

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

**Fenlands Recreation Centre, Banff AB.**

**MINUTES**

**March 10, 2020 1:00-3:00pm**

**BOARD MEMBERS PRESENT**

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

**BOARD MEMBERS ABSENT**

**BVRTSC ADMINISTRATION PRESENT**

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



**ADMINISTRATION PRESENT**

Patti Youngberg, Parks Canada  
Alex Kolesch, Parks Canada  
Adrian Field, Town of Banff  
Claire Ellick, Town of Canmore  
Danielle Morine, ID9

**ADMINISTRATION ABSENT**

1. Call to Order – Brian Standish calls the meeting to order at 1:00pm

2. Approval of the Agenda

**BVRTSC20-07** Joanna McCallum moves to approve agenda.

**CARRIED UNANIMOUSLY**

3. Minutes

Approval of the February 12, 2020 Regular Meeting Minutes (attached)

**BVRTSC20-08** Chip Olver moves to approve as presented.

**CARRIED UNANIMOUSLY**

4. Old Business (including Standing Items)

a) CAO's Monthly Report (For Information)

*Chip Olver – we should consider an additional section within the CAO's monthly report on Health & Safety.*

*Davina Bernard – Would like updates frequently regarding Coronavirus and what Roam is doing to address them.*

b) Bring Forward List of Pending Items (For Information)

c) Transit Service Monthly Statistics (For Information)

5. New Business

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

**BVRTSC20-09** Chip Olver moves to approve the reserve transfers presented in the draft 2019 financial results as follows:

2019 Operating Surplus of \$1,117,576.80 to be transferred as follows:

- \$349,752.78 to the Town of Banff operating reserve
- \$80,327.57 to the Town of Canmore operating reserve
- \$392,075.87 to the ID#9 operating reserve
- \$40,285.32 to the BVRTSC operating reserve
- \$255,135.26 to the Capital reserve

**CARRIED UNANIMOUSLY**

b) Approval of amended 2020-2022 Operational Budget

**BVRTSC20-10** Davina Bernard moves to approve the amended 2020-2022 Operating Budget.

**CARRIED UNANIMOUSLY**

6. Adjournment

**BVRTSC20-11** Brian Standish moves to adjourn at 1:28PM.

**CARRIED UNANIMOUSLY**