

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

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

AGENDA

May 11, 2016: 2:00 – 4:00 pm

1. Call to Order
2. Approval of the Agenda
3. Approval of the April 13, 2016 Regular Meeting Minutes (attached)
4. Old Business (including Standing Items)
 - a) CAO's Monthly Report – May 2016
 - b) Bring Forward List of Pending Items (attached).
 - c) Transit Service Monthly Statistics (attached).
5. New Business
 - a) Tunnel Mountain Campground – Closure Information
 - b) Request for Decision: Tunnel Mountain Free Ride
 - c) Strategic Planning Update
 - d) Fare Structure Discussion
 - e) CAO Performance Review Process
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

April 13, 2016: 2:00 – 4:00 pm

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

Karen Sorensen, 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
Ethan Gorner, ID#9

ADMINISTRATION ABSENT

Alex Kolesch, Parks Canada
Jacob Johnson, Town of Canmore

1. Call to Order

Sean Krausert called the meeting to order at 2:00 PM.

2. Approval of the Agenda

BVRTSC16-15 Sean Krausert moves the approval of agenda as circulated.

CARRIED UNANIMOUSLY

3. Approval of the February 10, 2016 Regular Meeting Minutes (attached)

BVRTSC16-16 Sean Krausert moves the approval of February 10th , 2016 regular meeting minutes as circulated.

CARRIED UNANIMOUSLY

4. Old Business (including Standing Items)

- a) CAO's Monthly Report – March/April, 2016
- b) Bring Forward List of Pending Items (attached).
- c) Transit Service Monthly Statistics (attached).
- d) Feedback from Board on Statistics Package.

Administration confirmed that they will provide the full statistic package on a quarterly basis, and an abbreviated statistic package on a monthly basis.

A couple of Board members requested that bicycles and strollers be reported on a monthly basis simply as a bullet point on the cover page.

5. New Business

- a) 2015 Financial Audit Presentation and Approval

Presentation by Calvin Scott representing YPM (auditors).

In response to a question about the surplus, the CAO indicated that he will meet with municipal partners to discuss the 2015 reconciliation, and at that point it will be determined in accordance with BVRTSC policy as to where the surplus will reside (i.e. in partner reserve accounts or returned to partners).

BVRTSC16-17 Sean Krausert moves to go in-camera at 2:10 PM for standard confidential interview with the auditor.

CARRIED UNANIMOUSLY

BVRTSC16-18 Sean Krausert moves to come out from in-camera 2:15 PM.

CARRIED UNANIMOUSLY

BVRTSC16-19 Sean Krausert moves to approve the 2015 audited financial statements as presented.

CARRIED UNANIMOUSLY

BVRTSC16-20 Sean Krausert moves to transfer the "Banff Wrap Reserve" into the General Banff Operating Reserve account.

CARRIED UNANIMOUSLY

BVRTSC16-21 Sean Krausert moves to debit the Banff Operating Reserve account \$27,389.00 as per the approved 2014 reconciliation.

CARRIED UNANIMOUSLY

BVRTSC16-22 Sean Krausert moves to credit the Canmore Operating Reserve account \$46,358 as per the approved 2014 reconciliation.

CARRIED UNANIMOUSLY

(Note to minutes – the last two motions were previously done in 2015 with the Board being informed, and the municipal partners’ consent, although a formal motion was not done at the time.)

b) GreenTRIP #3 Update and Timelines

GreenTrip III application deadline has been extended to August 31st, and pursuant to provincial rules must go through the Calgary Regional Partnership. The proposed application will come to the Board in June, then to the municipal partner councils also in June, and submitted to CRP afterwards.

c) Strategic Planning Timeline Update

Confirmation that dates are June 8th and June 16th.

d) Quarterly Financial Review (Q1 2016)

Board members requested that notes to be included in the report to flag items of interest, concern or needing explanation.

6. Adjournment

BVRTSC16-23 Sean Krausert moves to adjourn at 3:01 PM.

CARRIED UNANIMOUSLY

Bow Valley *Regional* Transit Services Commission



kkt655

Houston, Texas

Level **2** Contributor



8 reviews



5 attraction reviews

"We took Roam from Canmore to Banff and it was great!"

NEW

★★★★★ Reviewed 2 days ago

We took the bus one day so we wouldn't have to park in Banff, since our tour was all day and most parking is only 3 hr. parking. The bus was on-time and comfortable. Plus you don't have to pay for a park pass from Canmore into Banff!

Visited April 2016

Helpful?



Thank kkt655



Report

[Ask kkt655 about Roam Public Transit Service](#)

This review is the subjective opinion of a TripAdvisor member and not of TripAdvisor LLC

CAO Report

CAO Report – May 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.
 - The first Vicinity bus is due to arrive in Banff in the second week in June. It will be used as a spare bus for local and regional services over the busy summer months.
 - Bus design has been finalized and the first bus will be wrapped in late June.
 - 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.
- Canmore/Banff (CB) Regional Enhancements:
 - Started on May 2 with great comments from passengers. It is too soon to consider ridership numbers however there has been use of both of the new stops (Elk St. at Banff Train Station and Hawk Street by the industrial compound).
 - The new route 3 brochure has been distributed to all vendors and other regular locations.
- Fleet:
 - An engine has been replaced in Wolf Bus (Banff Hybrid), with the plan to be completed and back in service prior to the busy summer season. The bus came back into service for a few days and is currently back in Calgary for some transmission repairs.

- Lake Louise Service:
 - Draft report has been submitted to Parks Canada for their review with the intent of BVRTSC receiving preliminary feedback and making adjustments to meet the expectations of Parks prior to submitting a final report. The timeline for receiving feedback is currently unknown while it is in Parks Canada's internal review process.
 - Discussion are ongoing with ID#9 regarding opportunities and needs in the Lake Louise area.

- Financial:
 - Signed and finalized financial statements for 2015 have been received by the Commission.
 - Compliance Report has been forwarded to the Local Authorities Pension Plan Employer Compliance department.
 - Maintenance costs will be above budget for the year due to a significant increase in the hourly rate charged by the Town of Banff (from \$71.00 to \$82.00. Banff has made significant changes to its' labour rates and numbers and requires this increase to achieve acceptable staffing levels. This rate increase was unknown at the time of budgeting and will affect costs by approximately 15%.
 - The Federal Government has announced the Public Transit Infrastructure Fund with details to be learned in the coming weeks. The objective is to help accelerate short term municipal investments and the rehabilitation of transit systems and well as opportunities for longer term expansion plans. Details are not available yet on how the interface with GreenTRIP funding will work. As information becomes available it will be shared with our municipal partners.
 - GreenTRIP#3 initial asks are due from the municipalities to the Commission by May 16 for discussion, with an initial project list to be compiled and forwarded to the Calgary Regional Partnership by May 20. The timeline following this is:

- June 8 BVRTSC Commission Approval
- June 9 ID#9 Council Approval
- June 13 Banff Council Approval
- June 21 Canmore Council Approval
- June 22 Present to CRP (if no further changes required)

- Legal:
 - Our insurance agent, Northbridge Insurance, has contracted a legal firm to pursue damages against Volvo (parent company of NovaBus) with regards to the bus fire on Elk bus in late 2014. Their subrogation is intended to show that a manufacturing defect caused the bus fire. Our insurance company is responsible for paying the retainer of the legal firm. Our responsibility is to provide documentation as required to the lawyer with regards to maintenance and the sequence of events leading up to the fire.

- Operations:
 - Sulphur Mountain Gondola has re-opened and the Route 1 routing has been revised to stop there again. The Hot Springs stop will revert to the old stop for the summer while final plans are being developed for the Gondola and Upper Hot Springs parking lot. Permanent placement of the Hot Springs stop will depend upon safe options determined at that time.
 - Currently planning is being completed for the new Route 4 (Cave and Basin) schedule and routing with the brochure going to production shortly. Route 4 will begin on the May long weekend with enhanced service from the Banff Train Station, through town and out to the Cave and Basin.
 - Coordination of the delivery of the new Vicinity buses is underway. The first bus is currently being shipped to Canada, with planned delivery into Banff by June 6. With wrapping the bus, mechanical preparation and electronic/GPS installations, the bus is anticipated to be ready for service by late June. It will be in place as a backup for services over the summer months.
 - Bike racks on the Banff local buses are being replaced with racks that carry three bikes versus the current racks that carry only two bikes.

Bow Valley *R*egional Transit Services Commission



Bring Forward List

BRING FORWARD LIST OF ITEMS PENDING (as of May 5, 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	
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	
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	

Bow Valley Regional Transit Services Commission



Banff Local Service Ridership and Revenue Statistics

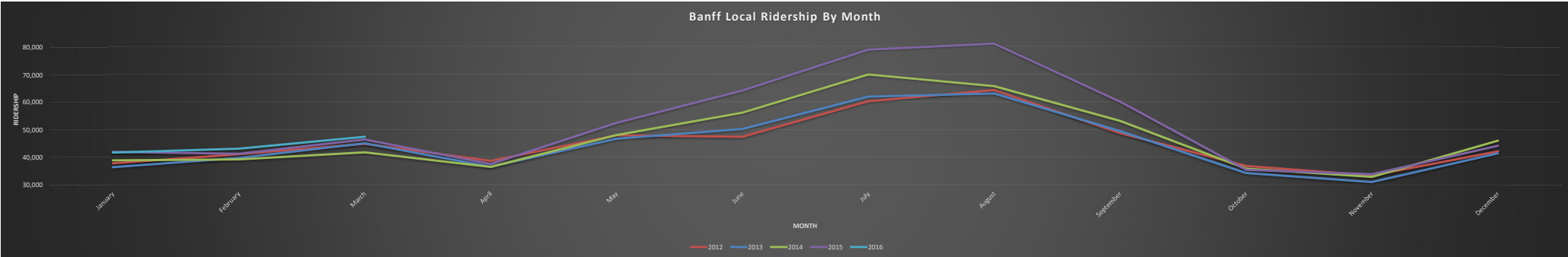
Ridership: 2% increase over March 2015 (47,442)

YTD: 2% increase over 2015

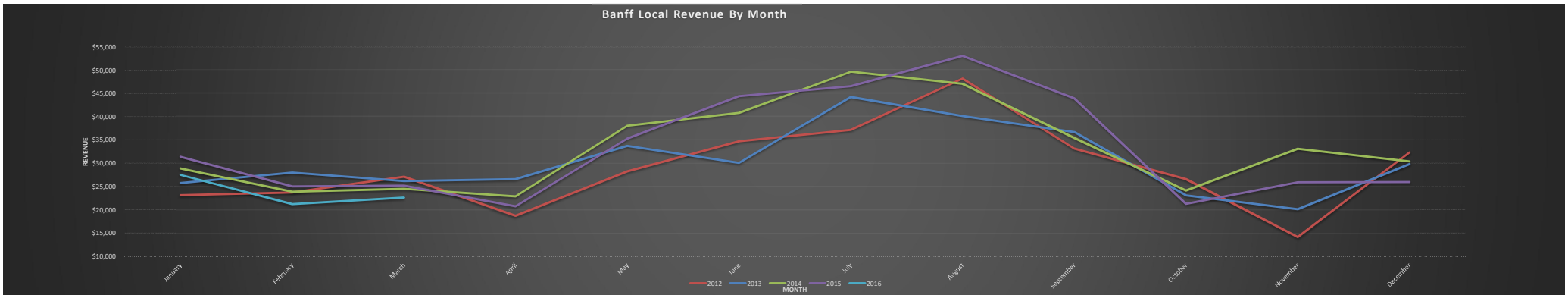
Revenues: 10% Decrease over March 2015 (\$22,619)

YTD: 12% Decrease from 2015

Ridership											
Month	2012	2013	2014	2015	2016	2014 Running Total	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	38,787	41,973	41,692	-280	-280	-0.7%
February	41,031	39,738	39,184	41,240	43,106	77,971	83,213	84,798	1,585	1,865	4.5%
March	44,826	45,039	41,733	46,484	47,442	119,704	129,697	132,240	2,543	958	2.1%
April	38,652	36,510	36,396	37,483		156,100	167,179				
May	47,945	46,739	48,062	52,462		204,162	219,641				
June	47,447	50,267	56,228	64,295		260,390	283,936				
July	60,356	62,089	70,162	79,171		330,551	363,107				
August	64,441	63,224	65,942	81,401		396,493	444,508				
September	48,767	49,512	53,215	60,204		449,708	504,711				
October	36,818	34,244	35,769	35,371		485,477	540,083				
November	33,359	30,911	32,776	33,785		518,252	573,868				
December	42,073	41,403	46,017	44,156		564,270	618,024				
Grand Total:	543,445	535,978	564,270	618,024		132,240	618,024	132,240	0		-78.6%
						17		17		17	End of Year Comparison to 2013



Revenue											
Month	2012	2013	2014	2015	2016	2014 Running Total	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	\$28,869.44	\$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	\$52,693.21	\$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	\$77,147.11	\$81,532.50	\$71,273.00	-\$10,259.50	-\$2,555.50	-10.2%
April	\$18,700	\$26,536	\$22,861	\$20,711		\$100,007.66	\$102,243.50				
May	\$28,224	\$33,720	\$38,052	\$35,268		\$138,059.77	\$137,511.15				
June	\$34,706	\$30,034	\$40,828	\$44,419		\$178,887.52	\$181,930.15				
July	\$37,127	\$44,220	\$49,655	\$46,553		\$228,542.52	\$228,482.65				
August	\$48,190	\$40,125	\$47,076	\$53,075		\$275,618.52	\$281,557.65				
September	\$33,119	\$36,670	\$35,404	\$43,912		\$311,022.52	\$325,469.65				
October	\$26,578	\$23,066	\$24,115	\$21,253		\$335,137.52	\$346,722.65				
November	\$14,119	\$20,087	\$33,078	\$25,892		\$368,215.52	\$372,614.65				
December	\$32,287	\$29,795	\$30,344	\$25,939		\$398,559.52	\$398,553.65				
Grand Total:	\$ 346,903.52	\$364,061.60	\$398,559.52	\$398,553.65	\$71,273.00	\$398,559.52	\$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				\$0	\$ 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:	\$61,851	\$9,422	\$0	\$71,273	\$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

Ridership: 2% increase over March 2015 (47,442)

YTD: 2% increase over 2015

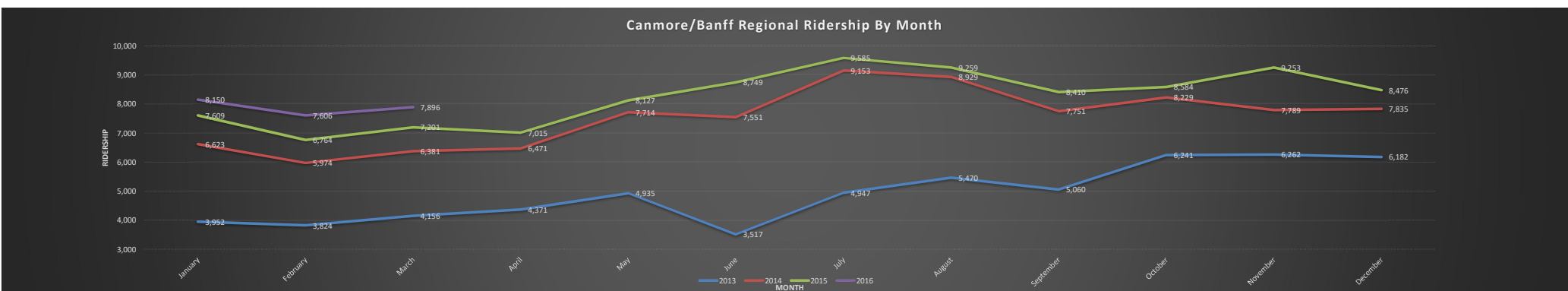
Revenues: 10% Decrease over March 2015 (\$22,619)

YTD: 12% Decrease from 2015

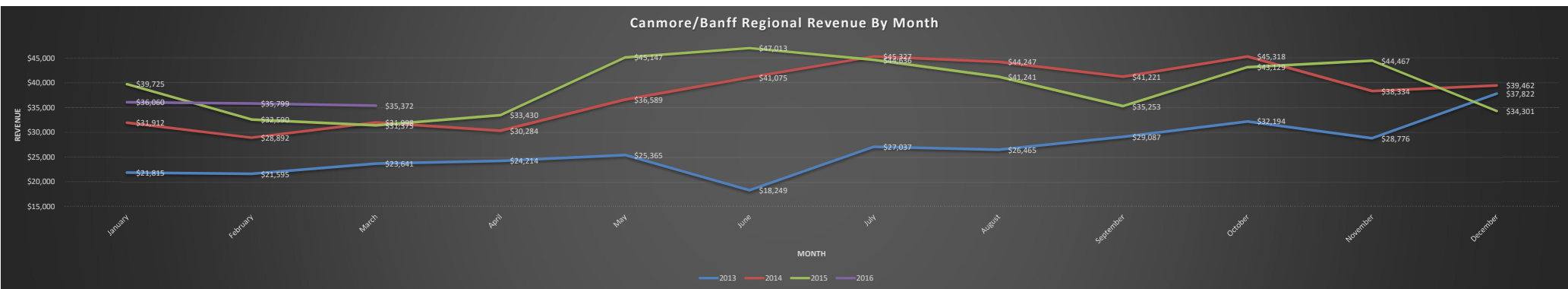
Bikes: 108 Year to Date (43 in 2015)

Strollers: 43 Year to date (50 in 2015)

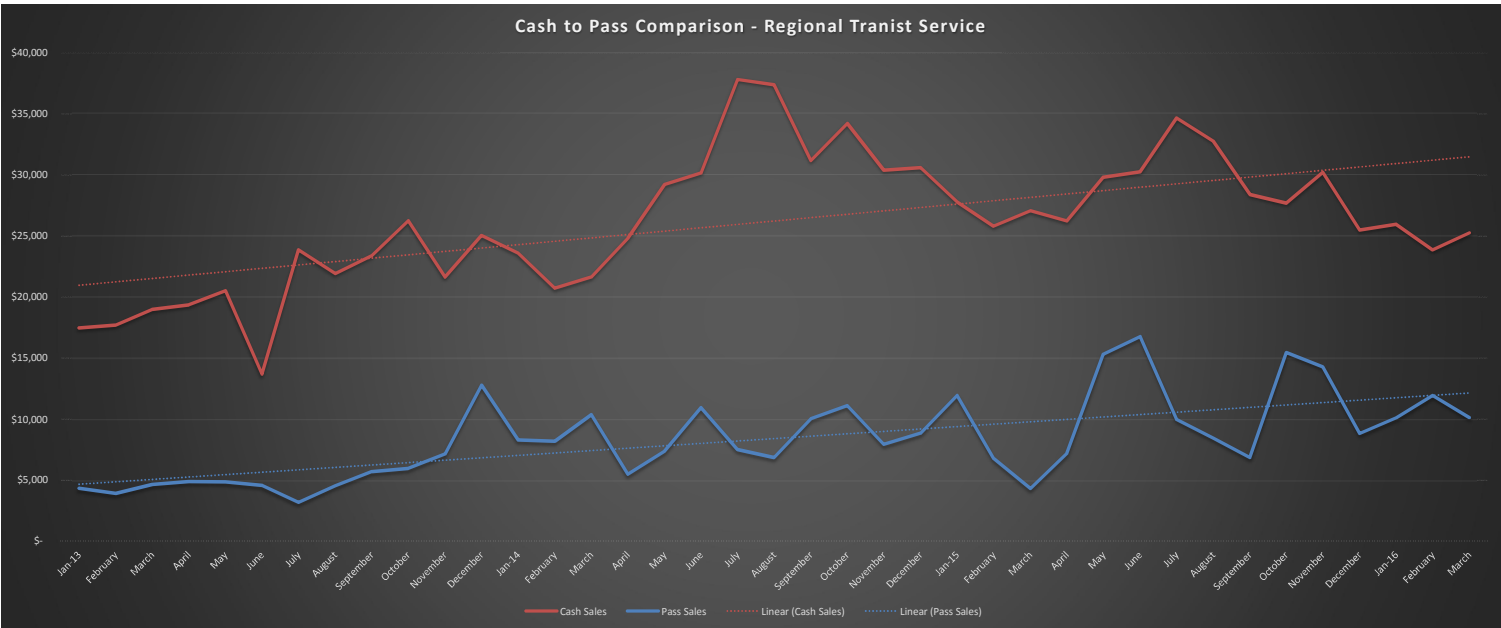
RIDERSHIP										
Month	2013	2014	2015	2016	2014 Running Total	2015 Running Total	2016 Running Total	Running Total Difference	2015 to 2016 Monthly Comparison	2015 to 2016 Monthly % Difference
January	3,952	6,623	7,609	8,150	6,623	7,609	8,150	541	541	7.1%
February	3,824	5,974	6,764	7,606	12,597	14,373	15,756	1,383	842	12.4%
March	4,156	6,381	7,201	7,896	18,978	21,574	23,652	2,078	695	9.7%
April	4,371	6,471	7,015		25,449	28,589				
May	4,935	7,714	8,127		33,163	36,716				
June	3,517	7,551	8,749		40,714	45,465				
July	4,947	9,153	9,585		49,867	55,050				
August	5,470	8,929	9,259		58,796	64,309				
September	5,060	7,751	8,410		66,547	72,719				
October	6,241	8,229	8,584		74,776	81,303				
November	6,262	7,789	9,253		82,565	90,556				
December	6,182	7,835	8,476		90,400	99,032				
Grand Total:	58,917	90,400	99,032	23,652	90,400	99,032	47,558	4,002		



REVENUE											
Month	2013	2014	2015	2016	2014 Running Total	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	\$31,912	\$39,725	\$36,060	(\$3,665)	-3,665	-9.2%	
February	\$ 21,595	\$ 28,892	\$ 32,590	\$ 35,799	\$60,803	\$72,315	\$71,859	(\$456)	3,209	9.8%	
March	\$ 23,641	\$ 31,998	\$ 31,375	\$ 35,372	\$92,801	\$103,690	\$107,231	\$3,541	3,997	12.7%	
April	\$ 24,214	\$ 30,284	\$ 33,430		\$123,085	\$137,120					
May	\$ 25,365	\$ 36,589	\$ 45,147		\$159,674	\$182,267					
June	\$ 18,249	\$ 41,075	\$ 47,013		\$200,749	\$229,280					
July	\$ 27,037	\$ 45,327	\$ 44,636		\$246,076	\$273,916					
August	\$ 26,465	\$ 44,247	\$ 41,241		\$290,323	\$315,157					
September	\$ 29,087	\$ 41,221	\$ 35,253		\$331,544	\$350,410					
October	\$ 32,194	\$ 45,318	\$ 43,129		\$376,862	\$393,539					
November	\$ 28,776	\$ 38,334	\$ 44,467		\$415,196	\$438,005					
December	\$ 37,822	\$ 39,462	\$ 34,301		\$454,658	\$472,306					
Grand Total:	\$ 316,260	\$ 454,658	\$ 472,306	\$ 107,231	\$454,658	\$472,306	\$107,231	\$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	\$ -	\$	-
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				\$0	\$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:	\$75,076	\$32,155	\$0	\$107,231	\$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



Tunnel Mountain Campground

- Closure Information
- Free Transit

Report to the Bow Valley Regional Transit Services Commission

For Information – Route 2 Summer Rerouting Recommendation

May 03, 2016

SUMMARY/ ISSUE

Route 2 is a local service route travelling between the Banff Springs Hotel and the Tunnel Mountain Campground areas via Banff Ave. When the bus reaches the Tunnel Mountain Campground II (TMC II) area, it travels back towards downtown via the campground and Hidden Ridge Hotel, and then to the Tunnel Mountain Hotel stop located on Tunnel Mountain Drive.

Parks Canada is closing the Tunnel Mountain II campground during the 2016 summer season for construction, and as such, Route 2 will no longer be able to access the existing stops located at the TMC II or the Hidden Ridge bus stop.



TMC II CLOSURE

Discussions with Hidden Ridge Hotel Management and Parks Canada have been ongoing in an effort to find a solution to continue to provide transit service to the hotel, however no solution is available. Therefore, starting May 25th (approximately) service to the Hidden Ridge Hotel will cease until October 1st, 2016 (approximately).

Service to TMC II has been adjusted to allow for service via a relocated bus stop. The TMC II bus stop will move from it's current location, to along side the access road, just outside of the campground registration booth.

Report to the Bow Valley Regional Transit Services Commission

For Information – Route 2 Summer Rerouting Recommendation

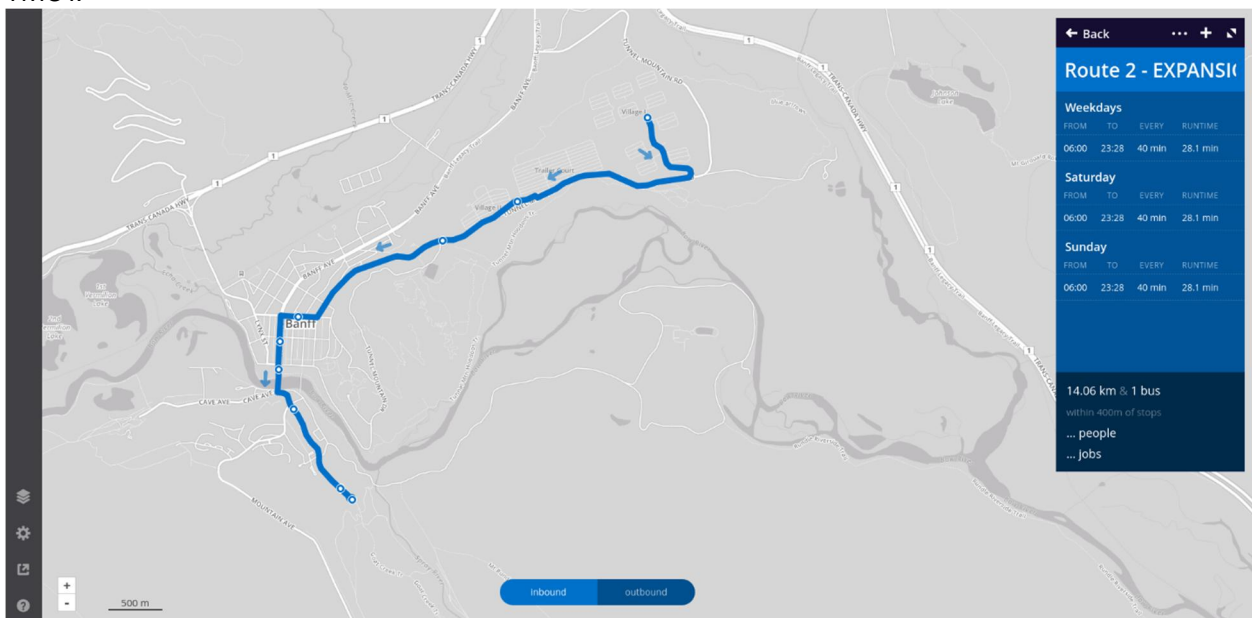
May 03, 2016



Temporary TMC II Bus Stop Location

BVRTSC Administration is concerned with regards to probable impacts on ridership and revenues due to the campground construction.

This report describes a potential rerouting of Route 2 for the 2016 summer season to extend service to TMC I.



Report to the Bow Valley Regional Transit Services Commission

For Information – Route 2 Summer Rerouting Recommendation

May 03, 2016

PREVIOUS COMMISSION DIRECTION/POLICY

None

INVESTIGATION

Administration has discussed potential service modifications of Route 2 with the Town of Banff and is awaiting feedback from Parks Canada with regards to their support of the recommended service changes described below.

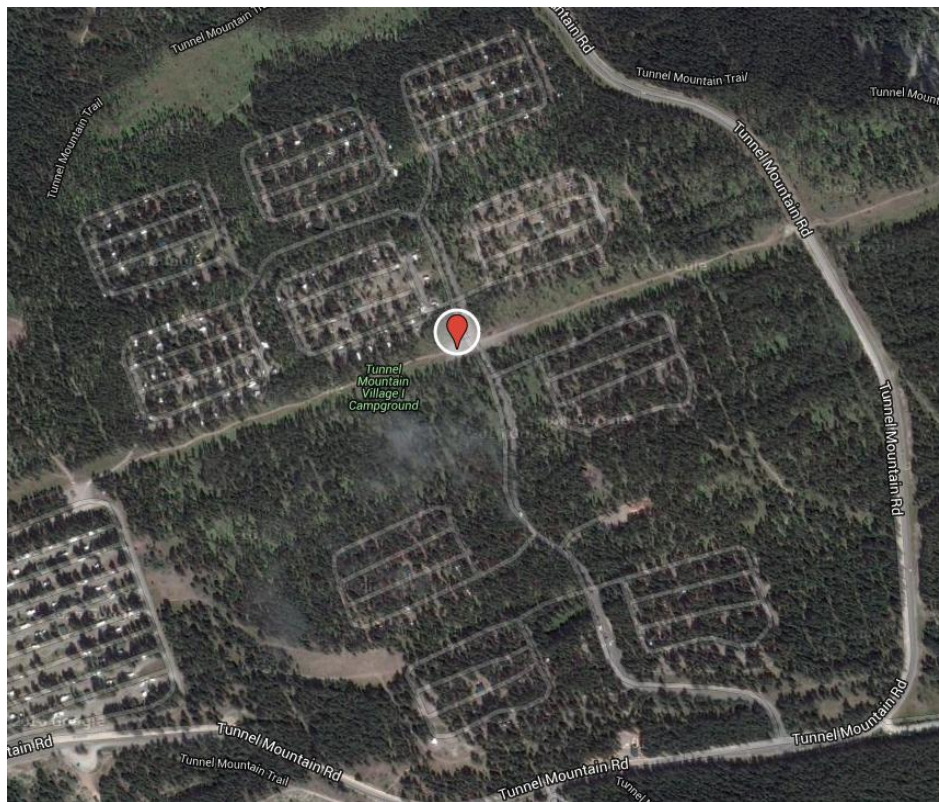
Starting June 25th (the same day that Route 1 service doubles for the summer season) it is recommended that Route 2 be modified to provide service to/from the Tunnel Mountain Campground I. The rerouting would be in place until the second week in September (when the Route 1 doubling of service ends)



Report to the Bow Valley Regional Transit Services Commission

For Information – Route 2 Summer Rerouting Recommendation

May 03, 2016



Bus Stop Location

The terminal stop location would be located inside the TMC I campground area and provide a valuable transportation option to campers in that area – encouraging them to leave their vehicles parked at their campground.

The Route 2 service would continue to stop at the TMC II temporary bus stop location on the it's way to/from the TMC I campground.

It is also recommended that the free 'one-way' transit trip offer be extended to TMC I so that anyone boarding at either of the TMC I or II locations has access to this free service. As previous years, any additional trips, including trips back to the campground would be at full fare price.

This expansion of Route 2 service would add an additional 5-7 minutes onto the Route 2 service. New signage at all Route 2 stops would need to be created, and the installation of these new stop signs would coincide with the summer replacement of all Route 1 bus stop signs (due to the Route 1 summer doubling of service). Summer map/schedule brochures are already scheduled for reprinting as part of the Route 1 summer service changes.

Report to the Bow Valley Regional Transit Services Commission

For Information – Route 2 Summer Rerouting Recommendation

May 03, 2016

IMPLICATIONS:

General

The rerouting of Route 2 due to construction at the TMC II would still result in a lack of transit service to the Hidden Ridge Hotel, however it is believed the rerouting and additional service to TMC I would enable more campers to choose Roam transit, and therefore leave their vehicles at their campground.

The free one-way trip from the campgrounds would continue to have an effect on expected summer revenues, however it is expected that an offering of complimentary one-way transit service from the Tunnel Mountain Campground would see similar increases in camper ridership, as was the case in 2015.

BUSINESS PLAN/ BUDGET IMPLICATIONS

There would be minimal costs to produce signage announcing complimentary one-way transit trips which would be displayed at the Tunnel Mountain Campground stops. Additional marketing material may be produced as required and distributed to campground users where possible.

There would also be minimal additional fuel costs for the additional 3.8 km per trip route distance.

RISKS

Schedule changes from existing 40 minutes service to 45 minute service.

ATTACHMENTS

None

Report to the Bow Valley Regional Transit Services Commission

Report 2016 5.1 Tunnel Mountain Free Ride

May 5, 2016

SUMMARY/ ISSUE

Free transit was offered in June of 2014 and then approved again for the full summer of 2015 starting on the May long weekend and was very successful. As the May long weekend is only a couple of weeks away, we need to have approval to continue the free campground service for 2016.

PREVIOUS COMMISSION DIRECTION/POLICY

Report 2015-08 June 2014 Tunnel Mountain Campground Ridership Stats

Sean makes a motion to direct Administration to direct Administration to implement a trial free one-way transit service at the Tunnel Mountain Campground service from the beginning of May long weekend (Friday 15th) to the end of labour day weekend. – CARRIED UNANIMOUSLY

At the March 11, 2015 Commission meeting, the Commission asked Administration to return with details regarding the impact of the June 2014 complimentary transit initiative at the Tunnel Mountain Campground so that the Commission may direct Administration with regards to continuing or possibly expanding the complimentary transit service during the summer months of 2015. Free one-way service ran from the May long weekend to the end of September, 2015.

Administration Recommendation:

That the Commission

- Direct Administration to enact the one-way complimentary transit service at the Tunnel Mountain Campground for the 2016 and subsequent years' subject to the Town of Banff's continued approval of this arrangement.

INVESTIGATION

In 2015, the Free Ride program was extremely successful, transporting 14,082 riders from the campground into town, thereby leaving over 5000 vehicles parked that may have been congesting the downtown area.

The program is necessary again for 2016, especially as Tunnel Mountain II will be closed completely this summer due to Parks Canada infrastructure repairs. This will affect ridership from Tunnel Mountain and from Hidden Ridge Chalets due to the bus not being able to access the campground road and only being able to stop at the entrance. As the bus will not be as accessible due to the pick up location, free rides as an incentive are more critical than ever.

Report to the Bow Valley Regional Transit Services Commission

Report 2016 5.1 Tunnel Mountain Free Ride

May 5, 2016



- The final numbers of passengers that used the free service for the past two years:
 - 2014 - 2,824 (June only)
 - 2015 - 14,082 (full summer)

The total usage departing from the Tunnel Mountain Campground stop during the months of July and August is as below:

- 2014: July 2256 riders from TMC
Aug 2187 riders from TMC
- 2015: July 4580 riders from TMC
Aug 4282 riders from TMC

This represents an increase of 106% over 2014 for passengers departing from the Tunnel Mountain Stop in the months of July and August with the free transportation program in effect. The program effectively kept cars and recreational vehicles in the campground and encouraged transit use.

IMPLICATIONS:

General

It is expected that an offering of complimentary one-way transit service from the Tunnel Mountain Campground will not see as much ridership in the summer months of 2016 due to the complete closure of Tunnel Mountain II campground for infrastructure repairs. The free ride program, especially if extended to Tunnel Mountain I will ensure that available campers are motivated to use transit.

Report to the Bow Valley Regional Transit Services Commission

Report 2016 5.1 Tunnel Mountain Free Ride

May 5, 2016

BUSINESS PLAN/ BUDGET IMPLICATIONS

The free ride program will be promoted by flyers distributed by Parks Canada onsite. Flyer production will be handled in house with minimal additional cost.

Including the additional part of Tunnel Mountain Campground will add additional passengers that likely would have not taken transit in the past due to proximity to the stop. Any budgetary losses by providing the free ride will potentially be gained back by the \$2 on the return trip.

RISKS

None

ATTACHMENTS

None

Bow Valley *R*egional Transit Services Commission



"I guess our Performance Appraisal system
is a little bit 'Old School'."

CAO Performance Review Process

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

RE: June 2015 – June 2016 CAO Annual Performance Appraisal Process

The annual performance appraisal process has four purposes:

- To recognize strengths and successes of the CAO in achieving the goals of the organization;
- To identify areas for improvement for the CAO and identify approaches that will help make those improvements in order to achieve the goals of the organization;
- To review the job description and update it, if necessary, to ensure that it remains current; and
- To set out agreed-upon goals for the CAO over the coming year.

The process is as follows:

- The Board asks the CAO to provide written input on his achievements and challenges in the review year, and his input on whether any job description updates are required. (by May 27)
- A sub-committee (Chair and Vice-chair) will review the written input and meet with the CAO to discuss the content, including asking any questions they may have. (June 8)
- The sub-committee then prepares a draft review document, taking into account the CAO's comments. This draft document reviews achievements on goals, drafts goals for the coming year, and reviews the management skills of the CAO as well, under the headings of Planning, Communication, Relationship-Building, Financial Management, Supervision, Working with the Board.
- The sub-committee also drafts any updates to the job description.
- The sub-committee then provides the draft to the voting members of the Board for their review and comments, and edits the documents accordingly. (by June 16)
- The sub-committee then provides the documents to the CAO for review (by June 20), and sits down with him to discuss their contents (last week of June). Any inaccuracies in the performance appraisal statements can be corrected in the "CAO comments" portion of the document.
- The Chair and the CAO then sign off on the documents, and they are retained in the files of the Commission.