID#9

BOARD ADMINISTRATION PRESENT

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

ADMINISTRATION PRESENT

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

ADMINISTRATION ABSENT

Ethan Gorner, ID#9

1. Call to Order Sean Krausert makes call to order @ 2:01pm
2. Approval of the Agenda.
Item 7f added to agenda – CRP Discussion
Sean Krausert motion to approve the agenda as amended – **CARRIED UNANIMOUSLY**
3. Approval of the October 14, 2015 Regular Meeting Minutes (attached)
Sean moves approval of Oct 14 regular meeting minutes as circulated – **CARRIED UNANIMOUSLY**
4. Approval of the October 14, 2015 Annual Organizational Meeting Minutes (attached)
Sean moves approval of minutes as circulated – **CARRIED UNMANIMOUSLY**

5. Election of Chair and Vice Chair

Karen Sorensen nominates Sean Krausert as Chair

No other nominations

Sean Krausert nominated for Chair - **CARRIED UNANIMOUSLY**

Sean Krausert nominates Davina Bernard as Vice Chair

No other nominations

Davina Bernard nominated for Vice Chair - **CARRIED UNANIMOUSLY**

6. Old Business (including Standing Items)

a) CAO's Monthly Report – November 2015

Dave Schebek asks for details regarding Weekday parking shortfall. Martin agrees to bring forward those details from within the Bunt report.

Sean Krausert asks for Bunt report to be shared with ID#9. Alex Kolesch happy to share key information from the report with ID#9.

Sean Krausert – engines currently past their expected life cycle – is that all buses?

Martin Bean – Banff Local buses are past their expected lifecycle for KMs on the engines. Regional buses are not.

b) Bring Forward List of Pending Items (attached).

No Questions

c) Transit Service Monthly Statistics (attached).

Ridership vs Revenue with Regional service.

7. New Business

a) 2015-11.1 Engine Replacement – Request for Decision

Martin Bean – Update on engine status. Nova and Cummins say unusual catastrophic engine failure.

Martin Bean – Up to 14 weeks for engine replacement however alternatives are being sourced

Karen Sorensen - Funds are coming from 2019 capital because of allocation.

Dave Schebek – Rebuild Engine timing and cost.

Sean Krausert – How are we with spare ratio.

Sean Krausert motion funds are brought forward from 2019 capital in order that funds are available to replace the engine on Moose bus

Amendment – to replace or rebuild - **CARRIED UNANIMOUSLY.**

b) Board Orientation

Sean Krausert - What do board members need for orientation?

Karen Sorensen – meeting with the CAO prior to initial meeting. Suggested a meeting with the Chair as well. Board members who aren't normally involved in formal meetings may need some assistance to get started.

Sean Krausert a reminder how decisions are made by Commission members by Town councillors while wearing Commission 'hat'.

c) Strategic Plan Discussion

Sean Krausert – what does the board want to see as far as strategic planning process, timing, etc?

Dave Schebek – looking forward to budget process.
Martin Bean – separated by Transit Service.
Karen Sorensen – when is budget?
Karen Sorensen – be sure strategic plan straddles municipal elections.

d) CAO Annual Review Discussion

Sean Krausert – before July review needs to be completed. Chair and Vice Chair are review committee. Sean Krausert recommends April/May process to review CAO Annual Performance Reviews.

Karen Sorensen states all Commission members have opportunity to provide input.

Karen Sorensen performance based on objective goals and expectations.

Karen Sorensen Chair to check in on objectives with CAO.

e) Smart Card Fee

Martin Bean fee for smart cards. Many agencies introduce \$5 fee for card.

Joanna McCallum– like a bottle deposit.

Martin Bean – to apply a \$3 smart card deposit.

Jacob Johnson – what are the budget impacts on implementing?

Sean Krausert – no objections on implementation.

f) CRP Discussion

8. Adjournment

Sean Krausert makes motion to adjourn @ 3:01 PM. – **CARRIED UNANIMOUSLY**

A handwritten signature in black ink, appearing to read "Krausert", with a long horizontal flourish extending to the right.