

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

BVRTSC Boardroom – 221 Beaver Street, Banff, AB.

MINUTES

April 11, 2018 2:00 – 4:00 pm

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

Dave Schebek, ID#9

BOARD ADMINISTRATION PRESENT

Martin Bean, Chief Administrative Officer
Steve Nelson, Manager of Operations
Andrea Stuart, Controller

ADMINISTRATION PRESENT

Danielle Morine, ID#9
Adrian Field, Town of Banff
Alex Kolesch, Parks Canada

ADMINISTRATION ABSENT

Jacob Johnson, Town of Canmore

1. Call to Order

Davina Bernard calls the meeting to order at 1:59 PM

2. Approval of the Agenda

Please note change in order – Auditors presentation (5a) will occur at the beginning of the meeting immediately following the approval of the agenda

*IB
5/9/18*

BVRTSC18-15 Davina Bernard moves to approve the Agenda as circulated

CARRIED UNANIMOUSLY

3. Minutes

Approval of the March 14, 2018 Regular Meeting Minutes

Vi Sandford noted that minutes should show Chip Olver to be present.

BVRTSC18-16 Davina Bernard moves to approve minutes as amended

CARRIED UNANIMOUSLY

4. Old Business (including Standing Items)

a) CAO's Monthly Report

b) Bring Forward List of Pending Items

BVRTSC18-17 Davina Bernard moves that administration return a report by August meeting reviewing major mechanical upgrades scheduled to understand if they should be done earlier based on current mileage/usage.

CARRIED UNANIMOUSLY

BVRTSC18-18 Davina Bernard moves that Administration contacts the municipalities and Parks to get their wish list to spend the Transit Infrastructure money, in line with our Strategic Plan for the June meeting.

CARRIED UNANIMOUSLY

c) Transit Service Monthly Statistics (attached)

Ridership to be reporting in the month immediately completed and revenues to be reported in meeting one month later as all revenue numbers are not finalized at time of the meeting immediately following month end.

5. New Business

a) Presentation of the 2017 Audited Financial Statements (Calvin Scott, Avail LLP)

BVRTSC18-19 Davina Bernard moves to approve the 2017 Audited Financial Statements as presented

CARRIED UNANIMOUSLY

b) Request for Decision – BVRTSC Investments

BVRTSC18-20 Davina Bernard moves to prepare and issue an RFP for investment options for capital funds and bring back results for the June meeting.

CARRIED UNANIMOUSLY

c) Request for Decision – Calgary to Banff Service

BVRTSC18-21 Davina Bernard moves to direct Administration to accept On-It passes for the summer of 2018 as transfers onto either Banff or Canmore local transit services at no charge, following the precedent set in 2017. Rides are to be tracked on Roam services to be documented and shared within the contractor's report following the end of service.

CARRIED UNANIMOUSLY

d) In-Camera Session

BVRTSC18-22 Davina Bernard moves to go into camera at 3:13PM

CARRIED UNANIMOUSLY

BVRTSC18-23 Davina Bernard moves to come out of camera at 3:29PM

CARRIED UNANIMOUSLY

BVRTSC18-24 Davina Bernard moves to direct Administration to purchase 7 buses funded by external funded contractor contribution

CARRIED UNANIMOUSLY

e) May Meeting Revised Time

May meeting will be held on Wednesday, May 9th as scheduled however time will be 9:00AM to 11:00AM

6. Adjournment

BVRTSC18-25 Davina Bernard moves to adjourn the meeting at 3:32PM

CARRIED UNANIMOUSLY

