

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

BVRTSC Boardroom, Banff

MINUTES

January 11, 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
Corrie DiManno, Town of Banff
Karen Sorensen, Town of Banff
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
Alex Kolesch, Parks Canada
Ethan Gorner, ID#9

ADMINISTRATION ABSENT

1. Call to Order

Davina Bernard called the meeting to order @ 2:00PM.

2. Approval of the Agenda

BVRTSC17-01 Davina Bernard moves to approve the agenda as presented.

CARRIED UNANIMOUSLY

*DB
2/15/17*

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

BVRTSC17-02 Davina Bernard moves to accept the minutes with minor changes as discussed.

CARRIED UNANIMOUSLY

4. Old Business (including Standing Items)

a) CAO's Monthly Report

CAO provided update on meeting with Parks Canada, BLLT, ID9 and TOB on collaboration to achieve increased transit opportunities in the National Park.

Canmore local service is now a paid service after two months of free introductory service.

BVRTSC and TOB will be collaborating on marketing efforts for transit in 2017

The transfer of the Roam Brand Standard from the Town of Banff to the BVRTSC is in progress however has not occurred yet.

BVRTSC17-03 Davina Bernard moves that administration reviews and implements potential pricing options for group volume purchases.

CARRIED UNANIMOUSLY

b) Bring Forward List of Pending Items

BVRTSC17-04 Sean Krausert makes a motion that the board approves implementation of LITP for Canmore local service through FCSS

CARRIED UNANIMOUSLY

BVRTSC16-11 Low Income Passes to drop off list as this initiative is now complete.

c) Transit Service Monthly Statistics (attached).

Banff Local – Annual vehicles increased 8%, transit not keeping up.

Canmore local – need to focus on content – some bad data.

5. New Business

- a) Motion to receive revised budgets with Banff New Service Level Requests added.

BVRTSC17-05 Davina Bernard moves to receive the adjusted operating and capital budget as presented.

CARRIED UNANIMOUSLY

- b) Vice-Chair Report on Bylaw Review.

BVRTSC17-06 Sean Krausert moves that the Vice-Chair be directed to personally conduct a review of BVRTSC Bylaw 3-2011 (Operating Bylaw), and report back to the Board at the May 2017 regular meeting with any recommended changes.

CARRIED UNANIMOUSLY

- c) Discussion and set date for KPI workshop to be held in first quarter.

Date tentatively set for March 8 for KPI workshop

- d) Discussion – Municipal Partner 5 Year Check In. Set date for mid-March or later.

Davina Bernard to send out poll and invitation to determine a date for the Municipal Partner 5 Year Check In to be attended by the Mayors and Senior Administration.

- e) Discussion – June 2017 meeting

Tentatively May 10th meeting scheduled for 9AM – 4PM meeting to encompass regular meeting plus second Board workshop.

BVRTSC17-07 Davina Bernard moves to cancel and not reschedule the June 2017 meeting.

CARRIED UNANIMOUSLY

- f) In Camera – Discussion with partners on potential new service - Guests for in-camera session: Dave McDonough and Greg Danchuk.

BVRTSC17-08 Davina Bernard makes motion at 3:02PM to go in camera.

CARRIED UNANIMOUSLY

BVRTSC17-09 Davina Bernard makes motion to come out of camera at 3:34PM.

CARRIED UNANIMOUSLY

BVRTSC17-10 Davina Bernard moves to direct administration to sign the MOU between Parks Canada and BVRTSC, and to proceed with implementation.

CARRIED UNANIMOUSLY

g) In Camera – Update on CAO Performance Review

BVRTSC17-11 Davina Bernard moves to go in-camera at 3:36PM.

CARRIED UNANIMOUSLY

BVRTSC17-12 Davina Bernard moves to come out of camera at 3:47PM.

CARRIED UNANIMOUSLY

6. Adjournment

BVRTSC17-13 Davina Bernard makes a motion to adjourn at 3:47PM.

CARRIED UNANIMOUSLY