

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

BVRTSC Boardroom, Banff

MINUTES

February 8, 2017: 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
Karen Sorensen, Town of Banff

BOARD MEMBERS ABSENT

Corrie DiManno, Town of Banff
Dave Schebek, ID#9

BOARD ADMINISTRATION PRESENT

Martin Bean, Chief Administrative Officer
Steve Nelson, Manager of Operations
Don McCuaig, Operations Supervisor

ADMINISTRATION PRESENT

Adrian Field, Town of Banff
Jacob Johnson, Town of Canmore
Alex Kolesch, Parks Canada (via conference call)

ADMINISTRATION ABSENT

Ethan Gorner, ID#9

1. Call to Order

Davina Bernard calls the meeting to order @ 2:03 pm

2. Approval of the Agenda

Agenda amended to take 5a and move it to 5d – due to flight delay causing a late arrival of Dennis Kar with Dillon Consulting.

BVRTSC17-14 Davina Bernard moves to approve the agenda as amended.

CARRIED UNANIMOUSLY

3. Approval of the January 11, 2017 Regular Meeting Minutes (attached)

Amendment to 4a) should read “BVRTSC and Town of Banff”

BVRTSC17-15 Davina Bernard – moves to accept minutes as amended.

CARRIED UNANIMOUSLY

4. Old Business (including Standing Items)

- a) CAO’s Monthly Report
- b) Bring Forward List of Pending Items
- c) Transit Service Monthly Statistics (attached)

Davina Bernard requested to have strollers and bikes added back in on the summary page as well as including 2014 data in the charts for both Banff and Regional service.

5. New Business

- a) 2016 4th Quarter Financial Review

Martin Bean identified areas of budget overages, including maintenance which had a \$31,000 missed billing from 2014, a rate increase as well as older buses requiring more repairs.

Karen Sorensen – requests for BVRTSC administration:

- *TOB would like hourly onboarding numbers for route 1 and 2 for June – September 2016.*
- *TOB would like ridership and revenues by week by route. Martin Bean committed to providing ridership by week by route however revenues are more difficult as not calculated immediately.*
- *Martin Bean committed to providing daily ridership on a weekly basis.*

Sean Krausert requested preparation materials (definitions and background) and an agenda prior to the March 8th KPI meeting.

- b) Request for Decision – Lake Louise-Banff Regional Transit

Sean Krausert requested that a legal opinion be obtained prior to contemplating ordering buses without a signed MOU.

BVRTSC17-16 Davina Bernard moves that the Commission approve the continued discussions

towards development of an MOU with Parks Canada to purchase buses and operate service between Banff and Lake Louise for a three or four-year pilot project.

CARRIED UNANIMOUSLY

c) "Take the Highline"

BVRTSC17-17 Sean Krausert moves to postpone this item to the next Commission meeting.

CARRIED UNANIMOUSLY

d) Presentation – Dennis Kar – Dillon Consulting (Banff to Lake Louise Report)

BVRTSC agreed to allow the report to be shared with Parks Canada Banff and Lake Louise Superintendents.

6. Adjournment

BVRTSC17-18 Davina Bernard moves to adjourn the meeting at 4:14 pm.

CARRIED UNANIMOUSLY

A handwritten signature in black ink, appearing to read "Davina Bernard". The signature is written in a cursive, flowing style with a long horizontal stroke extending to the left.