

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

Held via: Zoom Video Meeting

MINUTES

April 13th, 2022 2:00-3:30pm

BOARD MEMBERS PRESENT


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

BOARD MEMBERS ABSENT

Dave Schebek, ID#9

BVRTSC ADMINISTRATION PRESENT

Martin Bean, Chief Administrative Officer
Mel Booth, Financial Controller


Joanna McCallum (Jul 5, 2022 09:22 MDT)

ADMINISTRATION PRESENT

Stephen Allan, Town of Banff
Danielle Morine, ID9
Patti Youngberg, Parks Canada
Andy Esarte, Town of Canmore
Alex Kolesch, Parks Canada
Daniella Rubeling, Parks Canada

BVRTSC ADMINISTRATION ABSENT

Steve Nelson, Manager Operations

Members of the Public

Calvin Scott, Avail LLP
Greg Colgan, RMO

1. Call to Order

Joanna McCallum calls the meeting to order at 2:01pm

2. Approval of the Agenda

Agenda amended to move New Business 5a Audited Financials presented by Avail's Calvin Scott to be the 1st item on the agenda.

BVRTSC22-014 Davina Bernard moves to approve the agenda as amended

CARRIED UNANIMOUSLY

3. Minutes

- Approval of the March 9th, 2022 - Regular Meeting Minutes (attached)

BVRTSC22-015 Grant Canning moved to approve the March 9th regular meeting minutes as presented.

CARRIED UNANIMOUSLY

Amended agenda - New Business – 5a (moved forward)

Presentation of Audited Financial Statements - 2021 (Calvin Scott, Partner, Avail LLP)
(Request for Decision)

BVRTSC22-016 Joanna McCallum moves for an in-camera session at 2:18pm with Board members and auditors to discuss audited financial statements without administration present

CARRIED UNANIMOUSLY

BVRTSC22-017 Joanna McCallum moves to end in-camera session and return to the regular meeting at 2:21pm.

CARRIED UNANIMOUSLY

BVRTSC22-018 Joanna McCallum moves to accept audited financials 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 Audited Financial Statements - 2021 (Calvin Scott, Partner, Avail LLP)
(Request for Decision)

Moved prior to Old Business

- b) Presentation of Policy F7 – Compensation Policy (Request for Decision)
Suggested amendments:

1. Change vacation pay paragraph, remove ‘time’ and add per year, and take out sentence about Alberta minimum requirements
2. Remove one “either” from Health spending account note paragraph.
3. Consider changes to percentile – hourly vs salary to reflect driver vs administrative

BVRTSC22-019

Corrie DiManno moves to accept policy as amended with the inclusion of edits 1 and 2 above

CARRIED UNANIMOUSLY

- c) Presentation of RESTOR Funding Allocation (Request for Decision)

BVRTSC22-020

Tanya Foubert moves to direct administration to allocate funding received through the RESTOR program to routes operated by members based on the calculations contained in this report

CARRIED UNANIMOUSLY

6. Adjournment

BVRTSC22-021

Tanya Foubert moves to adjourn at 3:19pm

CARRIED UNANIMOUSLY

Next meeting – 111 Hawk Avenue and Zoom – May 11th, 2-3:30pm



2 DRAFT Minutes April 2022

Final Audit Report

2022-07-05

Created:	2022-07-05
By:	Martin Bean (martin.bean@roamtransit.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAf3Jrdp0x5Hhjk1alk1ghc6IMBg1lTOqY

"2 DRAFT Minutes April 2022" History

-  Document created by Martin Bean (martin.bean@roamtransit.com)
2022-07-05 - 2:10:42 PM GMT- IP address: 70.65.224.76
-  Document emailed to Joanna McCallum (joanna.mccallum@canmore.ca) for signature
2022-07-05 - 2:10:58 PM GMT
-  Email viewed by Joanna McCallum (joanna.mccallum@canmore.ca)
2022-07-05 - 2:11:03 PM GMT- IP address: 20.104.34.228
-  Document e-signed by Joanna McCallum (joanna.mccallum@canmore.ca)
Signature Date: 2022-07-05 - 3:22:33 PM GMT - Time Source: server- IP address: 70.65.253.80
-  Agreement completed.
2022-07-05 - 3:22:33 PM GMT