

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

BVRTSC Boardroom – 221 Beaver Street, Banff, AB.

MINUTES

May 9, 2018 9:00am – 11:00 am

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

Chip Olver, Town of Banff

BVRTSC 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
Jacob Johnson, Town of Canmore

ADMINISTRATION ABSENT

1. Call to Order

Davina Bernard calls the meeting to order at 9:04 AM

2. Approval of the Agenda

Additions below:

- CAO Performance Update
- Canmore Summer Strategy
- Regional Service Weekend Frequency

BVRSTC18-26 Davina Bernard moves to accept the agenda as amended

CARRIED UNANIMOUSLY

*DB
7/10/18*

3. Minutes

Approval of the April 11, 2018 Regular Meeting Minutes (attached)

BVRTSC18-27 Davina Bernard moves to approve minutes as presented

CARRIED UNANIMOUSLY

4. Old Business (including Standing Items)

- a) CAO's Monthly Report
- b) Bring Forward List of Pending Items

Davina Bernard would like to add an update to investment policy/procedure.

- c) Transit Service Monthly Statistics (attached)

5. New Business

- a) Quarterly Financial Results Presentation

Vi Sandford asking for format adjustment to more easily identify items under budget

- b) Quarterly KPI Presentation

BVRTSC18-28 Davina Bernard moves for Administration to bring back a report on Local/Regional fare box allocation in August for the first 6 months of the year

CARRIED UNANIMOUSLY

- c) Request for Decision – BVRTSC Investment Policy

BVRTSC18-29 Davina Bernard moves to direct Administration to adopt the investment policy as presented and follow this policy for all future investment decisions

CARRIED UNANIMOUSLY

- d) CAO Performance Review

As performance review is on an 18-month cycle in order to change to a January 1st date, a mid-cycle status update is required. Martin to provide information prior to the June meeting to be discussed by the Board.

- e) Canmore Summer Strategy

Jacob Johnson provided an update on Town of Canmore discussions regarding transit – transit ridership incentives for service for long weekends during summer 2018 are being considered and further updates will be provided when available.

f) Regional Service Weekend Frequency

Administration presented a report on increasing weekend frequency on Route 3 throughout the summer months to assist in transporting the increased volume of passengers and bicycles and helping to compensate for highway construction delays.

BVRTSC18-30 Davina Bernard moves that Administration increase Regional service to further meet the needs of residents and visitors by increasing weekend and statutory holiday service in 2018 to allow for 30-minute frequency during the peak hours of approximately 10:30am to 6:30pm from the dates of June 23rd to September 16th.

CARRIED UNANIMOUSLY

6. Adjournment

BVRTSC18-31 Davina Bernard moves to adjourn the meeting at 10:09AM

CARRIED UNANIMOUSLY