

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

**BVRTSC Boardroom – 221 Beaver Street, Banff, AB.**

**MINUTES**

**September 12th, 2018 2:00-4:00pm**

**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

**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  
Jacob Johnson, Town of Canmore

**ADMINISTRATION ABSENT**

Danielle Morine, ID#9

**1. Call to Order**

Davina Bernard calls meeting to order at 2:04

**2. Approval of the Agenda**

Martin Bean add item to agenda 5h) Clarification of ID9 Capital Contributions

DB  
10/17/18

**BVRTSC18-54** Davina Bernard moves to approve the agenda as amended

**CARRIED UNANIMOUSLY**

**3. Minutes**

- Approval of the August 8, 2018 Regular Meeting Minutes (attached)

**BVRTSC18-55** Davina moves to approve minutes as presented.

**CARRIED UNANIMOUSLY**

**4. Old Business (including Standing Items)**

a) CAO's Monthly Report

- Discussion about October's Commission meeting date – Change from the 10<sup>th</sup> to the 17<sup>th</sup> of October.

b) Bring Forward List of Pending Items

**BVRTSC18-56** Davina Bernard moves that BVRTSC18-17 be amended to be brought back to the October meeting

**CARRIED UNANIMOUSLY**

**BVRTSC18-57** Davina Bernard moves BVRTSC17-32 be brought back to the November meeting to coincide with the fare review.

**CARRIED UNANIMOUSLY**

c) Transit Service Monthly Statistics (attached)

**5. New Business**

a) RFD – Ski Racks

**BVRTSC18-58** Davina Bernard moves that the Commission authorizes Administration to purchase interior ski racks for use on the Banff/Canmore and Banff/Lake Louise Regional buses and For a cost of up to \$22,500, with \$13,500 coming from the 2019 Canmore/Banff Regional Capital Refurbishment budget line item to the 2018 budget for the purchase of the Banff/Canmore Regional racks and use \$9,000 from the ID#9 deferred Capital.

**CARRIED UNANIMOUSLY**

b) NSL – Banff Centre Route

**BVRTSC18-59** Davina Bernard moves to direct Administration to add the attached budget for the new Banff Centre route to the 2019 BVRTSC operating budget with the understanding that this route is fully funded by the Banff Centre.

**CARRIED UNANIMOUSLY**

c) NSL – Regional Service Frequency

**BVRTSC18-60** Davina Bernard moves that the Commission supports the increase of Regional service in 2020 to achieve 30-minute frequency on weekdays from the hours of 6:00am until 7:00pm

**CARRIED UNANIMOUSLY**

d) New Service Level Requests – Banff (for information)

- Banff Centre to Train Station 2019
- Calgary Banff Summer Service 2019-2021
- Intercept Shuttle Trial 2020
- Regional Service Frequency
- Route 2 Additional Service 2019
- Electric Bus Upgrades

e) New Service Level Requests - Canmore (for information)

- Extended Service Hours
- Fare Free
- Weekday Frequency
- Weekend Frequency

**BVRTSC18-61** Davina Bernard moves that the Commission supports the New Service Level requests as outlined by both the Town of Banff and the Town of Canmore

**CARRIED UNANIMOUSLY**

*For information, Davina Bernard recommends the following process for bringing forward new service level requests.*

- *Roam administration to submit a cover page for any new service level request to summarize a municipal request with the various headings we need, including brand.*
- *Commission will vote if we support the request.*
- *If we support, then it goes back to municipalities for their councils to commit funds. Commission would then amend budget to reflect addition.*

f) Presentation of 2019-2021 Proposed Operating Budget

g) Presentation of Proposed 10 Year Capital Budget

**BVRTSC18-62** Davina Bernard moves to approve 2019-2021 Operating budget as amended

**CARRIED UNANIMOUSLY**

**BVRTSC18-63** Davina Bernard moves to approve the 2019-2028 Capital budget as presented

**CARRIED UNANIMOUSLY**

h) Clarification of ID 9 Funding

**BVRTSC18-64** Davina Bernard moves for administration to bring back report to the Commission by the November meeting on how to best outline that ID9 capital contributions over and above those required for commission assets are to be allocated only for ID9 capital reserves.

**CARRIED UNANIMOUSLY**

6. Adjournment

**BVRTSC18-65** Davina Bernard moves to adjourn the meeting at 4:33PM

**CARRIED UNANIMOUSLY**