

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


**Held via: Zoom Video Meeting**

**MINUTES**

**August 10, 2022 2:00-4:00pm**

**BOARD MEMBERS PRESENT**

Joanna McCallum, Town of Canmore - Chair  
Davina Bernard, ID#9 – Vice Chair  
Corrie DiManno, Town of Banff  
Dave Schebek, ID9  
Tanya Foubert, Town of Canmore  
Grant Canning, Town of Banff

  
[Joanna McCallum \(Sep 15, 2022 10:23 MDT\)](#)

**BOARD MEMBERS ABSENT**

**BVRTSC ADMINISTRATION PRESENT**

Mel Booth, Financial Controller  
Steve Nelson, Manager Operations

**ADMINISTRATION PRESENT**

PH Gagnon, Town of Banff  
Patti Youngberg, Parks Canada  
Andy Esarte, Town of Canmore  
Daniella Rubeling, Parks Canada

**ADMINISTRATION ABSENT**

**Members of the Public**

Greg Colgan, RMO

**1. Call to Order**

Joanna McCallum called meeting to order at 2:07PM

**2. Approval of the Agenda**

- Joanna McCallum requests to add “Budget Process and Timing” to the agenda as item 5D.

**BVRTSC22-031** Joanna McCallum moves to approve the agenda as amended

**CARRIED UNANIMOUSLY**

3. Minutes

- Approval of the June 8, 2022 Regular Meeting Minutes (attached)

**BVRTSC22-032** Corrie DiManno moves to approve 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)  
Personnel committee to meet near end of June.
- c) Transit Service Monthly Statistics (For Information)

5. New Business

- a) Presentation of 2<sup>nd</sup> Quarter financial results
- b) Presentation of Draft Operating and Capital Budgets (Request for Decision)

**BVRTSC22-033** Tanya Foubert moved to accept the draft 2023 – 2025 BVRTSC Operating Budget as presented.

**CARRIED UNANIMOUSLY**

**BVRTSC22-034** Corrie DiManno moves to accept the draft 2023 – 2032 BVRTSC Capital Budget as presented.

**CARRIED UNANIMOUSLY**

- c) Presentation of New Service Level Requests (Request for Decision)
  - Transit Planning/Data Analyst

**BVRTSC22-035** Corrie DiManno moves to direct the commission to include the transit planning/data analyst full time position in the 2023 operating budget with an annual cost of \$89,000

**CARRIED UNANIMOUSLY**

- Transit Support and Training Officers

**BVRTSC22-036** Dave Schebek moves to direct the commission to include two full time transit support and training officer positions in the 2023 operating budget with an annual total cost of \$187,456

**CARRIED UNANIMOUSLY**

- BVRTSC Spare Bus 2024

**BVRTSC22-037** Davina Bernard moves to direct administration to begin the procurement process through RFP to purchase two accessible electric transit shuttle buses to act as spares for all routes to be delivered in Spring 2024 and funded as outlined up to a maximum dollar value of \$900,000. This purchase is to be contingent on receiving 80% grant funding through the Federal Rural Transit fund.

**CARRIED UNANIMOUSLY**

- CB Regional Additional Service Hours

**BVRTSC22-038** Tanya Foubert moves that The Commission endorse increasing service for the second bus on weekends to match the weekdays service through the addition of 4.5 service hours per weekend day beginning in February of 2023 subject to approval by both Canmore and Banff Town Councils.

The Commission also endorse to increase evening service every evening to extend the last bus leaving Banff by one hour to approximately 11:15 and leaving Canmore at approximately 11:45pm beginning in February of 2023 subject to the approval of Canmore and Banff Town Councils.

**CARRIED UNANIMOUSLY**

d) Budget Process and Timing (Request for Decision)

**BVRTSC22-039** Joanna McCallum moves to direct the Commission to hold the 2022 October regular meeting and Annual Organizational Meeting as well as approvals of the 2023-2025 draft operating budget and the 2023-2032 draft capital budgets on **Monday October 17<sup>th</sup> at 2pm.**

**CARRIED UNANIMOUSLY**

Final comments brought forward by Grant Canning regarding concerns around Roam having adequate supply of vehicles and drivers for future growth and meeting the expectations of transit users into the future.

6. Adjournment

**BVRTSC22-040** Corrie DiManno moved to adjourn the meeting at 4:12pm

**CARRIED UNANIMOUSLY**

# 2 DRAFT Minutes August 2022

Final Audit Report

2022-09-15

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