

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

BVRTSC Boardroom – 221 Beaver Street, Banff, AB.

MINUTES

June 13, 2018 2:00-4:00pm

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
Dave Schebek, ID#9

BOARD MEMBERS ABSENT

Martin Bean, Chief Administrative Officer

BVRTSC ADMINISTRATION PRESENT

Steve Nelson, Manager of Operations
Andrea Stuart, Controller

ADMINISTRATION PRESENT

Danielle Morine, ID#9
Adrian Field, Town of Banff
Alex Kolesch, Parks Canada
Brad Tataryn, Parks Canada
Jacob Johnson, Town of Canmore

1. Call to Order

Davina Bernard calls meeting to order at 2:02pm

Brad Tataryn from Parks Canada introduced himself.

DB
7/10/18

2. Approval of the Agenda

BVRTSC18-32 Davina Bernard moves to accept the agenda with the following amendment; under the Financial Reserve Transfer Report, adjust the description table to accurately reflect transfers to reserves from Banff Local Route 1 &2 to be allocated to the Banff Reserve and Canmore Local Route 5 to be allocated to the Canmore Reserve.

CARRIED UNANIMOUSLY

3. Approval of the May 9, 2018 Regular Meeting Minutes (attached)

Amended as follows:

- *Chip Olver was absent.*
- *Vi Sandford's spelling of last name corrected.*

BVRTSC18-33 Davina Bernard moves to accept the minutes as amended.

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) Lake Louise Winter Service Update – Davina Bernard
- b) Chair's Report on 2019 Budget Planning Process
- c) RFD - transfer 2017 surplus to reserves

BVRTSC18-34 Davina Bernard moves that the Board approve a transfer of \$208,509.75 from the unrestricted surplus to the Town of Banff operating reserve and approve a transfer of \$30,314.06 out of the Town of Canmore operating reserve to cover the unrestricted deficit.

CARRIED UNANIMOUSLY

- d) RFD - Dispatch/On-Call HR Overview

BVRTSC18-35 Davina Bernard moves to bring back further information on the on-call dispatch for the July meeting.

CARRIED UNANIMOUSLY

- e) Discussion of PTIF2 project ideas
- f) In-Camera – Staff Performance Evaluation

BVRTSC18-36 Davina moves to go into camera at 3:11pm

CARRIED UNANIMOUSLY

BVRTSC18-37 Davina moves to come out of camera at 3:34pm

CARRIED UNANIMOUSLY

6. Adjournment

BVRTSC18-38 Davina Bernard moves to adjourn meeting at 3:34pm.

CARRIED UNANIMOUSLY

