

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

**111 Hawk Avenue and Zoom**

**MINUTES**

**April 12<sup>th</sup>, 2023      1:00 – 4:00pm**

**BOARD MEMBERS PRESENT**

Joanna McCallum, Town of Canmore – Chair  
Alex Parkinson, ID9  
Grant Canning, Town of Banff  
Tanya Foubert, Town of Canmore  
Corrie DiManno, Town of Banff (Present until agenda item 6)

**BOARD MEMBERS ABSENT**

Dave Schebek, ID9

**BVRTSC ADMINISTRATION PRESENT**

Steve Nelson, Director of Service Delivery  
Fiona Gagnon, Manager of Communications  
Mel Booth, Director of Finance and Administration (Virtual)

**BVRTSC ADMINISTRATION ABSENT**

Martin Bean, CAO

**ADMINISTRATION PRESENT**

Adrian Field, Town of Banff (Virtual)  
Daniella Rubeling, Parks Canada (Virtual)  
Patti Youngberg, Parks Canada (Virtual)  
Danielle Morine, ID9 (Virtual)

**PUBLIC PRESENT**

Greg Colgan – Rocky Mountain Outlook  
Calvin Scott - Partner, Avail LLP

1. Call to Order  
Joanna McCallum calls meeting to order at 1:07pm
2. Approval of the Agenda

- Add rural transit funding grant request.
- Liricon presentation as last item on agenda

**BVRTSC23-014** Joanna McCallum – moves to approve the Agenda as amended.

**CARRIED UNANIMOUSLY**

**3. In Camera Session – Board HR Committee at 1:09pm**

**BVRTSC23-015** Alex Parkinson moves that the BVRTSC Board direct administration to move to an in-camera session.

**CARRIED UNANIMOUSLY**

**In Camera Session – Board HR Committee at 1:54pm**

**BVRTSC23-016** Grant Canning moves that the BVRTSC Board direct administration to move out of the in-camera session.

**CARRIED UNANIMOUSLY**

Joanna McCallum makes the following motions:

- I. **BVRTSC23-017** the Commission change the name of the Chief Administrative Officer to Chief Executive Officer to properly reflect the board-approved employment description.

**CARRIED UNANIMOUSLY**

- II. **BVRTSC23-018** the Commission approves the rate of pay for the position of CEO at the 50-55<sup>th</sup> percentile at the rate presented in the report resulting from the salary survey and that the current position retains the benefits and holidays currently received within their role.

**CARRIED UNANIMOUSLY**

- III. **BVRTSC23-019** the Commission approves the *Board Process CEO Performance Management & Annual Compensation Review Process* in principle.

**CARRIED UNANIMOUSLY**

- IV. **BVRTSC23-020** the Commission requests that the Personnel Subcommittee returns to the next meeting to solidify the remuneration and employee review process in a draft policy for board approval.

**CARRIED UNANIMOUSLY**

**4. Minutes**

- Approval of the March 8, 2023 Regular Meeting Minutes (attached)

Joanna McCallum requests change to minutes: New Business 5 (d) Commissioners not Councillors

**BVRTSC23-021** Corrie DiManno moves to approve the March 8, 2023 minutes with amendments.

**CARRIED UNANIMOUSLY**

**5. Old Business (including Standing Items)**

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

**6. New Business**

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

**BVRTSC23-022** Joanna McCallum moves that the Commission approve the 2022 Audited financials as presented by Calvin Scott.

**CARRIED UNANIMOUSLY**

- b) Revised Reserve Transfers (Request for Decision)

**BVRTSC23-023** Joanna McCallum moves that the Board moves to approve the updated reserve transfers presented in the draft 2022 financial results as follows:

2022 Operating surplus of \$1,655,483.75 to be transferred as follows:

- \$586,039.63 to the Town of Banff operating reserve
- \$271,422.54 to the Town of Canmore operating reserve
- \$512,611.88 to the ID#9 operating reserve
- \$337.84 out of the BVRTSC operating reserve
- \$285,747.54 to the Capital reserve

**CARRIED UNANIMOUSLY**

- c) PHEV Field Support Vehicle (Request for Decision)

**BVRTSC23-024** Joanna McCallum moves that the Commission approves the transfer of up to \$25,000 from Capital Reserve into the 2023 Capital budget to supplement the already allocated \$40,000 allow for the purchase of a PHEV Field Support vehicle and set up a 10-year life cycle reserve payment of approximately \$7,000 annually.

**CARRIED UNANIMOUSLY**

- d) Rural Transit Funding

BVRTSC has been approved for over \$4,000,000 in federal funding for the purchase of electric vehicles at an 80% grant contribution. We have subsequently learned that we are also able to apply for up to \$3 million additionally for conventional vehicles under a separate arm of the same program. Administration would like to submit this application to purchase 3 conventional vehicles to supplement our regional services where electric buses do not have the capacity to operate due to range. This funding will pay 80% and the remaining 20% source can be determined following approval. Funding is available until 2026.

**BVRTSC23-025** Tanya Foubert moves that the Commission direct administration to apply for up to \$3 million grant funding under the federal Rural Transit conventional vehicle stream.

**CARRIED UNANIMOUSLY**

**In Camera Session – Board HR Committee at 2:53pm**

**BVRTSC23-026** Alex Parkinson moves that the BVRTSC Board direct administration to move to an in-camera session.

**CARRIED UNANIMOUSLY**

e) Presentation by Liricon Capital (For information only) (In-Camera)

**BVRTSC23-027** Joanna McCallum moves that the BVRTSC board moves out of camera @ 3:57pm

**CARRIED UNANIMOUSLY**

**7. Adjournment**

**BVRTSC23-028** Joanna McCallum moves to adjourn @ 3:58PM

**CARRIED UNANIMOUSLY**

Next Meeting – Wednesday May 10<sup>th</sup> 2023 2:00-4:00pm (111 Hawk Avenue and Zoom)