

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

**BVRTSC Ian Mackie Boardroom, Banff**

**MINUTES**

**November 03, 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  
Joanna McCallum, Town of Canmore  
Dave Schebek, ID#9

**BOARD MEMBERS ABSENT**

**BOARD ADMINISTRATION PRESENT**

Martin Bean, Chief Administrative Officer  
Steve Nelson, Manager of Operations

**ADMINISTRATION PRESENT**

Adrian Field, Town of Banff  
Jacob Johnson, Town of Canmore

**ADMINISTRATION ABSENT**

Ethan Gorner, ID#9  
Alex Kolesch, Parks Canada

1. Call to Order

Sean Krausert calls meeting to order at 2:00 PM

2. Approval of the Agenda

**BVRTSC16-67** Sean Krausert moves approval of agenda

*Amendment from Karen Sorensen to add update on meeting with Marlo Raynolds*

**BVRTSC16-67a** Sean Krausert moves approval of agenda as amended – **CARRIED UNANIMOUSLY**

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

**BVRTSC16-68** Sean Krausert moves to approve as circulated – **CARRIED UNANIMOUSLY**

Approval of the September 28, 2016 Special Meeting Minutes (attached)

**BVRTSC16-69** Sean Krausert make motion to approve special meeting minutes as circulated – **CARRIED UNANIMOUSLY**

Corrie DiManno requested to spell out KPI (Key Performance Indicators) in future

4. Old Business (including Standing Items)

a) CAO's Monthly Report – October, November 2016

b) Bring Forward List of Pending Items

**BVRTSC16-09** Refugee family is here in the Bow Valley and passes have been picked up for all family members.

**BVRTSC 16-11 FCSS** Sean makes motion that pending item be extended to January 2017. **CARRIED UNANIMOUSLY**

**BVRTSC16-57 Strategic Plan** Sean Krausert makes motion that we deal with pending item in December of 2016 – **CARRIED UNANIMOUSLY**

c) Transit Service Monthly Statistics (attached).

5. New Business

a) Presentation – Banff Local Service Review (HarGroup)

- i. Jon Hartenberger from HarGroup presented initial information from the Banff Local Service Review with final report to be developed with recommendations for the December Commission meeting. Adrian Field and Karen Sorensen recommended that Jon verify all numbers gathered prior to final report to ensure that they are consistent with the findings of Town of Banff reports.*

**BVRTSC16-70** Sean Krausert moves that this report is accepted for planning purposes- - **CARRIED UNANIMOUSLY**

b) 2016 Q3 Results

*Revenue is not keeping pace with ridership as more pass users including hotel partners have been riding on Roam.*

*Expenses are over budget in several operational areas due to additional services being added (Regional doubling) after the budget was finalized.*

**BVRTSC16-71** Sean Krausert moves that we receive the 3<sup>rd</sup> Q financial report for information purposes – **CARRIED UNANIMOUSLY**

c) 2017-2019 Operating and Capital Budget Approvals

**Operating Budget:** *Key Performance Indicators (KPI) are the major change to the operating budget. Discussion around KPI metrics and what they mean. Karen Sorensen suggested creation of an offsite workshop opportunity later in the first quarter of 2017 to better delve into KPI data.*

**BVRTSC16-72** Sean Krausert moves that the 2017-2019 BVRTSC Operating Budget is approved as presented - **CARRIED UNANIMOUSLY**

**Capital Budget:** *Changes to the Capital Budget were primarily based on requests put forward by the Town of Canmore and reflected a separation between capital required for ongoing operations (such as bus replacement) and capital required for projects. Only capital required for ongoing operations will be requisitioned annually by the BVRTSC. Project capital will be requisitioned by Canmore on an as needed basis.*

**BVRTSC16-73** Sean Krausert moves to approve the capital budget as presented – **CARRIED UNANIMOUSLY**

*Sean Krausert commented that Banff Administration will update the Commission if and when New Service Level Requests are approved, at which time BVRTSC budgets will be updated to reflect these changes.*

**BVRTSC16-63 (From Sept.28 Meeting)** Sean Krausert also moves to confirm motion BVRTSC16-63 which read that “budgets will be revised to incorporate the new Banff service level requests, with changes to reflect PTIF grants, if and when approved by Banff Town Council” – **CARRIED UNANIMOUSLY.**

*Discussion regarding planning session prior to next years’ budgeting process to get Administration and Board perspective on requirements in terms of staffing and expectations for the budgeting process. Suggestion from Sean Krausert that Administration come back in January with a timeline for this.*

d) Selection of Board Positions (to be effective following AGM):

*Sean Krausert outlined the process stating that we will nominate a Chair and Vice-Chair according to our Bylaws.*

*Sean Krausert nominates Davina Bernard as Chair to be effective immediately following our Annual General Meeting. No other nominations received.*

**BVRTSC16-74** Vote for approval of Davina Bernard as Chair – **CARRIED UNANIMOUSLY**

*Davina Bernard nominates Sean Krausert as Vice-Chair to be effective immediately following our*

*Annual General Meeting. No other nominations received.*

**BVRTSC16-75** Vote for approval of Sean Krausert as Vice-Chair – **CARRIED UNANIMOUSLY**

**CARRIED UNANIMOUSLY**

e) Update on Meeting with Marlo Raynolds:

*Town of Banff Mayor and Senior Administration met with Marlo Raynolds and discussed concerns with free Park entrance fees for 2017 and potential vehicular traffic problems as well as lack of engagement from Parks Canada on solutions. It was elaborated that Federal help is need for transportation solutions, including intercept parking areas.*

6. Adjournment

**BVRTSC16-76** Move to adjourn at 3:48PM – **CARRIED UNANIMOUSLY**