

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

111 Hawk Avenue and Zoom

MINUTES

March 13th, 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
Grant Canning, Town of Banff (Vice Chair) (Virtual)

BOARD MEMBERS ABSENT

BVRTSC ADMINISTRATION PRESENT

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

ADMINISTRATION PRESENT

Therese Rogers, Town of Canmore
Patti Youngberg, Parks Canada (Virtual)
Daniella Rubeling, Parks Canada
Danielle Morine, ID9 (Virtual)
Adrian Field, Town of Banff (Virtual)
François Masse, Parks Canada
Dwight Bourdin, Parks Canada (Virtual)



[Dave Schebek \(May 7, 2024 13:18 MDT\)](#)

May 7, 2024

PUBLIC PRESENT

Greg Colgan, Rocky Mountain Outlook (Virtual)

1. Call to Order

Dave Schebek calls the meeting to order at 2:00 PM.

2. Approval of the Agenda

BVRTSC04-016 Dave Schebek moves to accept and approve the Agenda as presented.

CARRIED UNANIMOUSLY

3. Minutes

- Approval of the February 14th, 2024 Regular Meeting Minutes (attached)

BVRTSC04-017 Dave Schebek moves to accept the February 14th, 2024 Regular Meeting 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 year end unaudited financial results (For Information Only)
- b) Financial reserve transfers (Request for Decision)

BVRTSC04-018 Dave Schebek moves to approve the reserve transfers presented in the draft 2023 financial results as follows:

2023 Operating surplus of \$1,204,259.67 to be transferred as follows:

- \$7,189.43 out of the Town of Banff operating reserve
- \$76,584.92 to the Town of Canmore operating reserve
- \$500,262.07 to the ID 9 operating reserve
- \$500.00 out of the BVRTSC operating reserve
- \$635,102.11 to the General Commission Reserve

CARRIED UNANIMOUSLY

BVRTSC04-019 Tanya Foubert moves to accept the 2023 correction of funding source for 2021 Banff local Proterra bus purchases as follows:

- \$316,876.15 is transferred out of Town of Banff operating reserve to replace deferred capital Funds used for the purchase.

CARRIED UNANIMOUSLY

- c) Ratify motion to approve claim submission in Proterra bankruptcy proceedings (Request for Decision)

BVRTSC04-020 Sean Krausert moves to ratify the motion to approve claim submission in Proterra bankruptcy proceedings.

CARRIED UNANIMOUSLY

- d) Approval of bus lease proposal (Request for Decision)

BVRTSC04-021 Sean Krausert moves that the board approve the leasing of 1 minibus for the summer of 2024 to supplement the Roam fleet on the new Grassi Lakes route. To be paid for from the savings on that route moving from full time to part time schedule.

CARRIED UNANIMOUSLY

BVRTSC04-022 Barb Pelham moves that the commission commit to 2 minibuses, either leasing or purchasing, for the 2024 summer season and future use, with funding options to be confirmed by Administration.

CARRIED UNANIMOUSLY

- e) Presentation of Customer Survey (For Information Only)

Following discussion, Administration will be researching comparative surveys amongst other agencies and continue surveying of customers on a regular basis.

- f) In Camera Session (Financial)

BVRTSC04-023 Dave Schebek moves to go In Camera at 3:17 PM.

CARRIED UNANIMOUSLY

BVRTSC04-024 Alex Parkinson moves to come out of camera at 3:27

CARRIED UNANIMOUSLY

6. Adjournment

BVRTSC04-025 Tanya Foubert moves to Adjourn the meeting at 3:29 PM.

CARRIED UNANIMOUSLY

Next Regular Meeting – Wednesday April 17th, 2024

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






2 DRAFT Minutes March 2024 (MB Edits)

Final Audit Report

2024-05-07

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