

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

Fenlands Recreation Centre Meeting Room, Banff

AGENDA

June 8, 2016: 2:00 – 4:00 pm

1. Call to Order
2. Approval of the Agenda
3. Approval of the May 11, 2016 Regular Meeting Minutes (attached)
4. Old Business (including Standing Items)
 - a) CAO's Monthly Report – June 2016
 - b) Bring Forward List of Pending Items (attached).
 - c) Transit Service Monthly Statistics (attached).
 - d) GreenTRIP#2 Letter
5. New Business
 - a) Low Income Transit Pass - Request for Decision
 - b) 2015 Reconciliation – Motion to Approve
 - c) GreenTrip3 – Request for Decision
6. Adjournment

Bow Valley *R*egional Transit Services Commission



Previous Meeting Minutes

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

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

MINUTES

May 11, 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

BOARD MEMBERS ABSENT

Corrie DiManno, Town of Banff

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 2:02 PM.

2. Approval of the Agenda

The Chair requests addition of item “5(f) ID9 Letter” as circulated to the Board by email.

BVRTSC16-24 Sean Krausert moves the approval of the agenda as amended.

CARRIED UNANIMOUSLY

3. Approval of the April 13, 2016 Regular Meeting Minutes (attached)

BVRTSC16-25 Sean Krausert moves the approval of the April 13, 2016 regular meeting minutes as circulated.

CARRIED UNANIMOUSLY

4. Old Business (including Standing Items)

a) CAO's Monthly Report – May 2016

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

CAO requested that the report with respect to BVRTSC16-10 and BVRTSC16-11 be provided at the June Board meeting. The Board expressed no concerns.

c) Transit Service Monthly Statistics (attached).

Board members requested removal of the 2014 numbers in the table, but keep them on the graphs.

5. New Business

a) Tunnel Mountain Campground – Closure Information

Provided for information only. No decision required.

b) Request for Decision: Tunnel Mountain Free Ride

BVRTSC16-26 – Sean Krausert moves to direct Administration to enact the one-way complimentary transit service at the Tunnel Mountain Campground for 2016 and subsequent years' subject to the Town of Banff's continued approval of this arrangement.

CARRIED UNANIMOUSLY

c) Strategic Planning Update

CAO advised the Board to expect a pre-strategic planning work assignment by email from the facilitator, Leslie Taylor.

d) Fare Structure Discussion

Discussion resulted in expressions of interest from the Board for a fare structure review. CAO will bring a report for consideration at a future Board meeting.

e) CAO Performance Review Process

Chair spoke to the process outlined in the agenda package. Board had no questions and affirmed the process.

f) ID9 Letter

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.

CARRIED UNANIMOUSLY

6. Adjournment

BVRTSC16-28 - Sean Krausert moves to adjourn at 3:01 PM.

CARRIED UNANIMOUSLY

Bow Valley *Regional* Transit Services Commission



CAO Report

CAO Report – June 2016

The current items to report on are:

- Canmore Local Service
 - Currently a tender document is being prepared to be ready to begin renovations at the Canmore facility once Canmore finalizes its' negotiations with the Province.
 - Bus stop location analysis has been initiated and the Commission is working with the Town of Canmore to plan exact locations and infrastructure needed to be finalize the stops.
 - Smart Cards for Canmore local service will be ordered in the next couple of weeks as delivery can be up to 4 months due to design, programming and the supplier being overseas.
- Canmore/Banff (CB) Regional Enhancements:
 - While not all revenues have been calculated for the month of May, it appears that ridership is up approximately 10% over ridership for the previous year.
 - All comments from riders are very positive and appreciative of the extra service.
 - During the month of May, the new stop by the Train Station was used 34 times for boarding and the new stop at Hawk Avenue (Industrial Area) was used 10 times. Neither stop has any impact on schedule timing or cost and are seen as a convenience by those who are using them. Ridership is expected to increase at these stops as they become more well known, especially the stop near the train station.

- The table below shows the ridership for the month of May of 2016 with the extra service as compared to May of 2015:

	Cash Trips	Total Ridership
May-2016	4485	9590
May-2015	4275	8708

- Fleet:
 - Final details have been worked out with Nova Bus and our two buses are beginning production with delivery prior to the end of 2016
 - With the issue of a ship fire as mentioned last meeting, one Vicinity bus is now due for arrival in Vancouver by June 8, putting us on a very tight schedule to have it available by the 25th of June. We are working with all suppliers to meet this target and make alternate arrangements for some of the installations needed if required.
- Lake Louise Service:
 - Letter approving GreenTRIP funds recently received from Alberta Infrastructure to be discussed at the Commission Board Meeting.
 - Working with ID#9 to begin feasibility and planning for Banff to Lake Louise transit service.
- Minnewanka Service:
 - No further updates at this point from Parks Canada on when a final decision can be made on implementation of this service. Parks Canada is in communication with BVRTSC to gather some further required information.

- Bus Shelters and Stops
 - Working with Town of Banff administration to determine optimal bus shelter requirements and how to best use the allocated GreenTRIP#2 funding. Banff Administration will then be providing recommendations to Council.
 - BVRTSC is beginning the process of hiring a consultant to do a Banff Route Service Review later this summer.



- Operations:
 - Part time drivers have been hired to meet the needs of increased service through the summer months with the intent of moving them to full time at the point in the fall when Canmore local service begins operations. Training is currently ongoing with four new drivers.
 - Safety vest policy has been instituted for all Roam Transit drivers when moving around in the Banff yard. This is a best practice which is in compliance with the Town of Banff Safety Vest Policy.
 - Brochures have been produced for Route 3 and Route 4, with the summer Route 1,2 brochure just being developed and proofed. Changes are required for the routing in the brochure due to the Tunnel Mountain campground re-routing.

Bow Valley *R*egional Transit Services Commission



Bring Forward List

BRING FORWARD LIST OF ITEMS PENDING (as of June 1, 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.
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	May 2016	Board granted request by CAO to bring this report in June 2016.
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

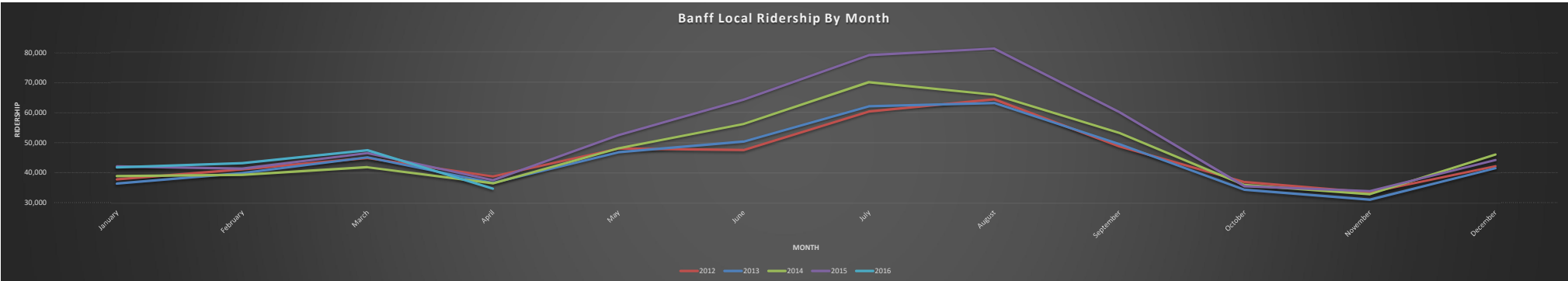


Banff Local Service Ridership and Revenue Statistics

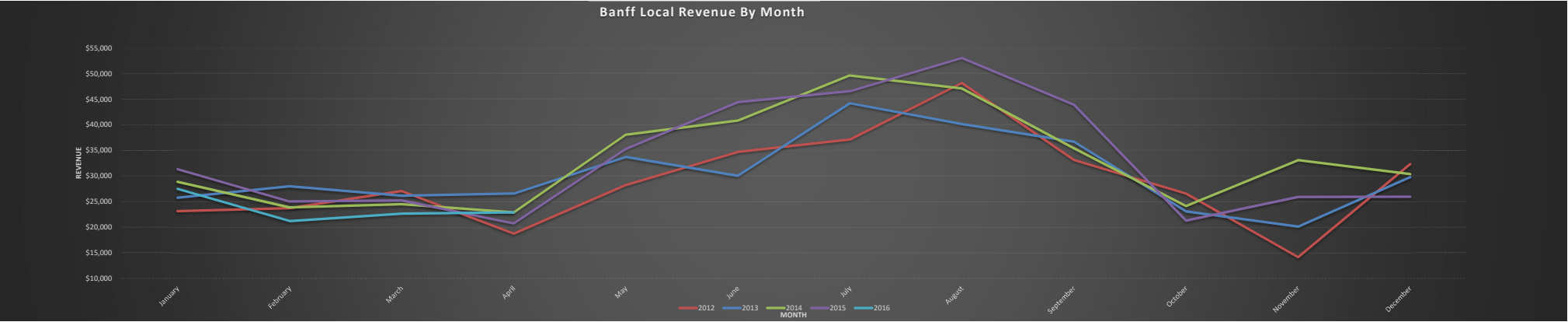
Observations:

- Large vendor pass purchase in April, helping to offset lower cash fares collected in April.
 - Cash fares on Route 1 down (Gondola?) compared to 2015. Cash fares on Route 2 up very slightly compared to 2015.
- Decrease in ridership for Route 1 in month of April compared to 2015 (Gondola Closure?). Route 2 shows an increase compared to 2015.
- Large increase in LITP usage over 2015 – up 700 trips in April 2016 compared to 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		219,641				
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	166,842	618,024	166,842	0		-73.0%



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		\$137,511.15				
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	\$94,122.00	\$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				\$0	\$ 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:	\$77,545	\$16,577	\$0	\$94,122	\$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

Bow Valley Regional Transit Services Commission

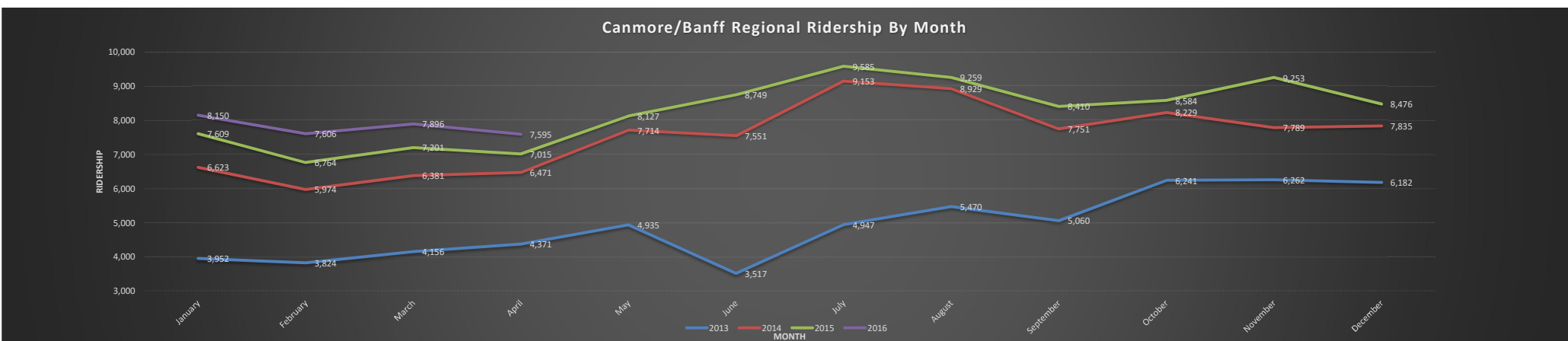


Banff/Canmore Regional Service Ridership and Revenue Statistics

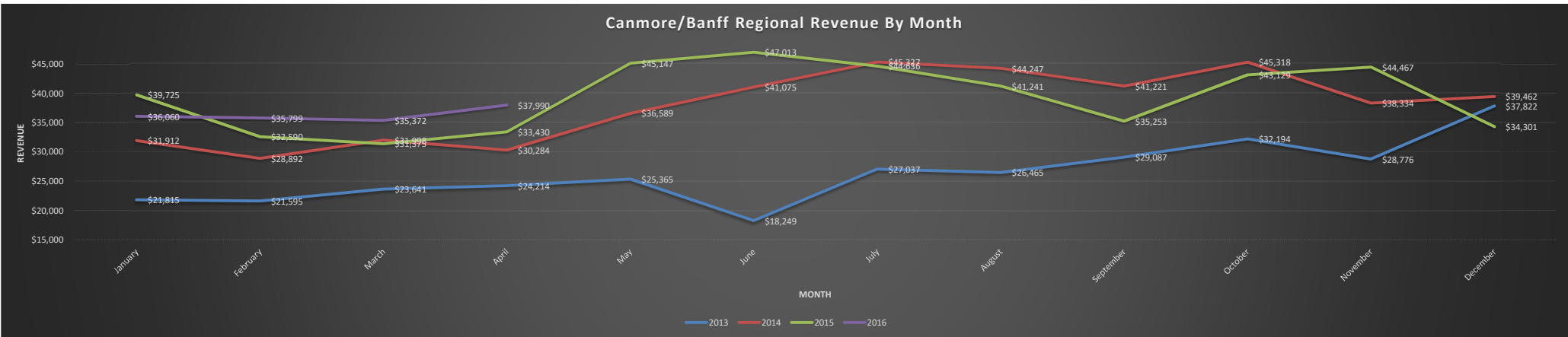
Observations:

- Ridership increase of 8% compared to April 2015.
- Revenue increase of 13% compared to April 2015.
- Bikes up 100 in April (weather dependant and Legacy trail dependant) compared to 2015.

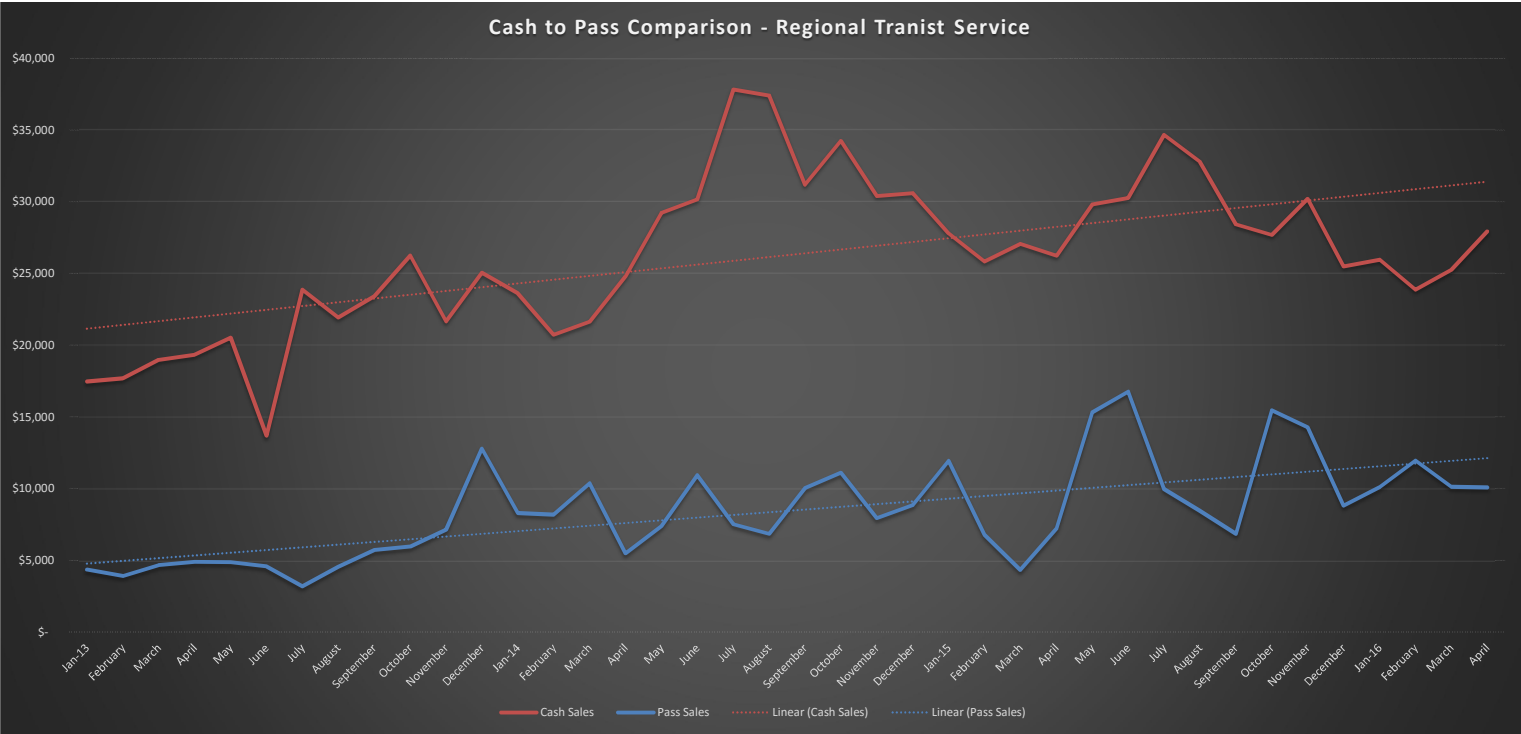
RIDERSHIP										
Month	2013	2014	2015	2016	2015 Running Total	2016 Running Total	Running Total Difference	2015 to 2016 Monthly Comparison	2015 to 2016 Monthly % Difference	
January	3,952	6,623	7,609	8,150	7,609	8,150	541	541	7.1%	
February	3,824	5,974	6,764	7,606	14,373	15,756	1,383	842	12.4%	
March	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		36,716					
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	31,247	99,032	78,805	6,660			



Month	REVENUE									
	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		\$182,267					
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	\$ 145,221	\$472,306	\$145,221	\$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				\$0	\$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:	\$102,993	\$42,228	\$0	\$145,221	\$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

Bow Valley *R*egional Transit Services Commission

ROAM TRANSIT – LAKE LOUISE



GreenTRIP #2 Project Approval

Attached letter from Alberta Infrastructure and Transportation for review



ALBERTA
INFRASTRUCTURE
TRANSPORTATION

*Office of the Minister
Government House Leader
MLA, Edmonton-Highlands-Norwood*

AR67910

May 17, 2016

Mr. Sean D. Krausert
Chair
Bow Valley Regional Transit Services Commission
221 Beaver Street
Box 338
Banff AB T1L 1A5

Dear Mr. Krausert:

Thank you for the Commission's project funding application in response to the second call for GreenTRIP submissions.

Alberta Transportation has reviewed the additional information submitted for the bus purchase and bus stop improvement projects, and I am pleased to advise the Bow Valley Regional Transit Services Commission is approved for grant funding, to be cost-shared at 66 2/3 per cent of the estimated eligible costs for the following:

- Bus purchases, to a maximum of \$2,166,667, and
- Bus stop improvements to a maximum of \$130,000.

Our government is pleased to offer GreenTRIP funding. This capital support program will assist municipalities in developing public transportation infrastructure. We are supportive of Alberta's municipalities and appreciate the opportunity to partner with you in developing effective and practical public transit infrastructure.

Department staff will be in contact with your administration to formalize the eligible scope of these projects and the funding agreement to undertake them.

Sincerely,



Brian Mason
Minister

cc: William (Bill) Robertson, Chair
Calgary Regional Partnership

Bow Valley *R*egional Transit Services Commission



New Business

Bow Valley *R*egional Transit Services Commission



Low Income Transit Pass Program

Report to the Bow Valley Regional Transit Services Commission

Report 2016 6.1 2015 Financial Reconciliation

June 1, 2016

SUMMARY/ ISSUE

In February 2016, the BVRTSC approved the issuing of free transit passes for a year for Syrian refugees coming to the Bow Valley. As a result of this discussion, it was determined that the BVRTSC should be ensuring that we are doing enough for local residents as well as new groups coming to the Bow Valley. Sean Krausert then put forward two motions for Administration to follow up:

BVRTSC16-10 Sean Krausert makes a motion 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. – **CARRIED UNANIMOUSLY**

BVRTSC16-11 Sean Krausert makes a motion 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. – **CARRIED UNANIMOUSLY**

PREVIOUS COMMISSION DIRECTION/POLICY

BVRTSC has an agreement with both the Town of Banff and the Town of Canmore to provide passes to their FCSS departments for use at reduced rates or free.

- Banff operates a free LITP program for local transit
-
- Banff and Canmore both operate 50% rate for passes on the Regional Service. Currently the LITP Regional passes are available for single ride, two ride and 10 ride passes

Administration Recommendation:

BVRTSC16-10: Make a motion to add a 31-day Low Income Transit Pass to be offered to the partner municipalities to supplement the needs of their FCSS programs

BVRTSC16-11: BVRTSC will be working further with Canmore administration to determine the parameters of their LITP program prior to the implementation of Canmore Local Transit.

Report to the Bow Valley Regional Transit Services Commission

Report 2016 6.1 2015 Financial Reconciliation

June 1, 2016

Investigation:

Administration held meetings with both Canmore and Banff FCSS to determine if their current program meets their needs and if any modifications are required to ensure that we are providing the best service for the affected segment within our communities.

Banff Local:

Banff currently offers free transit on the Banff local service and feel that the program is working well and need no changes from BVRTSC.

CB Regional:

Both Canmore and Banff FCSS are happy with the Regional program and feel that it meets the majority of their needs however would like to see the addition of a 31-day pass being available for their clients.

Canmore Local:

Canmore Administration will be meeting internally over the next couple of months and will be determining the structure of the LITP program with input as required from BVRTSC

BUSINESS PLAN/ BUDGET IMPLICATIONS

Total ridership using the 10 ride pass for 2015 was 1144 rides, equating to approximately 120 passes sold on an annual basis.

If 50% of the people buying the new 31-day LITP passes are existing riders and 50% are new riders that currently don't use transit, we will break even for revenue while providing reduced fare service to double the number of passengers.

RISKS

None

ATTACHMENTS

2015 Financial Reconciliation

Bow Valley *Regional* Transit Services Commission



2015 Financial Reconciliation

For 2015, the surplus was \$217,684 with the split attributed to each municipality as attached

Report to the Bow Valley Regional Transit Services Commission

Report 2016 6.1 2015 Financial Reconciliation

June 1, 2016

SUMMARY/ ISSUE

The 2015 Municipal Financial Reconciliation was completed following the approval of the BVRTSC financials by Young, Parkyn, McNab. The reconciliation is required to determine if there is a surplus that needs to be put in reserve or paid out to the respective municipality.

PREVIOUS COMMISSION DIRECTION/POLICY

According to Operating Bylaw 3-2011 Revenue Sharing Section, any surplus in excess of 5% on a given service is required to be paid out to the respective municipality:

Revenue Sharing Principles

- *Any annual fare or advertising revenue in excess of the budgeted amount for a specific transit service will be used first to cover any outstanding marketing or administrative costs. To minimize the administrative burden on the Commission from having to return small amounts of funds to the contributing parties, if the surplus for a service is less than 5% of the total annual revenue for all the services of a given year, it will be retained by the Commission to cover future cost overruns. For example, if the total annual revenue for a given year is \$1 million, the remaining surplus for any provided transit service will be retained by the Commission if it is less than \$50,000. If, however, the surplus for a particular service is over 5% of the total annual revenue, it will be paid to the contributing parties of that service on the basis of the cost-sharing formula used to fund the direct operating cost of that service that year.*

Administration Recommendation:

That the Commission:

Approve the 2015 Operating and Capital Reconciliation and direct administration to reimburse Banff \$160,779 and Canmore \$56,905 as per the attached documentation.

Investigation:

The reconciliation, completed by Administration and BVRTSC's contracted accountant has been modified to accurately reflect the proper allocation of expenses and requisition funds. This modification has been completed with the input of municipal partners, ensuring that the revised format meets their needs.

Report to the Bow Valley Regional Transit Services Commission

Report 2016 6.1 2015 Financial Reconciliation

June 1, 2016

Upon completion of the reconciliation, it was determined that both Banff Local and CB Regional services finished the year with a surplus greater than 5% as is seen below. This surplus requires a payout as per Operating Bylaw 3-2011

Payout (+5%)			
Regional Surplus	\$	113,811	8.05% TRUE
Banff Surplus	\$	103,874	7.34% TRUE
Total Revenue	\$	1,414,583	
Town of Banff:	\$	160,779.00	
Town of Canmore:	\$	56,905.00	

BUSINESS PLAN/ BUDGET IMPLICATIONS

None

RISKS

None

ATTACHMENTS

2015 Financial Reconciliation

Bow Valley Regional Transit Services Commission
Operating Reconciliation
January - December 2015

Local Hours	12592	R1 Doubling Billed Separately for 2015
Regional Hours	5449	
Total hours	18041	

	Total - ALL	Banff Local Service	CB Regional Service	Canmore Local Service	Commission Administration	BUDGET	
Income							Notes
4100 Farebox							(1) Amortization expense has been removed
1-4100 Banff Local	337,756.59	337,756.59	0.00	0.00	0.00	351,750.00	(2) Capital funding/expenses in capital summary
2-4100 Canmore Regional	330,469.36	0.00	330,469.36	0.00	0.00	286,200.00	
3-4100 Parks Regional	5,518.86	0.00	5,518.86	0.00	0.00	6,100.00	
Total 4100 Farebox	\$ 673,744.81	\$ 337,756.59	\$ 335,988.22	\$ 0.00	\$ 0.00	\$ 644,050.00	
4200 Advertising & Marketing Revenue							
1-4200 Banff Local	13,455.43	13,455.43	0.00	0.00		36,000.00	
2-4200 Canmore Regional	16,266.06	0.00	16,266.06	0.00		12,700.00	
Services	1,457.85	1,457.85	0.00	0.00		0.00	
Total 4200 Advertising & Marketing Revenue	\$ 31,179.34	\$ 14,913.28	\$ 16,266.06	\$ 0.00	\$ 0.00	\$ 48,700.00	
4300 Partner Programs							
1-4300 Banff Local	382,542.00	382,542.00	0.00	0.00		382,775.00	
2-4300 Canmore Regional	22.50	0.00	22.50	0.00		0.00	
Total 4300 Partner Programs	\$ 382,564.50	\$ 382,542.00	\$ 22.50	\$ 0.00	\$ 0.00	\$ 382,775.00	
4400 Requisition Recoveries							
1-4400 Banff							
1-4410 TOB - Capital	0.00	0.00	0.00	0.00		0.00	
1-4420 TOB - Operating	517,194.00	230,000.00	50,000.00	0.00	237,194.00	517,194.00	
Total 1-4400 Banff	\$ 517,194.00	\$ 230,000.00	\$ 50,000.00	\$ 0.00	\$ 237,194.00	\$ 517,194.00	
2-4400 Canmore							
2-4410 TOC - Capital	0.00	0.00	0.00		0.00	0.00	
2-4420 TOC - Operating	116,778.00	0.00	50,000.00		66,778.00	116,778.00	
Total 2-4400 Canmore	\$ 116,778.00	\$ 0.00	\$ 50,000.00	\$ 0.00	\$ 66,778.00	\$ 116,778.00	
5-4400 ID 9							
5-4410 ID 9 - Capital	0.00	0.00	0.00	0.00	0.00	0.00	
5-4420 ID 9 - Operating	20,000.00	0.00	0.00	0.00	20,000.00	20,000.00	
Total 5-4400 ID 9	\$ 20,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 20,000.00	\$ 20,000.00	
Total 4400 Requisition Recoveries	\$ 653,972.00	\$ 230,000.00	\$ 100,000.00	\$ 0.00	\$ 323,972.00	\$ 653,972.00	
4500 Other Recoveries	25,300.00	0.00	0.00	25,300.00	0.00	35,000.00	Canmore Local Study. Expenditures - account 4-5600
1-4500 Banff Local	38,000.00	38,000.00		0.00	0.00	0.00	Recovery -Route 1 Doubling cost net of fare revenue
2-4500 Canmore Regional	3,126.25	0.00	3,126.25	0.00	0.00	0.00	\$3,000 posted to account 4-5600, \$126.25
3-4500 Parks Regional	74,374.33	74,374.33	0.00	0.00	0.00	0.00	
4-4500 Other	16,915.88	16,915.88		0.00	0.00	0.00	Bus wraps - \$15,253.25. Brewster Damage - \$1,662.63
Total 4500 Other Recoveries	\$ 157,716.46	\$ 129,290.21	\$ 3,126.25	\$ 25,300.00	\$ 0.00	\$ 35,000.00	

BVRTSC Operating Reconciliation 2014

	Total - ALL	Banff Local Service	CB Regional Service	Canmore Local Service	Commission Administration	BUDGET
4600 Passes						
Total 1-4610 1 month Local Pass	\$ 8,065.00	\$ 8,065.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 45,000.00
Total 1-4620 3 month Local Pass	\$ 13,812.50	\$ 13,812.50	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total 1-4630 6 month	\$ 7,105.00	\$ 7,105.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
1-4640 10 Ride local Pass	\$ 1,977.50	\$ 1,977.50				
1-4650 3 Days Local Pass	3,120.00	3,120.00	0.00	0.00		0.00
1-4670 Banff Day Pass	1,050.00	1,050.00	0.00	0.00		0.00
1-4680 IHA - Job Seeker 14days pass	9,000.00	9,000.00	0.00	0.00		0.00
1-4690 Banff Conference Day Pass	1,460.00	1,460.00	0.00	0.00		0.00
1-5710 Vendor Bulk Pass Discount - Banff Local	-1,004.09	-1,004.09	0.00	0.00		0.00
Total 1-4600 Banff Local Pass	\$ 44,585.91	\$ 44,585.91	\$ 0.00	\$ 0.00	\$ 0.00	\$ 45,000.00
Total 2-4640 10 Ride Canmore Regional Pass	\$ 34,332.50	\$ 0.00	\$ 34,332.50	\$ 0.00	\$ 0.00	\$ 0.00
Total 2-4650 3 Days Canmore Regional Pass	\$ 735.00	\$ 0.00	\$ 735.00	\$ 0.00	\$ 0.00	\$ 0.00
2-4660 Regional Low Income 2 Ride Pass	2,280.00	0.00	2,280.00	0.00		0.00
2-5710 Vendor Bulk Pass Discount - Regional	-13,777.16	0.00	-13,777.16	0.00		0.00
Total 2-4600 Canmore Regional Bus passes	\$ 122,499.22	\$ 0.00	\$ 122,499.22	\$ 0.00	\$ 0.00	\$ 70,000.00
Total 4600 Passes	\$ 167,085.13	\$ 44,585.91	\$ 122,499.22	\$ 0.00	\$ 0.00	\$ 115,000.00
Total 4700 Charter Sales	\$ 1,712.50	\$ 1,712.50	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
1-4800 Banff Route Detour Base Fee	580.00	580.00	0.00	0.00		0.00
Total 4800 Route Detour Fee	\$ 580.00	\$ 580.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total Revenue	\$ 2,068,554.74	\$ 1,141,380.49	\$ 577,902.25	\$ 25,300.00	\$ 323,972.00	\$ 1,879,497.00
Gross Revenue	\$ 2,068,554.74	\$ 1,141,380.49	\$ 577,902.25	\$ 25,300.00	\$ 323,972.00	\$ 1,879,497.00
Other Revenue						
7150 Foreign Exchange Gain/Loss	1,057.10	0.00	0.00	0.00	1,057.10	0.00
7100 Interest Income	1,881.83	0.00	0.00	0.00	1,881.83	0.00
Total Other Income	\$ 2,938.93	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,938.93	\$ 0.00
COST OF GOODS SOLD						
1-5715 Banff Local Commission	3,824.90	3,824.90	0.00	0.00	0.00	0.00
2-5715 CB Regional Commission	2,029.33	0.00	2,029.33	0.00	0.00	0.00
Total Cost of Goods Sold	\$ 5,854.23	\$ 3,824.90	\$ 2,029.33	\$ 0.00	\$ 0.00	\$ 0.00

BVRTSC Operating Reconciliation 2014

	Total - ALL	Banff Local Service	CB Regional Service	Canmore Local Service	Commission Administration	BUDGET	
Expenses							
5100 Salaries & Wages						237,000.00	
5110 Wages	143,797.26	30,110	13,030	0.00	100,658.08	0.00	30% of Admin directly to ops
5111 Vacation	2,849.83	597	258	0.00	1,994.88	0.00	30% of Admin directly to ops
5112 sick Time	0.00	0	0	0.00	0.00	0.00	
5130 Benefits	29,086.68	6,090	2,636	0.00	20,360.68	0.00	30% of Admin directly to ops
Total 5130 Benefits	\$ 29,086.68	\$ 6,090.45	\$ 2,635.55	\$ 0.00	\$ 20,360.68	\$ 0.00	
5136 Benefit Allocation (Drivers)	0.00	0.00	0.00	0.00	0.00	0.00	
5137 Recruitment Costs	24,077.12	1,500.00	824.00	0.00	21,753.12	0.00	Route 1 doubling. CAO recruitment
Total 5100 Salaries & Wages	\$ 199,810.89	\$ 38,296.85	\$ 16,747.29	\$ 0.00	\$ 144,766.76	\$ 237,000.00	
5170 Training & Conferences							
5171 Conference Fees	1,968.26	0.00	0.00	0.00	1,968.26	15,000.00	
5172 Meals & Travel	3,161.51	0.00	0.00	0.00	3,161.51	0.00	
5173 Training	245.00	171.00	74.00	0.00	0.00	0.00	
Total 5170 Training & Conferences	\$ 5,374.77	\$ 171.00	\$ 74.00	\$ 0.00	\$ 5,129.77	\$ 15,000.00	
5180 Travel Expense	805.26	0.00	0.00	0.00	805.26	8,160.00	
5181 Mileage	3,368.29	2,000.00	1,200.00	0.00	168.29	0.00	
Total 5180 Travel Expense	\$ 4,173.55	\$ 2,000.00	\$ 1,200.00	\$ 0.00	\$ 973.55	\$ 8,160.00	
5190 Meals and Entertainment	533.94	0.00	0.00	0.00	533.94	0.00	
5220 Direct operating Cost	85.00	85.00	0.00	0.00	0.00		
1-5220 Banff Local Direct Operating	73,261.56	73,261.56	0.00	0.00	0.00	0.00	
1-5225 Banff Local Drivers Uniform	1,710.17	1,710.17	0.00	0.00	0.00	0.00	
1-5226 Banff Local Drivers Recruitment	949.01	949.01	0.00	0.00	0.00	0.00	
1-5227 Banff Local Svc Training	0.00	0.00	0.00	0.00	0.00	0.00	
1-5228 Bnf Loal Svc Driver Recognition	6.00	6.00	0.00	0.00	0.00	0.00	
Total 1-5220 Banff Local Direct Operating	\$ 75,926.74	\$ 75,926.74	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
5221 Banff Local Svc drivers wage	419,544.38	419,544.38	0.00	0.00	0.00	0.00	
5222 Banff Local Svc Parttime	94,107.86	94,107.86	0.00	0.00	0.00	0.00	
Total 1-5220 Banff Local Direct Operating	\$ 589,578.98	\$ 589,578.98	\$ 0.00	\$ 0.00	\$ 0.00	\$ 572,000.00	
2-5220 CB Regional Operating	37,666.56		37,666.56				
2-5225 CB Regional Drivers Uniform	1,517.85	0.00	1,517.85	0.00		0.00	
2-5226 CB Regional Drivers Recruitment	668.48	0.00	668.48	0.00		0.00	
Total 2-5220 CB Regional Operating	\$ 39,852.89	\$ 0.00	\$ 39,852.89	\$ 0.00	\$ 0.00	\$ 0.00	
5221 CB RegionalSvc drivers wage	139,848.13	0.00	139,848.13	0.00		0.00	
5222 CB Regional Svc Parttime	31,369.29	0.00	31,369.29	0.00		0.00	
Total 2- 5220 CB Regional Direct operating	\$ 211,070.31	\$ 0.00	\$ 211,070.31	\$ 0.00	\$ 0.00	\$ 204,000.00	
Total 5220 Direct operating Cost	\$ 800,734.29	\$ 589,663.98	\$ 211,070.31	\$ 0.00	\$ 0.00	\$ 776,000.00	
5250 Parts	55.25	55.25					
1-5250 Banff Local	46,554.79	46,554.79	0.00	0.00		60,000.00	
2-5250 CB Regional Parts	26,131.83	0.00	26,131.83	0.00		30,000.00	Moved Engine to capital spreadsheet
3.-5250 Parks Regional - parts	1,716.50	1,716.50	0.00	0.00		0.00	
4-5250 Special Event Signage	211.25	211.25	0.00	0.00		0.00	
Total 5250 Parts	\$ 74,669.62	\$ 48,537.79	\$ 26,131.83	\$ 0.00	\$ 0.00	\$ 90,000.00	
5260 Maintenance	49.82	49.82				0.00	
1-5260 Banff Mechanic	86,101.06	86,101.06	0.00	0.00		72,000.00	
2-5260 Canmore Regional - Mechanic	34,845.15	0.00	34,845.15	0.00		30,900.00	
3-5260 Parks Regional - Mechanic	11,503.03	11,503.03	0.00	0.00		17,000.00	
Total 5260 Maintenance	\$ 132,499.06	\$ 97,653.91	\$ 34,845.15	\$ 0.00	\$ 0.00	\$ 119,900.00	
Total 5200 Operating Contracts	\$ 1,007,902.97	\$ 735,855.68	\$ 272,047.29	\$ 0.00	\$ 0.00	\$ 985,900.00	

BVRTSC Operating Reconciliation 2014

	Total - ALL	Banff Local Service	CB Regional Service	Canmore Local Service	Commission Administration	BUDGET	
5280 Repair and maintenance	25.97	18.13	7.84	0.00	0.00	0.00	
5310 General Liability Insurance	4,023.42				4,023.42		
5320 Building and fleet insurance	11,307.56	7,892.29	3,415.27				
Total 5300 Insurance Expense	\$ 15,330.98	\$ 7,892.29	\$ 3,415.27	\$ 0.00	\$ 4,023.42	\$ 17,690.00	
5350 General Operating Expenses							
5351 Office Supplies	6,420.90	2,060.00	2,060.00	0.00	2,300.90	10,000.00	
5352 Bank Service Charges	4,192.32	1,615.00	1,615.00	0.00	962.32	3,000.00	
5353 Janitorial Supplies & Services	228.40	114.20	114.20	0.00	0.00	5,356.00	
5354 Postage and Delivery	1,265.23	446.00	446.00	0.00	373.23	700.00	\$565 over budget divided evenly
5355 Miscellaneous Expense	113.99	79.56	34.43	0.00	0.00	4,935.00	
5356 Memberships	492.32	246.16	123.08	0.00	123.08	2,500.00	
5357 Cell Phone	3,416.27	2,035.46	880.81	0.00	500.00	4,500.00	
5358 Office Phone	6,207.41	2,936.63	1,270.78	0.00	2,000.00	3,502.00	
5359 Board meeting expense	171.26	0.00	0.00	0.00	171.26	1,000.00	
5360 Cash over/short	3.99	0.00	0.00	0.00	3.99	0.00	
5364 Brinks services Fees	2,313.30	1,614.60	698.70	0.00	0.00	0.00	
5362 Software and License Fees	2,866.28	1,200.00	1,200.00	0.00	466.28	0.00	
Total 5350 General Operating Expenses	\$ 27,691.67	\$ 12,347.61	\$ 8,443.00	\$ 0.00	\$ 6,901.06	\$ 35,493.00	
5391 Interest & Penalties	69.95	48.82	21.13	0.00	0.00		
1-5410 Bus Lease	59,250.00	59,250.00	0.00	0.00	0.00	79,000.00	
1-5430 Parks Canada Land Rent	250.00	250.00	0.00	0.00	0.00		
1-5420 Bus Storage	24,480.00	24,480.00	0.00	0.00	0.00	24,000.00	
Total 1-5400 Banff Local	\$ 83,980.00	\$ 83,980.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 103,000.00	
2-5400 Canmore Regional							
2-5420 Regional - Bus Storage	7,344.00	0.00	7,344.00	0.00	0.00	9,600.00	
Total 2-5400 Canmore Regional	\$ 7,344.00	\$ 0.00	\$ 7,344.00	\$ 0.00	\$ 0.00	\$ 9,600.00	
3-5400 Parks Regional	0.00	0.00	0.00	0.00		0.00	
Total 5400 Lease Expense	\$ 91,324.00	\$ 83,980.00	\$ 7,344.00	\$ 0.00	\$ 0.00	\$ 112,600.00	
5600 Professional/contractual fees							
1-5600 Local - Professional/Contract	0.00	0.00	0.00	0.00		0.00	
2-5600 Regional - Professional/Contract	3,000.00	0.00	3,000.00	0.00		0.00	
3-5600 Parks - Professional/Contract	42,130.26	0.00	42,130.26	0.00		0.00	
4-5600 Canmore Local- Professional Contract	25,300.00	0.00	0.00	25,300.00		0.00	
5611 Accounting Fees	23,172.50	4,511.00	4,511.00	0.00	14,150.50	22,000.00	\$1172 over budget split 3 ways
5612 Payroll service fee	1,748.39	874.20	874.20	0.00		4,120.00	
5613 Bookkeeping Services	2,993.13	2,089.10	904.03	0.00	0.00	0.00	
5615 Legal Fees	442.00	221.00	221.00	0.00		1,648.00	
5616 Recruitment Costs	13,398.81	500.00	500.00	0.00	12,398.81	1,000.00	
5617 Website	1,009.06	504.53	504.53	0.00	0.00	1,236.00	
5618 Casual Services	17,374.95	12,127.12	5,247.83	0.00	0.00	12,700.00	Includes Smart Card processing
5619 Business Hosting Expenses	641.51	0.00	0.00	0.00	641.51	3,100.00	
5620 Farelogistics	27,211.52	19,061.88	8,149.64	0.00		22,000.00	
5621 Coin Rolling Fees	499.37				499.37		

BVRTSC Operating Reconciliation 2014

	Total - ALL	Banff Local Service	CB Regional Service	Canmore Local Service	Commission Administration	BUDGET
5622 Nextbus						
1-5622 Nextbus - Banff Local	20,634.33	20,634.33	0.00	0.00	0.00	18,000.00
2-5622 Nextbus - Regional	20,915.18	0.00	20,915.18	0.00	0.00	5,000.00
Total 5622 Nextbus	\$ 41,549.51	\$ 20,634.33	\$ 20,915.18	\$ 0.00	\$ 0.00	\$ 23,000.00
5623 Security Fee						
1-5623 Banff Local Security shift	10,330.00	10,330.00	0.00	0.00		0.00
Total 5623 Security Fee	\$ 10,330.00	\$ 10,330.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 23,000.00
5624 IT Support	5,828.77	1,030.00	1,030.00	0.00	3,768.77	6,000.00
5626 Office rent	29,333.28	8,375.59	3,624.41	0.00	17,333.28	36,000.00
5627 Copier	649.88	250.00	250.00	0.00	149.88	600.00
5628 Bus wrap repair						
1-5628 Local - Bus wrap repair	0.00	0.00	0.00	0.00	0.00	2,000.00
2-5628 Regional - Bus wrap repair	0.00		0.00			2,000.00
Total 5628 Bus wrap repair	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 4,000.00
5629 Contract Work	1,407.00	982.04	424.96	0.00	0.00	20,000.00
2-5625 Contracted Service - Regional	0.00	0.00	0.00	0.00		0.00
Total 5629 Contract Work	\$ 1,407.00	\$ 982.04	\$ 424.96	\$ 0.00	\$ 0.00	\$ 20,000.00
5630 Utilities	4,133.28	0.00	0.00	0.00	4,133.28	4,000.00
5631 Customer Centre Support	7,556.30	5,274.04	2,282.26	0.00	0.00	17,100.00
5632 Infrastructure Maintenance	58.00	40.48	17.52	0.00	0.00	7,000.00
Total 5600 Professional/contractual fees	\$ 259,767.52	\$ 86,805.30	\$ 94,586.82	\$ 25,300.00	\$ 53,075.40	\$ 208,504.00
5700 Advertising and Marketing	0.00	0.00	0.00	0.00	0.00	
1-5700 Banff Local	27,189.92	27,189.92	0.00	0.00		15,500.00
1-5720 Banff Local Promo Discount	0.00	0.00	0.00	0.00		0.00
Total 1-5700 Banff Local	\$ 27,189.92	\$ 27,189.92	\$ 0.00	\$ 0.00	\$ 0.00	\$ 15,500.00
2-5700 Canmore Regional	16,621.76	0.00	16,621.76	0.00		20,000.00
2-5720 Regional Promo Discount	0.00	0.00	0.00	0.00		0.00
Total 2-5700 Canmore Regional	\$ 16,621.76	\$ 0.00	\$ 16,621.76	\$ 0.00	\$ 0.00	\$ 20,000.00
Total 5700 Advertising and Marketing	\$ 43,811.68	\$ 27,189.92	\$ 16,621.76	\$ 0.00	\$ 0.00	\$ 35,500.00
5800 Fuel						
1-5800 Banff Local	115,282.29	115,282.29	0.00	0.00		136,500.00
2-5800 Canmore Regional	75,232.76		75,232.76	0.00		84,000.00
3-5800 Parks Regional	1,622.14	1,622.14	0.00	0.00		3,150.00
Total 5800 Fuel	\$ 192,137.19	\$ 116,904.43	\$ 75,232.76	\$ 0.00	\$ 0.00	\$ 223,650.00
5900 Amortization Expense	0.00	0.00	0.00			
Total Expenses	\$ 1,847,955.08	\$ 1,111,510.03	\$ 495,741.15	\$ 25,300.00	\$ 215,403.90	\$ 1,879,497.00
Excess (Deficiency) of Revenue Over Expenses	\$ 217,684.36	\$ 26,045.56	\$ 80,131.77	\$ 0.00	\$ 111,507.03	\$ 0.00
Less allocation of Commission Expenses		77,828.09	33,678.94			
TOTALS		\$ 103,874	\$ 113,811			\$ -

\$12,000 charged to Ops, Credit Union rent to Admin

Moved to capital spreadsheet

Moved to capital spreadsheet

Photo use agreement

Capital Items

-\$ 8,697.15

Payout (+5%)

Check - balance per Quickbooks

\$ 217,684.36

Difference - needs to be \$0

\$ -

Regional Surplus	\$	113,811	8.05%	TRUE
Banff Surplus	\$	103,874	7.34%	TRUE
Total Revenue	\$	1,414,583		
Town of Banff:	\$	160,779.00		
Town of Canmore:	\$	56,905.36		

Bow Valley Regional Transit Services Commission
CAPITAL Reconciliation
January - December 2015

	Total - ALL	Town of Banff	Town of Canmore	ID #9
Requisition Recoveries				
4400 Requisition Recoveries				
1-4410 TOB - Capital	99,090.36	99,090.36		
2-4410 TOC - Capital	36,553.36		36,553.36	
5-4410 ID 9 - Capital	5,386.80			5,386.80
Total Requisition Recoveries	\$ 141,030.52	\$ 99,090.36	\$ 36,553.36	\$ 5,386.80
Expenditures - expensed				
G13 Bus Software	2,232.00	744.00	744.00	744.00
G15 Radios	445.00	222.50	222.50	
R1 Bike Racks	1,104.00	552.00	552.00	
R13 Engine replacement (money from 2019)	54,762.12	27,381.06	27,381.06	
B Feasibility Study (Banff Portion from Reserve)	3,000.00	3,000.00		
R8 Fare Logistics	5,820.00	2,910.00	2,910.00	
B8 Fare Logistics	22,372.49	22,372.49	0.00	
R4 Bus Wrap Repair	202.36	101.18	101.18	
B21 Bus Wrap Repair	37,164.00	37,164.00		
G6 Commission - Office furniture & equipment	5,231.40	1,744.08	1,743.57	1,743.75
Total Expenditures (expensed)	\$ 132,333.37	\$ 96,191.31	\$ 33,654.31	\$ 2,487.75
Expenditures - capitalized				
G21 Commission - Web work	8,697.15	2,899.05	2,899.05	2,899.05
Total Expenditures (capitalized)	\$ 8,697.15	\$ 2,899.05	\$ 2,899.05	\$ 2,899.05
Total Expenditures	\$ 141,030.52	\$ 99,090.36	\$ 36,553.36	\$ 5,386.80
NET	\$ -	\$ -	\$ -	\$ -

Bow Valley *Regional* Transit Services Commission



GreenTRIP #3 Project Submission

Report to the Bow Valley Regional Transit Services Commission

Report 2016 6.3 GreenTRIP#3 Approval

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.

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 GreenTRIP#3 submission and the Chair to prepare a letter of support and approval to be forwarded to the CRP.

Investigation:

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.

Report to the Bow Valley Regional Transit Services Commission

Report 2016 6.3 GreenTRIP#3 Approval

June 1, 2016

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

BVRTSC GreenTRIP #3 Preliminary Project List

#	Municipality	Category	Project	Unit Cost	# of Units	Total Cost	Timeline	GreenTrip Portion	Municipal Funding
B1	Banff	Infrastructure	Park 'n Ride Lot Development (2 lots)	\$ 3,500,000	2	\$ 7,000,000	2018	\$ 4,666,900	\$ 2,333,310
B2	Banff	Fleet	Fleet for Increased Frequency (2 per route + spare)	\$ 625,000	5	\$ 3,125,000	2019	\$ 2,083,438	\$ 1,041,656
B3	Banff	Fleet	Shuttle Service Buses to/from Park 'n Ride(2 per lot + spare)	\$ 610,000	5	\$ 3,050,000	2018	\$ 2,033,435	\$ 1,016,657
B5	Banff	Infrastructure	Bus Shelter Installations and Stop Improvements	\$ 125,000	8	\$ 1,000,000	2018	\$ 666,700	\$ 333,330
Banff Total							Banff Total:	\$ 4,724,953	
BV1	BVRTSC	ITS	Farebox Upgrades (Mobile Ticketing)	\$ 25,000	11	\$ 275,000	2018	\$ 183,343	\$ 91,666
BV2	BVRTSC	ITS	Mobile Ticketing Software	\$ 100,000	1	\$ 100,000	2018	\$ 66,670	\$ 33,333
BV3	BVRTSC	ITS	NextBus Arrival Info Upgrades (LCD Screens/Additional Signs)	\$ 10,000	10	\$ 100,000	2017	\$ 66,670	\$ 33,333
BVRTSC Total							BVRTSC Total:	\$ 158,332	
C1	Canmore	Fleet	Fleet for Spare Capacity and Growth (2 buses)	\$ 610,000	2	\$ 1,220,000	2018	\$ 813,374	\$ 406,663
C2	Canmore	Infrastructure	Planning and Design Transit Oriented Housing Development	\$ 300,000	1	\$ 300,000	2020	\$ 200,010	\$ 99,999
Canmore Total							Canmore Total:	\$ 506,662	
I1	ID#9	Fleet	Fleet for Banff/Lake Louise Transit Service	\$ 610,000	4	\$ 2,440,000	2018	\$ 1,626,748	\$ 813,325
I2	ID#9	Infrastructure	Bus Stop Installations Including NextBus	\$ 300,000	1	\$ 300,000	2018	\$ 200,010	\$ 99,999
ID#9 Total							ID#9 Total:	\$ 913,324	
Grand Total						\$ 18,910,000		\$ 12,607,297	\$ 6,303,270