

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

Ian Mackie Boardroom – 221 Beaver Street, Banff, AB

MINUTES

October 10, 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
Danielle Morine, ID#9
Jacob Johnson, Town of Canmore

ADMINISTRATION ABSENT

Alex Kolesch, Parks Canada

1. Call to Order

Davina Bernard calls the meeting to order at 2:05PM

2. Approval of the Agenda

Agenda additions – to be added to New Business:

DB
11/14/18

5g) Town of Banff resident letter

5h) Human Resources addition

BVRTSC18-66 Davina Bernard moves to approve agenda as amended

CARRIED UNANIMOUSLY

3. Minutes

Approval of the September 12, 2018 Regular Meeting Minutes (attached)

BVRTSC18-67 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

BVRTSC18-68 Davina Bernard moves that bring forward item BVRTSC18-17 be revised to have a pending date of March 2019.

CARRIED UNANIMOUSLY

c) Transit Service Monthly Statistics (attached)

Vi Sandford asks that we adjust the dials on the graphs to reflect 100% max, versus the existing 50% max.

5. New Business

a) Approval of final 2019-2021 Commission Operating Budget

BVRTSC18-69 Davina Bernard moves to approve the BVRTSC 2019-2021 Operating Budget as presented.

CARRIED UNANIMOUSLY

b) Approval of final Commission 10 Year Capital Budget

BVRTSC18-70 Davina Bernard moves to approve the BVRTSC 10-year Capital Plan as presented.

CARRIED UNANIMOUSLY

c) RFD ID9 Capital Allocation

BVRTSC18-71 Chip Olver moves that the BVRTSC Board confirm that remaining ID#9 Capital Contributions made from the inception of the Transit Commission, which are not restricted for replacement of Commission general assets, be available for purchasing Capital assets to support ID#9 funded routes.

CARRIED UNANIMOUSLY

d) RFD Transit Building Scope

BVRTSC18-72 Davina Bernard moves to support the Town of Banff constructing a transit storage building utilizing existing GreenTRIP funding, with the understanding that the BVRTSC will be entering a long-term lease on the entire building with operating costs being allocated amongst Commission partners, with the understanding that this will be returned to the Commission for final approval.

CARRIED UNANIMOUSLY

e) Board Self Evaluation Discussion

Board self-evaluation to be added to the November agenda.

f) December potential change of meeting date – due to conflict

BVRTSC18-73 Davina Bernard moves that our December meeting be changed to December 14th, 2018.

CARRIED UNANIMOUSLY

g) Letter from Banff resident

A letter was received by the Commission Chair from a Banff resident expressing concern over bus routing to the Banff Centre. Following discussion, this letter will be followed up by Town of Banff Administration with a cc to the Commission Chair and CAO.

h) HR Matter

Vi Sandford inquired as to the Commission policy for employees with regards to cannabis legalization. The Board would like Administration to review the existing Drug and Alcohol Policy and change as required to ensure coverage of current cannabis status.

6. Adjournment

BVRTSC18-74 Davina moves to adjourn at 3:27 PM

CARRIED UNANIMOUSLY

**BOW VALLEY REGIONAL TRANSIT SERVICES COMMISSION
ANNUAL ORGANIZATIONAL MEETING**

**BVRTSC CUSTOMER SERVICE CENTRE – IAN MACKIE BOARD ROOM
(221 BEAVER ST. BANFF)**

AGENDA AOM

October 17, 2018 – Approximately 3:30 pm (Immediately Following Regular Meeting)

1. Call to Order

Davina Bernard calls the meeting to order at 3:27PM

2. Approval of the Agenda

BVRTSC18-75 Davina Bernard moves to approve the agenda as presented

CARRIED UNANIMOUSLY

3. Motion to adopt the 2019 Operating & Capital Budgets (*see October 17, 2018 Regular Meeting Package*)

BVRTSC18-76 Davina Bernard moves to approve the 2019 Operating and Capital Budgets as presented

CARRIED UNANIMOUSLY

4. Ratification of 2017-2020 Updated Strategic Plan

BVRTSC18-77 Davina Bernard moves to ratify the 2017 to 2020 BVRTSC Strategic Plan as presented

CARRIED UNANIMOUSLY

5. Appointment of Avail Chartered Accountants for Audit of 2018 Financials

BVRTSC18-78 Davina Bernard moves to accept Avail Chartered Accountants as the Chartered Accountants for the BVRTSC 2018 financial audit.

6. Setting Dates and Location of Meetings until the 2019 AOM

BVRTSC18-79 Davina Bernard moves that for 2019 we continue with Commission meetings on the 2nd Wednesday of every month at 2pm at the Ian Mackie Boardroom

CARRIED UNANIMOUSLY

7. Adjournment

BVRTSC18-80 Davina Bernard moves to adjourn the meeting at 3:39 PM

CARRIED UNANIMOUSLY