

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

BVRTSC Boardroom, Banff

AGENDA

July 14, 2016: 2:00 – 4:00 pm

1. Call to Order
2. Approval of the Agenda
3. Approval of the June 8, 2016 Regular Meeting Minutes (attached)
4. Old Business (including Standing Items)
 - a) CAO's Monthly Report – July 2016
 - b) Bring Forward List of Pending Items (attached).
 - c) Transit Service Monthly Statistics (attached).
5. New Business
 - a) PTIF Submission (Ratify Electronic Responses)
 - b) Budget Process Discussion
 - c) October Commission Meeting Date Change
 - d) Future Transit Service Discussion (In Camera to protect third party interests)
 - e) CAO Review Approval (In Camera)
6. Adjournment

Bow Valley *R*egional Transit Services Commission



Previous Meeting Minutes

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

Fenlands Recreation Centre Meeting Room, Banff

AGENDA

June 8, 2016: 2:00 – 4:00 pm

BOARD MEMBERS PRESENT

Sean Krausert, Town of Canmore – Chair
Joanna McCallum, Town of Canmore
Dave Schebek, ID#9
Karen Sorensen, Town of Banff
Davina Bernard, ID#9 – Vice Chair
Corrie DiManno, Town of Banff

BOARD MEMBERS ABSENT

BOARD ADMINISTRATION PRESENT

Martin Bean, Chief Administrative Officer
Steve Nelson, Manager of Operations/Meeting Recorder

ADMINISTRATION PRESENT

Adrian Field, Town of Banff
Jacob Johnson, 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 1:25 PM.

2. Approval of the Agenda

The Chair requests addition of item “5(d) Letter re federal funding opportunity.”

BVRTSC16-29 Sean Krausert moves the approval of the agenda as amended.

CARRIED UNANIMOUSLY

3. Approval of the May 11, 2016 Regular Meeting Minutes (attached)

BVRTSC16-30 Sean Krausert moves the approval of the May 11, 2016 regular meeting minutes as circulated.

CARRIED UNANIMOUSLY

4. Old Business (including Standing Items)

a) CAO's Monthly Report – June 2016

Discussion about increasing awareness of increased frequency on Route 3 included – suggestion of a radio spot on Mountain FM; social media updates – sharing our information with Community Road Condition and every week announce there's new service; communicate cost of driving and benefits of Roam (the truth about the \$6 ride); Fun Facts on social media re transit usage; access the ToB and ToC weekly ads/pages – start with Diana and Larissa in Banff, Adam Robertson in Canmore (go directly to source and CC Adrian, CC Jacob).

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

c) Transit Service Monthly Statistics (attached).

d) GreenTRIP#2 Letter

Alberta Transportation GreenTRIP capital funding for Lake Louise approved.

5. New Business

a) Low Income Transit Pass - Request for Decision

BVRTSC16-31 Sean Krausert moves to add a 31-day Low Income Transit Pass for the regional service to be offered to the partner municipalities to supplement the needs of their FCSS programs.

CARRIED UNANIMOUSLY

BVRTSC16-32 Given BVRTSC will be working further with Canmore administration to determine the parameters of their Low Income Transit Pass program prior to the implementation of Canmore Local Transit, Sean Krausert moves that the return date for **BVRTSC16-11** be extended to October 2016.

CARRIED UNANIMOUSLY

b) 2015 Reconciliation – Motion to Approve

BVRTSC16-33 Sean Krausert moves to approve the 2015 Operating and Capital Reconciliation and direct administration to reimburse Banff \$160,779 and Canmore \$56,905 as per the attached documentation.

CARRIED UNANIMOUSLY

c) GreenTrip3 – Request for Decision

BVRTSC16-34 Sean Krausert moves that the BVRTSC Board approve the GreenTRIP#3 submission and the Chair to prepare a letter of support and approval to be forwarded to the CRP.

BVRTSC16-34a Dave Schebek moves an amendment to the main motion to add 3 additional buses to the submission for the transit service for Lake Louise.

CARRIED UNANIMOUSLY

BVRTSC16-34b Dave Schebek moves an amendment to the main motion to add an intercept transit lot to the submission for Lake Louise.

CARRIED UNANIMOUSLY

BVRTSC16-34 Sean Krausert moves that the BVRTSC Board approve the GreenTRIP#3 submission and the Chair to prepare a letter of support and approval to be forwarded to the CRP, with the following amendments to the submission:

- (i) add 3 additional buses for the transit service for Lake Louise; and
- (ii) add an intercept transit lot for Lake Louise.

CARRIED UNANIMOUSLY

d) Federal Funding Announcement

Letter received re the Public Transit Infrastructure Fund whereby there is federal funding available for certain projects within certain parameters. The Chair requested that the letter be circulated to all Commission members for information purposes. Administration will be working to prepare a submission for Board approval.

6. Adjournment

BVRTSC16-35 Sean Krausert moves to adjourn at 3:02 PM.

CARRIED UNANIMOUSLY

Bow Valley *Regional* Transit Services Commission



CAO Report

CAO Report – July 2016

The current items to report on are:

- Canmore Local Service
 - Tender has been issued for renovations at the building located at 115 Boulder Crescent with a closing date in early July and bids to be evaluated over the next couple of weeks.
 - Door to door information sessions have been held with residents in Canmore to discuss the potential locations of bus stops. Optimal locations are currently being finalized so that schedule planning and infrastructure improvements/changes can be initiated.
 - Smart Cards for Canmore local service have just been finalized and ordered to be delivered in the Fall.



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- Canmore/Banff (CB) Regional Enhancements:
 - The two new stops are beginning to be utilized more as people become more aware. Currently the statistics show that around 100 passengers have got on at the Elk St./Train Station stop and over 50 passengers have got on at the Hawk

Avenue stop. Although we don't track people disembarking the bus, anecdotally far more people have been using the Elk Street stop to get off the bus.

- The ridership numbers for the enhanced service are growing, with overall ridership on Route 3 up approximately 20% since doubling service over the same time period last year.
- The number of bicycles carried is up approximately 46% since May 2 when the service doubled. Last year there were 1,099 bicycles carried on Route 3 from May 2 to July 6 as compared to 1,605 carried this year for the same time period.
- Fleet:
 - The Cougar bus went into service on July 7, equipped with full wrap, NextBus and new EZ Fare farebox. It is being used as a spare/relief bus for all services this summer and will provide capacity for scheduled and unscheduled maintenance.
 - The Lynx bus is due to arrive late in the summer
- Lake Louise Service:
 - Over the next few months we will be collaborating with both ID#9 and Parks Canada to begin implementation plan for Banff to Lake Louise transit service as well as the Lake Louise local transit service.
 - Estimates will be gathered from consultants over the next month to obtain pricing and timelines for implementation plan to be developed for this service.
- Banff Local Service
 - Banff has hired a consultant to help with shelter design and will be collaborating with Canmore to attempt to have a consistent design theme where possible. ID9 and Parks Canada will be kept updated with progress.
 - BVRTSC has contracted a consultant for a Banff Service Review. This service review will take place over August and early September with the result anticipated

to be available by the end of September. Survey will be targeting both users and non-users of transit and differentiating between residents and visitors.

- Operations:
 - A new stop has been added and is currently operational at the Moose Hotel in Banff. This stop was operational as of the hotel's soft opening date of June 25. Banff Lodging Company is a key partner of BVRTSC and the additional stop will assist in allowing their guests to easily avail themselves of our transit services.
 - Route 2 is currently going in to the far end of Tunnel Mountain Campground (Tunnel Mountain 1) and have carried 501 passengers from this stop since June 25 when it became operational.
 - New brochures have now been developed and distributed for all routes. We currently have three brochures for our routes. (Route 1+2 brochure, Route 3 brochure and Route 4 brochure). With increased numbers of visitors in the Bow Valley, demand has been high for the brochures.
 - Training has been completed for the drivers and the maintenance team on the new Vicinity buses with a representative from Grande West over a 3-day period in late June.

Bow Valley *R*egional Transit Services Commission



Bring Forward List

BRING FORWARD LIST OF ITEMS PENDING (as of July 7, 2016)

ITEM	Date Initiated	Pending Date	Comments:
BVRTSC15-060 Sean Krausert moves to create and institute a one year trial of Youth passes on the regional service only at a discount from the full adult fare on 10-pack and 30 day passes as described in the report.	August 2015	August 2016	
BVRTSC16-09 Karen Sorenson moves that the Bow Valley Regional Transit Services Commission waive transit fares on Roam Transit for up to one year for up to eight refugees living in the Bow Valley community as part of the Bow Valley Syria Refugee Project.	February 2016	TBD	
BVRTSC16-10 Sean Krausert moves that BVRTSC Administration is directed to explore with FCSS in Banff and Canmore, and report back to the Board by the May Board meeting, as to whether it would be of benefit and manageable within the existing FCSS transit pass program to provide a limited number of free regional transit passes to be available to their clientele for whom the existing discounted regional service pass is still beyond their means.	February 2016	May 2016	Board granted request by CAO to bring this report in June 2016. COMPLETE – WILL BE REMOVED NEXT REPORT
BVRTSC16-11 Sean Krausert moves that BVRTSC Administration is directed to explore with the FCSS in Canmore, and report back to the Board by the May Board meeting, as to implementing a system of free Canmore local service transit passes to low income individuals, with the system being of the same nature as exists in Banff for the Banff local service.	February 2016	October 2016	Board granted request by CAO to bring this report in June 2016. Time extended to October 2016 by BVRTSC16-32.
BVRTSC16-13 Sean Krausert moves that, subject to municipal partner approval by their respective councils supporting the initiative, Administration is directed to provide a letter of support for a Banff Long Term Transportation Plan.	February 2016	TBD	
BVRTSC16-27 - Sean Krausert moved to direct Administration to return by the July 2016 Board meeting with a report outlining timelines and costs with regards to exploring a service pursuant to ID9's letter of request.	May 2016	July 2016	

Bow Valley Regional Transit Services Commission



Banff Local Service Ridership and Revenue Statistics

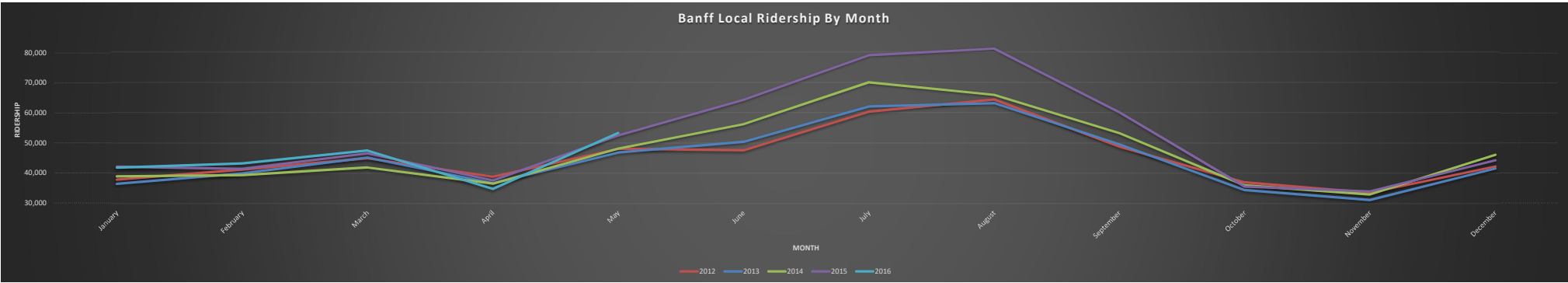
Bikes Carried: 158

Strollers Carried: 93

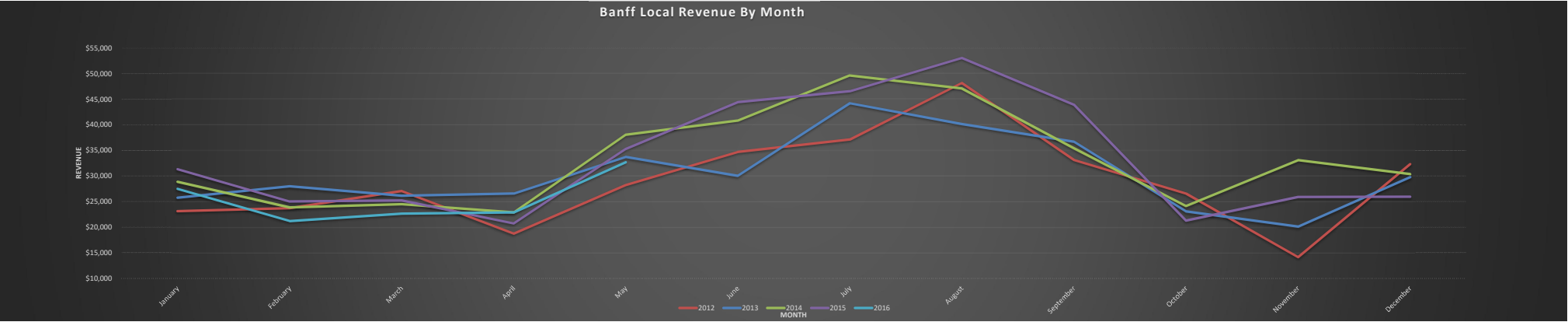
Observations:

- Almost 1000 free campground trips provided in May – program running since May long weekend
- Small increase in ridership compared to May of 2015 – 1.5%. (Up 450 passengers from May 2015)

Ridership										
Month	2012	2013	2014	2015	2016	2015 Running Total	2016 Running Total	Running Total Difference	2015 to 2016 Monthly Difference	2015 to 2016 Monthly % Difference
January	37,730	36,302	38,787	41,973	41,692	41,973	41,692	-280	-280	-0.7%
February	41,031	39,738	39,184	41,240	43,106	83,213	84,798	1,585	1,865	4.5%
March	44,826	45,039	41,733	46,484	47,442	129,697	132,240	2,543	958	2.1%
April	38,652	36,510	36,396	37,483	34,603	167,179	166,842	-337	-2,880	-7.7%
May	47,945	46,739	48,062	52,462	53,248	219,641	220,090	449	786	1.5%
June	47,447	50,267	56,228	64,295		283,936				
July	60,356	62,089	70,162	79,171		363,107				
August	64,441	63,224	65,942	81,401		444,508				
September	48,767	49,512	53,215	60,204		504,711				
October	36,818	34,244	35,769	35,371		540,083				
November	33,359	30,911	32,776	33,785		573,868				
December	42,073	41,403	46,017	44,156		618,024				
Grand Total:	543,445	535,978	564,270	618,024	220,090	618,024	220,090	0		-64.4%



Revenue										
Month	2012	2013	2014	2015	2016	2015 Running Total	2016 Running Total	Running Total Difference	2015 to 2016 Monthly Difference	2015 to 2016 Monthly % Difference
January	\$23,104	\$25,711	\$28,869	\$31,352	\$27,471	\$31,352.00	\$27,471.00	-\$3,881.00	-\$3,881.00	-12.4%
February	\$23,695	\$27,959	\$23,824	\$25,006	\$21,183	\$56,358.00	\$48,654.00	-\$7,704.00	-\$3,823.00	-15.3%
March	\$27,056	\$26,138	\$24,454	\$25,175	\$22,619	\$81,532.50	\$71,273.00	-\$10,259.50	-\$2,555.50	-10.2%
April	\$18,700	\$26,536	\$22,861	\$20,711	\$22,849	\$102,243.50	\$94,122.00	-\$8,121.50	\$2,138.00	10.3%
May	\$28,224	\$33,720	\$38,052	\$35,268	\$32,696	\$137,511.15	\$126,818.00	-\$10,693.15	-\$2,571.65	-7.3%
June	\$34,706	\$30,034	\$40,828	\$44,419		\$181,930.15				
July	\$37,127	\$44,220	\$49,655	\$46,553		\$228,482.65				
August	\$48,190	\$40,125	\$47,076	\$53,075		\$281,557.65				
September	\$33,119	\$36,670	\$35,404	\$43,912		\$325,469.65				
October	\$26,578	\$23,066	\$24,115	\$21,253		\$346,722.65				
November	\$14,119	\$20,087	\$33,078	\$25,892		\$372,614.65				
December	\$32,287	\$29,795	\$30,344	\$25,939		\$398,553.65				
Grand Total:	\$ 346,903.52	\$364,061.60	\$398,559.52	\$398,553.65	\$126,818.00	\$398,553.65				



BANFF LOCAL TRANSIT REVENUE BREAKDOWN

2016 Actual

Month	Fares	Passes	Other	Total	Budget
January	\$21,668	\$5,803	\$0	\$27,471	\$ 28,450.00
February	\$19,257	\$1,926	\$0	\$21,183	\$ 28,450.00
March	\$20,926	\$1,693	\$0	\$22,619	\$ 28,450.00
April	\$15,694	\$7,155	\$0	\$22,849	\$ 33,450.00
May	\$30,679	\$2,017	\$0	\$32,696	\$ 33,450.00
June				\$0	\$ 33,450.00
July				\$0	\$ 38,450.00
August				\$0	\$ 38,450.00
September				\$0	\$ 38,450.00
October				\$0	\$ 33,450.00
November				\$0	\$ 33,450.00
December				\$0	\$ 33,450.00
Totals:	\$108,224	\$18,594	\$0	\$126,818	\$401,400

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	\$32,514	\$2,754		\$35,268	\$ 33,062.50
June	\$37,737	\$6,682		\$44,419	\$ 33,062.50
July	\$45,749	\$804		\$46,553	\$ 41,062.50
August	\$45,616	\$7,459		\$53,075	\$ 41,062.50
September	\$40,523	\$3,389		\$43,912	\$ 41,062.50
October	\$19,279	\$1,974		\$21,253	\$ 33,062.50
November	\$17,130	\$8,762		\$25,892	\$ 33,062.50
December	\$22,664	\$3,275		\$25,939	\$ 33,062.50
Totals:	\$350,006	\$48,548	\$0	\$398,554	\$396,750

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
Totals:	\$338,710	\$54,600	\$5,250	\$398,560	\$369,560

Bow Valley Regional Transit Services Commission



Banff/Canmore Regional Service Ridership and Revenue Statistics

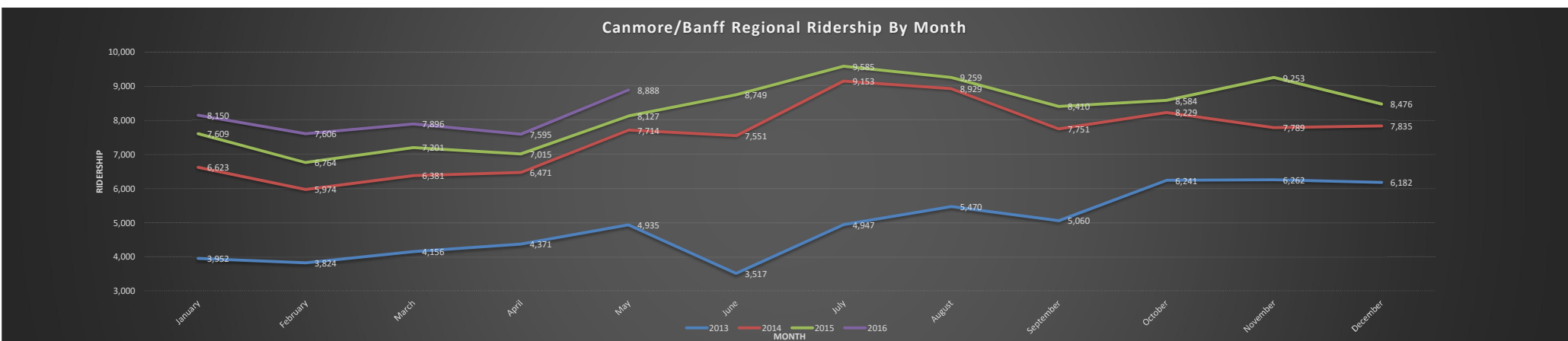
Bikes Carried: 653

Strollers Carried: 19

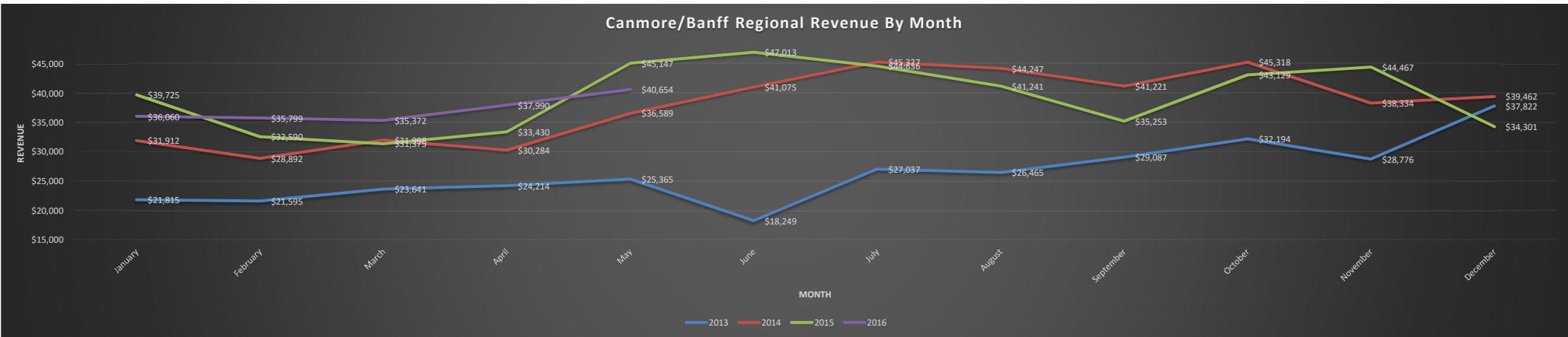
Observations:

- Ridership increase of 9% compared to April 2015.
- Revenue increase of 13% compared to April 2015.

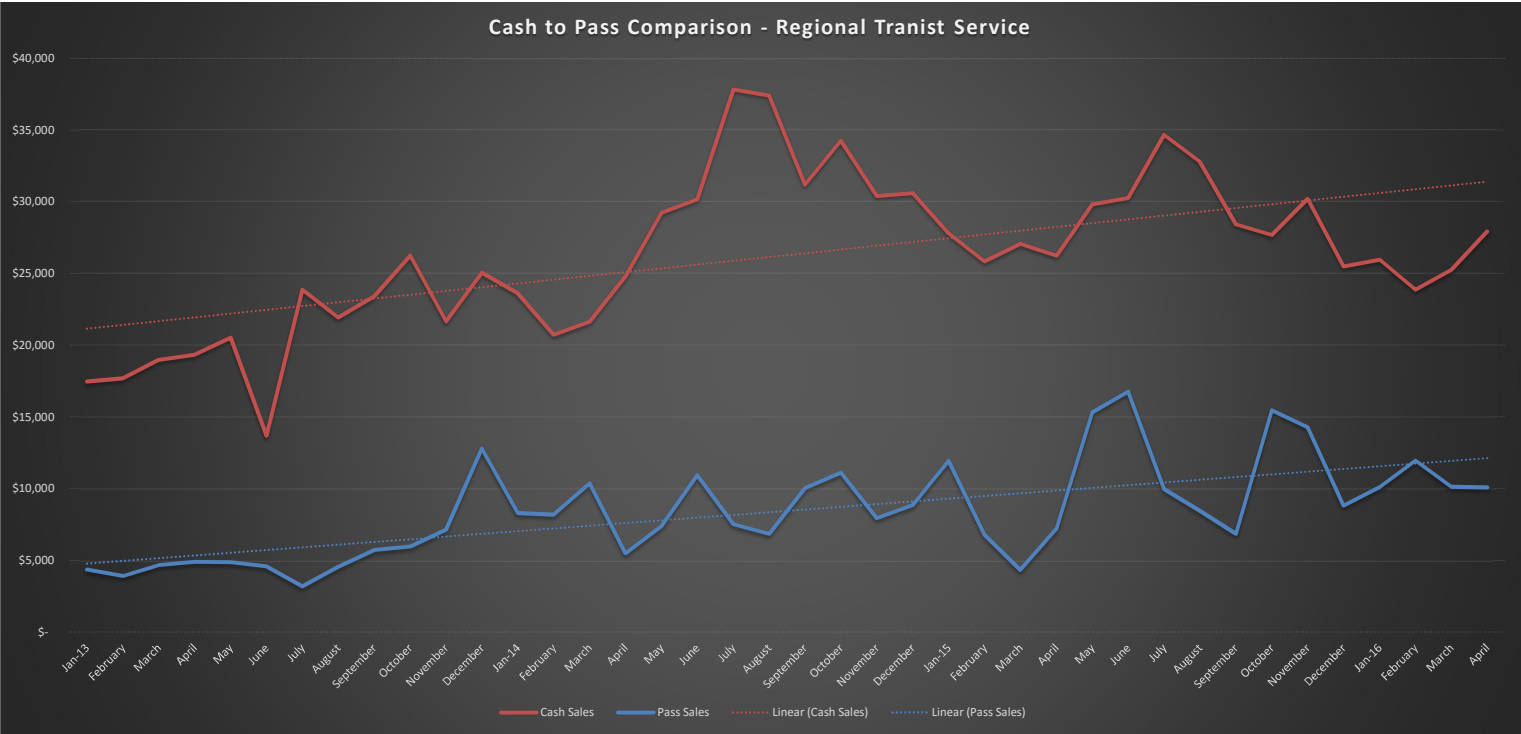
RIDERSHIP										
Month	2013	2014	2015	2016	2015 Running Total	2016 Running Total	Running Total Difference	2015 to 2016 Monthly Comparison	2015 to 2016 Monthly % Difference	
January	3,952	6,623	7,609	8,150	7,609	8,150	541	541	7.1%	
February	3,824	5,974	6,764	7,606	14,373	15,756	1,383	842	12.4%	
March	4,156	6,381	7,201	7,896	21,574	23,652	2,078	695	9.7%	
April	4,371	6,471	7,015	7,595	28,589	31,247	2,658	580	8.3%	
May	4,935	7,714	8,127	8,888	36,716	40,135	3,419	761	9.4%	
June	3,517	7,551	8,749		45,465					
July	4,947	9,153	9,585		55,050					
August	5,470	8,929	9,259		64,309					
September	5,060	7,751	8,410		72,719					
October	6,241	8,229	8,584		81,303					
November	6,262	7,789	9,253		90,556					
December	6,182	7,835	8,476		99,032					
Grand Total:	58,917	90,400	99,032	40,135	99,032	118,940	10,079			



REVENUE									
Month	2013	2014	2015	2016	2015 Running Total	2016 Running Total	Running Total Difference	2015 to 2016 Monthly Comparison	2015 to 2016 Monthly % Difference
January	\$ 21,815	\$ 31,912	\$ 39,725	\$ 36,060	\$39,725	\$36,060	(\$3,665)	-3,665	-9.2%
February	\$ 21,595	\$ 28,892	\$ 32,590	\$ 35,799	\$72,315	\$71,859	(\$456)	3,209	9.8%
March	\$ 23,641	\$ 31,998	\$ 31,375	\$ 35,372	\$103,690	\$107,231	\$3,541	3,997	12.7%
April	\$ 24,214	\$ 30,284	\$ 33,430	\$ 37,990	\$137,120	\$145,221	\$8,101	4,560	13.6%
May	\$ 25,365	\$ 36,589	\$ 45,147	\$ 40,654	\$182,267	\$185,875	\$3,608	-4,493	-10.0%
June	\$ 18,249	\$ 41,075	\$ 47,013		\$229,280				
July	\$ 27,037	\$ 45,327	\$ 44,636		\$273,916				
August	\$ 26,465	\$ 44,247	\$ 41,241		\$315,157				
September	\$ 29,087	\$ 41,221	\$ 35,253		\$350,410				
October	\$ 32,194	\$ 45,318	\$ 43,129		\$393,539				
November	\$ 28,776	\$ 38,334	\$ 44,467		\$438,005				
December	\$ 37,822	\$ 39,462	\$ 34,301		\$472,306				
Grand Total:	\$ 316,260	\$ 454,658	\$ 472,306	\$ 185,875	\$472,306	\$185,875	\$0		



CASH TO PASS COMPARISON			
Month	Pass Sales	Cash Sales	
Jan-13	\$ 4,345	\$	17,470
February	\$ 3,902	\$	17,693
March	\$ 4,660	\$	18,981
April	\$ 4,872	\$	19,343
May	\$ 4,852	\$	20,513
June	\$ 4,568	\$	13,682
July	\$ 3,182	\$	23,855
August	\$ 4,538	\$	21,927
September	\$ 5,700	\$	23,387
October	\$ 5,949	\$	26,245
November	\$ 7,131	\$	21,645
December	\$ 12,773	\$	25,049
Jan-14	\$ 8,296	\$	23,616
February	\$ 8,185	\$	20,707
March	\$ 10,363	\$	21,635
April	\$ 5,475	\$	24,809
May	\$ 7,375	\$	29,214
June	\$ 10,930	\$	30,145
July	\$ 7,510	\$	37,817
August	\$ 6,845	\$	37,402
September	\$ 10,035	\$	31,186
October	\$ 11,095	\$	34,223
November	\$ 7,930	\$	30,404
December	\$ 8,855	\$	30,607
Jan-15	\$ 11,927	\$	27,798
February	\$ 6,775	\$	25,815
March	\$ 4,315	\$	27,060
April	\$ 7,200	\$	26,230
May	\$ 15,320	\$	29,827
June	\$ 16,760	\$	30,253
July	\$ 9,977	\$	34,659
August	\$ 8,460	\$	32,781
September	\$ 6,845	\$	28,408
October	\$ 15,448	\$	27,681
November	\$ 14,266	\$	30,201
December	\$ 8,808	\$	25,493
Jan-16	\$ 10,097	\$	25,963
February	\$ 11,940	\$	23,859
March	\$ 10,118	\$	25,254
April	\$ 10,073	\$	27,917
May	\$ -	\$	-
June	\$ -	\$	-
July	\$ -	\$	-
August	\$ -	\$	-
September	\$ -	\$	-
October	\$ -	\$	-
November	\$ -	\$	-
December	\$ -	\$	-



CANMORE/BANFF REGIONAL TRANSIT REVENUE BREAKDOWN
2016 Actual

Month	Fares	Passes	Other	Total	Budget
January	\$25,963	\$10,097	\$0	\$36,060	\$32,566.66
February	\$23,859	\$11,940	\$0	\$35,799	\$32,566.66
March	\$25,254	\$10,118	\$0	\$35,372	\$32,566.66
April	\$27,917	\$10,073	\$0	\$37,990	\$37,566.66
May	\$32,340	\$8,314	\$0	\$40,654	\$37,566.66
June				\$0	\$37,566.66
July				\$0	\$42,566.66
August				\$0	\$42,566.66
September				\$0	\$42,566.66
October				\$0	\$37,566.66
November				\$0	\$37,566.66
December				\$0	\$37,566.66
Totals:	\$135,333	\$50,542	\$0	\$185,875	\$450,800

CANMORE/BANFF REGIONAL TRANSIT REVENUE BREAKDOWN
2015 Actual

Month	Fares	Passes	Other	Total	Budget
January	\$27,798	\$11,927	\$0	\$39,725	\$37,683.33
February	\$25,815	\$6,775	\$0	\$32,590	\$21,683.33
March	\$27,060	\$4,315	\$0	\$31,375	\$29,683.33
April	\$26,230	\$7,200	\$0	\$33,430	\$19,683.33
May	\$29,827	\$15,320	\$0	\$45,147	\$19,683.33
June	\$30,253	\$16,760	\$0	\$47,013	\$29,683.33
July	\$34,659	\$9,977	\$0	\$44,636	\$39,683.33
August	\$32,781	\$8,460	\$0	\$41,241	\$39,683.33
September	\$28,408	\$6,845	\$0	\$35,253	\$39,683.33
October	\$27,681	\$15,448	\$0	\$43,129	\$21,683.33
November	\$30,201	\$14,266	\$0	\$44,467	\$19,683.33
December	\$25,493	\$8,808	\$0	\$34,301	\$37,683.33
Totals:	\$346,206	\$126,101	\$0	\$472,306	\$356,200

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

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

Bow Valley *R*egional Transit Services Commission



New Business

Bow Valley *Regional* Transit Services Commission



Public Transit Infrastructure Fund

Report to the Bow Valley Regional Transit Services Commission

Report 2016–06-01 – Public Transit Infrastructure Fund

June 20, 2016

SUMMARY/ ISSUE

Recently the federal government announced the issuance of the Public Transit Infrastructure Fund to encourage some immediate spending on transit infrastructure. All funds issued through the PTIF have to be spent by March 31, 2018.

PREVIOUS COMMISSION DIRECTION/POLICY

Administration Recommendation:

- Recommendation is approval of the application for funding as outlined below and detailed on the attached spreadsheet. Approval is required to be sent in by Wednesday, June 22 with final business cases to be in by July 29.

INVESTIGATION

- The total amount of the fund is \$347,190,000 for Alberta between 2016 and the beginning of 2018.
- BVRTSC will receive up to \$1,108,000 with the calculation for eligibility calculated on a base amount of \$50,000 per transit organization and the remainder calculated on current transit ridership.
- BVRTSC has worked in consultation with municipal liaisons to come up with the attached list of expenditures to recommend moving forward to the province for their approval as they are working collaboratively with Infrastructure Canada.
- Fleet additions are seen as bringing the most benefit as they can be utilized for all services dependent on operational needs.

Proposed

- Due to the short deadline for submissions, the following recommendations are being made by BVRTSC Administration to ensure that we maximize the available funding with the criteria for project decisions being:
 - PTIF criteria eligibility
 - Meeting BVRTSC organizational needs
 - Completion by the end of 2017
 - Ridership
 - Contributions

Report to the Bow Valley Regional Transit Services Commission

Report 2016–06-01 – Public Transit Infrastructure Fund

June 20, 2016

PROJECT	PTIF AMOUNT
Canmore Bus Storage Renovation	\$ 100,500.00
Banff Bus Additions (3)	\$ 862,500.00
Lake Louise Implementation Plan	\$ 35,000.00
NextBus Additional Signs	\$ 30,000.00
Farebox Upgrading (Mobile Ticketing)	\$ 80,000.00
TOTAL	\$ 1,108,000.00

Option

- Revise request prior to Wednesday
- Make adjustments to ask prior to final business case being sent in July

IMPLICATIONS:

- The cost implications as identified in the attached document and below.
- Capital investment in fleet.

BUSINESS PLAN/ BUDGET IMPLICATIONS

- Operating
 - Additional capital purchases such as buses for Banff increased frequency will have operating budget implications that will need to be outlined and approved prior to the purchase of equipment.
- Capital:
 - Capital requests made under PTIF do not negate the possibility of applying for funding under GreenTRIP 3 and we will be also looking to this provincial funding for projects that do not fit the PTIF criteria.

RISKS

- Risk of applying for funding that does not get approved for 2017 budget and is unable to be spent.

ATTACHMENTS

- PTIF Funding letter

Sean vote.txt

Davina vote.txt

Dave vote.txt

Joanna vote.txt

Karen vote.txt

Corrie vote.txt

Sean vote

From: Sean Krausert <SKrausert@canmore.ca>
Sent: Monday, June 20, 2016 5:55 PM
To: Joanna McCallum; Karen Sorensen; Dave.Schebek@skilouise.com; Davina Bernard (CLL); Corrie.Dimanno@banff.ca
Cc: Martin Bean; Jacob Johnson; Adrian Field; Alex Kolesch; Ethan Gorner
Subject: URGENT: Request for Decision - PTIF
Attachments: image001.jpg; ATT00001.htm; Transit Projects - Federal Public Transit Infrastructure Fund; ATT00002.htm; PTIF Project Template.xls; ATT00003.htm; 2016.06.01 PTIF Funding .docx; ATT00004.htm

Hello BVRTSC Board:

As we discussed at the last board meeting, the deadline for submitting projects for the new federal funding is prior to our next board meeting, and so I am asking that we approve the project list by email. Attached you will find the decision report prepared by Martin along with a spreadsheet providing project details.

PLEASE "REPLY TO ALL" WITH YOUR VOTE TO THE FOLLOWING MOTION AS SOON AS POSSIBLE. The deadline for submission is Wednesday.

I hereby make the following motion:

That PTIF funding application is approved as circulated, and that BVRTSC Administration is directed to submit the application on or before the June 22nd submission deadline.

We will enter the motion and vote result into the minutes of the next regular meeting. I am treating this as a financial motion, which requires a majority vote to pass with at least one vote coming from a member for each municipal partner.

I vote in FAVOUR.

Thanks for your quick response.

Sean

--

Sean D. Krausert B.A., LL.B.
Chair
BVRTSC

Sent from my iPhone

Sean vote

Begin forwarded message:

From: Martin Bean <martin.bean@roamtransit.com>

Date: June 20, 2016 at 5:14:12 PM MDT

To: Sean Krausert <SKrausert@canmore.ca>

Subject: Request for Decision - PTIF

Hi Sean,

Sorry for the late info. Please let me know if you need anything else on this.

Martin

Martin Bean

Chief Administrative Officer

T 403.760.7600 C 403.431.0667

Davina vote

From: Bernard, Davina (CLL) <Davina.Bernard@Fairmont.com>
Sent: Tuesday, June 21, 2016 10:29 AM
To: Dave Schebek; Sean Krausert; Joanna McCallum; Karen Sorensen; Corrie.Dimanno@banff.ca
Cc: Martin Bean; Jacob Johnson; Adrian Field; Alex Kolesch; Ethan Gorner
Subject: RE: URGENT: Request for Decision - PTIF

I vote in Favour

Davina

From: Dave Schebek [mailto:Dave.Schebek@skilouise.com]
Sent: Tuesday, June 21, 2016 10:20 AM
To: Sean Krausert; Joanna McCallum; Karen Sorensen; Bernard, Davina (CLL); Corrie.Dimanno@banff.ca
Cc: Martin Bean; Jacob Johnson; Adrian Field; Alex Kolesch; Ethan Gorner
Subject: RE: URGENT: Request for Decision - PTIF

I vote in Favour

From: Sean Krausert [mailto:SKrausert@canmore.ca]
Sent: June 20, 2016 5:55 PM
To: Joanna McCallum <JMcCallum@canmore.ca>; Karen Sorensen <karen.sorensen@banff.ca>; Dave Schebek <Dave.Schebek@skilouise.com>; Davina Bernard (CLL) <Davina.Bernard@Fairmont.com>; Corrie.Dimanno@banff.ca
Cc: Martin Bean <martin.bean@roamtransit.com>; Jacob Johnson <jjohnson@canmore.ca>; Adrian Field <Adrian.Field@banff.ca>; Alex Kolesch <alex.kolesch@pc.gc.ca>; Ethan Gorner <ethangorner@raymond.ca>
Subject: URGENT: Request for Decision - PTIF

Hello BVRTSC Board:

As we discussed at the last board meeting, the deadline for submitting projects for the new federal funding is prior to our next board meeting, and so I am asking that we approve the project list by email. Attached you will find the decision report prepared by Martin along with a spreadsheet providing project details.

PLEASE "REPLY TO ALL" WITH YOUR VOTE TO THE FOLLOWING MOTION AS SOON AS POSSIBLE. The deadline for submission is Wednesday.

I hereby make the following motion:

Davina vote

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We will enter the motion and vote result into the minutes of the next regular meeting. I am treating this as a financial motion, which requires a majority vote to pass with at least one vote coming from a member for each municipal partner.

I vote in FAVOUR.

Thanks for your quick response.

Sean

--

Sean D. Krausert B.A., LL.B.
Chair
BVRTSC

Sent from my iPhone

Begin forwarded message:

From: Martin Bean <martin.bean@roamtransit.com>

Date: June 20, 2016 at 5:14:12 PM MDT

To: Sean Krausert <SKrausert@canmore.ca>

Subject: Request for Decision - PTIF

Hi Sean,

Sorry for the late info. Please let me know if you need anything else on this.

Martin

Martin Bean
Chief Administrative Officer
T 403.760.7600 C 403.431.0667

This communication is the property of FRHI Hotels & Resorts and contains confidential information intended only for the persons to whom it is addressed. If you have received this message in error, please immediately notify us by return e-mail and destroy the original message and all copies.

Dave vote

From: Dave Schebek <Dave.Schebek@skilouise.com>
Sent: Tuesday, June 21, 2016 10:20 AM
To: Sean Krausert; Joanna McCallum; Karen Sorensen; Davina Bernard (CLL); Corrie.Dimanno@banff.ca
Cc: Martin Bean; Jacob Johnson; Adrian Field; Alex Kolesch; Ethan Gorner
Subject: RE: URGENT: Request for Decision - PTIF

I vote in Favour

From: Sean Krausert [mailto:SKrausert@canmore.ca]
Sent: June 20, 2016 5:55 PM
To: Joanna McCallum <JMcCallum@canmore.ca>; Karen Sorensen <karen.sorensen@banff.ca>; Dave Schebek <Dave.Schebek@skilouise.com>; Davina Bernard (CLL) <Davina.Bernard@Fairmont.com>; Corrie.Dimanno@banff.ca
Cc: Martin Bean <martin.bean@roamtransit.com>; Jacob Johnson <jjohnson@canmore.ca>; Adrian Field <Adrian.Field@banff.ca>; Alex Kolesch <alex.kolesch@pc.gc.ca>; Ethan Gorner <ethangorner@raymond.ca>
Subject: URGENT: Request for Decision - PTIF

Hello BVRTSC Board:

As we discussed at the last board meeting, the deadline for submitting projects for the new federal funding is prior to our next board meeting, and so I am asking that we approve the project list by email. Attached you will find the decision report prepared by Martin along with a spreadsheet providing project details.

PLEASE "REPLY TO ALL" WITH YOUR VOTE TO THE FOLLOWING MOTION AS SOON AS POSSIBLE. The deadline for submission is Wednesday.

I hereby make the following motion:

That PTIF funding application is approved as circulated, and that BVRTSC Administration is directed to submit the application on or before the June 22nd submission deadline.

We will enter the motion and vote result into the minutes of the next regular meeting. I am treating this as a financial motion, which requires a majority vote to pass with at least one vote coming from a member for each municipal partner.

Dave vote

I vote in FAVOUR.

Thanks for your quick response.

Sean

--

Sean D. Krausert B.A., LL.B.
Chair
BVRTSC

Sent from my iPhone

Begin forwarded message:

From: Martin Bean <martin.bean@roamtransit.com>

Date: June 20, 2016 at 5:14:12 PM MDT

To: Sean Krausert <SKrausert@canmore.ca>

Subject: Request for Decision - PTIF

Hi Sean,

Sorry for the late info. Please let me know if you need anything else on this.

Martin

Martin Bean
Chief Administrative Officer
T 403.760.7600 C 403.431.0667

Joanna vote

From: Joanna McCallum <JMcCallum@canmore.ca>
Sent: Tuesday, June 21, 2016 10:31 AM
To: Sean Krausert
Cc: Karen Sorensen; Dave.Schebek@skilouise.com; Davina Bernard (CLL);
Corrie.Dimanno@banff.ca; Martin Bean; Jacob Johnson; Adrian Field; Alex
Kolesch; Ethan Gorner
Subject: Re: URGENT: Request for Decision - PTIF

I vote in favor.
Joanna

On Jun 20, 2016, at 5:55 PM, Sean Krausert <SKrausert@canmore.ca> wrote:
Hello BVRTSC Board:

As we discussed at the last board meeting, the deadline for submitting projects for the new federal funding is prior to our next board meeting, and so I am asking that we approve the project list by email. Attached you will find the decision report prepared by Martin along with a spreadsheet providing project details.

PLEASE "REPLY TO ALL" WITH YOUR VOTE TO THE FOLLOWING MOTION AS SOON AS POSSIBLE. The deadline for submission is Wednesday.

I hereby make the following motion:

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We will enter the motion and vote result into the minutes of the next regular meeting. I am treating this as a financial motion, which requires a majority vote to pass with at least one vote coming from a member for each municipal partner.

I vote in FAVOUR.

Thanks for your quick response.

Sean
--

Sean D. Krausert B.A., LL.B.
Chair
BVRTSC

Joanna vote

Sent from my iPhone

Begin forwarded message:

From: Martin Bean <martin.bean@roamtransit.com>

Date: June 20, 2016 at 5:14:12 PM MDT

To: Sean Krausert <SKrausert@canmore.ca>

Subject: Request for Decision - PTIF

Hi Sean,

Sorry for the late info. Please let me know if you need anything else on this.

Martin

Martin Bean

Chief Administrative Officer

T 403.760.7600 C 403.431.0667

<image001.jpg>

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www.twitter.com/roamtransit

www.facebook.com/roampublictransit

<mime-attachment>

<PTIF Project Template.xls>

<2016.06.01 PTIF Funding .docx>

Karen vote

From: Sorensen, Karen <karen.sorensen@banff.ca>
Sent: Tuesday, June 21, 2016 11:23 AM
To: Sean Krausert
Cc: Joanna McCallum; Dave.Schebek@skilouise.com; Davina Bernard (CLL); DiManno, Corrie; Martin Bean; Jacob Johnson; Field, Adrian; Alex Kolesch; Ethan Gorner
Subject: Re: URGENT: Request for Decision - PTIF

I vote in favour.

Karen

Sent from my iPhone

On Jun 20, 2016, at 5:53 PM, Sean Krausert
<SKrausert@canmore.ca<mailto:SKrausert@canmore.ca>>
wrote:

Hello BVRTSC Board:

As we discussed at the last board meeting, the deadline for submitting projects for the new federal funding is prior to our next board meeting, and so I am asking that we approve the project list by email. Attached you will find the decision report prepared by Martin along with a spreadsheet providing project details.

PLEASE "REPLY TO ALL" WITH YOUR VOTE TO THE FOLLOWING MOTION AS SOON AS POSSIBLE.
The
deadline for submission is Wednesday.

I hereby make the following motion:

That PTIF funding application is approved as circulated, and that BVRTSC Administration is directed to submit the application on or before the June 22nd submission deadline.

We will enter the motion and vote result into the minutes of the next regular meeting. I am treating this as a financial motion, which requires a majority vote to pass with at least one vote coming from a member for each municipal partner.

I vote in FAVOUR.

Thanks for your quick response.

Karen vote

Sean

--

Sean D. Krausert B.A., LL.B.
Chair
BVRTSC

Sent from my iPhone

Begin forwarded message:

From: Martin Bean <martin.bean@roamtransit.com<mailto:martin.bean@roamtransit.com>>
Date: June 20, 2016 at 5:14:12 PM MDT
To: Sean Krausert <SKrausert@canmore.ca<mailto:SKrausert@canmore.ca>>
Subject: Request for Decision - PTIF

Hi Sean,
Sorry for the late info. Please let me know if you need anything else on this.

Martin

Martin Bean
Chief Administrative Officer
T 403.760.7600 C 403.431.0667
<image001.jpg>

www.roamtransit.com<http://www.roamtransit.com/>
www.twitter.com/roamtransit<http://www.twitter.com/roamtransit>
www.facebook.com/roampublictransit<http://www.facebook.com/roampublictransit>

<mime-attachment>
<PTIF Project Template.xls>
<2016.06.01 PTIF Funding .docx>

Corrie vote

From: DiManno, Corrie <Corrie.DiManno@banff.ca>
Sent: Tuesday, June 21, 2016 6:12 PM
To: Sean Krausert
Cc: Sorensen, Karen; Joanna McCallum; Dave.Schebek@skilouise.com; Davina Bernard (CLL); Martin Bean; Jacob Johnson; Field, Adrian; Alex Kolesch; Ethan Gorner
Subject: Re: URGENT: Request for Decision - PTIF

I vote in favour! (Sorry, I just got back from the backcountry.)

Sent from my iPhone

> On Jun 21, 2016, at 11:34 AM, Sean Krausert <SKrausert@canmore.ca> wrote:

>

> Thanks everyone. Still to hear from Corrie, but Martin has what he needs to proceed.

>

> --

> Sean D. Krausert B.A., LL.B.

> Chair

> BVRTSC

>

> Sent from my iPhone

>

>> On Jun 21, 2016, at 11:23 AM, Sorensen, Karen <karen.sorensen@banff.ca> wrote:

>>

>> I vote in favour.

>>

>> Karen

>>

>> Sent from my iPhone

>>

>> On Jun 20, 2016, at 5:53 PM, Sean Krausert
<SKrausert@canmore.ca<mailto:SKrausert@canmore.ca>> wrote:

>>

>> Hello BVRTSC Board:

>>

>> As we discussed at the last board meeting, the deadline for submitting projects for the new federal

funding is prior to our next board meeting, and so I am asking that we approve the project list by email.

Attached you will find the decision report prepared by Martin along with a spreadsheet providing project details.

>>

>> PLEASE "REPLY TO ALL" WITH YOUR VOTE TO THE FOLLOWING MOTION AS SOON AS POSSIBLE. The deadline for submission is Wednesday.

Corrie vote

>>
>> I hereby make the following motion:
>>
>> That PTIF funding application is approved as circulated, and that BVRTSC
Administration is directed to
submit the application on or before the June 22nd submission deadline.
>>
>> We will enter the motion and vote result into the minutes of the next regular
meeting. I am treating
this as a financial motion, which requires a majority vote to pass with at least one
vote coming from a
member for each municipal partner.
>>
>> I vote in FAVOUR.
>>
>> Thanks for your quick response.
>>
>> Sean
>>
>> --
>> Sean D. Krausert B.A., LL.B.
>> Chair
>> BVRTSC
>>
>> Sent from my iPhone
>>
>> Begin forwarded message:
>>
>> From: Martin Bean
<martin.bean@roamtransit.com<mailto:martin.bean@roamtransit.com>>
>> Date: June 20, 2016 at 5:14:12 PM MDT
>> To: Sean Krausert <SKrausert@canmore.ca<mailto:SKrausert@canmore.ca>>
>> Subject: Request for Decision - PTIF
>>
>> Hi Sean,
>> Sorry for the late info. Please let me know if you need anything else on this.
>>
>> Martin
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>> Martin Bean
>> Chief Administrative Officer
>> T 403.760.7600 C 403.431.0667
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>> www.facebook.com/roampublictransit<http://www.facebook.com/roampublictransit>
>>

Corrie vote

>>

>> <mime-attachment>

>> <PTIF Project Template.xls>

>> <2016.06.01 PTIF Funding .docx>

Bow Valley *Regional* Transit Services Commission



Budget Process

Chair's Report to the Bow Valley Regional Transit Services Commission

July 2016

RE: Budget Process/Schedule

SUMMARY/ISSUE:

A primary goal of the budget process is for Commission members to approve a budget that is in the best interests of the BVRTSC and its stakeholders as a whole, while also being satisfactory to each of the individual municipal partners. Further, it is desirable for the budget to be approved in a timely manner, usually no later than the AGM in October, in order for all of the municipal partners to be aware of the actual transit requisition amounts that will affect their respective individual budget processes.

This report sets out a proposed budget process/schedule to be used this year in order to ensure ample opportunity for review and input of the Commission members, municipal partners, and the public; while ensuring orderly and timely approval of the budget. This schedule draws upon the successful budget processes in 2014 and 2015 that utilized a similar schedule. This proposed process/schedule will be subject to discussion by the Board, and changes made based upon feedback.

APPLICABLE BVRTSC BYLAW PROVISIONS:

BYLAW #3 – Operating Bylaw

5.3. The Board shall hold an Annual Organizational Meeting, which shall be held no later than October 30th of each year. At each Annual Organizational Meeting, the next year's financial and strategic plans, shall be voted on and adopted.

5.5. Notification of the Annual Organizational Meeting shall be provided to each Director and Non-Voting representatives no less than thirty (30) days prior to the date of the Annual Organizational Meeting.

11.1. Without limiting the requirements for the budget pursuant to the Act, Part 15.1, s. 602.2 and 602.23, on or before September 1st of each year the Board shall prepare an annual and three-year rolling financial plan that shall set out the expected:

(a) estimated expenditures for the:

- (i) purchase of operating services, which would include maintenance services;
- (ii) administration of the Commission, including salaries for the transit manager and any other Commission staff;
- (iii) marketing activities of the Commission; and

- (iv) 10 year capital investments (for vehicle and/or nonvehicle assets);
- (b) the fees levied to each contributing party (using the cost allocation principles and methodology described in Schedule A, which shall be reviewed every three years after the initiation of the Commission);
- (c) Proposed fare schedule for the next three years;
- (d) expected ridership and resulting fare revenues for each transit service for the next three years; and
- (e) expected grants for the next three years.

11.2. Directors shall be required to distribute the annual and three-year rolling financial plans to their respective organizations and constituents and consult with them on these plans, and the Voting Members shall be entitled to vote on these plans after the consultations have been completed.

11.3. The annual and three-year rolling financial plans shall require at least a fifty percent (50%) majority vote and support from at least one representative from each municipality to pass. The financial plans shall be revised if they are not passed and the revised plans shall be voted on by the Board again.

11.4. Any Voting Member, Non-Voting representative, or member of the public may submit comments and questions to the Board in writing in relation to the annual and three-year rolling financial plans within thirty (30) days immediately following the date of distribution of the proposed financial plan.

11.5. Subject to the Act, the Manager may, during any financial year, present to the Board, amendments to the annual financial plan for the current year. Any amendments to the annual financial plan shall be made in accordance with the procedure set forth in this bylaw.

BUDGET PROCESS/SCHEDULE:

August 10, 2016 – Regular BVRTSC Meeting . . . a PRELIMINARY DRAFT Operating Budget and a PRELIMINARY DRAFT Capital Budget will be presented. The preliminary draft budgets serve to solicit initial *written* feedback from the Commission Members. Accordingly, during the meeting Members and municipal partner administrative liaisons will be invited to ask questions of clarification about the preliminary draft operating budget. No motions should be brought forward at this time as the preliminary draft operating budget is not being tabled for approval, only information and feedback. Members are then encouraged to consider the preliminary draft operating budget, including seeking input from their respective municipal administrations, and provide written comments to the CAO **by August 26, 2016** in order for a PROPOSED Operating Budget and a PROPOSED Capital Budget to be presented to the Board for consideration, revision and approval during the September regular BVRTSC meeting.

September 14, 2016 – Regular BVRTSC Meeting . . . a PROPOSED Operating Budget and a PROPOSED Capital Budget will be presented to the Commission for consideration, debate of any proposed amendments, and ultimately approval. The vote on the PROPOSED budgets (i.e. not amending motions) will use the voting formula contained s. 11.3 of Bylaw #3 (i.e. majority vote including at least one Member from each municipal partner). The approved PROPOSED Operating Budget and PROPOSED Capital Budget will then be distributed by Members to their respective municipal administrations and anyone else they wish to obtain feedback (including members of the public). As per s. 11.4 of Bylaw #3, written feedback to the circulated budgets may be received within 30 days of the initial distribution, i.e. **written feedback to the CAO by October 14, 2016.**

The date of the Annual Organizational Meeting will be set to immediately follow the regular meeting on October 20, 2016 (suggested revised date subject to Board approval).

October 20, 2016 – Regular BVRTSC Meeting . . . a FINAL Operating Budget and a FINAL Capital Budget will be presented to the Commission for consideration, debate of any proposed amendments, and ultimately approval for presentation to the Annual Organizational Meeting (which will immediately follow this meeting). Members will be encouraged to raise any and all of their issues with the budget at this time in order to avoid doing so at the Annual Organizational Meeting. Once again, the vote on the FINAL budgets (i.e. not amending motions) will use the voting formula contained s. 11.3 of Bylaw #3.

October 20, 2016 – Annual Organizational Meeting . . . the FINAL Operating Budget and the FINAL Capital Budget approved by the Commission will be presented for vote and adoption. As above, this vote will be in accordance with the voting formula contained s. 11.3 of Bylaw #3.

Through the above process:

- Members and their respective municipalities will have opportunity for ample feedback to the budget process. Feedback on the PRELIMINARY DRAFT Operating Budget will be received between August 10, 2016 and August 26, 2016; and feedback on the PROPOSED Operating and Capital Budgets will be received at the September 14th meeting as well as during the 30 days from September 14, 2016 to October 14, 2016.
- Members will have opportunity to propose amendments to the budget at the September 14, 2016 meeting where the PROPOSED budgets are considered; and at the October 20, 2016 meeting where the FINAL budgets are considered.
- At least one representative from each of the municipal partners will have voted in favour of the approved PROPOSED budgets, the approved FINAL budgets to be presented to the Annual Organizational Meeting, and the approved FINAL budgets at the Annual Organizational Meeting.
- The public, dependent on circulation by individual members, will have opportunity for feedback during the 30 days between September 14, 2016 and October 14, 2016; and at the Annual Organizational Meeting based upon the publicized meeting date and review of the available agenda package.

END OF REPORT

Bow Valley *Regional* Transit Services Commission



GreenTRIP #3 Project Submission
(Amended)

Report to the Bow Valley Regional Transit Services Commission

Report 2016 6.3 GreenTRIP#3 Approval (Amended)

June 1, 2016

SUMMARY/ ISSUE

The Provincial Government has announced a third round of GreenTRIP with the deadline for submissions set for August 31, 2016.

All municipalities within the region in which the Calgary Regional Partnership operates are required to either submit their proposal directly through the CRP or have the CRP endorse their submission. BVRTSC will be submitting their proposal as a part of CRP's proposal, using their consultant to fine tune the final submission. CRP has asked that all member municipalities share their GreenTRIP asks before the end of June to allow them to prepare a submission on behalf of all member communities.

Projects that are deferred under GreenTRIP #2 are not to be included in any asks for GreenTRIP #3. These will be further analyzed as part of the funding for GreenTRIP #2 and are not to affect the dollar amounts available for GreenTRIP #3.

On July 6, the Alberta Government expanded the GreenTRIP#3 guidelines to mirror submission guidelines contained within the federal Public Transit Infrastructure Fund. This changes the submission from BVRTSC slightly to include a couple of items that were not previously allowed such as:

- Bus refurbishment
- Design and Planning for Lake Louise to Banff Service

PREVIOUS COMMISSION DIRECTION/POLICY

GreenTRIP#2 proposal was submitted through CRP in late 2014 with successful approval of a number of projects.

Administration Recommendation:

- BVRTSC Board to approve the amended GreenTRIP#3 submission and the Chair to prepare a letter of support and approval to be forwarded to the CRP.

Investigation:

Report to the Bow Valley Regional Transit Services Commission

Report 2016 6.3 GreenTRIP#3 Approval (Amended)

June 1, 2016

BVRTSC has prepared a list of requests for the grant funding submission to be included as part of the CRP submission to Alberta Transportation. These requests were prepared in conjunction with Administration from member municipalities.

As the member municipalities have no required financial commitment by being granted GreenTRIP money, CRP or the Province only require a letter of approval from the Commission Chair and individual Council approval is not required.

Once approved by the BVRTSC Board, business cases will be prepared for all requests and the required documentation will be submitted to CRP.

BUSINESS PLAN/ BUDGET IMPLICATIONS

There are no business plan or budget implications at this time as the application does not guarantee the funds. Should any or all of the funds be granted, individual operating plans will be developed for approval and implications will be determined at that time.

RISKS

None

ATTACHMENTS:

GreenTRIP#3 Initial Project Outline (Amended)

Link:

<http://www.alberta.ca/release.cfm?xID=430848805FE93-FC69-6A33-172173FA263A31CC>

BVRTSC GreenTRIP #3 Project List

#	Municipality	Category	Project	Unit Cost	# of Units	Total Cost	Timeline	Timeline End	GreenTrip Portion	Municipal or Federal Funding	
B1	Banff	Infrastructure	Park 'n Ride Lot Development (2 lots)	\$ 3,500,000	2	\$ 7,000,000	2018	2019	\$ 4,666,667	\$ 2,333,333	
B2	Banff	Fleet	Phase 1:Fleet for Increased Frequency (1 per route + spare)	\$ 575,000	3	\$ 1,725,000	2017	2017	\$ 1,150,000	\$ 575,000	
B3	Banff	Fleet	Phase 2:Fleet for Increased Frequency (1 per route)	\$ 625,000	2	\$ 1,250,000	2019	2020	\$ 833,333	\$ 416,667	
B4	Banff	Fleet	Shuttle Service Buses to/from Park 'n Ride(2 per lot + spare)	\$ 610,000	5	\$ 3,050,000	2018	2020	\$ 2,033,333	\$ 1,016,667	
B5	Banff	Infrastructure	Bus Shelter Installations and Stop Improvements	\$ 125,000	8	\$ 1,000,000	2018	2019	\$ 666,667	\$ 333,333	
Banff Total						Banff Total:				\$ 4,675,000	
BV1	BVRTSC	ITS	Farebox Upgrades (Mobile Ticketing)	\$ 25,000	11	\$ 275,000	2018	2018	\$ 183,333	\$ 91,667	
BV2	BVRTSC	ITS	Mobile Ticketing Software	\$ 100,000	1	\$ 100,000	2018	2018	\$ 66,667	\$ 33,333	
BV3	BVRTSC	ITS	NextBus Arrival Info Upgrades (LCD Screens/Additional Signs)	\$ 10,000	10	\$ 100,000	2017	2018	\$ 66,667	\$ 33,333	
BV4	BVRTSC	Fleet	Fleet Refurbishment	\$ 80,000	5	\$ 400,000	2017	2019	\$ 266,667	\$ 133,333	
BVRTSC Total						BVRTSC Total:				\$ 291,667	
C1	Canmore	Fleet	Fleet for Spare Capacity and Growth (2 buses)	\$ 610,000	2	\$ 1,220,000	2018	2019	\$ 813,333	\$ 406,667	
C2	Canmore	Infrastructure	Planning and Design Transit Oriented Housing Development	\$ 300,000	1	\$ 300,000	2020	2021	\$ 200,000	\$ 100,000	
Canmore Total						Canmore Total:				\$ 506,667	
I1	ID#9	Fleet	Fleet for Banff/Lake Louise Transit Service	\$ 610,000	4	\$ 2,440,000	2018	2019	\$ 1,626,667	\$ 813,333	
I2	ID#9	Fleet	Additional Fleet for Lake Louise Local Transit Service	\$ 610,000	3	\$ 1,830,000	2018	2019	\$ 1,220,000	\$ 610,000	
I3	ID#9	Fleet	Park 'n Ride Lot Development (Multiple Lake Louise Locations)	\$ 1,750,000	1	\$ 1,750,000	2018	2019	\$ 1,166,667	\$ 583,333	
I4	ID#9	Infrastructure	Bus Stop Installations Including NextBus	\$ 75,000	4	\$ 300,000	2018	2019	\$ 200,000	\$ 100,000	
I5	ID#9	Planning	Design and Implementation Plan - Lake Louise/Banff Service	\$ 70,000	1	\$ 70,000	2016	2017	\$ 46,667	\$ 23,333	
ID#9 Total						ID#9 Total:				\$ 2,130,000	
Grand Total										\$ 15,206,667	\$ 7,603,333
						(Estimated)	Public Transit Infrastructure Fund			\$ (1,108,000)	
						Total Estimated GreenTRIP Amount:			\$ 14,098,667		