

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

BVRTSC Boardroom – 221 Beaver Street, Banff, AB.

MINUTES

April 10, 2019 2:00 – 4:00 pm

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, Financial Controller

BVRTSC ADMINISTRATION ABSENT

ADMINISTRATION PRESENT

Stephen Allan, Town of Banff
Claire Ellick, Town of Canmore
Alex Kolesch, Parks Canada
Patti Youngberg, Parks Canada
Danielle Morine, ID9

ADMINISTRATION ABSENT

GUESTS PRESENT

Calvin Scott – Avail LLP

1. Call to Order

JB
15/8/19

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

2. Approval of the Agenda

BVRTSC19-20 - Davina Bernard moves to approve agenda as presented.

CARRIED UNANIMOUSLY

3. Minutes

- Approval of the March 13, 2019 Regular Meeting Minutes (attached)

BVRTSC19-21 - Davina Bernard moves to approve the minutes as presented.

CARRIED UNANIMOUSLY

4. Presentation

New Business item - 2019-04.02 2018 Reserve Transfers (Request for Decision)

BVRTSC19-22 - Davina Bernard moves to approve the reserve transfers presented in the 2018 financial results for the following items:

- 1) 2018 Operating Surplus of \$396,895.37 to be transferred as follows
 - a. \$309,826.16 to the Town of Banff Operating Reserve
 - b. \$8,947.01 to the Town of Canmore Operating Reserve
 - c. \$77,172.20 to the ID#9 Operating Reserve
 - d. \$950.00 to the BVRTSC Operating Reserve

CARRIED UNANIMOUSLY

- Presentation of 2018 audited financial statements (Calvin Scott, Avail LLP) (Request for Decision)

BVRTSC19-23 - Davina Bernard moves to approve the financial statements for 2018 as presented.

CARRIED UNANIMOUSLY

4. Old Business (including Standing Items)

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

5. New Business

a) 2019-04.01 Briefing – Universal Pass Revenue Allocation (Request for Decision)

BVRTSC19-24 - Davina Bernard makes motion that the Commission direct Administration to use Method 2 for the Universal Summer Day Pass revenue allocation for the summer of 2019.

CARRIED UNANIMOUSLY

BVRTSC19-25 - Vi Sanford moves to amend the motion **BVRTSC19-24** to remove “summer of 2019” and replace it with “from May 17th to Sept 15, 2019”.

CARRIED UNANIMOUSLY

b) 2019-04.03 Staff Accommodation (Request for Decision)

BVRTSC19-26 - Davina Bernard moves to direct Commission Administration to further investigate and report back by June Commission meeting on the cost and feasibility of adding a staff accommodation component to the construction of the 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.

CARRIED UNANIMOUSLY

BVRTSC19-27 - Davina Bernard moves to direct administration to prepare feasibility analysis on the cost of providing and operating staff accommodation for Roam employees on both an immediate and long-term basis.

CARRIED UNANIMOUSLY

Chip Olver recommends Administration connect with Sharon Oakley at Town of Banff for insight on housing/accommodation within Banff.

c) 2019-04.04 Election Day Transportation (Request for Decision)

BVRTSC19-28 - Davina Bernard moves that on Election Day, April 16th, 2019, passengers traveling locally on Roam Transit services are given free passage for the purposes of voting upon request.

CARRIED UNANIMOUSLY

- d) Formation of Committee for CAO remuneration review (verbal – Davina Bernard)

BVRTSC19-29 – Davina Bernard moves to create a sub-committee focused on CAO remuneration review and policy members to be Davina Bernard - ID9, Brian Standish - Town of Banff, Joanna McCallum - Town of Canmore.

CARRIED UNANIMOUSLY

- e) Discussion of potential strategic planning session (verbal – Davina Bernard)

6. Adjournment

BVRTSC19-30 - Davina Bernard moves to adjourn at 4:17PM

CARRIED UNANIMOUSLY