

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

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

**MINUTES**

**March 13, 2019 2:00 – 4:00 pm**

**BOARD MEMBERS PRESENT**

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

**BOARD MEMBERS ABSENT**

Chip Olver, Town of Banff

**BVRTSC ADMINISTRATION PRESENT**

Steve Nelson, Manager of Operations  
Andrea Stuart, Financial Controller

**BVRTSC ADMINISTRATION ABSENT**

Martin Bean, Chief Administrative Officer

**ADMINISTRATION PRESENT**

Adrian Field, Town of Banff  
Greg Danchuk, Parks Canada  
Danielle Morine, ID9

**ADMINISTRATION ABSENT**

Claire Ellick, Town of Canmore  
Jed Cochrane, Parks Canada  
Alex Kolesch, Parks Canada

**1. Call to Order**

Davina Bernard calls meeting to order at 2:03pm

**2. Approval of the Agenda**

**BVRTSC19-11** - Davina Bernard moves to approve the agenda

**CARRIED UNANIMOUSLY**

DB  
5/8/19

3. Minutes

Approval of the February 13, 2019 Regular Meeting Minutes (attached)

**BVRTSC19-12** Davina Bernard moves to approve minutes as presented with administrative amendments.

**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) Presentation of Q4 Results, KPIs and Proposed Transfer of Reserves (Request for Decision)

**BVRTSC19-13** Davina Bernard moves to approve the reserve transfers presented in the 2018 financial results for the following items:

- 1) 2011/2012 Operating Surplus of \$95,843.49 to be transferred as follows
  - a. \$89,950.20 to the Town of Banff Operating Reserve
  - b. \$5,893.29 to the Town of Canmore Operating Reserve
- 2) 2017 Operating Deficit of \$792.82 to be transferred as follows:
  - a. \$657.32 to the Town of Banff Operating Reserve
  - b. \$762.09 from the Town of Canmore Operating Reserve
  - c. \$688.05 from the BVRTSC Operating Reserve
- 3) Banff Bus Phase I Expansion of \$22,695.56 from the Town of Banff Operating Reserve
- 4) Equity in TCA of \$0.44 to be transferred to the BVRTSC Operating Reserve.

**CARRIED UNANIMOUSLY**

- b) Revised Tangible Capital Asset Policy (Request for Decision)

**BVRTSC19-14** Davina Bernard moves to approve the revised TCA Policy F-4, to be effective for the 2018 fiscal year and forward.

**CARRIED UNANIMOUSLY**

- c) Presentation of new LAPP Policy F-5 (Request for Decision)

**BVRTSC19-15** Davina Bernard moves to approve LAPP Policy F-5, to be effective for the 2018 fiscal year and forward.

**CARRIED UNANIMOUSLY**

d) In-Camera Session (Finalize CAO Review)

**BVRTSC19-16** Davina Bernard moves to go In Camera at 2:43 PM

**CARRIED UNANIMOUSLY**

**BVRTSC19-17** Davina Bernard moves to come out of In Camera at 2:56 PM

**CARRIED UNANIMOUSLY**

**BVRTSC19-18** Davina Bernard moves to approve the 2018 CAO Performance & Merit Review as presented, effective Jan 1, 2019.

**CARRIED UNANIMOUSLY**

6. Adjournment

**BVRTSC19-19** Davina Bernard moves to adjourn the meeting at 2:57 PM

**CARRIED UNANIMOUSLY**