

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

**BVRTSC Ian Mackie Boardroom, Banff**

**MINUTES**

**August 10, 2016: 2:00 – 4:00 pm**

**BOARD MEMBERS PRESENT**

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

**BOARD MEMBERS ABSENT**

Dave Schebek, ID#9  
Joanna McCallum, Town of Canmore

**BOARD ADMINISTRATION PRESENT**

Martin Bean, Chief Administrative Officer

**ADMINISTRATION PRESENT**

Robert Earl, Town of Banff  
Jacob Johnson, Town of Canmore

**ADMINISTRATION ABSENT**

Alex Kolesch, Parks Canada  
Ethan Gorner, ID#9  
Steve Nelson, BVRTSC  
Adrian Field, Town of Banff

**1. Call to Order**

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

**2. Approval of the Agenda**

**BVRTSC16-48** Sean Krausert moves the approval of the agenda as circulated.

**CARRIED UNANIMOUSLY**

3. Approval of the July 14, 2016 Regular Meeting Minutes (attached)

**BVRTSC16-49** Sean Krausert moves for the approval of the July 14, 2016 minutes as circulated.

**CARRIED UNANIMOUSLY**

4. Old Business (including Standing Items)

a) CAO's Monthly Report – August, 2016

*CAO commented that the Lynx bus is also in service.*

*Significant maintenance challenges with Sheep bus over the last three weeks due to time expired parts, which are being rectified by maintenance team.*

*Banff Local Service Review has received 248 survey responses to date and is open until Sept. 10*

- *Sean Krausert asked for some direct feedback from hotel partners as part of service review.*

*KPIs to be sent to Board members once done*

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

*Two items to drop off the list as the Youth Pass report and the ID9 Report are being presented in today's meeting*

c) Transit Service Monthly Statistics (attached).

*Davina requested that we ensure the full statistics package is disseminated on a quarterly basis.*

*Mayor Sorensen commented that Banff is concerned with the ridership levels and we need to ensure that the measurements are available to set targets.*

*BVRTSC to look at obtaining some promotional expertise to increase ridership.*

*Martin Bean provided information indicating that Brewster's shuttle is carrying approximately 50% of the passengers that Roam is carrying up to the Sulphur Mountain area.*

*Martin Bean noted discrepancy in CB Regional statistics that requires review (increase noted at 15% however is likely higher). Jacob Johnson commented that the estimate for ridership due to the increase was expected to be 13% and we are achieving over that.*

*Discussion on fares and whether they should be adjusted to increase ridership further on CB regional.*

5. New Business

a) ID9 Report (Lake Louise to Banff)

**BVRTSC16-50** Sean Krausert moves that, subject to approval by ID9 Council with respect to covering costs, the Commission directs Administration to move forward with the selection of a qualified consultant to complete a Banff to Lake Louise Service Implementation and Service Design plan.

**CARRIED UNANIMOUSLY**

b) Regional Youth Pass Report

**BVRTSC16-51** Sean Krausert moves that the Commission make permanent the current Regional 10 Ride Youth fare type and the Regional 31 Day fare type as recommended by Administration.

**CARRIED UNANIMOUSLY**

c) Quarterly Financial Reporting (Acknowledgement of Overages)

*Martin Bean provided information on the change to the quarterly reporting and budgeting that now allocates revenue and expenses to the services that they are attributed to rather than reconciling only at year end.*

*Sean Krausert commented that more in depth notes are required in any areas that are anticipated to be over budget at year end. Also expressed concern that the maintenance charge was increased by 15% after budgeting was completed as it does not allow the Commission to properly plan.*

*Robert Earl would like to see the KPI's as discussed broken down by route to be in a position to better analyze and comment on the budget and financial results.*

*Martin Bean verbally provided areas that are anticipated to be over budget at the end of the year:*

- *WCB will be over at year end due to underestimating wages in 2015*
- *Maintenance will be over significantly due to increased parts expense and unanticipated maintenance labour increase.*
- *Insurance will be over due to change in classification and additional buses arriving during the year.*
- *Accounting fees will be close to budget and will be monitored going forward.*
- *Copier lease will show over budget however it is only a classification change.*
- *NextBus will be over by approximately \$8,200 or 23% due to high exchange rate.*
- *Advertising and marketing will be very close to budget and monitored.*

**BVRTSC16-52** Sean Krausert moves that the financials are accepted as presented and to approve the budget line overages as described.

**CARRIED UNANIMOUSLY**

d) Presentation of Initial Budget

*Sean Krausert reminded the Commission of the process; that this is an initial presentation and that nothing will be voted on today. It will just be presented for questions, with comments to be provided to the CAO by August 26. From that point, the proposed budget will be presented in September for voting with any amendments to be made. It will then go to the municipal partners and the public for 30 days and then to be voted on at the October Commission meeting.*

*Discussion on whether unapproved grant funding and the corresponding projects should be included in the capital and operating budgets. Banff and Canmore may have different perspectives on this and individual municipal discussions will occur prior to final approval.*

*Robert Earl requested service level clarification as to whether the budget drives the service levels or desired service levels drive the budget. CAO reported that budget traditionally has driven the service levels however that will be changing with municipal feedback.*

*Chair asked administration to make any changes to draft budget by Friday, August 12 and then forward to Board Members and Municipal Partners.*

e) Strategic Plan Review

*It was noted by the CAO that the Strategic plan is heavily weighted in 2017 and that may need to be adjusted.*

*Feedback to be provided in writing to Commission administration by August 31. Changes will be brought to the September meeting for further discussion with the final strategic plan to be approved at the October 20 meeting.*

6. Adjournment

**BVRTSC16-53 Sean Krausert moves to adjourn the meeting at 3:23 PM.**

**CARRIED UNANIMOUSLY**

