

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

**111 Hawk Avenue and Zoom**

**MINUTES**

**June 14<sup>th</sup>, 2023      2:00 – 3:30pm**

**BOARD MEMBERS PRESENT**

Joanna McCallum, Town of Canmore – Chair  
Alex Parkinson, ID9  
Tanya Foubert, Town of Canmore  
Dave Schebek, ID9  
Corrie DiManno, Town of Banff (Virtual)

**BOARD MEMBERS ABSENT**

Grant Canning, Town of Banff

**BVRTSC ADMINISTRATION PRESENT**

Steve Nelson, Director of Service Delivery  
Mel Booth, Director of Finance and Administration

**BVRTSC ADMINISTRATION ABSENT**

Martin Bean, CEO

**ADMINISTRATION PRESENT**


Adrian Field, Town of Banff (Virtual)  
Daniella Rubeling, Parks Canada (Virtual)  
Patti Youngberg, Parks Canada (Virtual)  
Danielle Morine, ID9 (Virtual)  
Andy Esarte, Town of Canmore (Virtual)  
Jed Cochrane (Virtual)

**PUBLIC PRESENT**

Greg Colgan – Rocky Mountain Outlook (Virtual)

1. Call to Order at 2:01pm
2. Approval of the Agenda

**BVRTSC23-037** Alex Parkinson moves to approve the agenda as presented.

  
Joanna McCallum (Sep 1, 2023 12:09 MDT)

**CARRIED UNANIMOUSLY**

3. Minutes

Approval of the May 10<sup>th</sup>, 2023 Regular Meeting Minutes (attached)

**BVRTSC23-038** Dave Schebek moves to approve the May 10,2023 Regular 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)
- c) Transit Service Monthly Statistics (For Information)

5. New Business

- a) Melanie Booth – RBC company credit card limit increase

**BVRTSC23-039** Joanna McCallum moves that the BVRTSC Board approve a company credit card limit increase for Melanie Booth from \$5,000 to \$8,000

**CARRIED UNANIMOUSLY**

- b) In Camera Session (Cyber security review)

**BVRTSC23-040** Dave Schebek moves to go in camera at 2:20pm

**CARRIED UNANIMOUSLY**

**BVRTSC23-041** Tanya Foubert moves to come out of camera at camera at 2:29pm

**CARRIED UNANIMOUSLY**

**BVRTSC23-042** Tanya Foubert moves that the BVRTSC Board approve the recommendation of administration to move forward with the proposal of a 3<sup>rd</sup> party review of Roam's cyber security environment up to a maximum of \$18,000 to come from operating reserves.

**CARRIED UNANIMOUSLY**

- c) In Camera Session (HR Discussion)

**BVRTSC23-043 Tanya Foubert** moves to go in camera at 2:31 pm

**CARRIED UNANIMOUSLY**

**BVRTSC23-044 Joanna McCallum** moves to come out of camera at camera at 2:41pm

**CARRIED UNANIMOUSLY**

**BVRTSC23-045** Joanna McCallum moves that the commission approves the CEO performance management process as presented and initiates the CEO mini review at the end of June 2023

**CARRIED UNANIMOUSLY**

6. Adjournment

**BVTSC23-046** Joanna McCallum moves to adjourn the meeting at 2:41pm

**CARRIED UNANIMOUSLY**

Next Meeting – July meeting is cancelled.






# 2 DRAFT Minutes June 2023

Final Audit Report

2023-09-01

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