

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

**BVRTSC Boardroom, Banff**

**MINUTES**

**April 12, 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  
Corrie DiManno, 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**

Paul Godfrey, Town of Banff  
Stephen Allan, Town of Banff  
Jacob Johnson, Town of Canmore  
Alex Kolesch, Parks Canada  
Ethan Gorner, ID#9

**ADMINISTRATION ABSENT**

**GUESTS PRESENT**

Calvin Scott, Avail CPA

**1. Call to Order**

Davina Bernard calls meeting to order at 1:57PM

**2. Approval of the Agenda**

**BVRTSC17-28** Davina Bernard moves to approve the April 2017 agenda

A handwritten signature in blue ink, followed by the date "5/26/17" written in blue ink.

**CARRIED UNANIMOUSLY**

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

*Amended to change an incorrect date in item 4 and remove unclear wording in 6a.*

**BVRTSC17-29** Davina Bernard moves to approve the adjusted minutes

**CARRIED UNANIMOUSLY**

4. Old Business (including Standing Items)

a) CAO's Monthly Report

b) Bring Forward List of Pending Items

*Answers to questions from the KPI session to be added to the Bring Forward list*

**BVRTSC17-30** Sean Krausert moves to change the return date for BVRTSC 17-06 from May 2017 to July 2017

**CARRIED UNANIMOUSLY**

c) Transit Service Monthly Statistics (attached)

5. New Business

a) Presentation of 2016 Audited Financial Statements – Calvin Scott (Avail LLP)

*Calvin Scott presented 2016 audited financial statements for discussion and approval*

**BVRTSC17-31** Davina Bernard moves to approve the financial statements as presented –

**CARRIED UNANIMOUSLY**

b) Request for Decision – Youth Fares for Local and Regional

*Karen Sorensen – withdraws motion BVRTSC17-22 from March 8, 2017 previous meeting.*

**BVRTSC17-32** Davina Bernard moves that the Commission direct Administration, for a one-year trial, to revise the category of "Child Fare" to "Youth Fare" for all services, with an age range of 6 to 17, or 18 with valid high school student identification. The rates for Youth cash and pass fares on all services to be set at 50% of the regular adult fare.

**CARRIED UNANIMOUSLY**

c) Request for Decision – Automatic Passenger Counters

**BVRTSC17-33** Davina Bernard moves that the Commission authorize Administration to issue an RFP and spend up to \$90,000 of existing budgeted funds, currently allocated for farebox upgrades, to purchase an integrated Automatic Passenger Counting System for the existing BVRTSC fleet – **CARRIED UNANIMOUSLY**

d) Summary of Municipal Partner “Transit Check In” Meeting – Davina Bernard

e) May Workshop Agenda

*Discussion on prioritizing topics for May workshop to ensure that the appropriate amount of time is given to address each topic. Further sessions may be required pending the time constraints of the May workshop. Revised order of topics in priority will be:*

1. *Budget Process and Expectations of the Board*
2. *Rates/Fares/Free Transit*
3. *Partner Contribution Percentages*
4. *BVRTSC Future Staffing Report*
5. *Transit Infrastructure Financial Responsibility in each Community*

6. Adjournment

**BVRTSC17-34** Davina Bernard moves to adjourn the meeting at 3:39 PM – **CARRIED UNANIMOUSLY**