

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

111 Hawk Avenue and Zoom

Minutes

August 16th, 2023 2:00 – 4:00pm

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
Grant Canning, Town of Banff

BOARD MEMBERS ABSENT

BVRTSC ADMINISTRATION PRESENT

Martin Bean, CEO
Mel Booth, Director of Finance and Administration
Fiona Gagnon, Manager Communications & Customer Experience

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[Joanna McCallum \(Sep 19, 2023 08:41 MDT\)](#)

ADMINISTRATION PRESENT

PH Gagnon, Town of Banff (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 - Joanna McCallum calls the meeting to order at 2:06pm
2. Approval of the Agenda

BVRTSC23-047 Corrie DiManno moves to approve the agenda as presented.

CARRIED UNANIMOUSLY

3. Minutes

Approval of the June 14th, 2023, Regular Meeting Minutes (attached)

BVRTSC23-048 Alex Parkinson moves to approve the May 10, 2023 Regular Meeting minutes as presented.

CARRIED UNANIMOUSLY

4. Old Business (including Standing Items)

- a) Bring Forward List of Pending Items (For Information)
- b) CEO's Monthly Report (For Information)
- c) Transit Service Monthly Statistics (For Information)

Administration to present overload report following the end of the summer season

5. New Business

- a) Presentation of 2nd Quarter financial results (For Information)

BVRTSC23-049 Dave Schebek moves to approve the 2nd quarter financial results for information.

CARRIED UNANIMOUSLY

- b) Rural Transit Solutions Fund approval letter and subsequent request (Request for Decision)

BVRTSC23-050 Joanna McCallum moves to direct administration to immediately begin the procurement process through RFP to purchase three low floor diesel highway coaches for regional service, to be delivered in Spring 2025 and funded as outlined up to a maximum dollar value of \$1.25 million per vehicle. This purchase will utilize 80% grant funding through the Federal Rural Transit fund, along with Commission partner funding of 20% to come from reserves.

CARRIED UNANIMOUSLY

- c) Bus Arrival Prediction Solution (Request for Decision)

BVRTSC23-051 Corrie DiManno moves to direct administration to contract a new real time prediction system based on the results and evaluation of the recently closed RFP, up to a maximum increase of \$300,000 over 5 years between currently budgeted and a new system cost, to be funded from capital reserves.

CARRIED UNANIMOUSLY

- d) Presentation of Draft Operating and Capital Budgets (Request for Decision)

BVRTSC23-052 Tanya Foubert moves to accept the draft 2024-2026 operating budget as presented.

CARRIED UNANIMOUSLY

BVRTSC23-053 Dave Schebek moves to approve the 2024-2033 capital budget as presented.

CARRIED UNANIMOUSLY

e) Presentation of New Service Level Requests (Request for Decision)

1. CB Regional additional weekend service
2. Additional office space
3. Employee wellness

The Board requests that administration return with a report comparing wellness plans of partner municipalities for information purposes

4. Maintenance study
New and Revised Positions:
5. Safety and Training Manager
6. Transit Systems Technician - 0.5 position
7. Transit Dispatcher
8. Payroll and HR Administrator

BVRTSC23-054 Corrie DiManno moves to endorse the eight new service level items as presented in the August 16th agenda package.

CARRIED UNANIMOUSLY

BVRTSC23-055 Joanna McCallum moves that the Commission directs Administration to create reserve policies for all reserve accounts for Commission approval at the October 2023 meeting.

CARRIED UNANIMOUSLY

BVRTSC23-056 Joanna McCallum moves that the Commission directs Administration to create reserve education for Commission members at our October meeting before presenting BVRTSC Reserve policy.

CARRIED UNANIMOUSLY

BVRTSC23-057 Joanna McCallum moves to go in camera at 4:45PM

CARRIED UNANIMOUSLY

BVRTSC23-058 Joanna McCallum moves come out of camera at 4:47PM

CARRIED UNANIMOUSLY

6. Adjournment

BVRTSC23-059 Joanna McCallum moves to adjourn at 4:48pm

Next Meeting – Wednesday September 6th, 2023 10:00am-12:00pm (111 Hawk Avenue and Zoom)







2 Minutes - August 2023 MB Edits

Final Audit Report

2023-09-19

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