

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

via: Zoom Video Meeting

MINUTES

August 11th, 2021 2:00-4:00pm

BOARD MEMBERS PRESENT

Vi Sandford, Town of Canmore

Davina Bernard, ID#9

Brian Standish, Town of Banff – Chair

Joanna McCallum, Town of Canmore – Vice Chair


Brian Standish (Oct 13, 2021 15:08 MDT)

BOARD MEMBERS ABSENT

Dave Schebek, ID#9

Chip Olver, Town of Banff

BVRTSC ADMINISTRATION PRESENT

Martin Bean, Chief Administrative Officer

Steve Nelson, Operations Manager

Mel Booth, Financial Controller

ADMINISTRATION PRESENT

Danielle Morine, ID9

Patti Youngberg, Parks Canada

Andy Esarte, Town of Canmore

Adrian Field, Town of Banff

ADMINISTRATION ABSENT

Alex Kolesch, Parks Canada

Members of the Public

Greg Colgan, Reporter Rocky Mountain Outlook

1. Call to Order – Meeting delayed for approximately 1 hour to achieve quorum

Brian Standish calls the meeting to order at 3:06 PM

2. Approval of the Agenda

BVRTSC21-94 Brian Standish moves approval of the Agenda as amended.

CARRIED UNANIMOUSLY

3. Minutes

- Approval of the June 9th, 2021 Regular Meeting Minutes (attached)

BVRTSC21-95 Davina Bernard moves to accept Minutes as presented.

CARRIED UNANIMOUSLY

4. Old Business (including Standing Items)

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

5. New Business

- Presentation of Q2 Results (For Information Only)
- Presentation of draft 2022-2024 Operating Budget (Request for Decision)

BVRTSC21-96 Brian Standish moves to accept the draft 2022-2024 Operating Budget as presented.

CARRIED UNANIMOUSLY

- Presentation of draft 2022 – 2031 Capital Budget (Request for Decision)

BVRTSC21-97 Joanna McCallum moves to accept the draft 2022 – 2031 Capital Budget as presented.

CARRIED UNANIMOUSLY

- New Service Level Requests for consideration (Request for Decision)

- Human Resources Coordinator Role (Full Time)

BVRTSC21-98 Joanna McCallum moves to approve the New Service Level Request for a Human Resources Coordinator and direct administration to include this in the proposed operating budget to be presented at the September 9th Commission meeting.

CARRIED UNANIMOUSLY

- Dispatch Coordinator Role (Part Time)

BVRTSC21-99 Davina Bernard moves to approve the New Service Level Request for Dispatch Coordinator and direct administration to include this in the proposed operating budget to be presented at the September 9th Commission meeting.

CARRIED UNANIMOUSLY

- e) Elevated HR Driver Compensation Review (Request for Decision)

BVRTSC21-100 Davina Bernard moves that the Commission direct administration to adopt the recommendation in the Elevated HR driver compensation review and increase vacation time for all staff to start at 3 weeks and progress to a maximum of 5 weeks, beginning in 2022.

CARRIED UNANIMOUSLY

BVRTSC21-101 Vi Sandford moves that the Commission direct administration to report back to the Board with a compensation policy for staff, considering recommendations contained within the compensation review, by February of 2022.

CARRIED UNANIMOUSLY

- f) Report on return to in person Board meetings (Request for Decision)

BVRTSC21-102 Brian Standish moves that the Commission resume in-person Board meetings in October of 2021 to be held at the Roam Training and Operations Centre with Zoom or another online platform being available for those who are unable to attend in person.

CARRIED UNANIMOUSLY

- g) Face Covering Policy P3 (Request for Decision)

The Commission will wait until Friday August 13th after the Town of Banff's Council meeting to reconvene before deciding.

- h) In Camera Session (Human Resources)

BVRTSC21-103 Brian Standish moves the meeting In Camera at 5:05PM

CARRIED UNANIMOUSLY

Commission comes Out of Camera at 5:22 PM

6. Adjournment

Brian Standish adjourns the meeting at 5:25 PM.

Next Meeting – Via Zoom – Wednesday September 8th at 2:00pm






2 DRAFT Minutes August 2021

Final Audit Report

2021-10-13

Created:	2021-10-13
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