

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

via: Zoom Video Meeting

MINUTES

August 12th, 2020

2:00-3:30pm

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

BVRTSC ADMINISTRATION PRESENT

Martin Bean, Chief Administrative Officer
Mel Booth, Financial Controller

ADMINISTRATION PRESENT

Patti Youngberg, Parks Canada
Kendra Van Dyk, Parks Canada
Andy Esarte, Town of Canmore
Stephen Allan, Town of Banff
Danielle Morine, ID9

A handwritten signature in black ink, appearing to be 'BA' with a flourish underneath.

ADMINISTRATION ABSENT

Steve Nelson, Operations Manager BVRTSC
Adrian Field, Town of Banff
Claire Ellick, Town of Canmore
Daniella Rubeling, Parks Canada
Alex Kolesch, Parks Canada

1. Call to Order

Brian Standish calls the meeting to order at 2:07PM

2. Approval of the Agenda

Amendment put forward by Martin Bean: Add format of strategic plan as New Business 5c.

BVRTSC20-34 Davina Bernard moves to approve the agenda as amended

CARRIED UNANIMOUSLY

3. Minutes

- Approval of the July 8, 2020 Regular Meeting Minutes (attached)

BVRTSC20-35 Joanna McCallum moves to approve the minutes as presented

CARRIED UNANIMOUSLY

4. Old Business (including Standing Items)

- a) CAO's Monthly Report (For Information)
- b) Bring Forward List of Pending Items (For Information)
- c) Transit Service Monthly Statistics (For Information)

5. New Business

- a) Presentation and discussion on Q2 Financial Results (for information only)
- b) Discussion of 2021 Budget procedure and timelines (request for decision)
 - Agreement to present first draft of the budget for comment at the September 9th meeting plus hold an additional budget meeting on September 29th and hold the final budget meeting on October 30th in place of the regularly scheduled meeting.

BVRTSC20-36 Brian Standish moves that the Commission direct Administration to prepare for the regularly scheduled Commission meeting on Sept 9th, 2020 a budget using currently known information based on approximately 38,000 service hours.

CARRIED UNANIMOUSLY

- c) Discussion of the formatting of the BVRTSC 2021-2024 Business and Strategic plan. Agreement to direct Lesley to adjust formatting so that items that have been completed are in a separate section to clean up the flow of the plan.

6. Adjournment

BVRTSC20-37 Brian Standish moves to adjourn the meeting at 3:17PM

CARRIED UNANIIMOUSLY