

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

BVRTSC Boardroom – 221 Beaver Street, Banff, AB.

MINUTES

November 8, 2017: 2:00 – 4:00 pm

BOARD MEMBERS PRESENT

Davina Bernard, ID#9 – Chair
Chip Olver, Town of Banff
Dave Schebek, ID#9
Brian Standish, Town of Banff
Vi Sandford, Town of Canmore
Joanna McCallum, Town of Canmore

BOARD MEMBERS ABSENT

BOARD ADMINISTRATION PRESENT

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

ADMINISTRATION PRESENT

Alex Kolesch, Parks Canada
Danielle Morine, ID#9 Administration Representative
Stephen Allen, Town of Banff
Michael Fark, Town of Canmore

ADMINISTRATION ABSENT

Adrian Field, Town of Banff
Jacob Johnson, Town of Canmore


Roundtable Introductions

1. Call to Order

Davina Bernard calls meeting to order at 2:10 PM

2. Approval of the Agenda

Martin Bean would like to add a request for decision on an anticipated fleet purchase overage to the agenda.

12/15/17


BVRTSC17-78 Davina Bernard moves to approve the agenda as amended

CARRIED UNANIMOUSLY

3. Minutes

Approval of the October 11, 2017 Regular Meeting Minutes (attached)

Alex Kolesch – was here in person – not phoned in – need to be updated.

BVRTSC17-79 Davina Bernard moves to approve the October 11, 2017 as amended.

CARRIED UNANIMOUSLY

Approval of the October 11, 2017 Annual Organizational Meeting Minutes (attached)

BVRTSC17-80 Davina Bernard moves to approve October 11, 2017 AOM meeting minutes.

CARRIED UNANIMOUSLY

4. Old Business (including Standing Items)

a) CAO's Monthly Report

Driver safety meeting last week with presentation

b) Bring Forward List of Pending Items

Bring forward list complete with no outstanding items.

c) Transit Service Monthly Statistics (attached)

Commission feedback positive on new graphs being presented.

5. New Business

a) Review of 3rd Quarter Financials

BVRTSC17-81 Davina Bernard moves to have Administration discuss Canmore bus storage contra agreement within the audit review in April, to ensure the correct reporting practice.

CARRIED UNANIMOUSLY

BVRTSC17-82 Davina Bernard moves to accept Q3 financials and Q3 KPIS as information

CARRIED UNANIMOUSLY

b) Review of 3rd Quarter KPIs

c) New Board Member Orientation

- Presentation (M. Bean)
- Q and A
- Reconfirm meeting dates and times to be 2pm on the second Wednesday of each month.
- Election of Chair and Vice Chair

Martin Bean calls for nominations for Chair of Commission. Chip Olver nominates Davina Bernard for Chair. Joanna McCallum seconds the motion. Davina Bernard accepts nomination.

BVRTSC17-83 Vote for approval of Davina Bernard as Chair

CARRIED UNANIMOUSLY

Davina Bernard calls for nominations for Vice Chair of Commission. Chip Olver nominates Brian Standish for Vice Chair. Joanna McCallum seconds motion. Brian Standish Accepts nomination.

BVRTSC17-84 Vote for approval of Brian Standish as Vice-Chair

CARRIED UNANIMOUSLY

d) Request for decision for fleet purchase overage.

BVRTSC17-85 Davina Bernard moves that the Commission approves the use of unused capital funds from farebox replacements to cover the \$13K overage on the purchase price of the 3 Nova buses arriving in early 2018.

CARRIED UNANIMOUSLY

6. Adjournment

BVRTSC17-86 Davina Bernard moves to adjourn the meeting at 3:59 PM

CARRIED UNANIMOUSLY

