

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

**BVRTSC CUSTOMER SERVICE CENTRE – IAN MACKIE BOARD ROOM
(221 BEAVER ST. BANFF)**

AGENDA

October 8, 2014: 2:00pm – 4:00pm

**Please arrive a couple of minutes early and on your way into the building take a look at the Vicinity 30' bus parked outside the office. This could be the type of bus that would suit Canmore Local service, and Steve has arranged an opportunity for us to look at it.*

1. Call to Order
2. Approval of the Agenda
3. Approval of the September 10, 2014 Regular Meeting Minutes
4. Old Business (Standing Items)
 - a. General Manager/ CAO's Monthly Report 2014 (verbal)
Bring Forward List of Pending Items (attached)
Proposed Resolution to Re-Schedule Pending Items (attached)
 - b. Transit Service Monthly Statistics (thru August'14) (to be provided)
 - c. Quarterly Performance Update (Tabled by BVRTSC14-96 to this meeting . . . and Chair will seek to table until the November meeting) (not attached)
 - d. Request for Decision re FCSS, Banff and Canmore 10-Ride Pass Program (Report 2014 – 14) (attached)
5. New Business
 - a. Request for Ratification re Banff Local Service Engine Replacement (Report 2014 – 15) (attached)
 - b. Annual Organizational Meeting Agenda Approval (attached)
 - c. General Manager Recruitment Discussion
 - d. BVRTSC Presentations to Municipal Partner Councils (verbal report by Chair)
6. Adjournment

**BOW VALLEY REGIONAL TRANSIT SERVICES COMMISSION
REGULAR MEETING
BVRTSC CUSTOMER SERVICE CENTRE – BOARD ROOM
(221 BEAVER ST. BANFF)**

MINUTES

September 10, 2014: 2:00pm – 4:00pm

BOARD MEMBERS PRESENT

Sean Krausert, Town of Canmore - Chair
Davina Bernard, ID#9
Grant Canning, Town of Banff
Stavros Karlos, Town of Banff – Vice Chair
Joanna McCallum, Town of Canmore

BOARD MEMBERS ABSENT

Dave Schebek, ID #9

BOARD ADMINISTRATION PRESENT

Koji Miyaji, General Manager / Chief Administrative Officer
Steve Nelson, Manager of Operations / Meeting Recorder

BOARD ADMINISTRATION ABSENT

ADMINISTRATION PRESENT

Adrian Field, Manager of Engineering, Town of Banff
Jacob Johnson, Acting Manager of Engineering, Town of Canmore
Ethan Gorner, ID #9

ADMINISTRATION ABSENT

Alex Kolesch, Parks Canada

1. Call to Order 2:05PM

2. Approval of the Agenda

BVRTSC14-88 Sean Krausert moved approval of the agenda.

CARRIED UNANIMOUSLY

3. Approval of the August 21, 2014 Regular Meeting Minutes

*Stavros Karlos indicated that **BVRTSC14-79** should mirror **BVRTSC14-80** with "2016 and 2017 at 2% increases." All agreed.*

BVRTSC14-89 Sean Krausert moved approval of the August 21, 2014 minutes approved as amended.

CARRIED UNANIMOUSLY

4. Old Business (Standing Items)

- a. General Manager/ CAO's Monthly report
2014 Bring Forward List of Pending items.

A question by Stavros Karlos as to how the GM's monthly report is populated at year end, and ensuring carry over. It was responded that it is populated accordingly to the timetable attached to the Business Strategy.

- b. Transit Service Monthly Statistics (July already provided at the August meeting)

- c. 2015-2017 Draft Operating Budget

BVRTSC14-90 Sean Krausert moved to approve the operation budget as presented.

BVRTSC14-91 Stavros Karlos moved to remove Customer Service centre support line 5624.

DEFEATED

(Krausert, Bernard, McCallum **OPPOSED**) (Karlos, Canning **IN FAVOUR**).

BVRTSC14-92 Sean Krausert moved that line 5624 be changed from \$29,000 to \$17,100.

CARRIED UNANIMOUSLY

Returning to the main motion as amended . . .

BVRTSC14-90 Sean Krausert moved to approve the operation budget as amended.

CARRIED UNANIMOUSLY

5. New Business

- a. 2015 Capital Budget

A discussion was had with respect to the spare ratio going forward as a commission, including asking questions around a possible policy to be formed with respect to procedures to deal with a catastrophic bus 'fill in'.

BVRTSC14-93 Sean Krausert moved approval of the capital budget as presented.

CARRIED UNANIMOUSLY

Stavros Karlos asked that budget be better formatted moving forward – columns etc...

b. Annual Organizational Meeting Date

BVRTSC14-94 Sean Krausert moved the Annual Organizational Meeting be set for Monday October 20th, 2014 at 10AM at the BVRTSC Customer Service Centre.

CARRIED UNANIMOUSLY

c. Quarterly Performance Update

BVRTSC14-95 Sean Krausert moved that item 5C is tabled until the October meeting.

CARRIED UNANIMOUSLY

Sean Krausert commented the performance measures need a cover sheet and a comparison against something, e.g. CUTA comparisons.

6. Adjournment

BVRTSC14-96 Sean Krausert moved to adjourn at 4:02pm.

CARRIED UNANIMOUSLY

BRING FORWARD LIST OF ITEMS PENDING (as of October 2014)

ITEM	Date Initiated	Pending Date	Comments:
<p>BVRTSC13-36 Moved by Sean Krausert that the administration create an Emergency Services Protocol document and bring back for Board approval before the end of 2013. In this protocol, communication steps should be identified where Board member are consulted or notified before involvement in emergency situations and deployment of services. Any decision to be made should be brought forth to the Commission.</p> <p><i>NOTE – BVRTSC14-49 provides some interim communication guidelines in case of emergency situations.</i></p>	July 2013	October 2014	<p>As a result of BVRTSC14-9, this item was extended to April 30, 2014 (i.e. May 2014 Board Meeting).</p> <p>As a result of BVRTSC14-34, this item adopted the recommendation of Report 2014-5 to bring this item back no later than September 2014 Board meeting.</p> <p>Delayed to Oct 2014 meeting due to the 2015 budget process.</p>
<p>BVRTSC13-38 Overload policy – Moved by Sean Krausert to request the administration to bring back an overload policy which will include information which authorizes the GM to make a decision on how to deal with overload situations as they arise.</p>	July 2013	September 2014	<p>As a result of BVRTSC14-34, this item adopted the recommendation of Report 2014-5 to bring this item back no later than September 2014 Board meeting.</p> <p>Delayed to Oct 2014 meeting due to the 2015 budget process.</p>
<p>BVRTSC13-47 Moved by Sean Krausert to accept the recommendations in the report as presented and obtain the Customer Service Center Office Space as outlined in the report 2013-19 with the following additional items;</p> <ul style="list-style-type: none"> • Negotiate a reduced lease rate with the Town of Banff for the current office space in the industrial compound when its lease is expired. 	August 2013	September 2014	Awaiting confirmation on discussed cost.
<p>BVRTSC14-30 Moved by Stavros Karlos to direct administration to draft a municipal capital allocation policy prior to the end of 2014.</p>	April 2014	December 2014	
<p>BVRTSC14-35 Moved by Sean Krausert that prior to providing any services to Parks Canada with respect to producing information required for the proposed project, the GM/CAO will either (i) enter into a written agreement on behalf of BVRTSC whereby Parks Canada commits to covering all of the costs of BVRTSC preparing the information, including any out of pocket expenses; or (ii) not</p>	April 2014	TBD	

<p>provide said services until a sufficient retainer is received from Parks Canada to cover the expected costs.</p>			
<p>BVRTSC14-40 Moved by Joanna McCallum to approve the 2013 Audited Financial Statements as presented.</p> <p>2013 Management recommendations from the auditor were:</p> <ol style="list-style-type: none"> 1. Capital budget be approved which includes the capital expenses and capital revenues as well as an amount for amortization (annual process during budget approval process) 2. Board approved Tangible Capital Asset policy be followed. If there are concerns with the current policy, the Board should review the policy and amend it as necessary. 3. Board review its policy for emptying the fare boxes and counting the coins from the fare box to ensure that a clean month end cut-off results. This is especially important at Dec 31 year end. 	<p>April 2014</p>	<p>February 2015</p>	<p>Administration will bring all items in report form to advise the Board of the progress made in all areas. When items have been implemented they will then be removed from the list.</p>
<p>BVRTSC14-61 Moved by Sean Krausert that the Commission approve Administration undertaking the work required (within the specified timelines) as requested by the Town of Canmore to investigate the feasibility of operating a local transit service in Canmore.</p>	<p>June 2014</p>	<p>Sept 2014 but now Oct/Nov 2014</p>	<p>Have been in communication with Town of Canmore administration with respect to timelines, and the Oct/Nov 2014 timeline will work.</p>
<p>BVRTSC14-72 Moved by Sean Krausert: Given that the BVRTSC supports reduced fare products being made available to qualified low-income residents of the Bow Valley, with respect to potential changes to the reduced fare product for the Banff-Canmore Regional Service administered by FCSS, the GM/CAO is directed to:</p> <p>(i) use best efforts in working with FCSS towards a mutually agreeable reduced fare product(s) for qualified low-income residents of the Bow Valley on the Banff- Canmore Regional Service, and in any event report back no later than the November to the BVRTSC regular meeting with a recommendation for consideration by the Commission. ; and</p>	<p>July 2014</p>	<p>Nov 2014</p>	

<p>(ii) in support of the above, ask FCSS (both Banff and Canmore) to provide a description of the systems/processes that are currently used or will be incorporated to:</p> <ul style="list-style-type: none">(a) determine eligibility of people qualified to purchase/receive the reduced fare products,(b) protect against the reduced fare products being abused or misused, and(c) periodically review the eligibility of individuals qualified to purchase/receive the reduced fare products.			
--	--	--	--

Chair's Proposed Motion

RE: **Adjusting Deadlines re Some Pending Items**

Given the change in administrative leadership at the BVRTSC, with increased duties assigned to the Operations Manager as the Acting General Manager combined fewer human resources available to the Commission, it is necessary to delay the return date on a number of pending resolution items.

Motion to be considered by the Commission:

That the return date for the following resolution items be delayed until January 2015 or such earlier date that they are brought back by the Acting GM:

- (i) BVRTSC13-36 (Emergency Protocol);**
- (ii) BVRTSC13-38 (Overload Policy); and**
- (iii) BVRTSC14-30 (Municipal Capital Allocation Policy).**

Report to the Bow Valley Regional Transit Services Commission

Report 2014 – 14 FCSS, Banff and Canmore 10 Ride Pass Program – Request for Decision

October 8, 2014

SUMMARY/ ISSUE

Administration was asked by the Board to work with FCSS departments from the Town of Canmore, and the Town of Banff in an effort to provide requested 10 Ride Regional Transit passes for their clients.

Passes would be purchased by FCSS at a reduced rate of 50% (\$25.00). An important component of this pass program was to ensure that the eligibility requirements are disclosed to Administration, that measures are in place to protect the fare product from misuse, and that there be a periodic review of individuals qualified to receive the reduced fare products. 10 Ride passes would be limited to 1 pass every 7 days with a limit of 3 passes per calendar month.

PREVIOUS COMMISSION DIRECTION/POLICY

BVRTSC14-72 Moved by Sean Krausert:

Given that the BVRTSC supports reduced fare products being made available to qualified low-income residents of the Bow Valley, with respect to potential changes to the reduced fare product for the Banff-Canmore Regional Service administered by FCSS, the GM/CAO is directed to:

- (i) use best efforts in working with FCSS towards a mutually agreeable reduced fare product(s) for qualified low-income residents of the Bow Valley on the Banff- Canmore Regional Service, and in any event report back no later than the November to the BVRTSC regular meeting with a recommendation for consideration by the Commission. ; and
- (ii) in support of the above, ask FCSS (both Banff and Canmore) to provide a description of the systems/processes that are currently used or will be incorporated to:
 - (a) determine eligibility of people qualified to purchase/receive the reduced fare products,
 - (b) protect against the reduced fare products being abused or misused, and
 - (c) periodically review the eligibility of individuals qualified to purchase/receive the reduced fare products.

Administration Recommendation:

That the Commission approve the sale of 10-Ride Regional Passes at 50% reduced price to the Town of Banff and the Town of Canmore's FCSS departments to manage and distribute the passes based on their current application/vetting process; and that Administration seek further approval of the Commission if the combined total sales of these cards are to surpass 200 10-Ride Regional Passes in a single calendar year.

INVESTIGATION

On September 17th, members of FCSS from the Town of Canmore and the Town of Banff met with Administration to discuss the reduced rate 10 ride pass program and gain a better understanding of the

Report to the Bow Valley Regional Transit Services Commission

Report 2014 – 14 FCSS, Banff and Canmore 10 Ride Pass Program – Request for Decision

October 8, 2014

10 ride pass demand and eligibility screening process. Attached to this report you will find the application process and eligibility guidelines used by the Town of Banff and the Town of Canmore. (The Town of Canmore uses the same Town of Banff forms with the Town logos changed).

FCSS is asking BVRTSC to supply 50% reduced rate 10 Ride Adult Regional passes to each Town. The initial ask for the Town of Banff is for a total of 50 cards. The initial ask for the Town of Canmore is for a total of 25 cards. Depending on the uptake and demand, additional cards would be request and provided on an as needed basis, and each FCSS department would be invoiced accordingly.

IMPLICATIONS:

General

BUSINESS PLAN/ BUDGET IMPLICATIONS

It is assumed that passes being sold to FCSS are passes that would have otherwise used the existing single trip passes available from FCSS. Budget implications are expected to me minimal since the number of users per month is expected to be low.

RISKS

ATTACHMENTS

- 1) Town of Banff Regional Transit Eligibility Guidelines
- 2) Town of Banff Regional Transit Application



REGIONAL Low-Income Transit Pass Guidelines

The REGIONAL Low-Income Transit Pass Program provides up to 12 reduced price rides per year to the following Banff residents:

- 1) Adults 18-64 years of age and their children, living under the most recently published Low Income Cut Off Level (see chart below)
- 2) All recipients of the Assured Income for the Severely Handicapped (AISH) program
- 3) Seniors, 65 years and older who are eligible to receive the Alberta Seniors cash benefit (see chart below)

Please note: The size of family is based on family members living together in Banff

Size of family	Total before tax (gross) income
1 person	\$23,647
2 persons	\$29,440
3 persons	\$36,193
4 persons	\$43,942
5 persons	\$49,839
6 persons	\$56,209
7 or more persons	\$62,581

Seniors	Total before tax (gross) income
Single	\$28,800
Couples	\$41,900

Note: Gross income is shown on line 160 of your 2013 Notice of Assessment.

To apply

Complete an application form at the Town of Banff, Community Services front desk. Provide the following:

1. A copy of your 2013 "Notice of Assessment" (after filing your annual tax return, you will receive this in the mail from Revenue Canada- if you need assistance, call Revenue Canada at 1-800-959-8281.)
AND/OR
2. Provide three current paystubs
OR
3. AISH Health Benefit Card
OR
4. If you have children, your Alberta Health Care card

REGIONAL TRANSIT Low-Income Pass Application



Section 1: My Information

My marital status is: Single
 Single Parent with child(ren)
 Married/Common-Law with NO children
 Married/Common-Law with child(ren)

Please note: The size of family is based on family members living together in Banff

First Name: _____ Last Name: _____

P.O. Box: _____ Town: _____ Postal Code: _____

Phone (H): _____ (C): _____ Email: _____

Probable type of trip: Shopping _____ Medical _____
 Educational _____ Recreational _____
 Services Canada _____ AEI _____
 Employment _____ Other _____

How long have you lived in the Bow Valley? _____

How did you hear about this program? _____

If it were available would you...

1 - Purchase a monthly pass for the 50% discounted rate of \$40? YES NO
 2 - Purchase a 10 Ride Pass for the 50% discounted rate of \$25? YES NO

Section 2: Family Information

Complete this section if you are also applying for your spouse and/or your children 17 years old and under and **living in Banff**.

Name	Relationship to Applicant	Date of Birth (YYYY/MM/DD)

Section 3: Permission and Signature

Please read and sign this section. The above information I have provided is complete and true and I am a resident of the Town of Banff.

Applicant's Signature

Date (YYYY-MM-DD)

Report to the Bow Valley Regional Transit Services Commission

Report 2014 – 15 Banff Local Service Bus Engine Replacement – Request for Ratification

October 8, 2014

SUMMARY/ ISSUE

In late June of 2014 Town of Banff Fleet Services Supervisor Rob Fullen advised the BVRTSC Administration of the major engine issue with the diesel engine on the 'Elk' bus. The Elk bus is one of the original Hybrid buses purchased by the Town of Banff and used almost exclusively on Banff Local Service.

Mr. Fullen advised administration that a complete engine replacement is required and contacted Cummins Western Canada for a quote to replace the engine which came in at \$26,546.18. Additional funds in the range of \$18,000 will also be needed for the labour charge associated with this engine replacement to bring the total cost to approximately \$44,500.00.

PREVIOUS COMMISSION DIRECTION/POLICY

No previous direction or policy.

Administration Recommendation:

That the Commission ratify the decision to replace the engine of the "Elk" hybrid bus at the approximate cost of \$44,500.00 to be funded as a Capital expense.

INVESTIGATION

After investigation by Town of Banff fleet mechanics an excessive engine ring wear was discovered along with a buildup of crankcase pressure. Engine sensors are also reporting "engine failure." These diagnostic symptoms were forwarded to Cummins Western Diesel who indicate this is indicative of a required engine replacement.

Given the serious nature of the breakdown and its potential adverse impact on service, and after consultation with the Chair and Vice-Chair, Administration instructed that the order be placed for the replacement engine in order to avoid even further delay. Administration is therefore asking for the Commission to ratify the decision to pay for the full engine replacement parts and labour for a total of approximately \$44,500. Please note, the reason for an "approximate" amount is due to unknowns regarding some parts that may be able to be reused, and therefore reduce the quoted amount, or additional parts that may be required that are not included in the quoted amount. It's expected the +/- for additional parts would not exceed \$2,500.

IMPLICATIONS:

General

Report to the Bow Valley Regional Transit Services Commission

Report 2014 – 15 Banff Local Service Bus Engine Replacement – Request for Ratification

October 8, 2014

BUSINESS PLAN/ BUDGET IMPLICATIONS

Funds to pay for the engine replacement are expected to be moved from Capital expenses. These replacements are now budgeted but were never expected in this timeframe due to the premature nature of this breakdown. However, amounts with respect to engine replacement are also being requested in the upcoming GreenTrip Funding application being advanced on behalf of BVRTSC by the Calgary Regional Partnership.

RISKS

ATTACHMENTS

- 1) Cummins Western Canada Engine Replacement Quote C2014-156
- 2) Cummins Western Canada Engine Replacement Labour Estimate (dated Sept 29 '14)

Cummins Western Canada

www.WesternCanada.Cummins.com

4887 – 35 St S.E.
Calgary, AB, Canada
T2B 3H6

Tel: (403) 569-1122
Fax: (403) 569-0027



To: Town of Banff
Attn: Rob Fullen
Nathan Messer
E-mail: rob.fullen@banff.ca
nathan.messer@banff.ca

Date: June 30, 2014

Quote # C2014-156

For your engine serial number 46863829; 280hp@2200rpm, Unit #1003, we are pleased to quote as follows:

OPTION 1

Cummins Diesel ReCon Engine

Model: ENG ISL 8.9 07 B 280@2200 HPCR

Rating: 280hp@2200rpm

Standard ReCon Conversion (reuse from the original engine):

- starter and starter mounting
- alternator, alternator bracket and drive
- block heater
- flywheel
- fan hub, fan drive and fan
- engine mount
- sensors
- OEM specific engine parts
- other minor external components

Additional conversions required (based on original ESN 46863813):

- Modify engine calibration as is required to match original calibration settings, including changing the customer interface software calibration to original, Option DO90751
- Change the air compressor coolant plumbing to original, Option CC9294
- Change front engine mount to original, Option EM9191
- Add original air transfer connection, Option IT9043
- Change the lifting bracket mounting to LA 9121
- Change to original oil filter, Option LF 9150, as is required
- Change the oil fill arrangement to original, Option OB 9341
- Change the hand hole cover to original, Option OB 9368
- Reuse aftertreatment device, Option PE9063
- Oil pan upgrades to stamped steel, Option OP9527
- Valve cover provided with front oil fill provision, Option VC9361. If desired, reuse original valve cover and match to original, Option VC9362
- Reuse original water inlet connection, Option WI9160
- Change the water outlet connection to original, Option WO9119
- Reuse original exhaust outlet connection, XS9318

Warranty:

Automotive: 24 months / 160,935 km

Extended coverage is available. Please contact our office for details

ReCon benefits:

- o ReCon is a factory remanufactured, not just rebuilt engine
- o Latest technology is applied for no extra cost
- o Quick delivery or in-stock for most engine frames
- o Full manufacturer's warranty
- o Extended coverage is available
- o 24/7 parts and service support

FLEET ENGINE PRICE:

\$ 26,546.18

CORE: \$ 9,000.00
GOOD CORE RETURN: (\$ 9,000.00)

ENGINE ONLY EXCHANGE PRICE: \$ 26,546.18 + taxes

Delivery: Made to order, 17 to 18 weeks to CWC Calgary. Please order in advance to prevent unnecessary delay in the delivery of your engine. Every effort will be made to source an available engine upon receiving the purchase order commitment.

NOTE: Engine price does not include removal and reinstallation, conversions required, gaskets, tubes/hose; belts; consumables, etc.

Looking forward to your reply.

Regards,
Ross McAdam
Industrial and Transit Engine Sales
Cell #780-915-5256
E-mail: ross.mcadam@cummins.com

General Conditions of Sale:

1. This Quotation is valid for 30 days unless otherwise specified.
2. Delivery is F.O.B. CWC Calgary. Delivery to the customer is available for an additional cost. Cummins Western Canada is not responsible for delays in delivery due to fire, strikes, accidents, Acts of Nature, war, explosion, flood, accidents or other causes beyond our control.
3. Payment terms are net 30 days from date of invoice, subject to approval of our credit department at the time of the order. Pre-payment may be required before the engine is ordered.
4. Each product offered in this quotation is accompanied by manufacturer's warranty.
5. The quotation offered herein is limited to the plans and specification sections listed on our quotation.
6. If a core charge present it will be applied at the time of purchase and credited back upon successful inspection of the returned engine. Only a visual inspection will be performed to determine the damage.
7. The equipment supplied by this manufacturer that is custom fabricated to order is subject to cancellation charges. The exact dollar value of the cancellation charge will be determined after our costs due to the cancellation are determined. A written notice of cancellation is required.
8. Taxes unless otherwise stated are not included in the price.
9. Any engine ordered from the distribution centre (not in local stock) will be charged with an automatic 15% restocking fee of the engines quoted selling price for any engine order cancellations.
10. Installing this engine for any purpose other than for its intended application provided on the engine's dataplate may be a violation of federal law subject to civil penalty.
11. ReCon engines cannot be installed in new vehicle or equipment.
12. The ReCon engine to be installed is to be of the same or newer model year as the model year of the engine, or engine with aftertreatment system, it is replacing, or if this is unknown, the model year of the vehicle or equipment in which it is to be used.
13. Engine core must be returned to the nearest local Cummins Western Canada PDC (Surrey, Winnipeg or Edmonton Cross Dock).



CALGARY
 4887 35TH STREET S.E.
 CALGARY, AB T2B 3H6-
 (403)569-1122

INVOICE NO
ESTIMATE
REMIT TO: PO BOX 2521 STN M, CALGARY AB T2P 0T6

GST-SEE BELOW

BILL TO

TOWN OF BANFF
 P.O. BOX 1260
 136 HAWK AVE
 BANFF, AB T1L 1A1-

JESSICA AITOLO - 403 762-1292

PAGE 1 OF 2

*** CHARGE ***

DATE	CUSTOMER ORDER NO.	DATE IN SERVICE	ENGINE MODEL	PUMP NO.	EQUIPMENT MAKE
29-SEP-2014 10:04AM					
CUSTOMER NO.	SHIP VIA	FAIL DATE	ENGINE SERIAL NO.	CPL NO.	EQUIPMENT MODEL
7621292					
REF. NO.	SALESPERSON	PARTS DISP.	MILEAGE/HOURS	PUMP CODE	UNIT NO.
122114					

QUANTITY ORDERED	BACK ORDERED	QUANTITY SHIPPED	PART NUMBER	DESCRIPTION	PRODUCT CODE	UNIT PRICE	AMOUNT
------------------	--------------	------------------	-------------	-------------	--------------	------------	--------

COMPLAINT

STANDARD SERVICE JOBS:
 RECON ENGINE REPLACEMENT

CORRECTION

ESTIMATE TO REPLACE EGINE, NOW THIS IS JUST AN ESTIMATE AS WE HAVE NOT SEEN THIS UNIT AND ACCESS TIME MAY CHANGE WHEN WE SEE IT. WE HAVE ESTIMATED IT BASED OF A CITY OF CALGARY BUS.

WE HAVE A PARTS SUPPLIES ON THERE FOR THE EXTRA LINES AND ORINGS AND MISC. PARTS THAT ARE REQUIRED TO DO THE JOB. WHAT WE DONT USE WE TAKE OFF AT THE END. IT SAVES US CALLING A BUNCH OF PHONE CALLES FOR APPROVALS ON LITTLE THINGS THAT WE NEED TO REPLACE THE ENGINE.

OTHER PARTS THAT WE NORMALLY REPLACE THAT IS SUPPLIED BY THE CITY IS, RAD, CAC, HYDROLIC OIL COOLER, STARTER, ALTERNATOR. AIR DRYER, FRONT AND REAR ENGINE MOUNTS, RAD MOUNTS, CORK THAT GOES BETWEEN RAD AND CAC, BELTS. WE ASK FOR THIS TO BE SENT WITH TTHE UNIT SO WE CAN MAKE THE JOB GO THROUGH THE SHOP AS FAST AND SMOOTH AS POSSIBLE. PLUS IS SAVES YOU SHIPPING COST. THEN WE WILL PUT THE CORES BQACK IN THE BUS FOR YOU.

1		DPFOT		DPF/DOC COMPLETE ON TRUCK			1,550.60
				MISC. CHARGES			
				CWC ENVIRO FEES			
				CWC SHOP SUPPLIES			
1		DYNOBREAKIN		ENGINE BREAK IN DYNO			642.60
				MISC. CHARGES			
				CWC ENVIRO FEES			
				CWC SHOP SUPPLIES			
				PARTS:			0.00
				PARTS COVERAGE CREDIT:			0.00CR

Completion date : 29-Sep-2014 10:09AM. Estimate expires : 29-Oct-2014 08:09AM.

GST NUMBER - 83888 2256 RT

TERMS: NET 30 DAYS FROM THE DATE OF PURCHASE. I/we hereby acknowledge the indebtedness of this invoice. If the balance due isn't paid within Cummins Western Canada's credit terms, I agree to pay interest at the rate of 1.5% per month (18.0% per annum) both before and after judgement plus all cost incurred in the collection of the balance owing; including legal fees and disbursements on a solicitor/client basis.

AUTHORIZED BY (print name) _____ SIGNATURE _____ DATE _____

Conditions

Subject to any credit items which Seller may extend in writing, the total purchase price hereunder is due at such time as said equipment is ready to be shipped. Buyer shall pay in full all invoice within the time for payment specified therein & Buyer's payment obligation is in no way dependent or contingent upon Buyer's receipt of payment from any other party. Purchase orders do not dictate the terms of sale. These terms & conditions are a final & complete expression of the agreement between the parties; any different, conflicting or additional terms in any purchase order document or the like provided by the Buyer are hereby expressly rejected & superseded. Any balance owed by the Buyer longer than the terms granted is subject to interest rate of 1.5% per month (19.6% per annum).

Upon acceptance of this invoice, the Buyer agrees to CWC's priority of interest to claim against the items listed in this invoice in the event of the Buyer entering into Receivership or Bankruptcy. The Buyer also grants the Seller the authority to place a security interest in the serialized Goods in this invoice under the Personal Property Security Act. Buyer shall reimburse Seller in full of all collection costs or charges, including reasonable attorney's fees, which Seller may incur with respect to the collection of past dues amounts from the Buyer. The Seller shall not be liable to the Buyer for any direct, indirect or consequential loss (howsoever caused) including without limitation, loss of profit, loss of business, or depletion of goodwill, costs, damages, charges, expenses, including without limitation, downtime expenses, cargo damage, towing fees, damage from freezing due to lack of antifreeze, damage caused by road tests, dynamometer tests, loss of use of equipment, cost of substitute equipment which arise out of or in connection with the supply of the Goods &/or Services. Title of the Goods shall not pass to the Buyer until the Seller has received in full (in cash or cleared funds) all sums due to it in respect of a) the Goods & b) all other sums which are or which become due to the Seller from the Buyer on any account.

Acceptance

The Buyer shall immediately inspect the Goods and have a right to reject the Goods in whole or in part if they do not conform with the Specification provided that the Buyer shall give written notice of any rejection to the Seller within 24 hours of receipt of the Goods. The Buyer shall give the Seller a reasonable opportunity to replace the Goods with goods that conform with the Specification. If the Buyer fails to give notice as specified, the Goods shall conclusively be presumed to comply with the Specification and the Seller shall have no liability to the Buyer with respect to the Goods or Services. Buyer may not cancel this agreement without the Seller's written consent, which may be withheld at the Seller's sole discretion.

Charges

In carrying out the Services, the Seller may incur a number of charges which will be passed on to the Buyer as applicable. Such charges include: (a) a storage charge of \$25 a day for the time the Buyer's equipment is not collected by the Buyer following notice to the Buyer that the Services are complete; (b) an environmental charge of 2% of the labour costs incurred in carrying out the Services for all related chargeable areas; (c) a check out charge; (d) a shop supplies charge of 6% of labour will be added to work orders. Examples of supplies are nuts, bolts, washers, tape, pins, aero spray, shellac, solvent, rags, soap, towels, battery cleaner, wire, window sealer, etc; (e) a kilometre charge of \$2.00 per km driven for industrial vehicles or \$1.40 per km for PowerGen service vehicles for onsite work will be charged, (f) at a minimum a load bank fee for up to 300 kw \$100, 301-500 kw \$200, >500 kw \$500. The Seller shall dispose of any replaced parts unless the Buyer specifically requests in writing prior to completion of repairs.

Warranty for CWC Goods

Any part of the Goods which are manufactured by Cummins Western Canada ("CWC Goods") shall comply with the Specification and will be free from defects in design, materials and workmanship. This warranty shall be valid for a period of 90 days from delivery or completion of the Services

Warranty for Services

The Seller shall repair or replace any defects in new parts or [Recon] parts of CWC Goods provided to the Buyer as part of the Services as per the Manufacturer's warranty terms, provided the Buyer has followed the Manufacturer's servicing specifications and/or maintenance guidelines. The warranty shall be void if Buyer has failed to comply. A copy of the applicable warranty information is available upon request.

The Seller does not warrant any non-CWC Goods but shall assign the Supplier's warranty for those Goods to the Buyer and shall use all reasonable efforts to ensure that the Supplier complies with its warranty obligations.

The invoice constitutes the entire agreement between the parties and supersedes all prior discussions, negotiations, statements, promises or representations made or given by either party, unless an existing Master Terms Agreement, and/or Project Contract is in place and this shall govern all invoices and transactions.



CALGARY
 4887 35TH STREET S.E.
 CALGARY, AB T2B 3H6-
 (403)569-1122

INVOICE NO
ESTIMATE
REMIT TO: PO BOX 2521 STN M, CALGARY AB T2P 0T6

GST-SEE BELOW

BILL TO

TOWN OF BANFF
 P.O. BOX 1260
 136 HAWK AVE
 BANFF, AB T1L 1A1-

JESSICA AITOLO - 403 762-1292

PAGE 2 OF 2

*** CHARGE ***

DATE	CUSTOMER ORDER NO.	DATE IN SERVICE	ENGINE MODEL	PUMP NO.	EQUIPMENT MAKE
29-SEP-2014 10:04AM					
CUSTOMER NO.	SHIP VIA	FAIL DATE	ENGINE SERIAL NO.	CPL NO.	EQUIPMENT MODEL
7621292					
REF. NO.	SALESPERSON	PARTS DISP.	MILEAGE/HOURS	PUMP CODE	UNIT NO.
122114					

QUANTITY ORDERED	BACK ORDERED	QUANTITY SHIPPED	PART NUMBER	DESCRIPTION	PRODUCT CODE	UNIT PRICE	AMOUNT
------------------	--------------	------------------	-------------	-------------	--------------	------------	--------

TOTAL PARTS:	0.00	
SURCHARGE TOTAL:		0.00
LABOR:		11,080.80
LABOR COVERAGE CREDIT:		0.00CR
TOTAL LABOR:	11,080.80	
MISC.:		3,871.62
MISC. COVERAGE CREDIT:		0.00CR
TOTAL MISC.:	3,871.62	
CWC ENVIRO FEES		221.62
PARTS SUPPLIES		3,500.00
CWC SHOP SUPPLIES		150.00
GST		857.28

Completion date : 29-Sep-2014 10:09AM. Estimate expires : 29-Oct-2014 08:09AM.

GST NUMBER - 83888 2256 RT

TERMS: NET 30 DAYS FROM THE DATE OF PURCHASE. I/we hereby acknowledge the indebtedness of this invoice. If the balance due isn't paid within Cummins Western Canada's credit terms, I agree to pay interest at the rate of 1.5% per month (18.0% per annum) both before and after judgement plus all cost incurred in the collection of the balance owing; including legal fees and disbursements on a solicitor/client basis.

SUB TOTAL: 17,145.62

TOTAL TAX: 857.28

TOTAL AMOUNT: CA \$ 18,002.90

AUTHORIZED BY (print name) _____ SIGNATURE _____ DATE _____

Conditions

Subject to any credit items which Seller may extend in writing, the total purchase price hereunder is due at such time as said equipment is ready to be shipped. Buyer shall pay in full all invoice within the time for payment specified therein & Buyer's payment obligation is in no way dependent or contingent upon Buyer's receipt of payment from any other party. Purchase orders do not dictate the terms of sale. These terms & conditions are a final & complete expression of the agreement between the parties; any different, conflicting or additional terms in any purchase order document or the like provided by the Buyer are hereby expressly rejected & superseded. Any balance owed by the Buyer longer than the terms granted is subject to interest rate of 1.5% per month (19.6% per annum).

Upon acceptance of this invoice, the Buyer agrees to CWC's priority of interest to claim against the items listed in this invoice in the event of the Buyer entering into Receivership or Bankruptcy. The Buyer also grants the Seller the authority to place a security interest in the serialized Goods in this invoice under the Personal Property Security Act. Buyer shall reimburse Seller in full of all collection costs or charges, including reasonable attorney's fees, which Seller may incur with respect to the collection of past dues amounts from the Buyer. The Seller shall not be liable to the Buyer for any direct, indirect or consequential loss (howsoever caused) including without limitation, loss of profit, loss of business, or depletion of goodwill, costs, damages, charges, expenses, including without limitation, downtime expenses, cargo damage, towing fees, damage from freezing due to lack of antifreeze, damage caused by road tests, dynamometer tests, loss of use of equipment, cost of substitute equipment which arise out of or in connection with the supply of the Goods &/or Services. Title of the Goods shall not pass to the Buyer until the Seller has received in full (in cash or cleared funds) all sums due to it in respect of a) the Goods & b) all other sums which are or which become due to the Seller from the Buyer on any account.

Acceptance

The Buyer shall immediately inspect the Goods and have a right to reject the Goods in whole or in part if they do not conform with the Specification provided that the Buyer shall give written notice of any rejection to the Seller within 24 hours of receipt of the Goods. The Buyer shall give the Seller a reasonable opportunity to replace the Goods with goods that conform with the Specification. If the Buyer fails to give notice as specified, the Goods shall conclusively be presumed to comply with the Specification and the Seller shall have no liability to the Buyer with respect to the Goods or Services. Buyer may not cancel this agreement without the Seller's written consent, which may be withheld at the Seller's sole discretion.

Charges

In carrying out the Services, the Seller may incur a number of charges which will be passed on to the Buyer as applicable. Such charges include: (a) a storage charge of \$25 a day for the time the Buyer's equipment is not collected by the Buyer following notice to the Buyer that the Services are complete; (b) an environmental charge of 2% of the labour costs incurred in carrying out the Services for all related chargeable areas; (c) a check out charge; (d) a shop supplies charge of 6% of labour will be added to work orders. Examples of supplies are nuts, bolts, washers, tape, pins, aero spray, shellac, solvent, rags, soap, towels, battery cleaner, wire, window sealer, etc; (e) a kilometre charge of \$2.00 per km driven for industrial vehicles or \$1.40 per km for PowerGen service vehicles for onsite work will be charged, (f) at a minimum a load bank fee for up to 300 kw \$100, 301-500 kw \$200, >500 kw \$500. The Seller shall dispose of any replaced parts unless the Buyer specifically requests in writing prior to completion of repairs.

Warranty for CWC Goods

Any part of the Goods which are manufactured by Cummins Western Canada ("CWC Goods") shall comply with the Specification and will be free from defects in design, materials and workmanship. This warranty shall be valid for a period of 90 days from delivery or completion of the Services

Warranty for Services

The Seller shall repair or replace any defects in new parts or [Recon] parts of CWC Goods provided to the Buyer as part of the Services as per the Manufacturer's warranty terms, provided the Buyer has followed the Manufacturer's servicing specifications and/or maintenance guidelines. The warranty shall be void if Buyer has failed to comply. A copy of the applicable warranty information is available upon request.

The Seller does not warrant any non-CWC Goods but shall assign the Supplier's warranty for those Goods to the Buyer and shall use all reasonable efforts to ensure that the Supplier complies with its warranty obligations.

The invoice constitutes the entire agreement between the parties and supersedes all prior discussions, negotiations, statements, promises or representations made or given by either party, unless an existing Master Terms Agreement, and/or Project Contract is in place and this shall govern all invoices and transactions.

**BOW VALLEY REGIONAL TRANSIT SERVICES COMMISSION
ANNUAL ORGANIZATIONAL MEETING**

**BVRTSC CUSTOMER SERVICE CENTRE – IAN MACKIE BOARD ROOM
(221 BEAVER ST. BANFF)**

AGENDA

October 20, 2014: 10:00am – Noon

1. Call to Order
2. Approval of the Agenda
3. Approval of the October 16, 2013 Annual Organizational Meeting Minutes
4. Approval of the 2015 Operating & Capital Budgets
5. Ratification of the 2014 – 2016 Business Plan (originally approved at the 2013 AOM)
6. Ratification of Appointment of YPM Chartered Accountants for Audit of 2014 Financials (originally approved at the 2013 AOM)
7. Resolution to Set Dates and Location of Meetings until the 2015 AOM
8. Adjournment