

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

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

**AGENDA**

**June 10, 2015: 2:00pm – 4:00pm**

1. Call to Order
2. Approval of the Agenda
3. Approval of the May 13, 2015 Regular Meeting Minutes (attached)
4. Old Business (including Standing Items)
  - a) General Manager/ CAO's Monthly Report 2014 (verbal).
    - a. Safety Inspection Findings/Results
    - b. Route 1,2,3,4 updates
  - b) Bring Forward List of Pending Items (attached).
  - c) Transit Service Monthly Statistics (attached).
  - d) HarGroup Regional Survey Update (verbal).
5. New Business
  - a. CAO/GM Signing Contract and Orientation (verbal)
  - b. Operations Manager Item (attached)
  - c. Budget Line Overage Approval Process (attached)
6. Adjournment

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

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

**MINUTES**

**May 13, 2015: 2:00pm – 4:00pm**

**BOARD MEMBERS PRESENT**

Sean Krausert, Town of Canmore – Chair  
Dave Schebek, ID #9  
Grant Canning, Town of Banff  
Stavros Karlos, Town of Banff – Vice Chair  
Joanna McCallum, Town of Canmore

**BOARD MEMBERS ABSENT**

Davina Bernard, ID#9

**BOARD ADMINISTRATION PRESENT**

Steve Nelson, Acting GM, Manager of Operations / Meeting Recorder

**ADMINISTRATION PRESENT**

Adrian Field, Manager of Engineering, Town of Banff  
Jacob Johnson, Engineering Department, Town of Canmore  
Alex Kolesch, Parks Canada  
Ethan Gorner, ID#9

**ADMINISTRATION ABSENT**

**1. Call to Order**

Sean Krausert called the meeting to order at 2:04 PM.

**2. Approval of the Agenda**

Sean Krausert requests addition of “5 (c) Intergovernmental Matter”.

**BVRTSC15-037** Sean Krausert motion to approve the Agenda as amended.

**CARRIED UNANIMOUSLY**

**3. Approval of the April 8, 2015 Regular Meeting Minutes (attached)**

**BVRTSC15-038** Sean Krausert moves approval of April 8, 2015 regular meeting minutes as circulated.

**CARRIED UNANIMOUSLY**

4. Old Business (including Standing Items)

a) General Manager/ CAO's Monthly Report 2014 (verbal).

- *Alberta Transportation Safety Inspection/Audit tentatively scheduled for week for May 18 – 22.*
- *Contacted by Parks Canada and Town of Banff with regards to request from Brewsters for use of Roam Caribou East Side bus stop for their shuttle service. Request declined.*
- *Letter from Banff Marathon group - attempting 'greenest marathon in the world' – June 21<sup>st</sup>. Requested - complimentary service for bib wearing participants . . . agreed; requested \$2000 cash donation request . . . denied.*
- *Route 4 Cave and Basin set to begin this Friday.*
- *Route 2 free Campground to Town service (one-way) to begin this weekend.*
- *Route 3 rerouting – on track for June 1<sup>st</sup> implementation.*
- *Route 3 bike racks on order/being built, expected to be delivered May 20<sup>th</sup> and to be installed by Fleet Services ASAP.*
- *Route 1 doubling – on track for June 27<sup>th</sup> start but would like another motion with direction as previous motion was an approval in concept. Also, re adjusted summer schedule, would like to push this back to match the June 27<sup>th</sup> service change.*

**BVRTSC15-039** Sean Krausert moves that BVRTSC Administration be directed to proceed with doubling of Route 1 service as per the previously approved concept (BVRTSC15-024) and as approved by Banff Town Council.

**CARRIED UNANIMOUSLY**

**BVRTSC15-040** Sean Krausert moves that the timing of the Adjusted Summer Schedule previously approved (BVRTSC15-021) coincide with the timeline going forward for the doubling of Route 1 service.

**CARRIED UNANIMOUSLY**

b) Bring Forward List of Pending Items (attached).

**BVRTSC15-041** Sean Krausert moves that motion that BVRTSC14-30 and BVRTSC14-109 be returnable in September 2015 instead of June 2015.

**CARRIED UNANIMOUSLY**

c) Transit Service Monthly Statistics (attached)

- *No questions.*

d) HarGroup Regional Survey Update (verbal).

- *HarGroup is proceeding with designing the survey and getting input from regional route municipal partner administration liaisons. Board will assist with distribution of non-user survey to employers in each of Canmore and Banff who have employees living in the other municipality.*

e) Adjusted Summer Schedule timing re Brochures (verbal).

- *See motion BVRTSC15-040 (above).*

5. New Business

- a) 2015 First Quarter Financials (attached).
  - *Acting CAO/GM will follow-up on items not yet invoiced by Town of Banff.*
- b) CAO/GM Recruitment Update (verbal).
  - *New CAO/GM has been offered an employment contract, and expected to be finalized soon. Start date to be June 15, 2015. Announcement will be made when the contract is signed.*
- c) Intergovernmental Matters Discussions (In Camera).

**BVRTSC15-042** Sean Krausert moves to go in camera at 2:40 PM.

**CARRIED UNANIMOUSLY**

**BVRTSC15-043** Stavros Karlos moves to come out of camera at 3:03 PM.

**CARRIED UNANIMOUSLY**

6. Adjournment

**BVRTSC15-044** Sean Krausert moves to adjourn at 3:03 PM.

**CARRIED UNANIMOUSLY**

## BRING FORWARD LIST OF ITEMS PENDING (as of May 6, 2015)

ITEM	Date Initiated	Pending Date	Comments:
<b>BVRTSC13-47</b> 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; <ul style="list-style-type: none"> <li>Negotiate a reduced lease rate with the Town of Banff for the current office space in the industrial compound when its lease is expired.</li> </ul>	August 2013	September 2014	Awaiting confirmation on discussed cost.
<b>BVRTSC14-30</b> Moved by Stavros Karlos to direct administration to draft a municipal capital allocation policy prior to the end of 2014.	April 2014	June 2015	As a result of <b>BVRTSC14-99</b> , this item was postponed to January 2015.  As a result of <b>BVRTSC15-004</b> , this item was postponed to June 2015.
<b>BVRTSC14-61</b> 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.	June 2014	Sept 2014 but now August 2015	Have been in communication with Town of Canmore administration with respect to timelines, and the Oct/Nov 2014 timeline will work.  Town of Canmore has approved \$30K further funding for detailed implementation strategy (expected to be done by August 2015).
<b>BVRTSC14-109</b> - Sean Krausert moves that administration prepares a spare bus ratio policy for the Commission's consideration by June 30, 2015 prior to purchase of any further rolling stock.	October 2014	June 30 2015	
<b>BVRTSC15-011</b> - Sean Krausert moves that administration seek a revised proposal from HarGroup for an electronic survey only, but with an expanded scope beyond increased frequency, e.g. other potential barriers or concerns of non-users.  <b>Followed by March 2015 resolution:</b> <b>BVRTSC15-017</b> Stavros Karlos moves to direct BVRTSC Administration to proceed with HarGroup proposal, and funded by a 50/50 cost split between Canmore and Banff.	February 2015	TBD	<b>COMPLETED – To be removed next report.</b>  This motion follows upon the following earlier motions:  <b>BVRTSC14 - 128</b> Grant Canning moved that BVRTSC acknowledge the request from Banff and agrees to investigate an increase to the regional service as requested.  <b>BVRTSC14 - 129</b> Sean

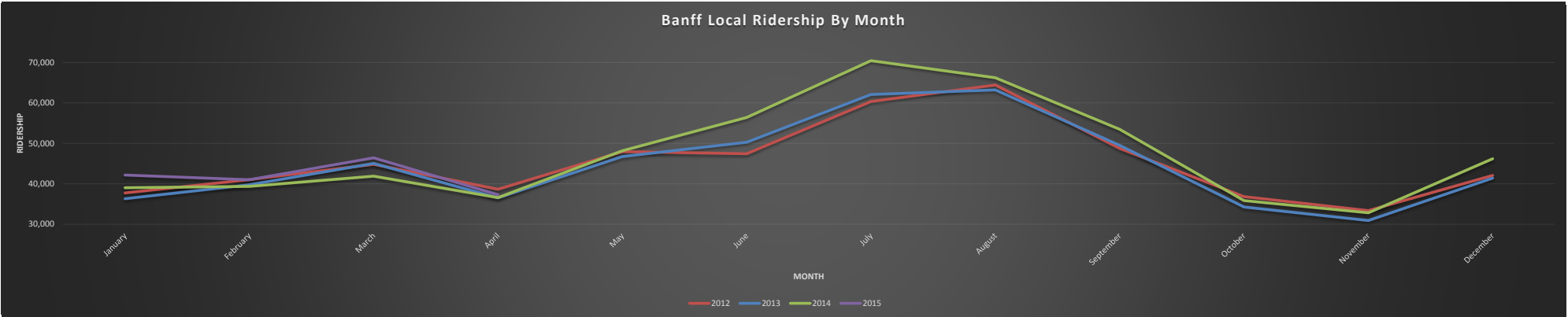
			Krausert moved that administration be directed to determine the best option to obtain the necessary information needed with respect to potential increased ridership to make a decision about increased regional service, and to report back along with a budget needed to pursue this option by the February 2015 regular board meeting.
<b>BVRTSC15-023</b> Sean Krausert moves that administration investigate an alternate system to secure bikes on the bus that allows the aisle to remain free.	March 2015	April 2015	<b>COMPLETED – To be removed next report.</b>
<b>BVRTSC15-024</b> Sean Krausert moves to approve the concept of doubling the frequency of Route 1 from June 27 <sup>th</sup> thru to the September long weekend, and directs BVRTSC Administration to provide the cost and related information to Banff Council in order to consider this increased service.	March 2015	TBD	<b>COMPLETED – To be removed next report.</b>  Approved by Banff Council.

# Bow Valley Regional Transit Services Commission



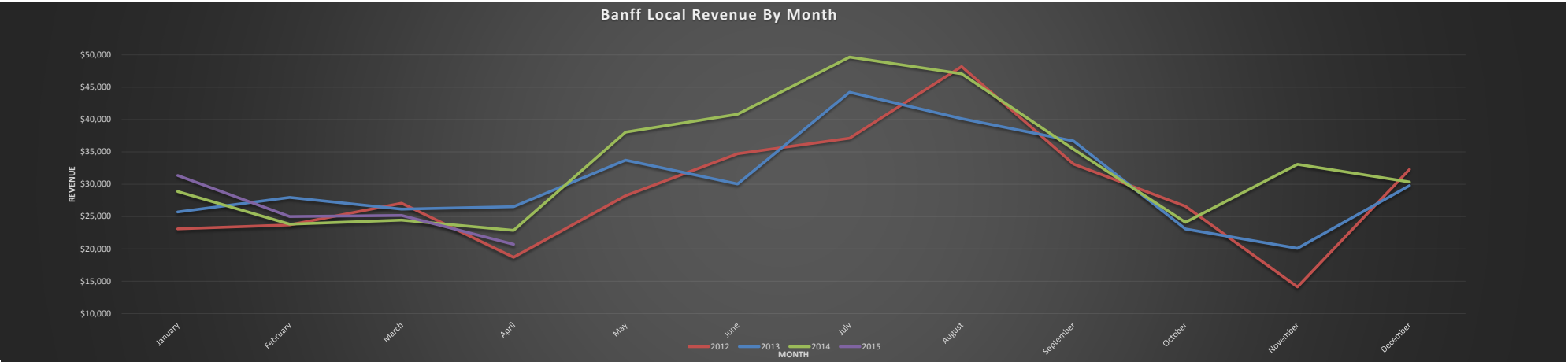
## Banff Local Service Ridership and Revenue Statistics

Banff Local Ridership/Revenue Analysis									
Ridership									
Month	2012	2013	2014	2015	2014 Running Total	2015 Running Total	Running Total Difference	2014 to 2015 Monthly Difference	2014 to 2015 Monthly % Difference
January	37,730	36,302	39,021	42,163	39,021	42,163	3,142	3,142	8.1%
February	41,031	39,738	39,353	41,001	78,374	83,164	4,790	1,648	4.2%
March	44,826	45,039	41,887	46,422	120,261	129,586	9,325	4,535	10.8%
April	38,652	36,510	36,565	37,285	156,826	166,871	10,045	720	2.0%
May	47,945	46,739	48,180		205,006				
June	47,447	50,267	56,419		261,425				
July	60,356	62,089	70,456		331,881				
August	64,441	63,224	66,224		398,105				
September	48,767	49,512	53,483		451,588				
October	36,818	34,244	35,835		487,423				
November	33,359	30,911	32,820		520,243				
December	42,073	41,403	46,194		566,437				
Grand Total:	543,445	535,978	566,437	0	566,437				-100.0%
				0					End of Year Comparison to 2013





Revenue										
Month	2012	2013	2014	2015	2014 Running Total	2015 Running Total	Running Total Difference	2014 to 2015 Monthly Difference	2014 to 2015 Monthly % Difference	
January	\$23,104	\$25,711	\$28,869	\$31,352	\$28,869.44	\$31,352.00	\$2,482.56	\$2,482.56	8.6%	
February	\$23,695	\$27,959	\$23,824	\$25,006	\$52,693.21	\$56,358.00	\$3,664.79	\$1,182.23	5.0%	
March	\$27,056	\$26,138	\$24,454	\$25,175	\$77,147.11	\$81,532.50	\$4,385.39	\$720.60	2.9%	
April	\$18,700	\$26,536	\$22,861	\$20,711	\$100,007.66	\$102,243.50	\$2,235.84	-\$2,149.55	-9.4%	
May	\$28,224	\$33,720	\$38,052		\$138,059.77					
June	\$34,706	\$30,034	\$40,828		\$178,887.52					
July	\$37,127	\$44,220	\$49,655		\$90,482.75					
August	\$48,190	\$40,125	\$47,076		\$275,618.52					
September	\$33,119	\$36,670	\$35,404		\$311,022.52					
October	\$26,578	\$23,066	\$24,115		\$335,137.52					
November	\$14,119	\$20,087	\$33,078		\$368,215.52					
December	\$32,287	\$29,795	\$30,344		\$398,559.52					
Grand Total:	\$ 346,903.52	\$364,061.60	\$398,559.52	\$102,243.50	\$398,559.52				-74.3%	



**BANFF LOCAL TRANSIT REVENUE BREAKDOWN**  
**2015 Actual**

Month	Fares	Passes	Other	Total	Budget
January	\$23,847	\$7,505		\$31,352	\$ 25,062.50
February	\$22,513	\$2,493		\$25,006	\$ 25,062.50
March	\$22,902	\$2,273		\$25,175	\$ 25,062.50
April	\$19,532	\$1,179		\$20,711	\$ 33,062.50
May				\$0	\$ 33,062.50
June				\$0	\$ 33,062.50
July				\$0	\$ 41,062.50
August				\$0	\$ 41,062.50
September				\$0	\$ 41,062.50
October				\$0	\$ 33,062.50
November				\$0	\$ 33,062.50
December				\$0	\$ 33,062.50
<b>Totals:</b>	<b>\$88,794</b>	<b>\$13,450</b>	<b>\$0</b>	<b>\$102,244</b>	<b>\$396,750</b>

**BANFF LOCAL TRANSIT REVENUE BREAKDOWN**  
**2014 Actual**

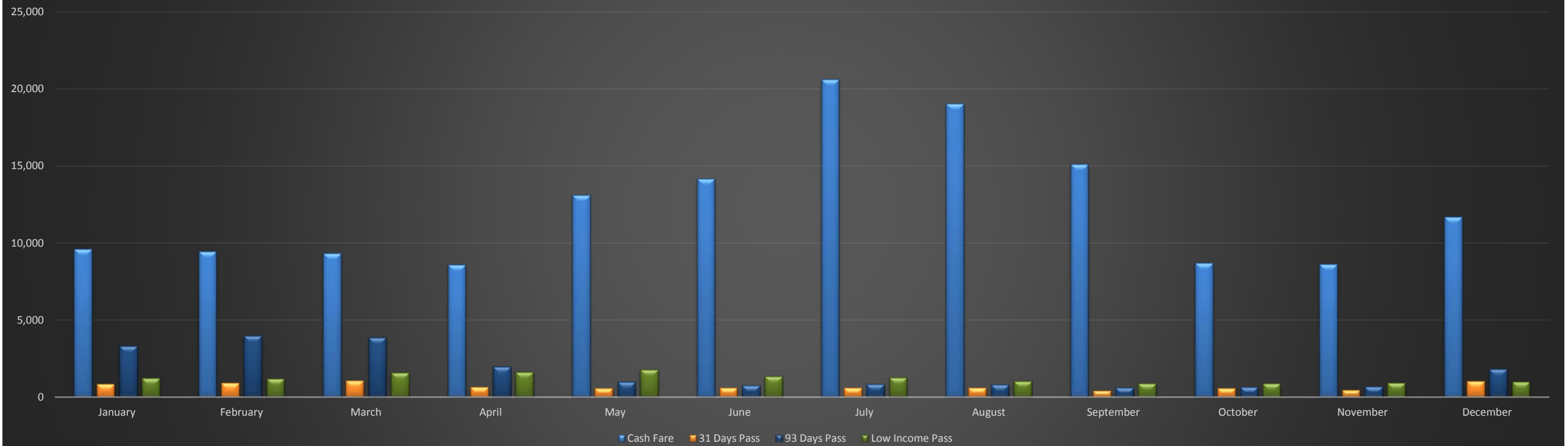
Month	Fares	Passes	Other	Total	Budget
January	\$20,289	\$8,580		\$28,869	\$23,853.33
February	\$20,788	\$3,036		\$23,824	\$23,853.33
March	\$20,683	\$3,771		\$24,454	\$23,853.34
April	\$18,812	\$4,049		\$22,861	\$29,500.00
May	\$29,459	\$3,344	\$5,250	\$38,052	\$29,500.00
June	\$35,714	\$5,114		\$40,828	\$29,500.00
July	\$48,321	\$1,334		\$49,655	\$44,433.33
August	\$45,698	\$1,378		\$47,076	\$44,433.33
September	\$33,590	\$1,814		\$35,404	\$44,433.34
October	\$19,727	\$4,388		\$24,115	\$25,400.00
November	\$19,638	\$13,440		\$33,078	\$25,400.00
December	\$25,990	\$4,354		\$30,344	\$25,400.00
<b>Totals:</b>	<b>\$338,710</b>	<b>\$54,600</b>	<b>\$5,250</b>	<b>\$398,560</b>	<b>\$369,560</b>



## Local Ridership By Fare Type 2015

	Banff Local Service Ridership By Fare Type												
	2014												
Fare Type	January	February	March	April	May	June	July	August	September	October	November	December	Total
Column1	Column2	Column3	Column4	Column5	Column6	Column7	Column8	Column9	Column10	Column11	Column12	Column13	Column14
Cash Fare													
Adult	8,954	8,869	8,533	7,812	10,680	10,975	16,296	14,971	11,416	7,739	8,135	10,926	125,306
Senior	332	306	505	503	2,223	2,875	3,232	3,089	3,471	754	356	531	18,177
Child	312	284	276	257	209	312	1,092	961	224	198	117	235	4,477
Cash Fare Total	9,598	9,459	9,314	8,572	13,112	14,162	20,620	19,021	15,111	8,691	8,608	11,692	147,960
Column1	Column2	Column3	Column4	Column5	Column6	Column7	Column8	Column9	Column10	Column11	Column12	Column13	Column14
Roam Token													
All Categories	74	72	50	32	83	127	158	33	12	26	5	6	678
Column1	Column2	Column3	Column4	Column5	Column6	Column7	Column8	Column9	Column10	Column11	Column12	Column13	Column14
10 Ride Pass													
All Categories	63	72	83	58	74	70	83	80	73	25	91	148	920
Column1	Column2	Column3	Column4	Column5	Column6	Column7	Column8	Column9	Column10	Column11	Column12	Column13	Column14
3 Day Pass													
All Categories	55	24	57	12	181	156	215	256	101	18	36	60	1,171
Column1	Column2	Column3	Column4	Column5	Column6	Column7	Column8	Column9	Column10	Column11	Column12	Column13	Column14
Day Pass													
All Categories	554	640	560	812	1,871	2,244	4,180	3,929	2,724	914	521	617	19,566
Column1	Column2	Column3	Column4	Column5	Column6	Column7	Column8	Column9	Column10	Column11	Column12	Column13	Column14
31 Days Pass													
Adult	790	911	1,027	620	557	581	554	537	383	554	445	992	7,951
Senior	54	0	41	12	0	1	26	42	38	0	0	8	222
Child	2	0	0	18	0	0	0	0	0	0	0	18	38
31 Days Pass Total:	846	911	1,068	650	557	582	580	579	421	554	445	1,018	8,211
Column1	Column2	Column3	Column4	Column5	Column6	Column7	Column8	Column9	Column10	Column11	Column12	Column13	Column14
93 Days Pass													
Adult	3,316	3,986	3,841	1,986	955	708	792	732	581	652	666	1,789	20,004
Senior	0	0	0	0	0	4	29	31	0	0	0	0	64
Child	0	0	0	5	22	28	14	29	17	0	16	28	159
93 Days Pass Total:	3,316	3,986	3,841	1,991	977	740	835	792	598	652	682	1,817	20,227
Column1	Column2	Column3	Column4	Column5	Column6	Column7	Column8	Column9	Column10	Column11	Column12	Column13	Column14
186 Days Pass													
Adult	2,344	2,144	2,493	1,873	1,542	1,045	900	701	778	922	1,366	2,243	18,351
Senior	97	101	118	43	15	1	6	0	0	28	45	74	528
Child	0	0	0	41	0	0	0	0	0	0	15	18	74
Column1	Column2	Column3	Column4	Column5	Column6	Column7	Column8	Column9	Column10	Column11	Column12	Column13	Column14
Low Income Pass													
All Categories	1,214	1,207	1,589	1,629	1,776	1,359	1,260	1,046	891	877	912	981	14,741
Low Income Pass Total:	1,214	1,207	1,589	1,629	1,776	1,359	1,260	1,046	891	877	912	981	14,741
Column1	Column2	Column3	Column4	Column5	Column6	Column7	Column8	Column9	Column10	Column11	Column12	Column13	Column14
Regional Ride - Cash	26	15	18	15	28	10	11	20	15	10	3	18	189
Hotel Partners	20,328	20,166	22,235	20,392	27,584	31,077	38,429	36,969	30,518	21,732	18,848	25,526	313,804
Transfers - Local	100	115	139	121	124	157	154	148	151	118	77	102	1,506
Infant Free Ride	42	159	57	39	15	103	220	212	141	85	64	200	1,337
Accessories	234	169	154	169	118	186	286	274	260	64	43	172	2,129
Other (Special Events (campground))					0	2,609	237	0	0	0	0	0	2,846
+3% Industry Correction						1,643	2,052	1,929	1,558	1,044	956	1,345	10,527
Total Ridership	39,021	39,353	41,887	36,565	48,180	56,419	70,456	66,224	53,483	35,835	32,820	46,194	566,437

Local Ridership By Fare Type 2014





Banff Local Ridership By Fare Type													
Sulphur Mountain Route (Route 1)													
Fare Type	2014												
	January	February	March	April	May	June	July	August	September	October	November	December	Total
<b>Cash Fare</b>													
Adult	3,515	3,577	3,548	3,626	4,451	5,290	6,186	5,847	4,954	3,319	3,038	4,299	51,650
Senior	103	93	225	272	813	1,111	1,150	1,072	1,254	293	192	239	6,817
Child	209	129	131	139	137	175	436	353	125	147	60	121	2,162
<b>Cash Fare Total</b>	<b>3,827</b>	<b>3,799</b>	<b>3,904</b>	<b>4,037</b>	<b>5,401</b>	<b>6,576</b>	<b>7,772</b>	<b>7,272</b>	<b>6,333</b>	<b>3,759</b>	<b>3,290</b>	<b>4,659</b>	<b>60,629</b>
<b>Roam Token</b>													
All Categories	16	36	4	26	15	84	125	17	9	22	5	1	360
<b>Roam Token Total:</b>	<b>16</b>	<b>36</b>	<b>4</b>	<b>26</b>	<b>15</b>	<b>84</b>	<b>125</b>	<b>17</b>	<b>9</b>	<b>22</b>	<b>5</b>	<b>1</b>	<b>360</b>
<b>10 Ride Pass</b>													
All Categories	47	36	40	17	37	29	42	30	35	16	35	37	401
<b>10 Ride Total:</b>	<b>47</b>	<b>36</b>	<b>40</b>	<b>17</b>	<b>37</b>	<b>29</b>	<b>42</b>	<b>30</b>	<b>35</b>	<b>16</b>	<b>35</b>	<b>37</b>	<b>401</b>
<b>3 Day Pass</b>													
All Categories	28	0	10	6	51	59	59	69	34	8	8	41	373
<b>3 Day Pass Total:</b>	<b>28</b>	<b>0</b>	<b>10</b>	<b>6</b>	<b>51</b>	<b>59</b>	<b>59</b>	<b>69</b>	<b>34</b>	<b>8</b>	<b>8</b>	<b>41</b>	<b>373</b>
<b>Day Pass</b>													
All Categories	252	361	326	435	894	1,184	1,697	1,668	1,248	463	292	420	9,240
<b>Day Pass Total:</b>	<b>252</b>	<b>361</b>	<b>326</b>	<b>435</b>	<b>894</b>	<b>1,184</b>	<b>1,697</b>	<b>1,668</b>	<b>1,248</b>	<b>463</b>	<b>292</b>	<b>420</b>	<b>9,240</b>
<b>31 Days Pass</b>													
Adult	177	203	248	126	153	232	136	133	187	172	186	336	2,289
Senior	2	0	25	0	0	1	9	27	1	0	0	0	65
Child	0	0	0	18	0	0	0	0	0	0	0	18	36
<b>31 Days Pass Total:</b>	<b>179</b>	<b>203</b>	<b>273</b>	<b>144</b>	<b>153</b>	<b>233</b>	<b>145</b>	<b>160</b>	<b>188</b>	<b>172</b>	<b>186</b>	<b>354</b>	<b>2,390</b>
<b>93 Days Pass</b>													
Adult	557	441	419	310	352	342	379	341	256	205	222	436	4,260
Senior	0	0	0	0	0	3	26	30	0	0	0	0	59
Child	0	0	0	5	20	27	14	29	17	0	16	28	156
<b>93 Days Pass Total:</b>	<b>557</b>	<b>441</b>	<b>419</b>	<b>315</b>	<b>372</b>	<b>372</b>	<b>419</b>	<b>400</b>	<b>273</b>	<b>205</b>	<b>238</b>	<b>464</b>	<b>4,475</b>
<b>186 Days Pass</b>													
Adult	556	583	786	660	705	465	376	255	368	586	462	464	6,266
Senior	34	36	54	1	8	0	6	0	0	0	8	4	151
Child	0	0	0	41	0	0	0	0	0	0	15	18	74
<b>186 Days Pass Total:</b>	<b>590</b>	<b>619</b>	<b>840</b>	<b>702</b>	<b>713</b>	<b>465</b>	<b>382</b>	<b>255</b>	<b>368</b>	<b>586</b>	<b>485</b>	<b>486</b>	<b>6,491</b>
<b>Low Income Pass</b>													
All Categories	609	654	765	810	843	537	427	364	470	554	629	623	7,285
<b>Low Income Pass Total:</b>	<b>609</b>	<b>654</b>	<b>765</b>	<b>810</b>	<b>843</b>	<b>537</b>	<b>427</b>	<b>364</b>	<b>470</b>	<b>554</b>	<b>629</b>	<b>623</b>	<b>7,285</b>
<b>Regional Ride - Pass Holder</b>	<b>44</b>	<b>38</b>	<b>37</b>	<b>36</b>	<b>36</b>	<b>59</b>	<b>93</b>	<b>91</b>	<b>59</b>	<b>23</b>	<b>32</b>	<b>75</b>	<b>623</b>
<b>Regional Ride - Cash</b>	<b>9</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>3</b>	<b>4</b>	<b>1</b>	<b>8</b>	<b>10</b>	<b>6</b>	<b>2</b>	<b>4</b>	<b>58</b>
<b>Hotel Partners</b>	<b>12,049</b>	<b>12,841</b>	<b>13,708</b>	<b>13,416</b>	<b>19,011</b>	<b>22,590</b>	<b>26,253</b>	<b>24,630</b>	<b>21,148</b>	<b>13,712</b>	<b>11,373</b>	<b>14,842</b>	<b>205,573</b>
<b>Transfers - Local</b>	<b>48</b>	<b>71</b>	<b>88</b>	<b>74</b>	<b>65</b>	<b>69</b>	<b>52</b>	<b>79</b>	<b>80</b>	<b>74</b>	<b>44</b>	<b>44</b>	<b>788</b>
<b>Transfers - Regional to Local</b>	<b>17</b>	<b>8</b>	<b>6</b>	<b>17</b>	<b>22</b>	<b>25</b>	<b>30</b>	<b>34</b>	<b>25</b>	<b>21</b>	<b>18</b>	<b>15</b>	<b>238</b>
<b>Infant Free Ride</b>	<b>20</b>	<b>82</b>	<b>28</b>	<b>17</b>	<b>6</b>	<b>36</b>	<b>97</b>	<b>72</b>	<b>65</b>	<b>26</b>	<b>40</b>	<b>87</b>	<b>576</b>
<b>Accessories</b>	<b>50</b>	<b>38</b>	<b>51</b>	<b>75</b>	<b>57</b>	<b>109</b>	<b>184</b>	<b>148</b>	<b>169</b>	<b>16</b>	<b>36</b>	<b>58</b>	<b>991</b>
<b>Special (TMC Free Trip)</b>						18	1						19
<b>Total Farebox Ridership</b>						32,449	37,779	35,297	30,514	19,663	16,713	22,210	194,625
<b>+3% Industry Correction</b>						973	1,133	1,059	915	590	501	666	5,839
<b>Total Ridership</b>	<b>18,342</b>	<b>19,230</b>	<b>20,503</b>	<b>20,131</b>	<b>27,679</b>	<b>33,422</b>	<b>38,912</b>	<b>36,356</b>	<b>31,429</b>	<b>20,253</b>	<b>17,214</b>	<b>22,876</b>	<b>306,349</b>



Banff Local Ridership By Fare Type Tunnel Mountain Route (Route 2)	
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**Banff Local Ridership By Fare Type  
Tunnel Mountain Route (Route 2)**

Fare Type	2014												
<b>Cash Fare</b>													
Adult	5,439	5,292	4,985	4,186	6,046	5,353	9,585	8,508	6,236	4,420	5,097	6,627	71,774
Senior	229	213	280	231	1,371	1,675	1,986	1,919	2,117	461	164	292	10,938
Child	103	155	145	118	69	120	623	569	98	51	57	114	2,222
<b>Cash Fare Total</b>	<b>5,771</b>	<b>5,660</b>	<b>5,410</b>	<b>4,535</b>	<b>7,486</b>	<b>7,148</b>	<b>12,194</b>	<b>10,996</b>	<b>8,451</b>	<b>4,932</b>	<b>5,318</b>	<b>7,033</b>	<b>84,934</b>
<b>Roam Token</b>													
All Categories	58	36	46	6	68	41	32	16	3	4	0	5	315
<b>Roam Token Total:</b>	<b>58</b>	<b>36</b>	<b>46</b>	<b>6</b>	<b>68</b>	<b>41</b>	<b>32</b>	<b>16</b>	<b>3</b>	<b>4</b>	<b>0</b>	<b>5</b>	<b>315</b>
<b>10 Ride Pass</b>													
All Categories	16	36	43	41	34	35	41	50	37	9	56	111	509
<b>10 Ride Total:</b>	<b>16</b>	<b>36</b>	<b>43</b>	<b>41</b>	<b>34</b>	<b>35</b>	<b>41</b>	<b>50</b>	<b>37</b>	<b>9</b>	<b>56</b>	<b>111</b>	<b>509</b>
<b>3 Day Pass</b>													
All Categories	27	24	47	6	118	85	156	175	57	10	28	19	752
<b>3 Day Pass Total:</b>	<b>27</b>	<b>24</b>	<b>47</b>	<b>6</b>	<b>118</b>	<b>85</b>	<b>156</b>	<b>175</b>	<b>57</b>	<b>10</b>	<b>28</b>	<b>19</b>	<b>752</b>
<b>Day Pass</b>													
All Categories	302	279	234	377	921	909	2,262	2,107	1,335	451	229	197	9,603
<b>Day Pass Total:</b>	<b>302</b>	<b>279</b>	<b>234</b>	<b>377</b>	<b>921</b>	<b>909</b>	<b>2,262</b>	<b>2,107</b>	<b>1,335</b>	<b>451</b>	<b>229</b>	<b>197</b>	<b>9,603</b>
<b>31 Days Pass</b>													
Adult	613	708	779	494	404	340	409	398	195	382	259	656	5,637
Senior	52	0	16	12	0	0	16	6	37	0	0	8	147
Child	2	0	0	0	0	0	0	0	0	0	0	0	2
<b>31 Days Pass Total:</b>	<b>667</b>	<b>708</b>	<b>795</b>	<b>506</b>	<b>404</b>	<b>340</b>	<b>425</b>	<b>404</b>	<b>232</b>	<b>382</b>	<b>259</b>	<b>664</b>	<b>5,786</b>
<b>93 Days Pass</b>													
Adult	2,759	3,545	3,422	1,676	603	363	409	387	325	447	444	1,353	15,733
Senior	0	0	0	0	0	0	3	0	0	0	0	0	3
Child	0	0	0	0	2	1	0	0	0	0	0	0	3
<b>93 Days Pass Total:</b>	<b>2,759</b>	<b>3,545</b>	<b>3,422</b>	<b>1,676</b>	<b>605</b>	<b>364</b>	<b>412</b>	<b>387</b>	<b>325</b>	<b>447</b>	<b>444</b>	<b>1,353</b>	<b>15,739</b>
<b>186 Days Pass</b>													
Adult	1,788	1,561	1,707	1,213	836	578	520	446	409	336	904	1,779	12,077
Senior	63	65	64	42	7	1	0	0	0	28	37	70	377
Child	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>186 Days Pass Total:</b>	<b>1,851</b>	<b>1,626</b>	<b>1,771</b>	<b>1,255</b>	<b>843</b>	<b>579</b>	<b>520</b>	<b>446</b>	<b>409</b>	<b>364</b>	<b>941</b>	<b>1,849</b>	<b>12,454</b>
<b>Low Income Pass</b>													
All Categories	605	553	824	819	932	822	820	679	420	323	283	358	7,438
<b>Low Income Pass Total:</b>	<b>605</b>	<b>553</b>	<b>824</b>	<b>819</b>	<b>932</b>	<b>822</b>	<b>820</b>	<b>679</b>	<b>420</b>	<b>323</b>	<b>283</b>	<b>358</b>	<b>7,438</b>
<b>Regional Ride - Pass Holder</b>	61	54	54	52	48	32	57	56	26	16	35	41	532
<b>Regional Ride - Cash</b>	17	12	14	11	25	5	10	9	5	4	1	14	127
<b>Hotel Partners</b>	8,279	7,325	8,527	6,976	8,149	7,756	11,248	11,290	8,811	7,760	7,475	10,684	104,280
<b>Transfers - Local</b>	52	44	51	47	59	74	90	45	60	42	33	58	655
<b>Transfers - Regional to Local</b>	8	13	14	11	13	18	34	25	13	13	18	26	206
<b>Infant Free Ride</b>	22	77	29	22	7	63	98	136	72	59	24	113	722
<b>Accessories</b>	184	131	103	94	60	73	99	126	90	48	7	114	1,129
<b>Special (TMC Free Trip)</b>						2,590	234						2,824
<b>Total Farebox Ridership</b>						20,934	28,732	26,947	20,346	14,864	15,151	22,639	149,613
<b>+3% Industry Correction</b>						628	862	808	610	446	455	679	4,488
<b>Total Ridership</b>	<b>20,679</b>	<b>20,123</b>	<b>21,384</b>	<b>16,434</b>	<b>19,772</b>	<b>21,562</b>	<b>29,594</b>	<b>27,755</b>	<b>20,956</b>	<b>15,310</b>	<b>15,606</b>	<b>23,318</b>	<b>252,493</b>





**Banff Local Ridership By Fare Type  
Cave & Basin Route (Route 4)**

Fare Type	2014								
	May	June	July	August	September	October	November	December	Total
<b>Cash Fare</b>									
Adult	183	332	525	616	226	35			1,917
Senior	39	89	96	98	100	3			425
<b>Cash Fare Total</b>	<b>225</b>	<b>438</b>	<b>654</b>	<b>753</b>	<b>327</b>	<b>38</b>	<b>0</b>	<b>0</b>	<b>2,435</b>
<b>Roam Token</b>									
<b>Roam Token Total:</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>
<b>10 Ride Pass</b>									
<b>10 Ride Total:</b>	<b>3</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10</b>
<b>3 Day Pass</b>									
<b>3 Day Pass Total:</b>	<b>12</b>	<b>12</b>	<b>0</b>	<b>12</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>46</b>
<b>Day Pass</b>									
<b>Day Pass Total:</b>	<b>56</b>	<b>151</b>	<b>221</b>	<b>154</b>	<b>141</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>732</b>
<b>31 Days Pass</b>									
Adult	0	9	9	6	1	3			28
Senior	0	0	1	9	0	0			10
<b>31 Days Pass Total:</b>	<b>0</b>	<b>9</b>	<b>10</b>	<b>15</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>38</b>
<b>93 Days Pass</b>									
Adult	0	3	4	4	0	1			12
Senior	0	1	0	1	0	0			2
<b>93 Days Pass Total:</b>	<b>0</b>	<b>4</b>	<b>4</b>	<b>5</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>14</b>
<b>186 Days Pass</b>									
Adult	1	2	4	0	1	6			14
Senior	0	0	0	0	0	0			0
<b>186 Days Pass Total:</b>	<b>1</b>	<b>2</b>	<b>4</b>	<b>0</b>	<b>1</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>14</b>
<b>Low Income Pass</b>									
<b>Low Income Pass Total:</b>	<b>1</b>	<b>0</b>	<b>13</b>	<b>3</b>	<b>1</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>23</b>
<b>Regional Ride - Pass Holder</b>	1	12	11	18	2	2			46
<b>Regional Ride - Cash</b>	0	1	0	3	0	0			4
<b>Hotel Partners</b>	424	731	928	1,049	559	260			3,951
<b>Transfers - Local</b>	0	14	12	24	11	2			63
<b>Transfers - Regional to Local</b>	3	2	5	11	6	0			27
<b>Infant Free Ride</b>	2	4	25	4	4	0			39
<b>Accessories</b>	1	4	3	0	1	0			9
<b>Special (TMC Free Trip)</b>	0	1	2	0	0				3
<b>Total Farebox Ridership</b>		1,393	1,893	2,051	1,065	326			6,728

+3% Industry Correction		42	57	62	32	10			202
Total Ridership	729	1,435	1,950	2,113	1,097	336	0	0	7,659

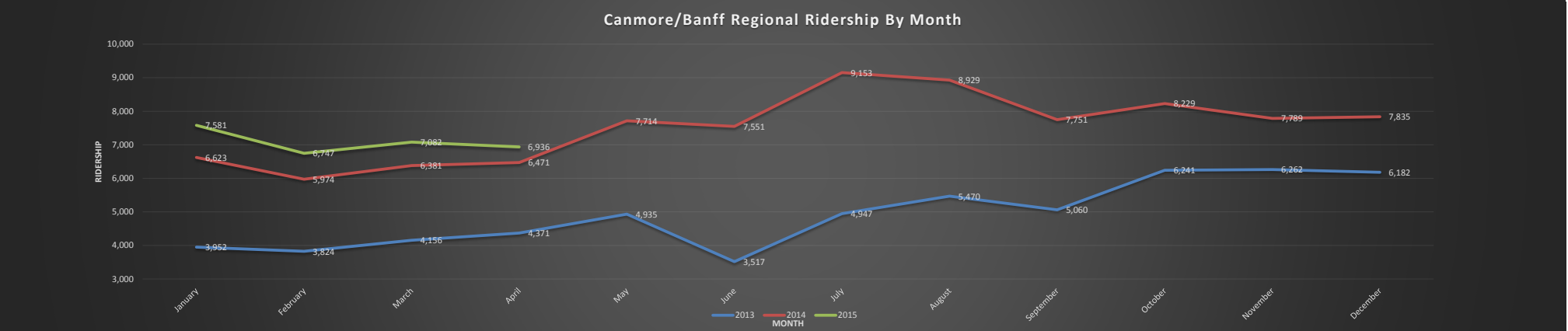
# Bow Valley Regional Transit Services Commission



## Banff/Canmore Regional Service Ridership and Revenue Statistics

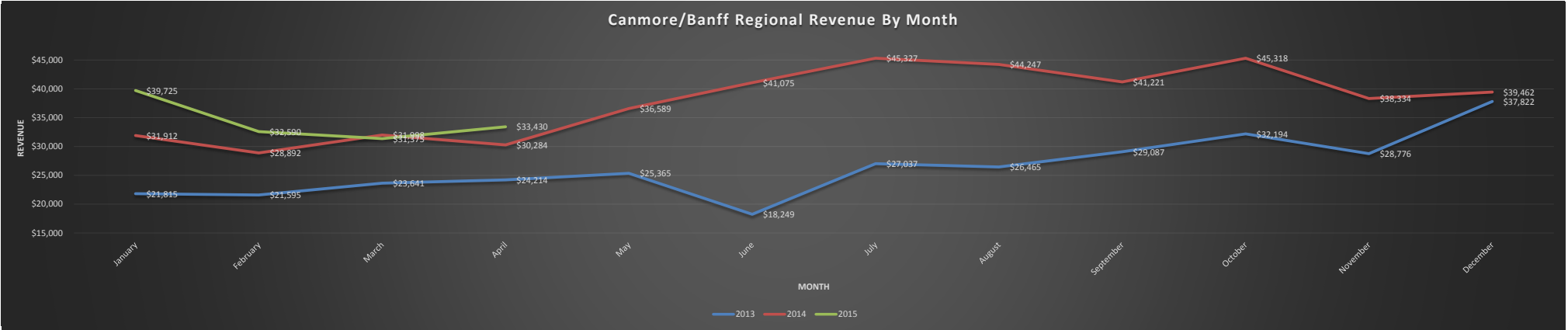
Regional Ridership/Revenue Analysis

RIDERSHIP									
Month	2013	2014	2015	2013 Running Total	2014 Running Total	2015 Running Total	Running Total Difference	2014 to 2015 Monthly Comparison	2014 to 2015 Monthly % Difference
January	3,952	6,623	7,581	3,952	6,623	7,581	958	958	14.5%
February	3,824	5,974	6,747	7,776	12,597	14,328	1,731	773	12.9%
March	4,156	6,381	7,082	11,932	18,978	21,410	2,432	701	11.0%
April	4,371	6,471	6,936	16,303	25,449	28,346	2,897	465	7.2%
May	4,935	7,714		21,238	33,163				
June	3,517	7,551		24,755	40,714				
July	4,947	9,153		29,702	49,867				
August	5,470	8,929		35,172	58,796				
September	5,060	7,751		40,232	66,547				
October	6,241	8,229		46,473	74,776				
November	6,262	7,789		52,735	82,565				
December	6,182	7,835		58,917	90,400				
Grand Total:	58,917	90,400				0			
									End of Year Comparison to 2013





REVENUE										
Month	2013	2014	2015	2013 Running Total	2014 Running Total	2015 Running Total	Running Total Difference	2014 to 2015 Monthly Comparison	2014 to 2015 Monthly % Difference	
January	\$ 21,815	\$ 31,912	\$ 39,725	\$21,815	\$31,912	\$39,725	\$7,813	7,813	24.5%	
February	\$ 21,595	\$ 28,892	\$ 32,590	\$43,410	\$60,803	\$72,315	\$11,512	3,698	12.8%	
March	\$ 23,641	\$ 31,998	\$ 31,375	\$67,050	\$92,801	\$103,690	\$10,889	-623	-1.9%	
April	\$ 24,214	\$ 30,284	\$ 33,430	\$91,264	\$123,085	\$137,120	\$14,035	3,146	10.4%	
May	\$ 25,365	\$ 36,589		\$116,630	\$159,674					
June	\$ 18,249	\$ 41,075		\$134,879	\$200,749					
July	\$ 27,037	\$ 45,327		\$161,916	\$246,076					
August	\$ 26,465	\$ 44,247		\$188,382	\$290,323					
September	\$ 29,087	\$ 41,221		\$217,469	\$331,544					
October	\$ 32,194	\$ 45,318		\$249,663	\$376,862					
November	\$ 28,776	\$ 38,334		\$278,439	\$415,196					
December	\$ 37,822	\$ 39,462		\$316,260	\$454,658					
Grand Total:	\$ 316,260	\$ 454,658	\$ 137,120						-69.8%	



**CANMORE/BANFF REGIONAL TRANSIT REVENUE BREAKDOWN**  
**2015 Actual**

Month	Fares	Passes	Other	Total	Budget
January	\$27,798	\$11,927	\$0	<b>\$39,725</b>	\$37,683.33
February	\$25,815	\$6,775	\$0	<b>\$32,590</b>	\$21,683.33
March	\$27,060	\$4,315	\$0	<b>\$31,375</b>	\$29,683.33
April	\$26,230	\$7,200	\$0	<b>\$33,430</b>	\$19,683.33
May				<b>\$0</b>	\$19,683.33
June				<b>\$0</b>	\$29,683.33
July				<b>\$0</b>	\$39,683.33
August				<b>\$0</b>	\$39,683.33
September				<b>\$0</b>	\$39,683.33
October				<b>\$0</b>	\$21,683.33
November				<b>\$0</b>	\$19,683.33
December				<b>\$0</b>	\$37,683.33
<b>Totals:</b>	<b>\$106,903</b>	<b>\$30,217</b>	<b>\$0</b>	<b>\$137,120</b>	<b>\$356,200</b>

**CANMORE/BANFF REGIONAL TRANSIT REVENUE BREAKDOWN**  
**2014 Actual**

Month	Fares	Passes	Other	Total	Budget
January	\$23,616	\$8,296		<b>\$31,912</b>	\$21,683.33
February	\$20,707	\$8,185		<b>\$28,892</b>	\$21,683.33
March	\$21,635	\$10,363		<b>\$31,998</b>	\$21,683.34
April	\$24,809	\$5,475		<b>\$30,284</b>	\$22,550.00
May	\$29,214	\$7,375		<b>\$36,589</b>	\$22,550.00
June	\$30,145	\$10,930		<b>\$41,075</b>	\$22,550.00
July	\$37,817	\$7,510		<b>\$45,327</b>	\$33,516.66
August	\$37,402	\$6,845		<b>\$44,247</b>	\$33,516.66
September	\$31,186	\$10,035		<b>\$41,221</b>	\$33,516.68
October	\$34,223	\$11,095		<b>\$45,318</b>	\$23,916.66
November	\$30,404	\$7,930		<b>\$38,334</b>	\$23,916.66
December	\$30,607	\$8,855		<b>\$39,462</b>	\$23,916.68
<b>Totals:</b>	<b>\$351,764</b>	<b>\$102,894</b>	<b>\$0</b>	<b>\$454,658</b>	<b>\$305,000</b>

## Regional Ridership By Fare Type

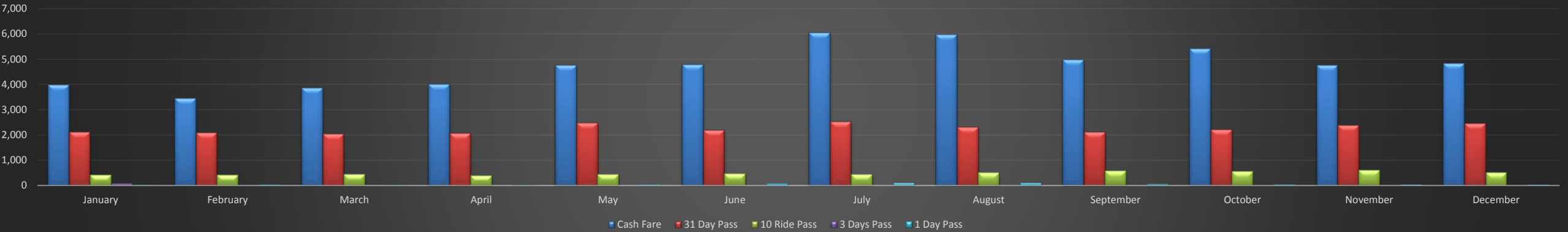
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## Regional Ridership by Fare Type 2015



	Regional Ridership By Fare Type												
Fare Type	2014												
	January	February	March	April	May	June	July	August	September	October	November	December	Total
Cash Fare													
Adult	3,752	3,274	3,666	3,829	4,499	4,456	5,641	5,542	4,549	5,106	4,519	4,607	53,440
Child	100	50	53	63	86	123	170	174	108	143	113	109	1,292
Senior	135	127	160	112	171	217	246	252	328	167	142	125	2,182
Cash Fare Total:	3,987	3,451	3,879	4,004	4,756	4,796	6,057	5,968	4,985	5,416	4,774	4,841	56,914
31 Day Pass													
Adult	2,103	2,005	1,995	1,938	2,381	2,140	2,462	2,097	1,964	2,060	2,250	2,347	25,742
Child	20	13	11	23	24	17	1	0	38	49	34	27	257
Senior		70	43	92	62	41	70	227	106	95	93	86	985
31 Day pass Total:	2,123	2,088	2,049	2,053	2,467	2,198	2,533	2,324	2,108	2,204	2,377	2,460	26,984
10 Ride Pass													
Adult	345	377	361	365	392	414	369	448	498	476	472	373	4,890
Child	29	9	45	5	14	23	28	12	20	21	36	14	256
Senior	36	19	23	17	28	27	45	41	71	41	44	59	451
LITP										27	54	58	
10 Ride Pass Total:	410	405	429	387	434	464	442	501	589	565	606	504	5,597
3 Days Pass													
Adult	4	2	0	0	0	12	7	10	0	10	0	8	53
Child	0	0	0	0	0	0	0	0	0	6	0	0	6
Senior	60	0	0	0	0	0	0	0	0	0	0	0	60
3 Days Pass Total:	64	2	0	0	0	12	7	10	0	16	0	8	119
1 Day Pass													
Adult	19	24	10	18	35	65	88	81	51	27	32	19	469
Child	0	0	4	0	0	0	3	5	0	0	0	0	12
Senior	0	0	0	0	2	4	16	16	6	1	0	3	48
1 Day Pass Total:	19	24	14	18	37	69	107	102	57	28	32	22	529
Bicycle	19	14	17	100	304	577	986	896	688	543	137	20	4301
BVRTSC Staff										75	60	52	187
Regional Transfer from Banff Local Service	20	4	10	9	20	12	7	24	12	5	5	9	137
Total Farebox Ridership	6,623	5,974	6,381	6,471	7,714	7,551	9,153	8,929	7,751	8,229	7,789	7,835	90,143
Total Ridership	6,623	5,974	6,381	6,471	7,714	7,551	9,153	8,929	7,751	8,229	7,789	7,835	90,143

Regional Ridership by Fare Type 2014



## Chair's Proposed Motion

### RE:   **Operation Manager's Position**

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In September 2014, Operations Manager Steve Nelson was asked to take on the role of Acting CAO/GM upon the departure of the past CAO/GM. In absence of BVRTSC having its own policy with respect to pay adjustment for "acting" positions, the Chair researched what others do in these situations and then recommended to the Board a proposed offer to be made to Mr. Nelson. This offer included, inter alia, a 5% increase to the Operations Manager's base salary while he is Acting CAO/GM. The Board approved this recommendation by written resolution dated September 15, 2014 and signed by all of the Directors. As of June 15, 2015, Martin Bean will commence in the position of CAO/GM and Steve Nelson will remain Operations Manager while ceasing to be Acting CAO/GM.

In my opinion, Steve Nelson has done an exemplary job in a challenging situation. He hit the ground running, and kept BVRTSC operations running seamlessly while taking on considerable extra duties. He handled unforeseen situations with the rolling stock, insurance claims, personnel/contractor issues, safety audits and customer issues. In the midst of these additional duties and unforeseen circumstances, he also dealt with serious health issues with one of his children. Steve Nelson has performed above and beyond the call of duty, and has done so for longer than originally anticipated given the delay in hiring a new CAO/GM.

*Motion to be considered by the Commission:*

**That the Operations Manager, Steve Nelson, exemplary performance as Acting CAO/GM be hereby formally noted; and that the temporary 5% increase to his base salary become a permanent increase to continue even after his term as Acting CAO/GM is complete.**



## Chair's Proposed Motion

### RE: Budget Line Overage Approval Process

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The Municipal Government Act contains the following provisions:

#### s. 602.24

- (1) A commission may make an expenditure only if it is
  - (a) included in an operating budget or capital budget or otherwise authorized by its board,
  - (b) for an emergency, or
  - (c) legally required to be paid.
- (2) Each board must establish procedures to authorize and verify expenditures that are not included in a budget.

#### s. 602.25

- (1) A director who
  - (a) makes an expenditure that is not authorized under section 602.24,
  - (b) votes to spend money that has been obtained under a borrowing on something that is not within the purpose for which the money was borrowed, or
  - (c) votes to spend money that has been obtained under a grant on something that is not within the purpose for which the grant was givenis liable to the commission for the expenditure or amount spent.

The Chair and Vice-Chair are authorized to sign cheques on behalf of the Board, and all expenditures have to be signed by two authorized signatories. The CAO/GM (or Acting CAO/GM) is also an authorized signatory for BVRTSC.

My usual process when signing cheques is to have each of the invoices relating to each cheque be noted with the budget line item to which it relates. I also ask that I be provided with an up to date financial report showing the actual expenditures for each budget line against the budgeted amount. Then, before signing the cheque, I look to ensure that the amount is within the approved budget. However, as is normal due to budgets being educated projections for the period ahead, actual expenditures are sometimes less than expected and sometimes more. BVRTSC needs a procedure that directs the Chair and Vice-Chair as to how to deal with expenditures that are not in the budget or over budget while being fiscally responsible to the taxpayer and not attracting personal liability.

*Motion to be considered by the Commission:*

**That the following procedure be followed by the Chair and Vice-Chair when exercising signing authority for expenditures on behalf of the Board:**

- (a) at the time of signing for an expenditure, the Chair and/or Vice-Chair must review a current financial report comparing actual versus budgeted line items;**
- (b) if an expenditure is not included, or reasonably contemplated to be a part of, a line item in the approved budget or has not otherwise been authorized by the Board, then the expenditure must be brought to the Board for authorization prior to the expenditure being made unless the expenditure is for an emergency or legally required to be paid;**
- (c) if an expenditure is for an emergency or legally required to be paid, then the expenditure is deemed to be authorized by the Board;**
- (d) if an expenditure is included, or reasonably contemplated to be part of, a line item in the approved budget or has otherwise been authorized by the Board, then the expenditure is still deemed to be authorized by the Board if the expenditure exceeds the approved amount of the budget line item or the expressed authorization amount (i.e. an “overage”); and**
- (e) in the event of the overage in (c) being greater than 10% of the approved amount, the Chair or Vice-Chair must bring the overage to the attention of the Board at the next Board meeting following becoming aware of the overage.**