

**BOW VALLEY REGIONAL TRANSIT SERVICES COMMISSION  
ANNUAL ORGANIZATIONAL MEETING**

**111 Hawk Avenue and Zoom**

**MINUTES**

**October 18<sup>th</sup>, 2023 – Approximately 3:30pm (Immediately Following Regular Meeting)**

**BOARD MEMBERS PRESENT**

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

**BOARD MEMBERS ABSENT**

Grant Canning, Town of Banff



[Dave Schebek \(Dec 12, 2023 08:57 MST\)](#)

**BVRTSC ADMINISTRATION PRESENT**

Martin Bean, CEO  
Mel Booth, Director of Finance and Administration  
Steve Nelson, Director of Service Delivery  
Marek Cerny, Data Analyst

**ADMINISTRATION PRESENT**

Adrian Field, Town of Banff (Virtual)  
Daniella Rubeling, Parks Canada  
Andy Esarte, Town of Canmore (Virtual)

**PUBLIC PRESENT**

Greg Colgan – Rocky Mountain Outlook (Virtual)

**1. Call to Order**

Joanna McCallum calls the meeting to order at 3:47

**2. Approval of the Agenda**

**BVRSTC23-078** Dave Schebek moves to approve the Agenda

**CARRIED UNANIMOUSLY**

3. Motion to adopt the Proposed 2024 Operating & Capital Budgets (*see October 18<sup>th</sup>, 2023 Regular Meeting Package*)

**BVRTSC23-079** Alex Parkinson moves to adopt the 2024-2026 Operating and the 2024-2033 Capital Budgets as approved in the October 18<sup>th</sup>, 2023 Regular Commission meeting.

**CARRIED UNANIMOUSLY**

4. Ratification of 2021-2024 Updated Strategic Plan

**BVRTSC23-080** Tanya Foubert moves to ratify the 2021 to 2024 BVRTSC Strategic Plan as presented, with a progress update to be provided to the new Board at the January 2024 Commission meeting.

**CARRIED UNANIMOUSLY**

5. Appointment of Avail Chartered Accountants for Audit of 2023 Financials

**BVRTSC23-081** Corrie DiManno moves to accept Avail Chartered Accountants as the Chartered Accountants for the BVRTSC 2023 financial audit.

**CARRIED UNANIMOUSLY**

6. Setting Dates and Location of Meetings until the 2024 AOM

**BVRTSC23-082** Dave Schebek moves that, until the end of October 2024, the Commission will continue with regular meetings on the 2<sup>nd</sup> Wednesday of each month at 2pm at 111 Hawk Avenue, with a Zoom option to be available.

**CARRIED UNANIMOUSLY**

7. Strategic Plan Items:

- Gov 4 “As a standard item on AGM agenda, offer to review wording and content of Operating Bylaw”
- Gov 5 ““As a standard item on AGM agenda, offer to conduct Commission Board self-assessment, reviewing Board effectiveness and planning for improvement”

**BVRTSC23-083** Tanya Foubert moves that Commission review their bylaws in 2024 as well as conduct a Commission board self-assessment in 2024.

**CARRIED UNANIMOUSLY**

8. Adjournment

**BVRTSC23-084** Joanna McCallum moves to adjourn at 4:00

**CARRIED UNANIMOUSLY**






# 2a DRAFT Minutes October 2023 AOM

Final Audit Report

2023-12-12

Created:	2023-12-11
By:	Martin Bean (martin.bean@roamtransit.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA5Qr1G-9J5OlrVpgAop02anj7cypbm8L_

## "2a DRAFT Minutes October 2023 AOM" History

-  Document created by Martin Bean (martin.bean@roamtransit.com)  
2023-12-11 - 9:33:50 PM GMT- IP address: 70.65.232.127
-  Document emailed to daveschebek@improvementdistrict9.ca for signature  
2023-12-11 - 9:34:06 PM GMT
-  Email viewed by daveschebek@improvementdistrict9.ca  
2023-12-12 - 3:55:59 PM GMT- IP address: 66.249.84.70
-  Signer daveschebek@improvementdistrict9.ca entered name at signing as Dave Schebek  
2023-12-12 - 3:57:15 PM GMT- IP address: 199.167.26.162
-  Document e-signed by Dave Schebek (daveschebek@improvementdistrict9.ca)  
Signature Date: 2023-12-12 - 3:57:17 PM GMT - Time Source: server- IP address: 199.167.26.162
-  Agreement completed.  
2023-12-12 - 3:57:17 PM GMT