

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

**111 Hawk Avenue and MS Teams**

**MINUTES**

**September 11<sup>th</sup>, 2024      2:00-4:00pm**

**BOARD MEMBERS PRESENT**

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

**BOARD MEMBERS ABSENT**

**BVRTSC ADMINISTRATION PRESENT**

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

**ADMINISTRATION PRESENT**

Daniella Rubeling, Parks Canada  
Patti Youngberg, Parks Canada  
Kelly Gibson, Town of Banff  
PH Gagnon, Town of Banff (Virtual)  
Colin Debaie, Parks Canada (Virtual)  
Danielle Morine, ID9 (Virtual)  
Sally Caudill, Town of Canmore  
Chris McGregor, Town of Banff

**ADMINISTRATION ABSENT**

**PUBLIC PRESENT**

1. Call to Order

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

**APPROVED**

at BVRTSC Board Meeting Oct. 30, 2024



[Dave Schebek \(Nov 7, 2024 11:22 MST\)](#)

2. Approval of the Agenda

**BVRTSC24-49** Alex Parkinson moves to approve the agenda.

**CARRIED UNANIMOUSLY**

3. Minutes

- Approval of the August 14<sup>th</sup>, 2024 Regular Meeting Minutes (attached)

**BVRTSC24-50** 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) Town of Banff Maintenance Presentation – Chris McGregor, Fleet Manager (For Information Only)
- b) Listing of Roam’s Intelligent Transportation Systems Technology and associated functions (For Information Only)
- c) Presentation of New Service Level Requests (Request for Decision)

1. Automatic Passenger Counter Upgrade

**BVRTSC24-51** Tanya Foubert moves that the Commission move to authorize administration to replace the current Automatic Passenger Counter system in 2025 as an extension of our current real time bus location provider’s service.

**CARRIED UNANIMOUSLY**

2. General Maintenance Team Member (2026)

**BVRTSC24-52.** Sean Krausert moves to postpone the ask until such a time that Administration can return with a revised recommendation.

**CARRIED UNANIMOUSLY**

3. Maintenance Program Manager

**BVRTSC24-53** Barb Pelham moves that the Commission approve the hiring of a new full time Maintenance Program Manager for 2025 as outlined to coordinate maintenance planning, communicate with the Town of Banff Maintenance Manager and facilitate savings through efficiencies gained.

**CARRIED UNANIMOUSLY**

d) Presentation of Proposed Operating (2025-27) and Capital (2025-2034) Budgets (Request for Decision)

**BVRTSC24-54** Sean Krausert moves to approve the Proposed 2025– 2027 BVRTSC Operating Budget as amended.

**CARRIED UNANIMOUSLY**

**BVRTSC24-55.** Barb Pelham moves to approve the Proposed 2025 – 2034 BVRTSC Capital Budget as amended.

**CARRIED UNANIMOUSLY**

6. Next Regular Meeting – Wednesday October 30<sup>th</sup> 2024 2- 4pm

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

7. Adjournment

**BVRTSC24-56** Dave Schebek moves to adjourn the meeting at 4:03 PM






# 2 DRAFT Minutes BVRTSC Sept 2024 (MB Edits)

Final Audit Report

2024-11-07

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