

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

111 Hawk Avenue and Zoom


Minutes

October 18th, 2023 2:00-4:00pm

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT



[Dave Schebek \(Dec 12, 2023 08:55 MST\)](#)

BVRTSC ADMINISTRATION PRESENT

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

ADMINISTRATION PRESENT

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

PUBLIC PRESENT

Don Beaulieu -Sunshine Village
Greg Colgan – Rocky Mountain Outlook (Virtual)

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

Joanna McCallum requests to adjust agenda, moving 5F forward to be presented immediately following 5B.

BVRTSC23-069 Joanna McCallum moves to approve the agenda as amended.

CARRIED UNANIMOUSLY

3. Minutes

- Approval of the September 6th, 2023 Regular Meeting Minutes (attached)

BVRTSC23-070 Tanya Foubert moves to accept the minutes as presented.

CARRIED UNANIMOUSLY

4. Old Business (including Standing Items)

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

“Commuter Report (**BVRTSC 23-062**)” not listed in the agenda will be prepared by administration and available for Nov 8th meeting.

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

- c) Transit Service Monthly Statistics (For Information)

5. New Business

- a) Wellness Proposal Report (For Information Only)

- b) Presentation of Reserves Report (Request for Decision)

Tanya Foubert suggested a consideration for a name change, making the account more reflective of what it’s used for.

BVRTSC23-071 Alex Parkinson moves that the Board direct administration to move forward with a reserves policy consistent with the guidelines recommended in this report, to be presented for final approval at the November 2023 meeting.

CARRIED UNANIMOUSLY

BVRTSC23-072 Dave Schebek moves that the Board direct administration to move forward with a ‘Deferred capital contribution’ reserves analysis to ensure member contributions are sufficient for future asset purchases and replacements. Administration will bring a report back to the new board prior to the end of Q1, 2024.

CARRIED UNANIMOUSLY

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

BVRTSC23-073 Corrie DiManno moves to accept the draft 2024– 2026 BVRTSC Operating Budget as presented.

CARRIED UNANIMOUSLY

BVRTSC23-074 Joanna McCallum moves to accept the draft 2024 – 2033 BVRTSC Capital Budget as presented.

CARRIED UNANIMOUSLY

- d) Report on Bicycles on Roam (For Information Only)

- e) Overload Report (For Information Only)

- f) Fare Review 2023 (For Information Only)

- g) In Camera Session – (CEO Review)

BVRTSC23-075 Joanna McCallum moves to go In Camera at 3:39 PM

CARRIED UNANIMOUSLY

BVRTSC23-076 Alex Parkinson moves to come Out of Camera at 3:45 PM

CARRIED UNANIMOUSLY

6. Adjournment

BVRTSC23-077 Joanna McCallum moves to adjourn the meeting at 3:46

CARRIED UNANIMOUSLY

Next Regular Meeting – Wednesday November 8th, 2023 - to be held at: 111 Hawk Avenue, Banff and on Zoom







2 DRAFT Minutes October 2023 MB Edits

Final Audit Report

2023-12-12

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