

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

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

**MINUTES**

**January 10, 2017: 2:00 – 4:00 pm**

**BOARD MEMBERS PRESENT**

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

**BOARD MEMBERS ABSENT**

Chip Olver, Town of Banff

**BOARD ADMINISTRATION PRESENT**

Martin Bean, Chief Administrative Officer  
Steve Nelson, Manager of Operations

**ADMINISTRATION PRESENT**

Danielle Morine, ID#9  
Adrian Field, Town of Banff  
Alex Kolesch, Parks Canada

**ADMINISTRATION ABSENT**

Jacob Johnson, Town of Canmore

**1. Call to Order**

Davina Bernard calls meeting to order at 2:00PM.

**2. Approval of the Agenda**

**BVRTSC18-01** Davina Bernard moves to approve agenda as presented

**CARRIED UNANIMOUSLY**

*DB*  
*3/14/18*

3. Minutes

*One administrative edit noted.*

**BVRTSC18-02** Davina Bernard moves to approve minutes as amended

**CARRIED UNANIMOUSLY**

4. Old Business (including Standing Items)

- a) CAO's Monthly Report
- b) Bring Forward List of Pending Items

*None due*

- c) Transit Service Monthly Statistics (attached)

5. New Business

- a) Commission Structure and Hiring Update

*Anticipate all positions being filled by March*

- b) Automatic Passenger Counter Report Demonstration

*APC units are in place and we are working through reporting procedures to be able to best present statistics*

- c) February Meeting Cancellation

*There will be no meeting in February. Next meeting will be March 14<sup>th</sup>.*

**BVRTSC18-03** Davina Bernard moves to go In-Camera to discuss HR matters at 2:47pm

**CARRIED UNANIMOUSLY**

**BVRTSC18-04** Davina Bernard moves to come out of In-Camera at 2:54pm

**CARRIED UNANIMOUSLY**

6. Adjournment

**BVRTSC18-05** Davina Bernard moves to adjourn the meeting at 2:55PM

**CARRIED UNANIMOUSLY**