

BOW VALLEY REGIONAL TRANSIT SERVICES COMMISSION
REGULAR MEETING
BVRTSC CUSTOMER SERVICE CENTRE – BOARD ROOM
(221 BEAVER ST. BANFF)
May 14, 2014: 2:00pm – 4:00pm

MINUTES

BOARD MEMBERS PRESENT

Sean Krausert, Town of Canmore - Chair
Ian Mackie, ID#9
Grant Canning, Town of Banff
Stavros Karlos, Town of Banff – Vice Chair
Joanna McCallum, Town of Canmore

BOARD MEMBERS ABSENT

Dave Schebek, ID #9

BOARD ADMINISTRATION PRESENT

Koji Miyaji, General Manager / Chief Administrative Officer
Steve Nelson, Manager of Operations / Meeting Recorder

ADMINISTRATION PRESENT

Jacob Johnson, Acting Manager of Engineering, Town of Canmore
Alex Kolesch, Parks Canada
Ethan Gorner, ID #9

ADMINISTRATION ABSENT

Adrian Field, Manager of Engineering, Town of Banff

1. Call to Order

The meeting was called to order at 2:10 p.m.

2. Approval of the Agenda

BVRTSC14-44 Moved by Joanna McCallum to approve the agenda for the May 14th meeting with following addition:

- 6-d Changes to ID #9 Representation
- 6-e Summer Targets Banff Local Roam

CARRIED UNANIMOUSLY

3. Approval of the April 9, 2014 Regular Meeting Minutes

BVRTSC14-45 Moved by Sean Krausert to approve the minutes of the April 9, 2014 regular meeting with following changes:

- 5a, 5c, and 5f should read as “**BVRTSC 14-36**” instead of BVRTSC 14-37
- Change the date under 5e **BVRTSC 14-36** to May 14th

CARRIED UNANIMOUSLY

4. Approval of the April 16 Special Meeting Minutes

BVRTSC14-46 Moved by Stavros Karlos to approve the minutes of the April 16, 2014 special meeting

CARRIED UNANIMOUSLY

5. Old Business (Standing Items)

- a. General Manager/ CAO’s Monthly report
2014 Bring Forward List of Pending items.
- b. Transit Service Monthly Statistics (March)
- c. Direct Service Update Steve
- d. Report: 2014-4 Charter Service Guidelines

BVRTSC14-47 Moved by Sean Krausert to receive the Charter Service Guidelines for information

CARRIED UNANIMOUSLY

- e. 2013 year end operating update
- f. 2014-5 Trailer Service Report – as part of motion BVRTSC14-35, this item was deferred for future consideration as part of Report 2014-5. No specific date has been provided for this item to return. Administration will consider for future when workload permits. Therefore this report will not be presented at this meeting.

6. New Business

- a. 2013 Audit Management Items (see items on Bring Forward List)
- b. Regional Service Direct Operation – Verbal update (GM/CAO)

BVRTSC14-48 Moved by Stavros Karlos to direct administration to bring back report for decision in July regarding regional service "direct service" option.

CARRIED UNANIMOUSLY

c. Report 2014 -7 Emergency communication report (Chair)

BVRTSC14-49 Moved by Sean Krausert that until such time as an Emergency Protocol approved by the Commission is in place, the following communication guidelines will be in effect:

- (i) In the event of an incident occurs involving BVRTSC assets, employees or interests such as motor vehicle accidents; injuries to passengers, drivers or the general public; or disruption of service for any reason then the GM/CAO or his designate will notify the Chair immediately, who will in turn notify the Board; and
- (ii) In the event where an external request is received by BVRTSC to provide emergency assistance (e.g. the 2013 flood event), the GM/CAO or, in the absence of the GM/CAO, his designate has the authority to respond to the request at his discretion provided that the Chair is notified immediately, who will in turn notify the Board.

CARRIED UNANIMOUSLY

d. Changes to ID #9 Representation

The ID #9 has a new Council appointed by the Province. Dave Schebek will continue on the ID #9 Council, but Ian Mackie will not. BVRTSC will be advised shortly as to who will be appointed as Members of BVRTSC from ID #9.

BVRTSC14-50 Moved by Sean Krausert to thank Ian Mackie for service and appreciating his valuable contributions since its inception

CARRIED UNANIMOUSLY

e. Summer Targets Banff Local Roam

BVRTSC14-51 Moved by Stavros Karlos that administration returns with performance targets for July through September ridership and the outline of strategies for summer 2014 in June Board Meeting.

CARRIED UNANIMOUSLY

7. Other Business

- a. GM/CAO performance and remuneration review discussion – in camera (voting members only - Followed by out of camera motions to approve)

BVRTSC14-52 Moved by Sean Krausert to go in camera at 4:15 p.m.

CARRIED UNANIMOUSLY

BVRTSC14-53 Moved by Sean Krausert to come out of camera at 4:28 p.m.

CARRIED UNANIMOUSLY

BVRTSC14-54 Moved by Sean Krausert to approve GM/CAO performance review 2013 as circulated.

CARRIED UNANIMOUSLY

BVRTSC14-55 Moved by Sean Krausert to approve GM/CAO bonus recommendation as circulated to come out of budget 2014.

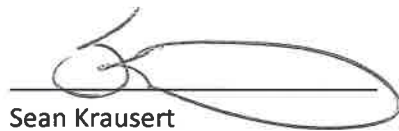
CARRIED
Stavros Karlos and Grant Canning OPPOSED

8. Adjournment

BVRTSC14-56 Moved by Sean Krausert to adjourn

CARRIED UNANIMOUSLY

Meeting adjourned 4:31p.m.



Sean Krausert
Chair