

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

111 Hawk Avenue and MS Teams

MINUTES

August 14th, 2024 2:00-4:00pm

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

Sean Krausert, Town of Canmore

BVRTSC ADMINISTRATION PRESENT

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



Dave Schebek (Sep 23, 2024 13:13 MDT)

ADMINISTRATION PRESENT

Daniella Rubeling, Parks Canada
Patti Youngberg, Parks Canada
Dwight Bourdin, Parks Canada (Virtual)
Adrian Field, Town of Banff
Therese Rogers, Town of Canmore
Paul Godfrey, Town of Banff (Virtual)
Chris McGregor, Town of Banff (Virtual)

ADMINISTRATION ABSENT

Danielle Morine, ID9

PUBLIC PRESENT

Greg Colgan (RMO) (Virtual)
Richard Haukka (Consultant Presentation)

1. Call to Order

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

2. Approval of the Agenda

BVRTSC24-37 Alex Parkinson moves to approve the Agenda as presented.

CARRIED UNANIMOUSLY

3. Minutes

- Approval of the June 12th, 2024 Regular Meeting Minutes (attached)

BVRTSC24-38 Dave Schebek moves to accept the minutes as presented.

CARRIED UNANIMOUSLY

4. Old Business (including Standing Items)

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

5. New Business

- a) Maintenance Study Presentation – Richard Haukka Consulting (For Information Only)
 - Following the presentation and Q & A, Commission members were given two weeks to review and forward any additional questions to administration for response.
 - TOB fleet services will present and have an open dialogue at the upcoming September 11th Board Meeting
- b) Q2 Financial Results (For Information Only)
- c) Chair's Report on Budget Process (For Information Only)
 - September 11th – Proposed Operating and Capital Budgets presented, following which budget are posted on the BVRTSC website for a 30-day public feedback period
 - October 30th. – Final Operating and Capital Budgets are presented for approval
- d) Presentation of Draft Operating (2025-27) and Capital (2025-2034) Budgets (Request for Decision)

BVRTSC24-39 Dave Schebek moves to accept the draft 2025– 2027 BVRTSC Operating Budget as presented.

CARRIED UNANIMOUSLY

BVRTSC24-40 Tanya Foubert moves to accept the draft 2025 – 2034 BVRTSC Capital Budget as presented.

CARRIED UNANIMOUSLY

e) Presentation of New Service Level Requests (Request for Decision)

1. Banff Routes 1 and 2 additional hours

BVRTSC24-41 Barb Pelham moves that Commission move to endorse adding a total of 5 service hours per day to routes 1 and 2 for summer 2025, with the intent of reducing overloads and increasing service reliability, subject to approval during Banff Council’s budget process.

CARRIED UNANIMOUSLY

2. CB Regional additional mid-day service

BVRTSC24-42 Tanya Foubert moves that the Commission move to endorse increasing service hours for the third bus on Route 3 seven days per week to fill in the current mid-day gap between approximately 11am and 3pm, beginning in February of 2025, subject to approval by both Banff and Canmore Councils.

CARRIED UNANIMOUSLY

3. Automatic Passenger Counter Upgrade

The Commission requested that administration prepare a one-page list of all the technologies that Roam uses and an explanation of each and bring back to the September 11th meeting.

The Commission asked administration to return to the September 11th meeting with a breakdown of cost allocations per partner for this purchase prior to approval.

4. Canmore Route 12 Winter Service

BVRTSC24-43 Tanya Foubert moves that the Commission endorses the implementation of service to supplement the Route 12 summer transit offering to make it a year-round modified route, beginning in October of 2025, subject to approval during Canmore Council’s budgeting process.

CARRIED UNANIMOUSLY

5. Transit Dispatch Coordinator (.5 Additional)

BVRTSC24-44 Barb Pelham moves that the Commission approve the increase of a .5 FTE as outlined to supplement the current operations team.

CARRIED UNANIMOUSLY

6. Accounting Administrator (PT 2025, FT in 2026)

BVRTSC24-45 Alex Parkinson moves That the Commission move to approve the hiring of a part time Accounting Administrator in 2025, with the position becoming full time in 2026.

CARRIED UNANIMOUSLY

7. General Maintenance Team Member (2026)

The Commission asked administration to bring back additional cost allocation numbers per partner to the September 11th meeting prior to approving this New Service Level Request.

f) In-camera Session (HR)

BVRTSC24-46 Dave Schebek moves to go In-camera at 4:48pm

CARRIED UNANIMOUSLY

BVRTSC24-47 Dave Schebek moves to come out of camera at 5:04pm

CARRIED UNANIMOUSLY

6. Next Regular Meeting – Wednesday September 11th, 2024 2 – 4pm

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

7. Adjournment

BVRTSC24-48 Dave Schebek moves to adjourn at 5:05pm

CARRIED UNANIMOUSLY






2 Approved BVRTSC Aug 2024 Minutes (MB Edits)

Final Audit Report

2024-09-23

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