

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

**111 Hawk Avenue and MS Teams**

**MINUTES**

**March 12<sup>th</sup>, 2025      2:00-4:00pm**

**BOARD MEMBERS PRESENT**

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

**BOARD MEMBERS ABSENT**

Sean Krausert, Town of Canmore



Dave Schebek (Apr 11, 2025 12:47 MDT)

**BVRTSC ADMINISTRATION PRESENT**

Martin Bean, CEO  
Mel Booth, Director of Finance and Administration  
Steve Nelson, Director of Service Delivery  
Doug Smith, Maintenance Program Manager

11/04/25

**ADMINISTRATION PRESENT**

Danielle Duffy, ID9 (Virtual)  
Patti Youngberg, Parks Canada  
Dwight Bourdin, Parks Canada  
Daniella Rubeling, Parks Canada (Virtual)  
Sally Caudill, Town of Canmore  
Dustin Schinbein, Town of Canmore  
Adrian Field, Town of Banff (Virtual)

**ADMINISTRATION ABSENT**

**PUBLIC PRESENT**

Greg Colgan - Rocky Mountain Outlook (Virtual)

1. Call to Order

Dave Schebek calls the meeting to order at 2:01 PM

2. Approval of the Agenda

**BVRTSC25-01** Dave Schebek moves to accept the agenda as presented.

**CARRIED UNANIMOUSLY**

3. Minutes

- Approval of the February 12<sup>th</sup>, 2025 Regular Meeting Minutes (attached)

**BVRTSC25-02** 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) Doug Smith – Maintenance Program Manager (For Information Only)
- b) Presentation of Amended Budget (Request for Decision)

**BVRTSC25-03** Barb Pelham moves approve the amended 2025– 2027 BVRTSC Operating Budget as presented.

**CARRIED UNANIMOUSLY**

**BVRTSC25-04** Tanya Foubert moves to approve the amended 2025 – 2034 BVRTSC Capital Budget as presented.

**CARRIED UNANIMOUSLY**

- c) Presentation of Year End Financials (For Information)

Comments – Please update the red headings starting on page 45.  
Refers quarterly but the title is Jan to Sept 2024

**BVRTSC25-05** Dave Schebek moves to accept 2024 Unaudited Financial Results and KPIs for information.

**CARRIED UNANIMOUSLY**

**BVRTSC25-06** Dave Schebek moves to approve the reserve transfers presented in the draft 2024 financial results as follows:

2024 Operating deficit of \$1,774,814.68 to be transferred as follows:

- \$378,483.58 out of the Town of Banff operating reserve
- \$179,540.30 out of the Town of Canmore operating reserve
- \$197,509.30 out of the ID9 operating reserve
- \$500.00 out of the BVRTSC operating reserve
- \$1,018,781.26 out of the General Commission Reserve

**CARRIED UNANIMOUSLY**

d) Capital and Fleet Plan – Phase Two (Request for Decision)

**BVRTSC25-07** Dave Schebek moves to direct administration to obtain consultant quotations and proceed with phase two of the Capital Plan Study, to be funded by a grant of \$50,000 secured from the Rural Transit Solutions Fund.

**CARRIED UNANIMOUSLY**

e) Report on Route 8X Fare Increase (Request for Decision)

**BVRTSC25-08** Alex Parkinson moves that the Commission Board directs Administration to implement the fare changes outlined in Table 2 for Route 8x, commencing with summer service route changes on the May long weekend, subject to approval from both Parks Canada and ID9.

**CARRIED UNANIMOUSLY**

**6.** Next Regular Meeting – Wednesday April 9<sup>th</sup>, 2025 2- 4pm

To be held at: Canmore Protective Services Building (1021 Railway Avenue), and Microsoft Teams

Roam has two parking spots behind the building reserved. If you are not a Canmore resident, use those if you are driving. Canmore residents can use the other paid spots and use Blinkay. If you are taking the bus, it is a 5-minute walk from the 9<sup>th</sup> Street Route 3 stop (or wait for 5C).

**7.** Adjournment

**BVRTSC25-09** Dave Schebek moves to adjourn the meeting at 2:50PM

**CARRIED UNANIMOUSLY**






# Approved Minutes BVRTSC March 2025

Final Audit Report

2025-04-11

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