

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

**111 Hawk Avenue and Zoom**

**MINUTES**

**April 17, 2024**

**2:00-4:00pm**

**BOARD MEMBERS PRESENT**

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

**BOARD MEMBERS ABSENT**

Sean Krausert, Town of Canmore



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Dave Schebek (Jun 11, 2024 11:22 MDT)

**BVRTSC ADMINISTRATION PRESENT**

Mel Booth, Director of Finance and Administration  
Steve Nelson, Director of Service Delivery  
Fiona Gagnon, Manager, Communications and Customer Experience

11/06/24

**ADMINISTRATION PRESENT**

Patti Youngberg, Parks Canada (Virtual)  
Daniella Rubeling, Parks Canada  
Danielle Morine, ID9 (Virtual)  
Dwight Bourdin, Parks Canada (Virtual)  
Andy Esarte, Town of Canmore  
Therese Rogers, Town of Canmore (Virtual)  
Steve Allan, Town of Banff (Virtual)

**ADMINISTRATION ABSENT**

Martin Bean, CEO  
Adrian Field, Town of Banff

**PUBLIC PRESENT**

Calvin Scott (Audit)

1. Call to Order

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

2. Approval of the Agenda

**BVRTSC04-026** Dave Schebek moves to adjust the agenda and move item 5a ahead of item 4 and approve the Agenda as amended.

**CARRIED UNANIMOUSLY**

3. Minutes

- Approval of the March 13<sup>th</sup>, 2024 Regular Meeting Minutes (attached)

**BVRTSC04-027** Alex Parkinson moves to accept the March 13<sup>th</sup>, 2024 Regular Meeting Minutes as presented.

**CARRIED UNANIMOUSLY**

5a Presentation of Audited 2023 Financial Results (Calvin Scott–Avail Partners)(Request for Decision)

**BVRTSC04-028** Tanya Foubert moves to approve the 2023 Audited Financial Results as presented.

**CARRIED UNANIMOUSLY**

4. Old Business (including Standing Items)

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

5. New Business

- b) Ratification of email vote regarding purchase of minibuses (Request for Decision)

**BVRTSC04-029** Dave Schebek moves to approve the purchase of two minibuses for the summer of 2024 to supplement the Roam fleet and provide additional vehicles to help with capacity issues; to be paid for by reserves and contributions as outlined:

- \$240,000 from Cutaway Vehicle Replacement Reserve

- \$158,000 from General Commission Reserve

**CARRIED UNANIMOUSLY**

**6. Adjournment**

**BVRTSC04-030** Dave Schebek moves to Adjourn the meeting at 2:47 PM.

**CARRIED UNANIMOUSLY**

Next Regular Meeting – Wednesday May 8<sup>th</sup>, 2024

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







# 2 DRAFT Minutes April 2024 (MB Edits)

Final Audit Report

2024-06-11

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