# BOW VALLEY REGIONAL TRANSIT SERVICES COMMISSION

## January 8, 2014, REGULAR MEETING

### BVRTSC CUSTOMER SERVICE CENTRE – BOARD ROOM

(221 BEAVER ST. BANFF)

2:00PM - 4:30PM

### **MINUTES**

#### **BOARD MEMBERS PRESENT**

Sean Krausert, Town of Canmore - Chair Stavros Karlos, Town of Banff – Vice Chair Ian Mackie, ID#9 Joanna McCallum, Town of Canmore Grant Canning, Town of Banff (Late arrival 3:00pm)

#### **BOARD MEMBERS ABSENT**

Dave Schebek, ID #9

#### **BOARD ADMINISTRATION PRESENT**

Koji Miyaji, General Manager/ Chief Administrative Officer/ Meeting Recorder Michiko Hutchinson, Office Manager/Meeting Recorder

### **MUNICIPAL/ PARKS ADMINISTRATION PRESENT**

Adrian Field, Manager of Engineering, Town of Banff
Jacob Johnson, Acting Manager of Engineering, Town of Canmore

### **MUNICIPAL/ PARKS ADMINISTRATION ABSENT**

Alex Kolesch, Parks Canada

#### 1. Call to Order

The meeting was called to order at 2:00 p.m.

### 2. Approval of the Agenda

**BVRTSC14-1** Moved by Stavros Karlos to approve the Agenda for the January 8, 2014 meeting.

**CARRIED** 

### 3. Approval of the December 11, 2013 Regular Meeting Minutes

**BVRTSC14-2** Moved by Sean Krausert to approve the minutes of the November 6, 2013 Regular Meeting with following change:

Move Alex Kolesch to present

**CARRIED** 

### 4. Old Business (Standing Items)

- a. General Manager/ CAO's Monthly report
- b. Audit management report

Report 2013-20 Audit Management remaining items

- Tangible Capital Asset Policy A tangible Capital Asset Policy to be created and approved by the board.
- c. Transit Service Monthly Statistics

Stavros Karlos requested the breakout of revenues and ridership figures for each route.

d. Approval of 2014 Operating Budget

Stavros Karlos requested that the Banff Local Service and the Regional Service to be shown separately in future Banff operating requisitions.

**BVRTSC13-90** Moved by Joanna McCallum to approve the 2014 Operating Budget with the following amendments: (postponed to this meeting by **BVRTSC13-90a**)

CARRIED

Amendments approved at the last meeting:

**BVRTSC13-90b** Moved by Stavros Karlos to reduce the business hosting expense to \$3,000 for 2014 and 3% inflationary increase to be added in the subsequent years

**BVRTSC13-90c** Moved by Stavros Karlos to increase the local advertisement budget of the Banff local service to \$15,000 and inflationary increases to be added in the subsequent years

Proposed amendments from December 11, 2013 meeting postponed to this meeting:

**BVRTSC13-90d** Moved by Stavros Karlos to delete the customer service centre representative budget DEFEATED

**BVRTSC13-90e** Moved by Stavros Karlos to direct administration to report back in September 2014 on the progress of Customer Service Centre to include the stats of number of clients serve, phone calls, walk in and on line inquiries including the number of lost and found inquiries.

**CARRIED** 

**BVRTSC13-90f** Moved by Stavros Karlos to reduce the regional bus wrap repair budget line to \$2,000 per annum.

**CARRIED** 

**BVRTSC13-90g** Moved by Stavros Karlos to maintain the funding of the Banff local security cost for 2014 to at the same level as 2013.

e. Approval of 2014 Capital Budget

**BVRTSC14-3** Moved by Stavros Karlos to approve 2014 Capital Budget.

CARRIED

**BVRTSC14-4** Moved by Stavros Karlos to have a table created (similar to the bus amortization table) that identifies the annual capital contributions for lifecycle replacement for all of the infrastructure items listed in the capital plan.

**CARRIED** 

f. Updating the Bring Forward List of Pending items.

**BVRTSC14-5** Moved by Sean Krausert that the following items be deleted from the "Bring Forward List of Pending Items"

- RFP for Commission Banking;
- Bike Trailer Review;
- Trailer Exemption in place for 2014;
- Town of Banff Transportation Master Plan Work
- Wi-Fi Connection in Buses;
- Advertising Next Bus System Implementation; and
- New Board Orientation Package

**CARRIED** 

**BVRTSC14-6** Moved by Sean Krausert that the General Manager/CAO provide the commission a charter service report by March 31, 2014 that recommends a business policy for the charter service bookings.

**CARRIED** 

BVRTSC14-7 Moved by Sean Krausert that the General Manager/CAO investigates the details of participating in Canada Day parades in the area or the Calgary Stampede parade in the future and to report back to the Commission by March 31, 2014 with any recommendations.

**CARRIED** 

**BVRTSC14-8** Moved by Sean Krausert that the General Manager/CAO provides a report to the Commission on any operating surpluses by March 31, 2014.

**DEFEATED** 

**BVRTSC14-9** Moved by Sean Krausert to have administration bring back the BVRTSC13-386 Overload report which includes a written policy by April 30, 2014.

**CARRIED** 

### 5. Other Business

a. Board Orientation Session

BVRTSC14-10 Moved by Sean Krausert that the commission members participate,if available,in a joint orientation session with Bow yalley Regional Housing (BVRH) board members to be facilitated by John McConnell and to be arranged by BVRH in the first quarter of 2014; and that BVRTSC would cover half the facilitator costs to a maximum of \$500 plus any applicable taxes.

**CARRIED** 

### 7. Adjournment

BVRTSC14-11 Moved by Sean Krausert to adjourn.

**CARRIED** 

Meeting adjourned at 3:51pm

Sean Krausert

Chair