

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

Ian Mackie Boardroom – 221 Beaver Street, Banff, AB

MINUTES

November 14, 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
Dave Schebek, ID#9

BOARD MEMBERS ABSENT

BVRTSC ADMINISTRATION PRESENT

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

ADMINISTRATION PRESENT

Adrian Field, Town of Banff
Jacob Johnson, Town of Canmore
Greg Danchuk, Parks Canada

ADMINISTRATION ABSENT

Danielle Morine, ID#9
Alex Kolesch, Parks Canada

1. Call to Order

Davina Bernard calls the meeting to order at 2:01 PM

DB
1/10/19

2. Approval of the Agenda

Davina makes addition to Agenda:

- In camera HR Discussion at the end of the meeting.
- New Business item 5 f) 10 Year Anniversary Discussion.

BVRTSC18-81 Davina Bernard moves to approve agenda as amended.

CARRIED UNANIMOUSLY

3. Minutes

Approval of the October 10, 2018 Regular Meeting Minutes (attached)

BVRTSC18-82 Davina Bernard moves to approve minutes as presented.

CARRIED UNANIMOUSLY

Approval of the October 10, 2018 AOM Meeting Minutes (attached)

BVRTSC18-83 Davina Bernard moves to approve AOM minutes as presented.

CARRIED UNANIMOUSLY

4. Old Business (including Standing Items)

a) CAO's Monthly Report

- Let's keep the route descriptions as clear as possible (Louise Regional vs. Louise Local Service).
- Davina will provide a list of stakeholders for poster/brochures distribution.
- Dave Schebek – partnership agreements with Louise local businesses.
- Banff Centre – encourage the development of KPIs for Banff Centre. Encourage growth.

b) Bring Forward List of Pending Items

c) Transit Service Monthly Statistics (attached)

- Davina asked to please add strollers and bikes to table on title page for Lake Louise.
- Apply 3% adjustment to Route 3 ridership stats starting January 2019 and retroactively apply the increased 'bump'. Include an asterisk to identify this adjustment.

Davina moves that as of Jan 1 we add %3 to reflect industry standards to all regional route's

historical ridership numbers to account for missed riders, to achieve reporting consistency. And, that historical information on all regional routes be increased as well, with adequate commentary on reports to reflect the historical adjustment.

CARRIED UNANIMOUSLY

5. New Business

a) OnIt Final Report (for information only)

- Jonna McCallum asks about Friday evening service possibilities.
- Chip Olver asks about advanced marketing regarding the service.

BVRTSC18- Davina Bernard moves to accept the OnIt Summer 2018 report for information

CARRIED UNANIMOUSLY

b) 3rd Quarter Financials and KPI's

c) Presentation of Fare Analysis Report

- Davina Bernard mentioned that we should consider sharing this with other transit agencies.
- Come back in February with breakdowns of what it takes to move forward with the major items for consideration at the March meeting.
- Joanna McCallum identified the need for fare review policy.
- Joanna McCallum this report serves as a template for future years.

BVRTSC18 - Davina Bernard moves to accept the Fare Analysis 2018 report for information

CARRIED UNANIMOUSLY

Davina Bernard moves that administration bring back in Feb 2019 Operational impacts of desired fare adjustments for the Board's consideration. For final approval in our March 2019 Strategic Planning session.

CARRIED UNANIMOUSLY

d) Board Self-Evaluation Discussion

e) Appointment of Board Chair and Vice Chair

Martin Bean calls for nominations for Chair of the BVRTSC.

Joanna McCallum nominates Davina Bernard for Chair of the BVRTSC (called 3 times for other nominations - none).

CARRIED UNANIMOUSLY

Davina Bernard nominates Brian Standish to continue as Vice Chair (Called 3 times for other nominations - none).

CARRIED UNANIMOUSLY

BVRTSC18 - Vote for approval of _____ as Chair

CARRIED UNANIMOUSLY

_____ *calls for nominations for Chair of the BVRTSC*

BVRTSC18 - Vote for approval of _____ as Chair

CARRIED UNANIMOUSLY

Davina Bernard moves to go In Camera at 3:08 PM for HR Discussion.
Out of Camera at 3:23 PM

6. Adjournment

BVRTSC18-74 Davina moves to adjourn at 3:23 PM

CARRIED UNANIMOUSLY