

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

**111 Hawk Avenue and Zoom**

**MINUTES**

**February 14<sup>th</sup>, 2024 2:00-4:00pm**

**BOARD MEMBERS PRESENT**

Dave Schebek, ID9 (Chair)  
Alex Parkinson, ID9  
Barb Pelham, Town of Banff  
Sean Krausert, Town of Canmore  
Tanya Foubert, Town of Canmore

17/03/24

**BOARD MEMBERS ABSENT**

Grant Canning, Town of Banff (Vice Chair)



**BVRTSC ADMINISTRATION PRESENT**

Martin Bean, CEO  
Mel Booth, Director of Finance and Administration  
Steve Nelson, Director of Service Delivery

[Dave Schebek \(Mar 17, 2024 12:21 MDT\)](#)

**ADMINISTRATION PRESENT**

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

**PUBLIC PRESENT**

**1. Call to Order**

Dave Schebek calls to order – 1:59PM

**2. Approval of the Agenda**

**BVRTSC24-06** Dave Schebek moves to switch the order of Agenda items 4 and 5 to accommodate Commission member availability today.

**CARRIED UNANIMOUSLY**

**BVRTSC24-07** Dave Schebek moves to approve Agenda as amended.

**CARRIED UNANIMOUSLY**

**3. Minutes**

Approval of the January 3<sup>rd</sup>, 2023 Regular Meeting Minutes (attached)

**BVRTSC24-08** Dave Schebek moves to accept minutes as presented.

**CARRIED UNANIMOUSLY**

**4. Old Business (including Standing Items)**

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

**5. New Business**

- a) Presentation of updated Bald Eagle Peaks financing report (Request for Decision)

**BVRTSC24-09** Tanya Foubert moves to direct administration to move forward with no external financing, with:

- 75% of the purchase will be funded internally - from Banff operating reserve (25%); from ID9 operating reserve (25%); and General Commission reserve (25%).
- 25% of the purchase, which is Canmore's proportionate share, will be funded from the Canmore operating reserve, an additional capital requisition, or a combination of the two.

**CARRIED UNANIMOUSLY**

- b) Approval of 2024 amended 3-year Operating and 10-year Capital Budgets (Request for Decision)

**BVRTSC24-10** Tanya Foubert moves that the Commission approves the amended 2024 26 Operating budget as presented.

**CARRIED UNANIMOUSLY**

**BVRTSC24-11** Barb Pelham moves to approve the amended 2024 – 2033 BVRTSC Capital Budget as presented.

**CARRIED UNANIMOUSLY**

- c) OnIt 2024 Service (Request for Decision)

**BVRTSC24-12** Dave Schebek moves that the Board support the change in one-way fees for Calgary to Canmore/Banff from \$10 per person to \$12.50 per person, beginning in 2024, and that

that the Board support extension of the OnIt contract for 2024 and endorse expansion of the schedule to include direct service between Calgary and the Lake Louise area.

**CARRIED UNANIMOUSLY**

- d) Rescinding of Temporary COVID Sick Pay Policy (Request for Decision)

**BVRTSC24-13** Dave Schebek moves that the Board directs administration to rescind Policy SB-2 immediately, due to the implementation of a permanent Roam employee wellness program.

**CARRIED UNANIMOUSLY**

- e) Cyber Insurance (Request for Decision)

**BVRTSC24-14** Barb Pelham moves that the Board directs administration to move forward with purchasing an additional \$1,000,000 insurance policy specific to cyber insurance for a cost not to exceed \$17,000.

**CARRIED UNANIMOUSLY**

- f) Strategic Plan status update (For Information Only)

## 6. Adjournment

**BVRTSC24-015** Dave Schebek moves to adjourn the meeting at 3:11PM

**CARRIED UNANIMOUSLY**

Next Regular Meeting – March 13<sup>th</sup>, 2024

To be held at: 111 Hawk Avenue, Banff and Microsoft Teams






# 2 DRAFT MINUTES February 2024

Final Audit Report

2024-03-17

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