

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

Fenlands Recreation Centre, Banff, AB.

MINUTES

May 10, 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

Jacob Johnson, Town of Canmore
Alex Kolesch, Parks Canada
Ethan Gorner, ID#9
Adrian Field, Town of Banff

1. Call to Order

Davina Bernard calls meeting to order at 1:36PM

2. Approval of the Agenda

BVRTSC17-35 Davina Bernard moves to approve the agenda as presented.

CARRIED UNANIMOUSLY

3. Approval of the April 12, 2017 Regular Meeting Minutes (attached)

Handwritten signature and date:
7/21/17

BVRTSC17-36 Davina Bernard moves to approve minutes with small grammatical edits completed.

CARRIED UNANIMOUSLY

4. Old Business (including Standing Items)

a) CAO's Monthly Report

BVRTSC17-37 Davina Bernard move for administration to bring back information in the July meeting on how best to maximize ridership on the regional route with regards to rates and frequency within the scope of the projected surplus.

CARRIED UNANIMOUSLY

BVRTSC17-38 Davina Bernard moves that admin come back to August meeting with information on possible further child fare reduction options and identify any implications.

CARRIED UNANIMOUSLY

b) Bring Forward List of Pending Items

c) Transit Service Monthly Statistics (attached)

5. New Business

a) Financial Reconciliation 2016

BVRTSC17-39 Davina moves to accept 2016 financial reconciliation as information.

CARRIED UNANIMOUSLY

b) First Quarter Results 2017

Financial results are now separated by route rather than just by service area.

c) KPI Meeting Follow Up

Automatic passenger counting devices will be installed by early July and will be used for reporting a portion of the KPI data going forward.

Monthly reporting is new and will continue to be tweaked. Some KPIs such as service hours per capital will only be reported on an annual basis.

There are some discrepancies in the way CUTA (Canadian Urban Transit Association) agencies report data so need to be cognizant of this in doing comparators. CUTA is the standard for transit agencies within Canada so continuing to monitor their KPIs is important.

BVRTSC17-40 Davina Bernard moves that administration come back in August with KPI suggested targets for 2018, 2019 and 2020.

CARRIED UNANIMOUSLY

d) On-It Calgary Service – Request for Decision

BVRTSC17-41 Davina Bernard moves to direct Administration to accept On-It passes for the summer of 2017 as transfers onto all Roam Transit services at no charge. Administration to accept a date stamped pass, based on confirmation that On-It can provide riders with a pass that is date stamped. Rides are to be tracked on Roam services to be documented and shared within a CRP report following the end of service.

CARRIED UNANIMOUSLY

e) Verbal update on Lake Louise/Parks Services – Alex Kolesch

6. Adjournment

BVRTSC17-42 Davina Bernard moves to adjourn the meeting at 3:25pm

CARRIED UNANIMOUSLY