

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

**BVRTSC Boardroom, Banff**

**MINUTES**

**March 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  
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**

Jacob Johnson, Town of Canmore  
Alex Kolesch, Parks Canada  
Ethan Gorner, ID#9  
Alison Gerrits, Town of Banff

**ADMINISTRATION ABSENT**

Adrian Field, Town of Banff

**1. Call to Order**

Davina Bernard calls the meeting to order at 2:01 pm

**2. Approval of the Agenda**

*Agenda amended to add 5G – Amortization Review*

**BVRTSC17-19** Davina Bernard moves to approve the agenda as amended

A handwritten signature in black ink, appearing to be 'DB', is located to the right of the agenda approval section.

**CARRIED UNANIMOUSLY**

**3. Approval of the February 8, 2017 Regular Meeting Minutes (attached)**

BVRTSC17-20 Davina Bernard moves to approve the February 8, 2017 minutes

**CARRIED UNANIMOUSLY**

**4. Approval of the November 3, 2016 AOM Minutes (attached)**

**BVRTSC17-21** Davina Bernard moves to approve the November AOM Minutes

**CARRIED UNANIMOUSLY**

**5. Old Business (including Standing Items)**

a) CAO's Monthly Report

b) Bring Forward List of Pending Items

c) Transit Service Monthly Statistics (attached)

**6. New Business**

a) Youth Fares for Local Transit

*Alison Gerrits from the Town of Banff presented information on the reasons and justification for asking for a lower youth fare for local and regional services to begin at the age of 6 and continue to 17 or the end of high school.*

**BVRTSC17-22** Karen Sorensen - moves that we extend our child fare from 6-12 to 6-17 (18 with a high school id) for all routes and that we maintain an adult fare and that seniors and children 6-18 fall into the other category.

*Discussion following the motion regarding further information needed.*

**BVRTSC17-23** Sean Krausert moves to postpone a decision on motion **BVRTSC17-22** to the April 12<sup>th</sup> Commission meeting in order for additional information be provided by administration.

**CARRIED UNANIMOUSLY**

- b) Request for Decision – Farebox Upgrades

**BVRTSC17-24** Davina Bernard moves to allow Administration to purchase replacement and additional fare boxes through our current contracted supplier without the issuance of an RFP due to our current contracted commitment.

**CARRIED UNANIMOUSLY**

- c) Canmore local service – survey update

*The Town of Canmore is looking for recommendations from Administration on the adjustment of stop locations. Minor stop movements would not need Commission approval, only major changes such as routing, frequency would need Commissions approval.*

- d) Request for Decision – Regional WiFi

**BVRTSC17-25** Davina Bernard moves that the Commission approves the purchase and installation of WiFi hardware and data plans to provide free WiFi to passengers aboard route 3 regional service buses.

**CARRIED UNANIMOUSLY**

- e) Review of progress/legal opinion/MOU – Lake Louise-Banff Regional Transit

*Discussion on the progress regarding ongoing meetings with TOB, Parks Canada, BVRTSC, BLLT and ID9 on the potential implementation of Lake Louise to Banff Regional Transit.*

- f) “Take the Highline”

*Sean Krausert presented his views for discussion on the “Take the Highline” initiative, ensuring that Commission members are aware of the background and purpose.*

- g) Amortization Review

*Discussion on the current amortization timeframe for our fleet and whether we currently have an appropriate life cycle length and whether the calculation of useful life should be on kilometres, years, hours or some other metric.*

**BVRTSC17-26** Davina Bernard moves that Administration review our current policy and bring back a fleet amortization plan for review prior to the 2019 budget process.

## 7. Adjournment

**BVRTSC17-27** Davina Bernard moves to adjourn meeting at 3:30PM

**CARRIED UNANIMOUSLY**