

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

BVRTSC Boardroom – 221 Beaver Street, Banff, AB.

MINUTES

August 8, 2018 2:00-4:00pm

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

Joanna McCallum, Town of Canmore
Chip Olver, Town of Banff

BVRTSC ADMINISTRATION PRESENT

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

ADMINISTRATION PRESENT

Adrian Field, Town of Banff
Alex Kolesch, Parks Canada (Phoned In)
Jacob Johnson, Town of Canmore

ADMINISTRATION ABSENT

Danielle Morine, ID#9

1. Call to Order Davina Bernard calls meeting to order at 2:02PM
2. Approval of the Agenda

BVRTSC18-46

Davina moves to approve as presented.

CARRIED UNANIMOUSLY

DB
10/17/18

3. Minutes

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

BVRTSC18-47 Davina moves to approve the July 2018 Minutes as presented.

CARRIED UNANIMOUSLY

4. Old Business (including Standing Items)

- a) Bring Forward List of Pending Items

Fare Product Review:

- Request to add Fare Review study for entire Roam system looking at pricing, service area, and partner 'shares'.

- b) CAO's Monthly Report

BVRTSC18-48 Davina Bernard makes a motion to ask administration to come back in November for fare review encompassing our entire system.

CARRIED UNANIMOUSLY

- c) Transit Service Monthly Statistics (attached)

5. New Business

- a) 2nd Quarter Financial Results and KPIs
- b) Presentation of 2019-2021 Draft Operating Budget
- c) Presentation of 10 Year Capital Budget
- d) New Service Level Request – Dispatch Coordinator
Alex recommending a clarification/wording for the cost structure involving Parks and other services.

BVRTSC18-49 Davina Bernard moves to add the Dispatch Coordinator position as presented to the 2019 budget presentation in September.

CARRIED UNANIMOUSLY

- e) New Service Level Request – HR

BVRTSC18-50 Davina Bernard moves to ask administration to add the HR new service level request as presented to the September budget.

CARRIED UNANIMOUSLY

- f) New Service Level Request – CB Regional Pass Discount

BVRTSC18-51 Davina Bernard moves to have administration add the regional discounted fares with 20% discount on 3-month Canmore/Banff Regional passes and a 25% discount on 6-month Banff-Canmore regional passes to the September budget.

CARRIED UNANIMOUSLY

- g) New Service Level Request – Regional Weekend Bus

BVRTSC18-52 Davina Bernard moves to direct Administration to continue the increased frequency on Canmore/Banff Regional service to further meet the needs of residents and visitors by increasing weekend and statutory holiday service during the summer months to allow for 30-minute frequency during the peak hours of approximately 10:30am to 6:30pm. This increase will be applicable beginning the May long weekend of 2019 and will follow the summer enhanced service dates of other Roam services.

CARRIED UNANIMOUSLY

- h) New Service Level Request – Route 2 Additional Hours
Provided for information only

6. Adjournment

BVRTSC18-53 Davina Bernard moves to adjourn the meeting at 4:07PM

CARRIED UNANIMOUSLY