

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

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

**MINUTES**

**February 13, 2019 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  
Dave Schebek, ID#9

**BOARD MEMBERS ABSENT**

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  
Claire Ellick, Town of Canmore  
Jed Cochrane, Parks Canada  
Greg Danchuk, Parks Canada  
Alex Kolesch, Parks Canada  
Danielle Morine, ID9

**ADMINISTRATION ABSENT**

**1. Call to Order**

Davina Bernard calls to order at 2:03PM

*JB*  
*5/8/19*

2. Approval of the Agenda

New Business 5F - Lake Louise Books on Bus

**BVRTSC19-01** - Davina Bernard moves to approve with addition of item 5F

**CARRIED UNANIMOUSLY**

3. Minutes

Approval of the December 14, 2018 Regular Meeting Minutes (attached)

**BVRTSC19-02** Davina Bernard moves to approve minutes as presented

**CARRIED UNANIMOUSLY**

4. Old Business (including Standing Items)

- a) CAO's Monthly Report (For Information)
- b) Bring Forward List of Pending Items (For Information)
- c) Transit Service Monthly Statistics (For Information)

The Board provided direction to Administration to provide a summary table only for Ridership.

5. New Business

- a) Token Transit Report (For Information Only)

**BVRTSC19-03** Davina Bernard moves to accept report for information

**CARRIED UNANIMOUSLY**

- b) HR Employee Engagement Survey Results (For Information Only)

**BVRTSC19-04** Davina Bernard moves to accept report as information

**CARRIED UNANIMOUSLY**

- c) Fare Impact Report (**BVRTSC18-87 (Fare Review)/ BVRTSC17-32 (Youth Fares)**) from Bring Forward list. (Request for Decision)

**BVRTSC19-05** Davina Bernard makes a motion that the Commission direct Administration to adopt the fare changes as presented in the 2018 Roam Transit Fare Review and recommended in report 2019-02.01 except for the Universal Day Pass.

**CARRIED UNANIMOUSLY**

**BVRTSC19-06** Davina Bernard makes a motion for Administration to proceed with a pilot universal summer day pass for \$25 from May 18<sup>th</sup> to Sept 15<sup>th</sup>; Administration to bring back a report in April outlining revenue splitting options and recommendation.

**CARRIED UNANIMOUSLY**

d) Approval of amended 2019-2021 Operational Budget and 10-year Capital Plan.

**BVRTSC19-07** Davina Bernard moves to approve the amended Capital and Operating budgets

**CARRIED UNANIMOUSLY**

e) Lake Louise Books on the Bus

Brian Standish will connect Banff Public Library with BVRTSC Administration to discuss the inclusion of a Lake Louise/Banff Books on the bus installation.

f) In-Camera Session (CAO Review)

**BVRTSC19-08** Davina Bernard moves to go In Camera at 3:53 PM

**CARRIED UNANIMOUSLY**

**BVRTSC19-09** Davina Bernard moves to come out of "In Camera" at 3:58 PM

**CARRIED UNANIMOUSLY**

6. Adjournment

**BVRTSC19-10** Davina Bernard moves to adjourn the meeting at 3:59 PM

**CARRIED UNANIMOUSLY**