

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

via: Zoom Video Meeting

MINUTES

May 13th, 2020 2:00-4:00pm

BOARD MEMBERS PRESENT

Brian Standish, Town of Banff - Chair
Chip Olver, Town of Banff
Dave Schebek, ID#9
Vi Sandford, Town of Canmore
Davina Bernard, ID#9
Joanna McCallum, Town of Canmore – Vice Chair

BOARD MEMBERS ABSENT

BVRTSC ADMINISTRATION PRESENT

Martin Bean, Chief Administrative Officer
Steve Nelson, Manager of Operations
Mel Booth, Financial Controller

ADMINISTRATION PRESENT

Patti Youngberg, Parks Canada
Alex Kolesch, Parks Canada (Exited the meeting at 3:30 PM)
Adrian Field, Town of Banff
Claire Ellick, Town of Canmore
Danielle Morine, ID9 (Exited the meeting at 3:15 PM)

ADMINISTRATION ABSENT



Brian Standish (Jun 11, 2020 14:32 MDT)

1. Call to Order

Brian Standish calls the meeting to order at 2:05 PM.

2. Approval of the Agenda

Additional Item: Martin Bean added a discussion of the Draft of the 2021 BVRTSC Strategic Plan document

BVRTSC20-16 Brian Standish moves to approve the agenda as amended

CARRIED UNANIMOUSLY

3. Minutes

- Approval of the April 8, 2020 Regular Meeting Minutes (attached)

BVRTSC20-17 Brian Standish moves to approve the minutes as attached

CARRIED UNANIMOUSLY

4. Old Business (including Standing Items)

a) CAO's Monthly Report (For Information)

b) Bring Forward List of Pending Items (For Information)

- No changes noted for Bring Forward list from previous month

c) Transit Service Monthly Statistics (For Information)

5. New Business

a) Presentation of Q1 Financial Results and KPI's (For Information Only)

- Q1 financial results presented by Martin Bean and Mel Booth

b) Presentation of Potential Budget Scenarios (For Information Only)

c) Presentation of Preliminary Transit Recovery Plan (Request for Decisions)

BVRTSC20-18 Brian Standish moves that the Commission allow administration to use up to \$25,000 in capital expenditures from unused 2020 funds currently allocated to Ticket Vending Machines to purchase necessary items allowing the facilitation of a robust recovery plan.

CARRIED UNANIMOUSLY

BVRTSC20-19 Brian Standish moves that the Commission direct administration to remove the provision of change vouchers to passengers as an initial step in the recovery plan.

CARRIED UNANIMOUSLY

BVRTSC20-20 Brian Standish moves that the Commission direct administration to purchase, following consultation with municipal administration, additional Ticket Vending Machines to be placed at higher ridership stops, while still remaining within the allocated budget for 2020.

CARRIED UNANIMOUSLY

BVRTSC20-21 Brian Standish moves that the Commission allow administration to facilitate the Transit Recovery Plan in conjunction with municipal administration and partners, remaining within the parameters of the proposed operating scenarios, while informing the board of any changes in service levels. –

CARRIED UNANIMOUSLY

d) Additional Agenda Item - Discussion of Draft of Strategic Plan Document

BVRTSC20-22 Brian Standish moves that Administration bring back a report at the July meeting to outline potential options for rolling out our current draft strategic plan.

CARRIED UNANIMOUSLY

6. Adjournment

BVRTSC20-23 Brian Standish moves to adjourn the meeting at 3:55PM

CARRIED UNANIMOUSLY






MINUTES May 2020 - Approved

Final Audit Report

2020-06-11

Created:	2020-06-11
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