

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

**111 Hawk Avenue and Zoom**

**Minutes**

**September 6<sup>th</sup>, 2023**

**10:00am – 12:00pm**

**BOARD MEMBERS PRESENT**

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

**BOARD MEMBERS ABSENT**

Alex Parkinson, ID9

  
Joanna McCallum (Oct 22, 2023 10:33 MDT)

**BVRTSC ADMINISTRATION PRESENT**

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

22/10/2023

**ADMINISTRATION PRESENT**

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

**PUBLIC PRESENT**

Greg Colgan – Rocky Mountain Outlook (Virtual)

1. Call to Order - Joanna McCallum calls the meeting to order at 10:03 a.m.
2. Approval of the Agenda

Joanna McCallum adds 2 requests received from Banff as items 5c) and 5d). Previous item 5c becomes 5e).

**BVRTSC23-060** Tanya Foubert moves to approve the agenda as amended.

**CARRIED UNANIMOUSLY**

3. Minutes

Approval of the August 16<sup>th</sup>, 2023, Regular Meeting Minutes (attached)

**BVRTSC23-061** Corrie DiManno moves to approve the August 16<sup>th</sup>, Regular Meeting minutes as presented.

**CARRIED UNANIMOUSLY**

4. Old Business (including Standing Items)

- a) Bring Forward List of Pending Items (For Information)

**BVRTSC21-117 – Completed**

**BVRTSC23-055 & BVRTSC23-056** *Due in October 2023*

- b) CEO's Monthly Report (For Information)

- c) Transit Service Monthly Statistics (For Information)

*Further information to come back to the Board on the increased transport of bicycles on Roam over the past few years.*

5. New Business

- a) Presentation of Fare Free for Banff Residents (Request for Decision)

**BVRTSC23-062** Corrie DiManno moves that fare free transit for Banff residents not be endorsed by the Commission at this time, and that administration investigate alternatives and report back to the Board in October 2023.

**CARRIED UNANIMOUSLY**

- b) Support of Banff New Service Level Requests (Request for Decision)

**BVRTSC23-063** Corrie DiManno moves that The BVRTSC Board supports the four new service level requests presented to move forward to Banff Council for further discussion.

**CARRIED UNANIMOUSLY**

***Additional early morning industrial compound service***

***Extended summer season: Banff local transit***

***Increased winter service: Banff local transit***

***Hybrid electric bus purchase for Banff local 2026***

- c) Route Capacity Research (Request for Decision)

**BVRTSC23-064** Grant Canning moves to direct Administration to return with a report by January 2024 investigating and presenting options to explore increasing capacity on routes 1, 2, and 8X during the 2024 summer season.

**CARRIED UNANIMOUSLY**

d) Ridership Prediction and Future Fleet Requirement Report (Request for Decision)

**BVRTSC23-065** Joanna McCallum moves to hire a consultant to conduct a study based on ridership and projected growth to map out the network-wide fleet associated operational and infrastructure requirements for the next 10 years, as well as the anticipated associated budget, to be funded through capital reserves to a maximum of \$50,000 to be brought back by Q3 2024.

**CARRIED UNANIMOUSLY**

e) Presentation of Proposed Operating and Capital Budgets (Request for Decision)

**BVRTSC23-066** Joanna McCallum moves to approve the Proposed 2024-2026 operating budget as presented.

**CARRIED UNANIMOUSLY**

**BVRTSC23-067** Joanna McCallum moves to approve the Proposed 2024-2033 capital budget as presented.

**CARRIED UNANIMOUSLY**

6. Adjournment

**BVRTSC23-068** Tanya moves to adjourn at 11:45 a.m.

**CARRIED UNANIMOUSLY**

Next Regular Meeting and Annual Organizational Meeting – Wednesday October 18<sup>th</sup>, 2023  
2:00pm – 4:00pm (111 Hawk Avenue and Zoom)






# 2 Draft Minutes - September 2023 MB Edits

Final Audit Report

2023-10-22

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