

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

BVRTSC Boardroom – 221 Beaver Street, Banff, AB.

MINUTES

July 11, 2018

2:00-4:00pm

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

Dave Schebek, ID#9
Joanna McCallum, Town of Canmore

BVRTSC ADMINISTRATION PRESENT

Martin Bean, Chief Administrative Officer
Andrea Stuart, Controller

ADMINISTRATION PRESENT

Danielle Morine, ID#9
Steven Allen, Town of Banff
Alex Kolesch, Parks Canada
Patti Youngberg, Parks Canada
Jacob Johnson, Town of Canmore

1. Call to Order

Davina Bernard calls meeting to order at 2:07pm

2. Approval of the Agenda

BVRTSC18-39 Davina Bernard moves to accept the agenda.



Handwritten signature of Davina Bernard, dated 8/18/18.

CARRIED UNANIMOUSLY

3. Minutes

Approval of the June 13, 2018 Regular Meeting Minutes (attached)

BVRTSC18-40 Davina Bernard moves to accept the minutes as presented.

CARRIED UNANIMOUSLY

4. Old Business (including Standing Items)

a) CAO's Monthly Report

b) Bring Forward List of Pending Items

c) Transit Service Monthly Statistics (attached)

- Parks to provide ridership stats on Lake Louise services
- Jacob requested monthly revenue targets for Canmore local service.
- Jacob noted that Canmore local statistics, pg 20, the running total is being summed and needs to be updated

5. New Business

a) Board Training Opportunity and Board Self Evaluation Discussion

BVRTSC18-41 Davina Bernard moves to bring an update for board training, orientation & effectiveness for the September Board meeting.

b) Dispatch/on-call HR Update and RFD

BVRTSC18-42 Davina Bernard moves to direct administration to implement a plan to compensate the on-call operations contact. Rate and guidelines to be based on the document presented at the July 11, 2018 Board meeting up to a maximum of \$12,500 funded from savings in direct operating costs. Compensation to be effective retroactively as of May 18, 2018 to Dec 31, 2018. The rate and effectiveness of the program to be reviewed prior to finalizing the budget for 2019.

CARRIED UNANIMOUSLY

BVRTSC18-43 Davina Bernard moves to go into camera to discuss status of two option RFPs at 3:33pm.

CARRIED UNANIMOUSLY

c) RFP Arrival Prediction System – Verbal Update

d) RFP Financial Investment – Verbal Update

BVRTSC18-44 Davina Bernard moves to come out of camera at 4:00pm.

CARRIED UNANIMOUSLY

6. Adjournment

BVRTSC18-45 Davina Bernard moves to adjourn meeting at 4:00pm.

CARRIED UNANIMOUSLY