

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

**BVRTSC CUSTOMER SERVICE CENTRE – IAN MACKIE BOARD ROOM
(221 BEAVER ST. BANFF)**

MINUTES

August 26, 2015: 2:00pm – 4:00pm

BOARD MEMBERS PRESENT

Sean Krausert, Town of Canmore – Chair
Dave Schebek, ID #9
Joanna McCallum, Town of Canmore
Davina Bernard, ID#9
Grant Canning, Town of Banff

BOARD MEMBERS ABSENT

Stavros Karlos, Town of Banff – Vice Chair

BOARD ADMINISTRATION PRESENT

Martin Bean, Chief Administrative Officer/Meeting Recorder

ADMINISTRATION PRESENT

Jacob Johnson, Engineering Department, Town of Canmore
Robert Earl, Town of Banff
Alex Kolesch, Parks Canada

ADMINISTRATION ABSENT

Ethan Gorner, ID#9

1. Call to Order

Sean Krausert called the meeting to order at 2:10 PM.

2. Approval of the Agenda

BVRTSC15-056 Sean Krausert moves to approve the agenda as circulated.

CARRIED UNANIMOUSLY

3. Approval of the July 08, 2015 Regular Meeting Minutes (attached)

BVRTSC15-057 Sean Krausert moves approval of the July 8, 2015 regular meeting minutes as circulated.

CARRIED UNANIMOUSLY

4. Old Business (including Standing Items)

a) CAO's Monthly Report - August 2015

b) Bring Forward List of Pending Items (attached).

- *BVRTSC13-47 – will be removed as reduced rate for current office space in compound is in place*
- *BVRTSC14-61 – will be removed as report has been received*
- *BVRTSC14-109 – will be removed as Spare Ratio policy has been developed and is being presented at this meeting.*

c) Transit Service Monthly Statistics (attached).

5. New Business

a) 2nd Quarter Financial Update

- *Discussion on accounting fees and additional expense in 2015 due to staff shortages and new staff. Expectation is that expenses will be lower in 2016 however the remainder of 2015 will require additional accounting consultation.*

BVRTSC15-058 Sean Krausert moves acceptance of the 2nd Quarter Financials as circulated for information.

CARRIED UNANIMOUSLY

BVRTSC15-059 Sean Krausert moves authorization for expending up to \$30,000 total for 2015 in line 5611 "Accounting Fees".

CARRIED UNANIMOUSLY

b) Preliminary Draft Budget

- *Various comments and questions were provided verbally to the CAO to note as he prepares the proposed budgets.*
- *Everyone was reminded to provide written feedback on the preliminary draft operating and capital budgets to the CAO by end of business on Monday August 31st.*

c) Youth Regional Rate – Request for Decision

- *Discussion on marketing of Youth Regional rate pending approval through media, social media and school resources*

BVRTSC15-060 Sean Krausert moves to create and institute a one year trial of Youth passes on the regional service only at a discount from the full adult fare on 10-pack and 30 day passes as described in the report.

CARRIED UNANIMOUSLY

d) Spare Ratio Policy – Request for Decision

- *Spare ratio policy discussion around the shortage of vehicles in peak periods and the need for additional capacity due to the accessibility and fare collection requirements on transit vehicles.*

BVRTSC15-061 Sean Krausert moves to adopt the spare ratio policy as described in Report 2015-07.2.

CARRIED UNANIMOUSLY

BVRTSC15-062 Sean Krausert moves to direct BVRTSC Administration to immediately make a request of, and meet with, the Town of Banff with respect to replacing the Elk Bus that was destroyed by fire.

CARRIED UNANIMOUSLY

e) Canmore Local Report – Request for Decision

- *Discussion on the content and format of the Canmore Local Report prepared by the contracted consultant*
- *Edited and formatted report will be forwarded to the Town of Canmore for inclusion in package to be presented to the Committee of the Whole by Martin Bean on Tuesday, September 8.*

BVRTSC15-063 Sean Krausert moves to approve the plans outlined in the Canmore Local Report for planning purposes and that the presentations and approval process with the Canmore Town Council proceed, all such approvals being subject to Government funding through the GreenTrip Grant Program being received prior to implementation.

CARRIED UNANIMOUSLY

6. Adjournment

BVRTSC15-064 Sean Krausert moves to adjourn at 4:45 PM.

CARRIED UNANIMOUSLY

A handwritten signature in black ink, consisting of a stylized 'S' followed by a horizontal line that loops back to the left.