

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

**Ian Mackie Boardroom – 221 Beaver Street, Banff, AB**

**MINUTES**

**December 14, 2018 2:00 - 3:30 pm**

**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

**BOARD MEMBERS ABSENT**

Dave Schebek, ID#9

**BVRTSC ADMINISTRATION PRESENT**

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

**ADMINISTRATION PRESENT**

Adrian Field, Town of Banff  
Jacob Johnson, Town of Canmore  
Claire Ellick, Town of Canmore  
Alex Kolesch, Parks Canada  
Greg Danchuk, Parks Canada  
Danielle Morine, ID9

**ADMINISTRATION ABSENT**

**1. Call to Order**

Davina Bernard calls the meeting to order at 2:06 PM



2. Approval of the Agenda

*Davina Bernard makes the following additions to the Agenda:*

*New Business:*

*b) – Chair Selection Review Process*

*c) – Board self-evaluation review*

*Section 6 – In Camera for Personnel Issue*

*Section 7 – Adjournment*

**BVRTSC18-93** Davina Bernard moves to approve agenda as amended.

**CARRIED UNANIMOUSLY**

3. Minutes

Approval of the November 12, 2018 Regular Meeting Minutes (attached)

**BVRTSC18-94** Davina Bernard moves to approve minutes as presented.

**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) Approval of ICIP and ACT Grant Applications

**BVRTSC18-95** - Davina Bernard moves that the Commission direct administration to apply for ICIP and ACT grants as outlined and agreed to by the municipal partners with the understanding that grant approval does not constitute final project approval by the Commission and municipalities.

**CARRIED UNANIMOUSLY**

b) Chair Selection Process

**BVRTSC18-96** Davina Bernard moves that the Commission Update by-law 4.5 to read: "Chair and Vice Chair shall occupy the positions for one year (as per s. 2.4 of Bylaw 1-2011) and for no more than three consecutive years, unless otherwise elected by a two-thirds supermajority of the board. Upon leaving the role after a three-year term, the past-chair must vacate the position for at least one year before being eligible for re-election.

**CARRIED UNANIMOUSLY**

c) Board self evaluation review

6. In Camera (CAO Review)

**BVRTSC18-97** - Davina Bernard moves to go In Camera at 3:28 PM for CAO Review discussion.

**CARRIED UNANIMOUSLY**

**BVRTSC18-98** - Davina Bernard moves to come Out of Camera at 3:43 PM

**CARRIED UNANIMOUSLY**

7. Adjournment

**BVRTSC18-99** - Davina Bernard moves to adjourn at 3:43 PM

**CARRIED UNANIMOUSLY**