

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

**BVRTSC Boardroom – 221 Beaver Street, Banff, AB.**

**MINUTES**

**September 06, 2017: 2:00 – 4:00 pm**

**BOARD MEMBERS PRESENT**

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

**BOARD MEMBERS ABSENT**

**BOARD ADMINISTRATION PRESENT**

Martin Bean, Chief Administrative Officer  
Steve Nelson, Manager of Operations

**ADMINISTRATION PRESENT**

Alex Kolesch, Parks Canada (Phoned In)  
Jacob Johnson, Town of Canmore  
Adrian Field, Town of Banff

**ADMINISTRATION ABSENT**

Ethan Gorner, ID#9

**1. Call to Order**

Call to order @ 2:06PM

**2. Approval of the Agenda**

**BVRTSC17-58** Davina Bernard moves to approve the Agenda as presented

*DB*  
*10/11/17*

**CARRIED UNANIMOUSLY**

3. Approval of the August 9, 2017 Regular Meeting Minutes (attached)

**BVRTSC17-59** Move to approve August Minutes

**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)

5. New Business

- a) Request for Decision – Election Day Transportation

**BVRTSC17-60** Davina Bernard moves that on Election Day, October 16, 2017, passengers traveling locally on Roam Transit services are given free passage for the purposes of voting upon request.

**CARRIED UNANIMOUSLY**

- b) Request for Decision – Revised Operating Bylaw

*Review of administration suggested amendments*

**BVRTSC17-61** Sean Krausert moves to approve an amendment to the proposed bylaw to make the changes as recommended by administration in the report.

**CARRIED UNANIMOUSLY**

*Sean Krausert asked if there were any further amendments and none were received*

**BVRTSC17-62** Sean moves BVRTSC board approve the proposed operating bylaw as amended

**CARRIED UNANIMOUSLY**

- c) Request for Decision – New Service Level Staffing Requests

**BVRTSC17-63** Davina Bernard moves that the three new service level requests for staffing; (Financial Controller, Marketing Coordinator and HR consultant – as outlined) be included in the 2018 budget.

**CARRIED UNANIMOUSLY**

d) Approval of 2018-20 Operating and Capital Budgets

**BVRTSC17-64** Davina Bernard moves to approve 2018 Operating budget with inclusions of the new 3 positions (Financial Controller, 0.6 FTE Marketing Coordinator and HR Consultant as hours outlined) as well as the revision of the Administration breakdown based on the new BVRTSC Operating bylaw.

**CARRIED UNANIMOUSLY**

*Discussion on the planned purchase of a spare bus for Canmore local service that is currently approved in 2018*

**BVRTSC17-65** Davina Bernard moves that admin come back to the October meeting with a report breakdown of implications of delaying the 2018 spare bus purchase for Canmore local service.

**CARRIED UNANIMOUSLY**

**BVRTSC17-66** Davina Bernard moves to approve the proposed capital budget as presented for distribution to the municipal partners and for public comment.

**CARRIED UNANIMOUSLY**

e) In-Camera Session

**BVRTSC17-67** Davina Bernard motion at 3:14PM to go into camera

**CARRIED UNANIMOUSLY**

**BVRTSC17-68** Davina Bernard moves to come out of camera at 3:27PM

**CARRIED UNANIMOUSLY**

**BVRTSC17-69** Davina Bernard moves to accept CAOs performance and merit review as Presented

**CARRIED UNANIMOUSLY**

f) Adjournment

**BVRTSC17-70** Davina Bernard moves to adjourn at 3:28PM

**CARRIED UNANIMOUSLY**

