

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

BVRTSC Boardroom – 221 Beaver Street, Banff, AB.

MINUTES

August 14, 2019 2:00 – 4:00 pm

BOARD MEMBERS PRESENT

Davina Bernard, ID#9 – Chair
Brian Standish, Town of Banff
Chip Olver, Town of Banff
Dave Schebek, ID#9
Joanna McCallum, Town of Canmore (via telephone)

BOARD MEMBERS ABSENT

Vi Sandford, Town of Canmore

BVRTSC ADMINISTRATION PRESENT

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

ADMINISTRATION PRESENT

Danielle Morine, ID9
Greg Danchuk, Parks Canada
Stephen Allan, Town of Banff

1. Call to Order - Davina calls to order at 2:02PM
2. Approval of the Agenda

BVRTSC19-38 Davina Bernard moves to approve agenda as presented

CARRIED UNANIMOUSLY

3. Minutes

- Approval of the June 12th, 2019 Regular Meeting Minutes (attached)

BVRTSC19-39 Davina Bernard moves to approve June Minutes as presented

CARRIED UNANIMOUSLY

Handwritten signature and date: 9/14/19

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) Q2 Financial Results (For Information Only)
Presented and discussed
- b) 2020 3-Yr. Operating and 10-Yr. Capital Budgets and KPIs
Presented and discussed
- c) New Service Level Requests
 - Transit IT Systems Specialist

BVRTSC19-40 Chip Olver moves that Administration recommends that the Board approve the new position of Transit IT Systems. Specialist to begin in early 2020 as outlined in this New Service Level Request.

CARRIED UNANIMOUSLY

- Health Spending Account (PT Employees)

BVRTSC19-41 Brian Standish moves that the BVRTSC Board approve the Healthcare Spending Account for PT Seasonal Drivers and add total annual costs of \$34,650 to each year of the 2020-2022 budget allocated to each route based on total service hours.

CARRIED UNANIMOUSLY

- Route 3 Additional Weekday Service

BVRTSC19-42 Davina Bernard moves to direct Administration to increase Regional service in 2020 to achieve increased frequency and reliability through operating two buses on Route 3 weekdays from the hours of approximately 6:00am until 7:00pm.

CARRIED UNANIMOUSLY

- Additional Spare Bus

BVRTSC19-43 Davina Bernard moves to direct administration to begin the procurement process through RFP to purchase an accessible electric transit shuttle bus to act as a spare for all routes to be delivered in Spring 2020 and funded as outlined up to a maximum dollar value of \$460,000. The RFP awarding is subject to approval of the 2020 capital and operating budgets.

CARRIED UNANIMOUSLY

- Roam Desk at External Location

BVRTSC19-44 Davina Bernard moves that the board approves \$31,200 in annual funding for summer Roam external customer service to be added to the 2020-2022 operating budget and funded from individual routes based on % of total service hours. And, that the BVRTSC Board approve \$8,600 of start-up costs to be funded from the Commission General Capital Contributions.

CARRIED UNANIMOUSLY

- Roam Driver Housing

Discussed with a further report to come back to the Commission in October with additional information on rental accommodation and recruiting needs.

6. Adjournment

BVRTSC19-33 Davina Bernard moves to adjourn the meeting at 4:01PM

CARRIED UNANIMOUSLY