

SIGNED

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

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

MINUTES

April 13, 2016: 2:00 – 4:00 pm

BOARD MEMBERS PRESENT

Sean Krausert, Town of Canmore – Chair
Davina Bernard, ID#9 – Vice Chair
Joanna McCallum, Town of Canmore
Dave Schebek, ID#9
Corrie DiManno, Town of Banff

BOARD MEMBERS ABSENT

Karen Sorensen, Town of Banff

BOARD ADMINISTRATION PRESENT

Martin Bean, Chief Administrative Officer
Steve Nelson, Manager of Operations/Meeting Recorder

ADMINISTRATION PRESENT

Adrian Field, Town of Banff
Ethan Gorner, ID#9

ADMINISTRATION ABSENT

Alex Kolesch, Parks Canada
Jacob Johnson, Town of Canmore

1. Call to Order

Sean Krausert called the meeting to order at 2:00 PM.

2. Approval of the Agenda

BVRTSC16-15 Sean Krausert moves the approval of agenda as circulated.

CARRIED UNANIMOUSLY

3. Approval of the February 10, 2016 Regular Meeting Minutes (attached)

BVRTSC16-16 Sean Krausert moves the approval of February 10th, 2016 regular meeting minutes as circulated.

CARRIED UNANIMOUSLY

4. Old Business (including Standing Items)

- a) CAO's Monthly Report – March/April, 2016
- b) Bring Forward List of Pending Items (attached).
- c) Transit Service Monthly Statistics (attached).
- d) Feedback from Board on Statistics Package.

Administration confirmed that they will provide the full statistic package on a quarterly basis, and an abbreviated statistic package on a monthly basis.

A couple of Board members requested that bicycles and strollers be reported on a monthly basis simply as a bullet point on the cover page.

5. New Business

- a) 2015 Financial Audit Presentation and Approval

Presentation by Calvin Scott representing YPM (auditors).

In response to a question about the surplus, the CAO indicated that he will meet with municipal partners to discuss the 2015 reconciliation, and at that point it will be determined in accordance with BVRTSC policy as to where the surplus will reside (i.e. in partner reserve accounts or returned to partners).

BVRTSC16-17 Sean Krausert moves to go in-camera at 2:10 PM for standard confidential interview with the auditor.

CARRIED UNANIMOUSLY

BVRTSC16-18 Sean Krausert moves to come out from in-camera 2:15 PM.

CARRIED UNANIMOUSLY

BVRTSC16-19 Sean Krausert moves to approve the 2015 audited financial statements as presented.

CARRIED UNANIMOUSLY

BVRTSC16-20 Sean Krausert moves to transfer the "Banff Wrap Reserve" into the General Banff Operating Reserve account.

CARRIED UNANIMOUSLY

BVRTSC16-21 Sean Krausert moves to debit the Banff Operating Reserve account \$27,389.00 as per the approved 2014 reconciliation.

CARRIED UNANIMOUSLY

BVRTSC16-22 Sean Krausert moves to credit the Canmore Operating Reserve account \$46,358 as per the approved 2014 reconciliation.

CARRIED UNANIMOUSLY

(Note to minutes – the last two motions were previously done in 2015 with the Board being informed, and the municipal partners' consent, although a formal motion was not done at the time.)

b) GreenTRIP #3 Update and Timelines

GreenTrip III application deadline has been extended to August 31st, and pursuant to provincial rules must go through the Calgary Regional Partnership. The proposed application will come to the Board in June, then to the municipal partner councils also in June, and submitted to CRP afterwards.

c) Strategic Planning Timeline Update

Confirmation that dates are June 8th and June 16th.

d) Quarterly Financial Review (Q1 2016)

Board members requested that notes to be included in the report to flag items of interest, concern or needing explanation.

6. Adjournment

BVRTSC16-23 Sean Krausert moves to adjourn at 3:01 PM.

CARRIED UNANIMOUSLY

