

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

BVRTSC Boardroom, Banff

MINUTES

December 14, 2016: 2:00 – 4:00 pm

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

Karen Sorensen, Town of Banff

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
Ethan Gorner, ID#9

ADMINISTRATION ABSENT

Alex Kolesch, Parks Canada



1. Call to Order – Davina Bernard 2:00PM

2. Approval of the Agenda

BVRTSC16-77 Davina Bernard moves to accept agenda as outlined – **CARRIED UNANIMOUSLY**

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

BVRTSC16-78 Davina Bernard Moves to approve the minutes - **CARRIED UNANIMOUSLY**

4. Old Business (including Standing Items)

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

Grant funding for PTIF and GreenTRIP3 has been announced with the majority of projects approved.

Two new Nova buses have arrived to be in service in the New Year.

Lake Louise to Banff survey has been completed with the consultant preparing a report for the February Commission meeting.

b) Bring Forward List of Pending Items

BVRTSC16-09 – Syrian refugee pass program has been completed and will be removed.

c) Transit Service Monthly Statistics (attached).

Adrian Field commented that overall ridership is up 1.9% over 2015, however vehicle volume is up 8% this year.

Adrian Field asked that year-to-date summaries are shown month over month.

5. New Business

a) Strategic Plan Discussion and Approval

Sean Krausert asked whether goals of Strategic Plan are reachable. Martin Bean commented that while generally attainable, some items with budget implications will have to be looked at further.

Sean Krausert suggested moving Governance 4, "Review wording and content of Operating Bylaw, twice in the term of the plan" to 2017 and 2019.

Adrian Field suggested moving target of 10% of vehicle trips over the bridge to 30% as that is the number needed to relieve congestion.

Sean Krausert suggest that revising page 6 to show that Canmore's Municipal Development Plan has been updated in 2016.

BVRTSC16-79 Davina Bernard moves to accept the 2017 2010 Strat plan as presented with three amendments as discussed – **CARRIED UNANIMOUSLY.**

b) Final Report – Banff Service Optimization

Adrian Field commented that the report does not meet all the expectations that Banff had for planning purposes

Further discussion between CAO and Town Administration to better determine what aspects of the report can be used for planning purposes and how to best use the data.

c) Update on Canmore Service Implementation

Initial ridership has been good with the free service over November and early December. We will need to wait for a period of paid service to determine whether ridership levels are positive.

Concerns of residents have all been responded to. Service survey is on the website until the end of January to gather feedback, both positive and negative.

Storage facility is working well for the initial start up and will be improved with the renovation planned for 2017, including heat and water.

Marketing is occurring through December and January to create awareness of the passes, fares and purchase locations. Davina Bernard – Looking forward to Feb numbers.

d) Discussion on youth fares for local service

Martin Bean suggested that there may be a need for a separate youth fare in the Bow Valley to encourage teens to use transit on a regular basis.

BVRTSC16-80 Davina Bernard moves that administration investigate local transit youth passes and bring back suggestion and report in the March meeting – **CARRIED UNANIMOUSLY**

e) GreenTRIP3 and PTIF Funding Update

Martin Bean provided an update on the funding announcement regarding GreenTRIP3 and PTIF.

All projects were approved with the exception of three that were deferred pending additional information to be provided. Currently we are waiting for the Province to stipulate what information is needed.

Clarification was provided that the Commission will track GreenTRIP and PTIF projects to ensure that all payments are applied for and received.

Sean Krausert suggested that Martin Bean has regular contact with each municipal council on a regular basis throughout the year. Municipal liaisons agreed to coordinate at opportune times, ensuring that regular communication is occurring moving forward and determining the best ways to collaborate.

6. Adjournment

BVRTSC16-81 Davina Bernard moves to adjourn at 3:34PM - CARRIED UNANIMOUSLY