

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

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

**MINUTES**

**February 10, 2016: 12:30pm – 2:30pm**

**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  
Jacob Johnson, Town of Canmore  
Alex Kolesch, Parks Canada  
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**

**BVRTSC16-07** Sean Krausert moves approval of agenda as circulated.

**CARRIED UNANIMOUSLY**

3. Approval of the January 13, 2016 Regular Meeting Minutes (attached)

**BVRTSC16-08** Sean Krausert moves approval of minutes as circulated.

**CARRIED UNANIMOUSLY**

4. Old Business (including Standing Items)

- a) CAO's Monthly Report – February, 2015

*Questions were fielded by BVRTSC Administration with respect to Canmore's administration handling the bus wraps, and information was provided that the Commission and the Town of Canmore are working collaboratively to effective implementation of transit by using all resources while adhering to the brand standards. On another note, Sean Krausert requested that during strategic planning there be a discussion re Wi-Fi service on a buses.*

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

*No questions/comments.*

- c) Transit Service Monthly Statistics (attached).

*Question arose as to whether we can see a shift from cash sales to passes on the regional service over the last three years.*

- d) Feedback from Board on Statistics Package

***Corrie DiManno** – likes the idea of highlights on first page.*

***Karen Sorensen** – would like to see full reports annually or quarterly. Provided list of stat requests to Administration, and would like to see first three in the next quarterly report with the next three later in the year. Would like to set targets after seeing those stats.*

***Dave Schebek** – would like to see targets and KPI's – if quarterly would allow time to produce and adjust. Present highlights quarterly. Keep Ridership and Revenue graphs. Likes breakdown on page 31 for revenues but put on one page. Would like to see bicycles info monthly, as well as stroller info monthly.*

***Sean Krausert** – likes the graphs on page 29 and 30. Seldom look at fare types graphs and spreadsheet (page 35-36). Would like to see our numbers 'against' a comparable measure. Would like to see monthly stat reporting, charts/graphs against budget each month. Then see a larger report quarterly against targets/ past performance indicators, CUTA etc.*

***Joanna McCallum** – likes the info on page 29, 30, and the breakdown to budget on 31. Likes bicycle stats on regional. 3 day passes looks at sometimes. Would like to see reference to benchmarking and targets as they come along. Didn't know we tracked strollers. Likes to see this, likes the infant ride stats and bikes turned away. Would like to see stats monthly.*

***Davina Bernard** – regularly looks at 29, 30, 31, 32 – same page or graph would be great. Fare type detail not needed however does look at bike usage. Page 34 not used.*

***Jacob Johnson** – has already forwarded thoughts to Martin. Ridership statistic is great, would like to see capacity percentage during peaks.*

***Martin Bean** – through strategic planning we'll be creating KPIs and targets to be adjusted as needed so that all partners can see how we're doing. Reports going forward will include more of the summary report format with less detail. Current format to be presented on a quarterly basis.*

5. New Business

a) Request from Bow Valley Syrian Refugee Project

**BVRTSC16-09** Karen Sorenson moves that the Bow Valley Regional Transit Services Commission waive transit fares on Roam Transit for up to one year for up to eight refugees living in the Bow Valley community as part of the Bow Valley Syria Refugee Project.

**CARRIED UNANIMOUSLY**

**BVRTSC16-10** Sean Krausert moves that BVRTSC Administration is directed to explore with FCSS in Banff and Canmore, and report back to the Board by the May Board meeting, as to whether it would be of benefit and manageable within the existing FCSS transit pass program to provide a limited number of free regional transit passes to be available to their clientele for whom the existing discounted regional service pass is still beyond their means.

**CARRIED UNANIMOUSLY**

**BVRTSC16-11** Sean Krausert moves that BVRTSC Administration is directed to explore with the FCSS in Canmore, and report back to the Board by the May Board meeting, as to implementing a system of free Canmore local service transit passes to low income individuals, with the system being of the same nature as exists in Banff for the Banff local service.

**CARRIED UNANIMOUSLY**

b) 4<sup>th</sup> Quarter Financial Results

**BVRTSC16-12** Sean Krausert moves that the 4<sup>th</sup> quarter financials be received as presented for information purposes.

**CARRIED UNANIMOUSLY**

c) GreenTRIP #3 Discussion

*No date known as of yet for GreenTRIP III release, and waiting for a call back from the provincial rep to discuss application process/formality. Administration will be in contact with municipal partners to start pulling together a "wish list". Administration is following up with GreenTRIP regarding the deferred items from the last round, specifically Lake Louise bus stops and bus requests.*

d) Strategic Planning Preliminary Date Discussion

*Following a discussion, the following dates have been set aside for strategic planning:*

- *June 8<sup>th</sup> 9 AM - 1 PM with lunch and then followed by regular meeting;*
- *June 16<sup>th</sup> 9 AM - 1 PM.*

e) Update on Banff Long Term Transportation Plan – Adrian Field

**BVRTSC16-13** Sean Krausert moves that, subject to municipal partner approval by their respective councils supporting the initiative, Administration is directed to provide a letter of support for a Banff Long Term Transportation Plan.

**CARRIED UNANIMOUSLY**

6. Adjournment

**BVRTSC16-14** Sean Krausert moves to adjourn the meeting at 1:55 PM.

**CARRIED UNANIMOUSLY**

A handwritten signature in blue ink, appearing to read "Krausert", with a large, sweeping flourish extending to the right.

Sean Krausert  
Board Chair