

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

**via: Zoom Video Meeting**

**MINUTES**

**October 13<sup>th</sup>, 2021 2:00-3:30pm**

**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  
Dave Schebek, ID#9  
Chip Olver, Town of Banff

**BOARD MEMBERS ABSENT**

**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  
Adrian Field, Town of Banff

  
Joanna McCallum (Dec 7, 2021 16:24 MST)

**ADMINISTRATION ABSENT**

**Members of the Public**

Greg Colgan, Reporter Rocky Mountain Outlook  
Marion Adda, member of the public

**1. Call to Order**

Brian Standish calls meeting to order at 2:00PM

**2. Approval of the Agenda**

**BVRTSC21-111**

Chip Olver moves to approve the agenda as presented.

**CARRIED UNANIMOUSLY**

**3. Minutes**

- Approval of the September 8<sup>th</sup>, 2021 Regular Meeting Minutes (attached)

**BVRTSC21-112**

Brian Standish moves to approve September 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 of Proposed Final 2022-2024 Operating Budget (Request for Decision)

**BVRTSC21-113**

Joanna McCallum moves to approve the Proposed Final 2022-2024 Operating Budget as presented.

**CARRIED UNANIMOUSLY**

- b) Presentation of Proposed Final 2022 – 2031 Capital Budget (Request for Decision)

**BVRTSC21-114**

Davina Bernard moves to approve Proposed Final 2022 – 2031 Capital Budget as presented.

**CARRIED UNANIMOUSLY**

- c) In Camera Session – HR Matter (Zoom Breakout Room)

In Camera at 2:16PM

**BVRTSC21-115**

Brian moves to come out of Camera at 2:28 PM.

**CARRIED UNANIMOUSLY**

**BVRTSC21-116**

Motion to approve the CAO 2021 Performance and Merit review as presented.

**CARRIED UNANIMOUSLY**

**BVRTSC21-117**

Davina Bernard moves that the sub committee of the CAO performance review committee focuses on the following three topics in 2022.

1. CAO updated Contract
2. CAO performance pay structure update
3. CAO performance review structure update.

**CARRIED UNANIMOUSLY**

**6. Adjournment**

**BVRTSC21-118**

Dave Schebek moves to adjourn the meeting at 2:31PM

**CARRIED UNANIMOUSLY**

Next Meeting – via Zoom – Wednesday November 10<sup>th</sup> at 2:00pm






# 2 DRAFT Minutes October 2021

Final Audit Report

2021-12-07

Created:	2021-12-07
By:	Martin Bean (martin.bean@roamtransit.com)
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