

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

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

MINUTES

January 13, 2016: 2:00pm – 4:00pm

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

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 (Phoned In)
Jacob Johnson, Town of Canmore
Ethan Gorner, ID#9

ADMINISTRATION ABSENT

1. Call to Order

Sean Krausert called the meeting to order at 2:02 PM.

2. Approval of the Agenda

BVRTSC16-01 Sean Krausert moves approval of the agenda as circulated.

CARRIED UNANIMOUSLY

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

BVRTSC16-02 Sean Krausert moves approval of the minutes as circulated.

CARRIED UNANIMOUSLY

4. Old Business (including Standing Items)

a) CAO’s Monthly Report – January, 2015

Questions were fielded by BVRTSC Administration with respect to Canmore local buses; update re discussions about Lake Louise (awaiting information from Parks); the benchmarking initiative; and the operational safety and maintenance audit (will take place February 9 – 10).

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

c) Transit Service Monthly Statistics (attached).

Some suggestions made that year to year total comparisons with respect to statistics are helpful as compared to month to month. A request was had that in a future meeting the Board provide feedback as to what is helpful in the statistics and what is not.

5. New Business

a) Approval of Revised Advertising Policy (MA1)

BVRTSC16-03 Sean Krausert moves adoption of the revised advertising policy as presented.

BVRTSC16-03a Davina Bernard moves an amendment to s. 5.1 to add “Subject to the Board’s prior approval,” at the start of the second sentence.

CARRIED UNANIMOUSLY

BVRTSC16-03b Sean Krausert moves an amendment to s. 6.1 to add “...in the sole discretion of BVRTSC” after “advertising that”.

CARRIED UNANIMOUSLY

BVRTSC16-03 Sean Krausert moves adoption of the revised advertising policy as amended.

CARRIED UNANIMOUSLY

b) Ratification of bus purchase motion

Since the last Board meeting a potentially advantageous opportunity arose to purchase two Nova buses, and given the time sensitive nature of it, the Chair initiated the extraordinary measure of having an email vote on the following motion, which (if approved) would be ratified at the next board meeting.

Accordingly, the following motion was passed unanimously by email in the days immediately following December 15, 2015:

“That, provided that funding has been approved by Town of Banff (Elk bus replacement and regional additional bus) and Town of Canmore (regional additional bus) respectively, Administration is authorized to proceed with further investigation into the purchase of up to two Nova buses as per the attached

report, and to enter into purchase agreements for these buses without having gone through the RFP process set out in the Financial Policy if determined by Administration that the buses are suitable for BVRTSC purposes.”

In support of the motion, it was noted:

- *the Board is at liberty to not follow the Financial Policy at its discretion; and*
- *the Nova bus matches what is already on the regional route and, I believe, has been discussed with Banff and is acceptable to them.*

BVRTSC16-04 Sean Krausert moved ratification of the email motion as described herein.

CARRIED UNANIMOUSLY

NOTE – The CAO advised that after further investigating the potential purchase as approved by the above motions, it was determined that the specifications of the buses would not match BVRTSC requirements and so the purchase was not pursued further.

c) 2014 Financial Reconciliation Approval

BVRTSC16-05 Sean Krausert moved to receive the operating financial reconciliation from 2014 for information.

CARRIED UNANIMOUSLY

d) New Year Check-In re Governance, Procedures, etc.

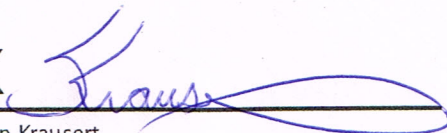
A general discussion was had that included:

- *all commission members reminded that while sitting at the BVRTSC table they have their ‘board hats on’ as opposed to their municipal hats on.*
- *it is important that we have targets against which we get reporting on performance. Eg. Net cost per service hour?*
- *strategic planning will take place in 2016 for next three year period.*
- *for next meeting, add an “Old Business” item 4(d) Feedback to Admin on statistics provided (i.e. what the Board would like to see).*
- *agenda items are welcome from board members, as well as from municipal admin members provided such goes board members first. Items must be received by the Chair or CAO by first thing on the Monday of the week before the board meeting.*
- *a request to include a “Lake Louise update” as part of CAO update going forward.*

6. Adjournment

BVRTSC16-06 Sean Krausert moved to adjourn the meeting at 2:55 PM.

CARRIED UNANIMOUSLY

X 

Sean Krausert
BVRTSC Board Chair