

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

**111 Hawk Avenue and MS Teams**

**MINUTES**

**August 13<sup>th</sup>, 2025 2:00-4:00pm**

**BOARD MEMBERS PRESENT**

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

**BOARD MEMBERS ABSENT**

Grant Canning, Town of Banff (Vice Chair)

**BVRTSC ADMINISTRATION PRESENT**

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

*Dave Schebek*

Dave Schebek (Sep 11, 2025 08:29:02 MDT)

11/09/25

**ADMINISTRATION PRESENT**

Patti Youngberg, Parks Canada  
Dustin Schinbein, Town of Canmore  
Adrian Field, Town of Banff  
Danielle Duffy, ID9 (Virtual)  
Kimberly Fisher, Parks Canada (Virtual)  
Danielle Duffy, ID9 (Virtual)  
Colin Debaie, Parks Canada (Virtual)

**ADMINISTRATION ABSENT**

**PUBLIC PRESENT**

Greg Colgan, CBC  
Marek Cerny  
Caz Vary  
Sarah Parsons  
Carly Jeffery

**1. Call to Order**

Dave Schebek calls to order at 2:01PM

## 2. Approval of the Agenda

**BVRTSC25-30** Dave Schebek moves to add an In Camera Session prior to adjournment of today's meeting

**CARRIED UNANIMOUSLY**

**BVRTSC25-31** Dave Schebek moves to accept agenda as amended.

**CARRIED UNANIMOUSLY**

## 3. Minutes

Approval of the July 9<sup>th</sup> 2025 Regular Meeting Minutes (attached)  
Minutes to be amended to include Kim Fisher and Greg Colgan as July attendees

**BVRTSC25-32** Dave Schebek moves to approved minutes as amended.

**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) Q2 Financial Results (For Information Only)
- b) Chair's Report on Budget Process (For Information Only)
- c) Presentation of Draft Operating (2026-28) and Capital (2026-2035) Budgets (Request for Decision)

**BVRTSC25-33** Dave Schebek moves to accept the draft 2026 – 2028 BVRTSC Operating Budget as presented.

**CARRIED UNANIMOUSLY**

**BVRTSC25-34** Tanya Foubert moves to accept the draft 2026 – 2035 BVRTSC Capital Budget as presented.

**CARRIED UNANIMOUSLY**

- d) Presentation of New Service Level Requests (Request for Decision)

### 1-2026 Banff Route 1 Extension of Summer Service

**BVRTSC25-35** Barb Pelham moves that the Commission move to endorse extending summer service levels for Route 1, enabling frequency to remain static from the May long weekend through the Monday of the Thanksgiving weekend, subject to approval from Banff Council.

**CARRIED UNANIMOUSLY**

2-2026 Banff Additional Winter Route

**BVRTSC25-36** Barb Pelham moves that the Commission move to endorse creating a new local winter route in Banff, to operate from October until May, proposed to include Banff Centre, Train Station and The Fenlands Recreation Centre, subject to approval by Banff Council.

**CARRIED UNANIMOUSLY**

3-2026 Canmore Bus Replacement

**BVRTSC25-37** Tanya Foubert moves the Board directs Administration to begin the planning process to purchase 3 Diesel or Hybrid buses for delivery in 2028, subject to approval by Canmore Town Council. This purchase is contingent on receiving 80% grant funding through the Federal Rural Transit Solutions Fund and applying existing capital replacement amounts from Capital Replacement reserves.

**CARRIED UNANIMOUSLY**

4-2026 Office Building for Hawk Avenue

**BVRTSC25-38** Barb Pelham moves that the Commission move to authorize administration to purchase and install a temporary office space structure at 111 Hawk Ave at an approximate cost of up to \$150,000 subject to meeting Town of Banff's Development permits and guidelines.

**CARRIED UNANIMOUSLY**

5-2026 Storage Trailer for Parts

**BVRTSC25-39** Alex Parkinson moves that the Commission move to authorize administration to purchase a storage container with a total cost not to exceed \$25,000 to safely and securely store Roam related parts and materials.

**CARRIED UNANIMOUSLY**

6-2026 General Maintenance Team Member

**BVRTSC25-40** Dave Schebek moves that the Commission approve a new full time General Maintenance Team Member for 2026 as outlined to ensure facilities and minor vehicle maintenance is completed in a timely and efficient manner.

**CARRIED UNANIMOUSLY**

7-2026 Office Administrator

**BVRTSC25-41** Alex Parkinson moves that the Commission approve the hiring of a full time Office Administrator in 2026.

**CARRIED UNANIMOUSLY**

8-2026 Human Resources Manager (revised from HR Coordinator)

**BVRTSC25-42** Tanya Foubert moves that the Commission move to approve the restructure of the BVRTSC Human Resources team to include the hiring of a full time HR Manager in late Fall 2025.

**CARRIED UNANIMOUSLY**

9-2026 Intelligent Transit Systems Specialist (additional 2 days per week)

**BVRTSC25-43** Dave Schebek moves that the Commission move to authorize administration to increase the current Transit Technology Specialist position from 1.0 FTE to 1.4 FTE to allow for 7 day a week coverage.

**CARRIED UNANIMOUSLY**

**6. In Camera Session**

**BVRTSC25-44** Dave Schebek moves to go In Camera at 3:47PM

**CARRIED UNANIMOUSLY**

**BVRTSC25-45** Dave Schebek moves to come out of in-camera session at 4:16PM

**CARRIED UNANIMOUSLY**

**7. Next Regular Meeting – Wednesday September 10<sup>th</sup>, 2025 2- 4pm**

To be held at: 111 Hawk Avenue and Microsoft Teams

**8. Adjournment**

Meeting Adjourned at 4:17PM






# BVRTSC Approved Minutes August 2025

Final Audit Report

2025-09-11

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