

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

via: Zoom Video Meeting

MINUTES

November 10th, 2021, 2:00-3:30pm

BOARD MEMBERS PRESENT

Tanya Foubert, Town of Canmore
Davina Bernard, ID#9 – Vice Chair
Corrie DiManno, Town of Banff
Joanna McCallum, Town of Canmore - Chair
Dave Schebek, ID#9
Grant Canning, Town of Banff

BOARD MEMBERS ABSENT



Joanna McCallum (Dec 21, 2021 11:09 MST)

BVRTSC ADMINISTRATION PRESENT

Martin Bean, Chief Administrative Officer
Steve Nelson, Manager Operations
Mel Booth, Financial Controller

ADMINISTRATION PRESENT

Danielle Morine, ID9
Alex Kolesch, Parks Canada
Daniella Rubeling, Parks Canada
Andy Esarte, Town of Canmore
Adrian Field, Town of Banff

ADMINISTRATION ABSENT

Members of the Public

1. Call to Order

Joanna McCallum calls the meeting to order at 2:05PM

2. Approval of the Agenda

BVRTSC21-125 Dave Schebek moves to approve the Agenda as presented.

CARRIED UNANIMOUSLY

3. Minutes

- Approval of the October 13th, 2021, Regular Meeting Minutes (attached)

BVRTSC21-126 Davina Bernard moves to approve the October 13th, 2021, Regular Meeting Minutes as presented.

CARRIED UNANIMOUSLY

- Approval of the October 13th, 2021, Annual Organizational Meeting Minutes (attached)

BVRTSC21-127 Grant Canning moves to approve the October 13th, 2021, Annual Organizational Meeting 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)

- Davina Bernard suggests that the motion made at October 2021 Commission meeting regarding the CAO adding employee compensation review to the Bring Forward List of Pending Items.

c) Transit Service Monthly Statistics (For Information)

- Google Sheet link to be shared with all new Commission members.
- Administration to add a line representing 2019 boarding data.

5. New Business

a) Presentation of Quarter 3 Financial results (For Information Only)

- Commission asks to include 2019 data to quarterly KPIs for comparison purposes.

b) Board Orientation Presentation (Martin Bean) (For Information Only)

c) Appointment of Chair and Vice Chair of the BVRTSC for 2021 (Request for Decision)

- Joanna McCallum calls for nominations for Commission Chair:

BVRTSC21-128 Davina Bernard moves to nominate Joanna McCallum as Chair.

Nomination Accepted by Joanna McCallum.

Joanna McCallum is acclaimed as Chair.

- Joanna McCallum calls for nominations for Vice Chair.

BVRTSC21-129 Joanna McCallum moves to nominate Davina Bernard as Vice Chair.

Nomination Accepted by Davina Bernard.

Davina Bernard acclaimed as Vice Chair.

d) Confirmation of meeting dates and times for 2021/2022 (For Information Only)

- CAO recommends we look to January 2022 to return to in-person Commission meetings – with an option for “Zoom” attendance.
- Regular meetings will be scheduled for the 2nd Wednesday of each month at 2PM. With the exception of the next meeting, which is to be moved to Friday December 10th, 2021.

BVRTSC21-130 Joanna McCallum moves to appoint Davina Bernard, Joanna McCallum and Corrie DiManno for the CAO Performance Review Committee.

CARRIED UNANIMOUSLY

6. Adjournment

BVRTSC21-131 Joanna McCallum moves to adjourn the meeting at 3:37 PM.

CARRIED UNANIMOUSLY

Next Meeting – via Zoom – Friday December 10th, 2021, at 2PM.

2 DRAFT - Minutes November 2021

Final Audit Report

2021-12-21

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