

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

BVRTSC Boardroom, Banff

AGENDA

February 8, 2017: 2:00 – 4:00 pm

1. Call to Order

2. Approval of the Agenda

3. Minutes

Approval of the January 11, 2017 Regular Meeting Minutes (attached)

4. Old Business (including Standing Items)

- a) CAO's Monthly Report
- b) Bring Forward List of Pending Items
- c) Transit Service Monthly Statistics (attached)

5. New Business

- a) Presentation – Dennis Kar – Dillon Consulting (Banff to Lake Louise Report)
- b) Request for Decision – Lake Louise-Banff Regional Transit
- c) 2016 4th Quarter Financial Review
- d) "Take the Highline"

6. Adjournment

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

BVRTSC Boardroom, Banff

MINUTES

January 11, 2017: 2:00 – 4:00 pm

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

BOARD ADMINISTRATION PRESENT

Martin Bean, Chief Administrative Officer
Steve Nelson, Manager of Operations

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

Davina Bernard called the meeting to order @ 2:00PM.

2. Approval of the Agenda

BVRTSC17-01 Davina Bernard moves to approve the agenda as presented.

CARRIED UNANIMOUSLY

3. Approval of the December 14, 2016 Regular Meeting Minutes (attached)

BVRTSC17-02 Davina Bernard moves to accept the minutes with minor changes as discussed.

CARRIED UNANIMOUSLY

4. Old Business (including Standing Items)

a) CAO's Monthly Report

CAO provided update on meeting with Parks Canada, BLLT, ID9 and TOB on collaboration to achieve increased transit opportunities in the National Park.

Canmore local service is now a paid service after two months of free introductory service.

BVRTSC and TOB will be collaborating on marketing efforts for transit in 2017

The transfer of the Roam Brand Standard from the Town of Banff to the BVRTSC is in progress however has not occurred yet.

BVRTSC17-03 Davina Bernard moves that administration reviews and implements potential pricing options for group volume purchases.

CARRIED UNANIMOUSLY

b) Bring Forward List of Pending Items

BVRTSC17-04 Sean Krausert makes a motion that the board approves implementation of LITP for Canmore local service through FCSS

CARRIED UNANIMOUSLY

BVRTSC16-11 Low Income Passes to drop off list as this initiative is now complete.

c) Transit Service Monthly Statistics (attached).

Banff Local – Annual vehicles increased 8%, transit not keeping up.

Canmore local – need to focus on content – some bad data.

5. New Business

- a) Motion to receive revised budgets with Banff New Service Level Requests added.

BVRTSC17-05 Davina Bernard moves to receive the adjusted operating and capital budget as presented.

CARRIED UNANIMOUSLY

- b) Vice-Chair Report on Bylaw Review.

BVRTSC17-06 Sean Krausert moves that the Vice-Chair be directed to personally conduct a review of BVRTSC Bylaw 3-2011 (Operating Bylaw), and report back to the Board at the May 2017 regular meeting with any recommended changes.

CARRIED UNANIMOUSLY

- c) Discussion and set date for KPI workshop to be held in first quarter.

Date tentatively set for March 8 for KPI workshop

- d) Discussion – Municipal Partner 5 Year Check In. Set date for mid-March or later.

Davina Bernard to send out poll and invitation to determine a date for the Municipal Partner 5 Year Check In to be attended by the Mayors and Senior Administration.

- e) Discussion – June 2017 meeting

Tentatively May 10th meeting scheduled for 9AM – 4PM meeting to encompass regular meeting plus second Board workshop.

BVRTSC17-07 Davina Bernard moves to cancel and not reschedule the June 2017 meeting.

CARRIED UNANIMOUSLY

- f) In Camera – Discussion with partners on potential new service - Guests for in-camera session: Dave McDonough and Greg Danchuk.

BVRTSC17-08 Davina Bernard makes motion at 3:02PM to go in camera.

CARRIED UNANIMOUSLY

BVRTSC17-09 Davina Bernard makes motion to come out of camera at 3:34PM.

CARRIED UNANIMOUSLY

BVRTSC17-10 Davina Bernard moves to direct administration to sign the MOU between Parks Canada and BVRTSC, and to proceed with implementation.

CARRIED UNANIMOUSLY

g) In Camera – Update on CAO Performance Review

BVRTSC17-11 Davina Bernard moves to go in-camera at 3:36PM.

CARRIED UNANIMOUSLY

BVRTSC17-12 Davina Bernard moves to come out of camera at 3:47PM.

CARRIED UNANIMOUSLY

6. Adjournment

BVRTSC17-13 Davina Bernard makes a motion to adjourn at 3:47PM.

CARRIED UNANIMOUSLY

Bow Valley *Regional* Transit Services Commission



CAO Report

CAO Report – February 2017

The current items to report on are:

- Grant Funding:
 - Alberta Transportation is in the process of following up with further information required to be able to approve the remaining GreenTRIP3 applications that are currently deferred. These are approval of:
 - B5 Banff bus shelter installations and improvements
 - BV4 Fleet refurbishment
 - I5 Design and Implementation Plan – Lake Louise/Banff Service
 - Grant funding was received in 2016 for:
 - Canmore local buses (\$461,064.08 + receivable of \$17,882.78)
 - Cutaway Replacement (\$380,000 Regional; \$60,000 Banff Local)
 - Grant funding reimbursement will be applied for shortly to cover the cost of bus stop installations and the initial improvements to the bus storage facility in Canmore.
- Lake Louise Service:
 - Dillon Consulting will be presenting the implementation plan at the February 8 meeting. This plan will be the basis for a more detailed implementation plan should the service be approved to move forward.

- Parks Canada, ID9, TOB, Banff Lake Louise Tourism and the BVRTSC continue to meet to move forward towards the furthering the likelihood of implementation of Banff to Lake Louise transit service.
- Currently BVRTSC is in conversation with Nova Bus to determine the latest date for bus ordering to ensure the 2018 summer season service is achievable. With the PTIF deadline being the end of March 2018, bus orders are doubling from a lot of transit agencies to be able to take advantage of that funding.

Banff Local Service

- The New Service Level Requests were all approved at Banff Council and the bus order is in the process of being finalized with Nova bus. Our current contract with Nova Bus from 2016 allows for purchases through the end of 2018 with a price escalation formula built into each year for subsequent deliveries. This is enabling us to purchase the buses required with from the same manufacturer as our previous orders without going to RFP.
- The initial phase of the Town of Banff shelter plan is moving ahead for 2017. Once installed, GreenTRIP funding reimbursement will be applied for as there is a maximum of \$433,333 available on a total project value of \$650,000 to be used in 2017.

Canmore Local Service

- Ridership has dropped slightly since the inception of fare collection. Increased marketing will be occurring as we move into Spring through newspaper, social media and other media opportunities.
- Survey results are currently being reviewed to determine any potential changes to make the service more attractive to existing and potential passengers as well as realizing improved efficiencies.

Operations:

- Bear Bus (now renamed Grizzly Bear) is currently in Calgary at Cummins for an engine replacement. This engine was budgeted in 2017 and is more than 200,000 kilometres over its expected life.
- Elk bus is now in service and being used on the Banff local service in place of Bear due to the engine replacement required on Bear bus.
- Our new Operations Supervisor, Don McCuaig, is starting on February 6. Don brings over 30 years of experience in bus operations in the Bow Valley and is a long-time resident of Canmore. One of Don's initial duties and an area of expertise that he brings will be updating/enhancing our Safety and Training program.
- On the Feb 3 – 5 weekend, the Town of Banff provided a free shuttle service for the TSN Skins All Star Curling competition. Roam provided this service for the Town in exchange for meeting space to be used throughout the year at Fenlands.

Bow Valley *R*egional Transit Services Commission



Bring Forward List

BRING FORWARD LIST OF ITEMS PENDING (as of February, 2017)

ITEM	Date Initiated	Pending Date	Comments:
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	Completed	Board granted request by CAO to bring this report in June 2016. Time extended to October 2016 by BVRTSC16-32. Time extended to January 2017 by BVRTSC 16-11
BVRTSC16-63 Sean Krausert moves that the budgets will be revised to incorporate the new Banff service level requests, with changes to reflect PTIF grants, if and when approved by Banff Town Council.	September 2016	Completed	
BVRTSC16-80 Davina Bernard moves that administration investigate local transit youth passes and bring back suggestions with a report for the March meeting	December 2016	March 2016	
BVRTSC17-06 Sean Krausert moves that the Vice-Chair be directed to personally conduct a review of BVRTSC Bylaw 3-2011 (Operating Bylaw), and report back to the Board at the May 2017 regular meeting with any recommended changes	January 2017	May 2017	

Bow Valley Regional Transit Services Commission

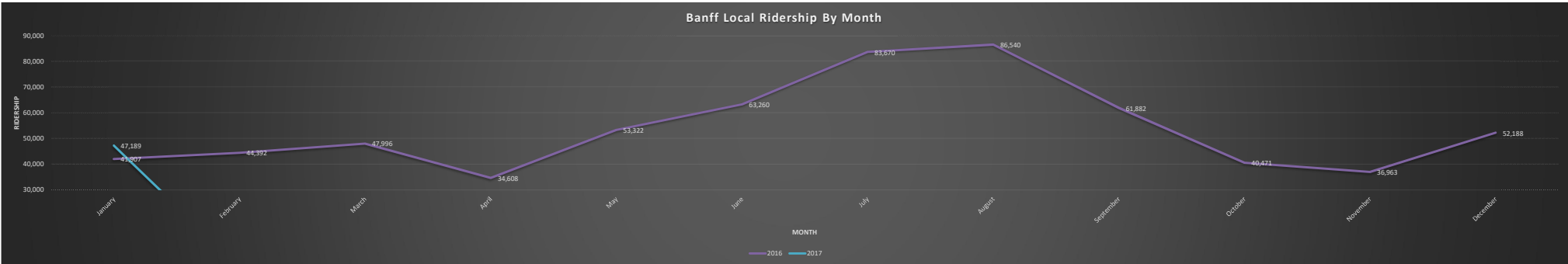


Banff Local Service Ridership and Revenue Statistics

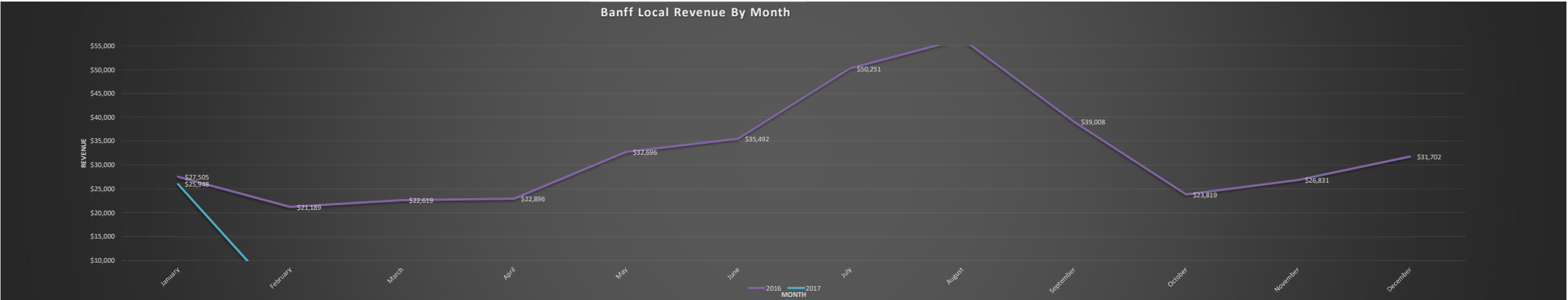
Observations:

- 2016 annual ridership up 5% over 2015
- 2016 annual revenue down 2% compared to 2015. Increased hotel pass usage and campground ridership
- 2017 January ridership up 12% over January of 2016

Ridership						
Month	2015	2016	2017	2016 Running Total	2017 Running Total	Running Total Difference
January	41,973	41,907	47,189	41,907	47,189	5,283
February	41,240	44,392	0	86,299		
March	46,484	47,996	0	134,294		
April	37,483	34,608	0	168,902		
May	52,462	53,322	0	222,225		
June	64,295	63,260	0	285,484		
July	79,171	83,670	0	369,154		
August	81,401	86,540	0	455,694		
September	60,204	61,882	0	517,576		
October	35,371	40,471	0	558,047		
November	33,785	36,963	0	595,009		
December	44,156	52,188	0	647,197		
Grand Total:	618,024	647,197	47,189	647,197		



Revenue							
Month	2015	2016	2017	2016 Running Total	2017 Running Total	Running Total Difference	2016 to 2017 Monthly Difference
January	\$31,352	\$27,505	\$25,948	\$27,505.00	\$25,948.00	-\$1,557.00	-\$1,557.00
February	\$25,006	\$21,189	\$0	\$48,694.00			
March	\$25,175	\$22,619	\$0	\$71,313.00			
April	\$20,711	\$22,896	\$0	\$94,209.00			
May	\$35,268	\$32,696	\$0	\$126,905.00			
June	\$44,419	\$35,492	\$0	\$162,397.00			
July	\$46,553	\$50,251	\$0	\$212,648.00			
August	\$53,075	\$56,447	\$0	\$269,095.00			
September	\$43,912	\$39,008	\$0	\$308,103.00			
October	\$21,253	\$23,819	\$0	\$331,922.00			
November	\$25,892	\$26,831	\$0	\$358,753.00			
December	\$25,939	\$31,702	\$0	\$390,455.00			
Grand Total:	\$398,553.65	\$390,455.00	\$25,948.00	\$390,455.00			



BANFF LOCAL TRANSIT REVENUE BREAKDOWN

2017 Actual

Month	Fares	Passes	Other	Total	Budget
January	\$25,948		\$0	\$25,948	\$ 28,450.00
February			\$0	\$0	\$ 28,450.00
March			\$0	\$0	\$ 28,450.00
April			\$0	\$0	\$ 33,450.00
May			\$0	\$0	\$ 33,450.00
June			\$0	\$0	\$ 33,450.00
July			\$0	\$0	\$ 38,450.00
August			\$0	\$0	\$ 38,450.00
September			\$0	\$0	\$ 38,450.00
October			\$0	\$0	\$ 33,450.00
November			\$0	\$0	\$ 33,450.00
December			\$0	\$0	\$ 33,450.00
Totals:	\$25,948	\$0	\$0	\$25,948	\$401,400

2016 Actual

Month	Fares	Passes	Other	Total	Budget
January	\$21,702	\$5,803	\$0	\$27,505	\$ 25,062.50
February	\$19,263	\$1,926	\$0	\$21,189	\$ 25,062.50
March	\$20,926	\$1,693	\$0	\$22,619	\$ 25,062.50
April	\$15,741	\$7,155	\$0	\$22,896	\$ 33,062.50
May	\$30,679	\$2,017	\$0	\$32,696	\$ 33,062.50
June	\$33,805	\$1,687	\$0	\$35,492	\$ 33,062.50
July	\$48,244	\$2,007	\$0	\$50,251	\$ 41,062.50
August	\$48,988	\$7,459	\$0	\$56,447	\$ 41,062.50
September	\$34,891	\$4,117	\$0	\$39,008	\$ 41,062.50
October	\$22,063	\$1,756	\$0	\$23,819	\$ 33,062.50
November	\$17,605	\$9,226	\$0	\$26,831	\$ 33,062.50
December	\$27,779	\$3,923	\$0	\$31,702	\$ 33,062.50
Totals:	\$341,686	\$48,769	\$0	\$390,455	\$396,750

Bow Valley Regional Transit Services Commission

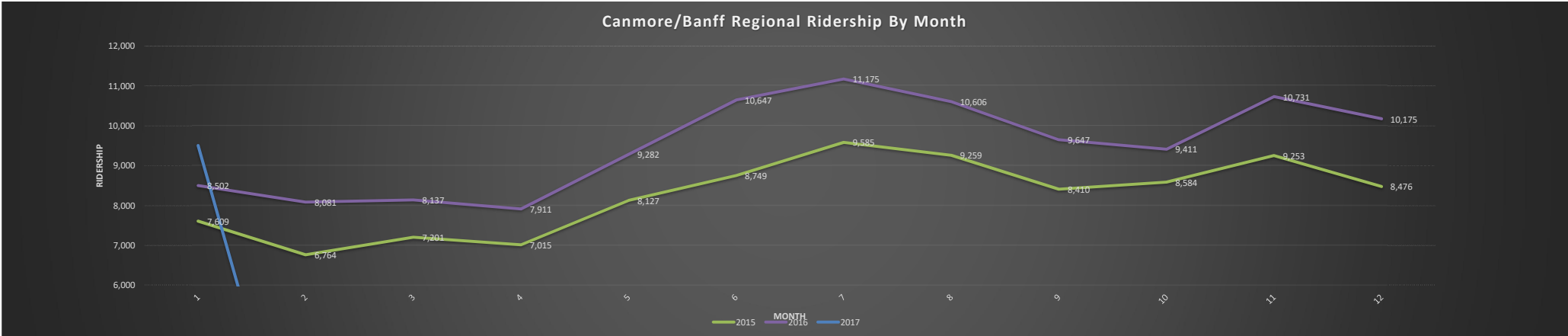


Banff/Canmore Regional Service Ridership and Revenue Statistics

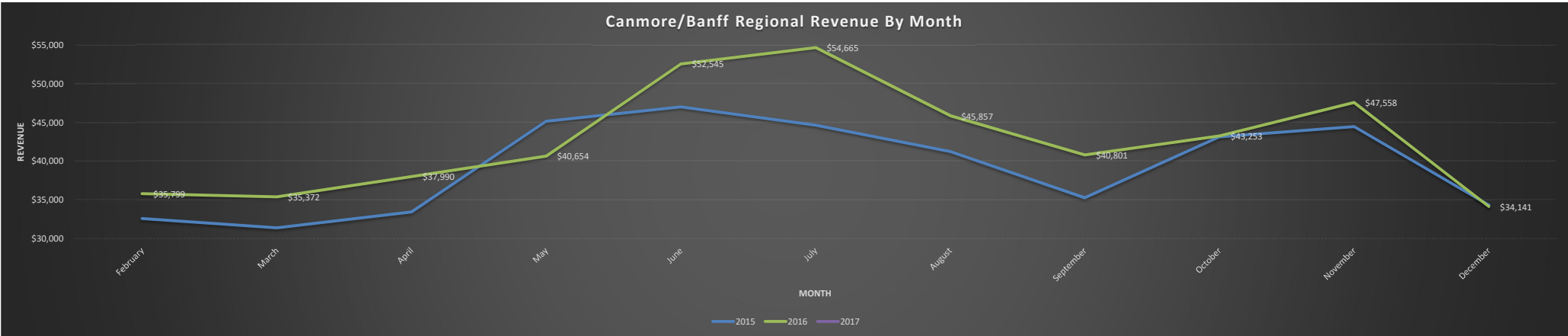
Observations:

- 2016 annual ridership up 15% compared to 2015
- 2016 annual revenue up 10% compared to 2015
- 2017 January ridership up 11% compared to January 2016

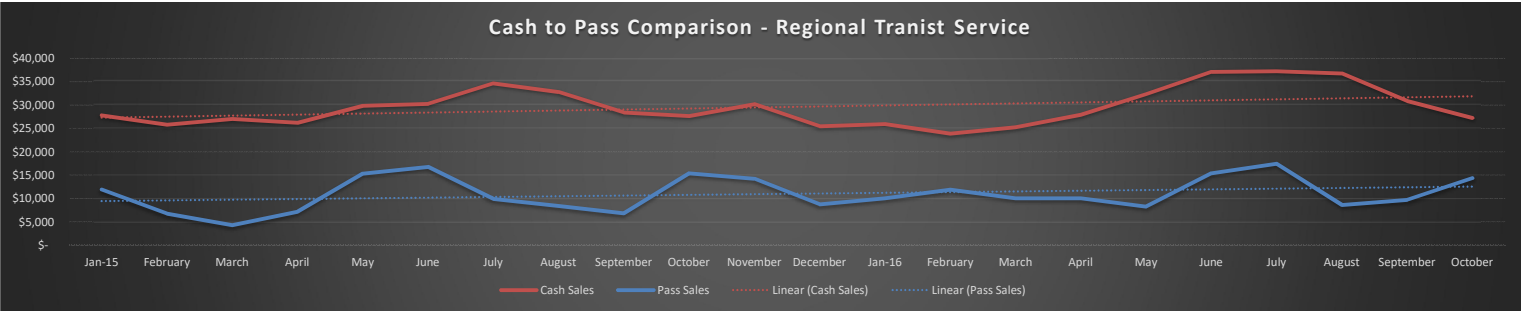
RIDERSHIP								
Month	2015	2016	2017	2016 Running Total	2017 Running Total2	Running Total Difference	2016 to 2017 Monthly Comparison	2016 to 2017 Monthly % Difference
January	7,609	8,502	9,503	8,502	9,503	1,001	1,001	11.8%
February	6,764	8,081	0	16,583				
March	7,201	8,137	0	24,720				
April	7,015	7,911	0	32,631				
May	8,127	9,282	0	41,913				
June	8,749	10,647	0	52,560				
July	9,585	11,175	0	63,735				
August	9,259	10,606	0	74,341				
September	8,410	9,647	0	83,988				
October	8,584	9,411	0	93,399				
November	9,253	10,731	0	104,130				
December	8,476	10,175	0	114,305				
Grand Total:	99,032	114,305	9,503	114,305				



REVENUE								
Month	2015	2016	2017	2016 Running Total	2017 Running Total2	Running Total Difference	2016 to 2017 Monthly Comparison	2016 to 2017 Monthly % Difference
January	\$ 39,725	\$ 36,060	\$ 27,058	\$36,060	\$27,058	(\$9,002)	-9,002	-25.0%
February	\$ 32,590	\$ 35,799	\$ -	\$71,859				
March	\$ 31,375	\$ 35,372	\$ -	\$107,231				
April	\$ 33,430	\$ 37,990	\$ -	\$145,221				
May	\$ 45,147	\$ 40,654	\$ -	\$185,875				
June	\$ 47,013	\$ 52,545	\$ -	\$238,420				
July	\$ 44,636	\$ 54,665	\$ -	\$293,085				
August	\$ 41,241	\$ 45,857	\$ -	\$338,942				
September	\$ 35,253	\$ 40,801	\$ -	\$379,743				
October	\$ 43,129	\$ 43,253	\$ -	\$422,996				
November	\$ 44,467	\$ 47,558	\$ -	\$470,554				
December	\$ 34,301	\$ 34,141		\$504,695				
Grand Total:	\$ 472,306	\$ 504,695	\$ 27,058	\$504,695				



CASH TO PASS COMPARISON		
Month	Pass Sales	Cash Sales
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	\$ 8,314	\$ 32,340
June	\$ 15,447	\$ 37,098
July	\$ 17,443	\$ 37,222
August	\$ 8,640	\$ 36,724
September	\$ 9,735	\$ 30,881
October	\$ 14,423	\$ 27,247
November	\$ -	
December	\$ -	\$ -



**CANMORE/BANFF REGIONAL TRANSIT REVENUE BREAKDOWN
2017 Actual**

Month	Fares	Passes	Other	Total	Budget
January	\$27,058		\$0	\$27,058	\$32,566.66
February			\$0	\$0	\$32,566.66
March			\$0	\$0	\$32,566.66
April			\$0	\$0	\$37,566.66
May			\$0	\$0	\$37,566.66
June			\$0	\$0	\$37,566.66
July			\$0	\$0	\$42,566.66
August			\$0	\$0	\$42,566.66
September			\$0	\$0	\$42,566.66
October			\$0	\$0	\$37,566.66
November			\$0	\$0	\$37,566.66
December				\$0	\$37,566.66
Totals:	\$27,058	\$0	\$0	\$27,058	\$450,800

**CANMORE/BANFF REGIONAL TRANSIT REVENUE BREAKDOWN
2016 Actual**

Month	Fares	Passes	Other	Total	Budget
January	\$25,963	\$10,097	\$0	\$36,060	\$37,683.33
February	\$23,859	\$11,940	\$0	\$35,799	\$21,683.33
March	\$25,254	\$10,118	\$0	\$35,372	\$29,683.33
April	\$27,917	\$10,073	\$0	\$37,990	\$19,683.33
May	\$32,340	\$8,314	\$0	\$40,654	\$19,683.33
June	\$37,098	\$15,447	\$0	\$52,545	\$29,683.33
July	\$37,222	\$17,443	\$0	\$54,665	\$39,683.33
August	\$37,217	\$8,640	\$0	\$45,857	\$39,683.33
September	\$31,066	\$9,735	\$0	\$40,801	\$39,683.33
October	\$28,830	\$14,423	\$0	\$43,253	\$21,683.33
November	\$32,270	\$15,288	\$0	\$47,558	\$19,683.33
December	\$34,141		\$0	\$34,141	\$37,683.33
Totals:	\$373,177	\$131,518	\$0	\$504,695	\$356,200

Bow Valley Regional Transit Services Commission

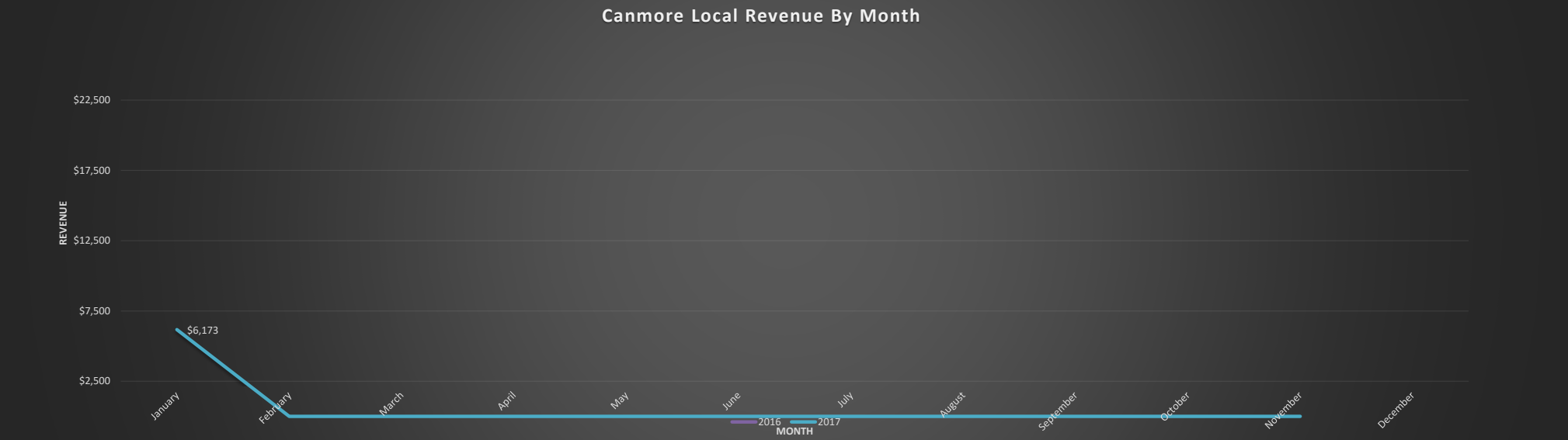


Canmore Local Service Ridership and Revenue Statistics

Observations:

- Total ridership for the month of January is 6664

Revenue							
Month	2016	2017	2016 Running Total	2017 Running Total	Running Total Difference	2016 to 2017 Monthly Difference	2016 to 2017 Monthly % Difference
January	\$0	\$6,173	\$0.00	\$6,172.50	\$6,172.50		
February	\$0	\$0	\$0.00				
March	\$0	\$0	\$0.00				
April	\$0	\$0	\$0.00				
May	\$0	\$0	\$0.00				
June	\$0	\$0	\$0.00				
July	\$0	\$0	\$0.00				
August	\$0	\$0	\$0.00				
September	\$0	\$0	\$0.00				
October	\$0	\$0	\$0.00				
November	\$0	\$0	\$0.00				
December	\$0		\$0.00				
Grand Total:	\$0.00	\$6,172.50	\$0.00				



CANMORE LOCAL TRANSIT REVENUE BREAKDOWN

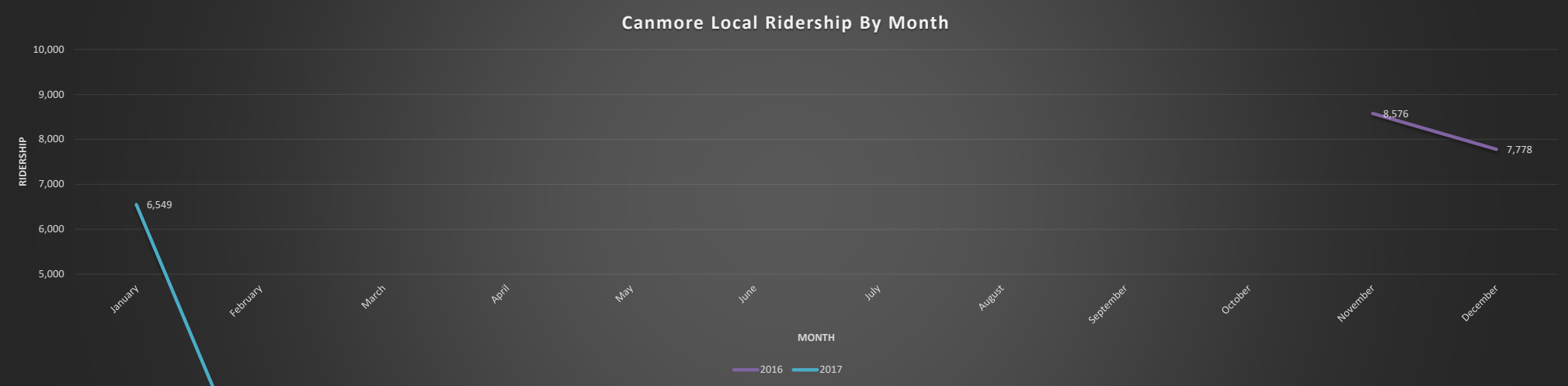
2017 Actual

Month	Fares	Passes	Other	Total	Budget
January	\$6,173		\$0	\$6,173	\$ 10,000.00
February			\$0	\$0	\$ 10,000.00
March			\$0	\$0	\$ 12,000.00
April			\$0	\$0	\$ 12,000.00
May			\$0	\$0	\$ 15,000.00
June			\$0	\$0	\$ 20,000.00
July			\$0	\$0	\$ 24,000.00
August			\$0	\$0	\$ 25,000.00
September			\$0	\$0	\$ 22,000.00
October			\$0	\$0	\$ 18,000.00
November			\$0	\$0	\$ 16,000.00
December			\$0	\$0	\$ 12,000.00
Totals:	\$6,173	\$0	\$0	\$6,173	\$ 196,000.00

2016 Actual

Month	Fares	Passes	Other	Total	Budget
January			\$0	\$0	\$ -
February			\$0	\$0	\$ -
March			\$0	\$0	\$ -
April			\$0	\$0	\$ -
May			\$0	\$0	\$ -
June			\$0	\$0	\$ -
July			\$0	\$0	\$ -
August			\$0	\$0	\$ -
September			\$0	\$0	\$ -
October			\$0	\$0	\$ -
November			\$0	\$0	\$ -
December			\$0	\$0	\$ -
Totals:	\$0	\$0	\$0	\$0	\$0

Ridership							
Month	2016	2017	2016 Running Total	2017 Running Total	Running Total Difference	2016 to 2017 Monthly Difference	2016 to 2017 Monthly % Difference
January		6,549	0	6,549	6,549	6,549	#DIV/0!
February		0	0				
March			0				
April			0				
May			0				
June			0				
July			0				
August			0				
September			0				
October			0				
November	8,576		8,576				
December	7,778		16,354				
Grand Total:	16,354	6,549	16,354				



Bow Valley *R*egional Transit Services Commission



New Business

Bow Valley *R*egional Transit Services Commission



Lake Louise – Banff Transit

NEW SERVICE LEVEL Request for Decision



Report Submitter: Martin Bean

Date of Summary: February 3, 2017

Title of Initiative: Banff to Lake Louise Transit Service Implementation

Objective:

Approve the BVRTSC to move forward in next steps towards implementing a transit service connecting Banff and Lake Louise with funding cooperation between ID9 and Parks Canada for both capital and ongoing operating costs. Time is of the essence as buses need to be ordered by April 2017 to achieve May 2018 service implementation.

Initial discussion has suggested a 4-year pilot project to allow for all parties to evaluate and adjust the service as necessary to ensure success.

Administration Recommendation:

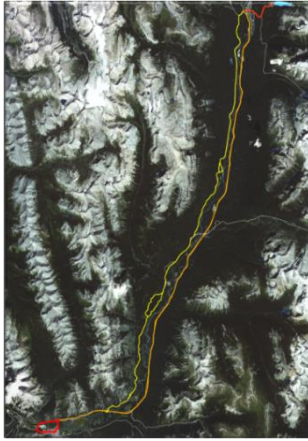
That the Commission approve the continued discussions towards development of an MOU with Parks Canada to purchase buses and operate service between Banff and Lake Louise for a three or four-year pilot project in 2018, funded on both the capital and operating side by Parks Canada and ID9.

Summary:

Through the summer months from mid-June to the end of September, the vehicle volumes between Banff and Lake Louise are at and above capacity. Parking within the Lake Louise area is limited and oversubscribed. This project recommends the creation and implementation of a transit service between Banff and Lake Louise, starting in 2018.

Coordination will be needed between Parks Canada and ID9 to assist in developing and committing to the funding model net of revenue to adequately support both the capital and the ongoing operating requirements to ensure the sustainability of this service.

Routing:



The primary routing as identified by Dillon consulting based on survey results is the TransCanada Highway. An option exists for utilizing the Bow Valley Parkway with scenarios and costs included in the summary and report.

Trans Canada routing is based on 15 hours of service per day.

Bow Valley Parkway routing is based on 12 hours of service per day until June 25 due to seasonal closure and 14 hours of service per day subsequently.

Cost to Implement:

Initial implementation costs include bus stop and related infrastructure development outside the Town of Banff to be completed by Parks Canada/ID9. Capital costs related to on route bus purchases and spare bus requirements will be determined once route frequency is finalized. Estimated price per bus is \$610,000.

Initial rough estimate time and resources required by BVRTSC to implement prior to service start would be \$75,000 including infrastructure, route timing, driver recruiting and pre-implementation marketing.

Infrastructure development as above is not included in the scope of this report, however is required in the Lake Louise area. Currently GreenTRIP funding is approved for the development of bus stops and related infrastructure in the amount of \$130,000 under GreenTRIP2 and \$200,000 under GreenTRIP3 for total GreenTRIP infrastructure funding of \$330,000 on total project value of \$495,000.

Capital costs:

Bus Purchase (8 buses)	\$4,880,000
GreenTRIP Funding	\$3,253,496
Remainder to be funded:	\$1,626,504

4 Buses are approved for GreenTRIP Banff to Lake Louise service. Additional buses are currently approved for Lake Louise local transit and we would make application to the Province to have these buses re-allocated to Banff to Lake Louise service.

Amortization and Reserve Funding Costs:

Item (PER BUS)	Amortization period	Capital costs	Annual Amortization	Reserve Funding (Assuming \$0 Grant Contribution)	Reserve Funding (Assume 50% Grant Contribution)
1 Bus	18 years	610,000	\$33,889	\$47,023	\$23,511

Initial Implementation and Ongoing Operational Cost per year (2017 Dollars, 4 months of service):

Buses	Routing	Headway	Operating Cost	Spare Buses	Annual Reserve	Total	Annual Ridership (120 Days) @ \$12 Per Adult Round Trip (\$10.45 Average Fare)	Net Total Operating Required
Initial Implementation Cost prior to 2018 start up: (BVRTSC/Consultant)						\$75,000		\$75,000

6 Operational Bus Scenario:

3 TCH	Trans Canada	45 Min.	\$1,011,200	\$70,000	\$188,088 +\$180,000 (maintenance reserve)	\$1,449,288	62,979	\$791,157
3 BVP (2 Spare)	Bow Valley Parkway	60 Min.						

3 Operational Bus Scenario:

2 TCH	Trans Canada	75 Min.	\$547,500	\$35,000	\$94,044 +\$30,000 (maintenance reserve)	\$706,544	34,179	\$349,157
1 BVP (2 Spare)	Bow Valley Parkway	180 Min.						

Costs above are for summer (4 month) service only. Eight month off season service is identified and costed within the PowerPoint.

The 6-operational bus scenario allows for an adequate frequency to attract riders through the convenience of the service. The 3-operational bus scenario does not offer a frequent enough service to encourage people to leave their cars and utilize transit.

Cost estimates are general calculations and may vary dependent upon exact dates finalized for service.

Ridership numbers are based on cost recovery of 65% prior to amortization or implementation costs.

Resources Required to Implement:

This will require significant resources from BVRTSC, Parks Canada and ID9 to implement. Parks Canada/ID9 would be responsible for all infrastructure other than fleet.

BVRTSC resources required would be additional operations staff as well as potentially 15 drivers.

Bus storage and maintenance is an issue moving forward that has not been resolved as of yet. BVRTSC is working with the TOB to determine the potential location, cost and need for a transit storage facility. GreenTRIP funding (\$4,666,663) has been approved for this facility with a total estimated cost of \$7,000,000. Funding arrangements for the remaining \$2.33 million have yet to be determined.

Parks Canada storage yards would be required for buses pending the construction of the bus storage facility.

Resources Required to Maintain:

This service would require ongoing resources to maintain, including seasonal driver hiring and retention. As growth occurs, employee housing and employee availability become concerns that need to be addressed.

Maintenance resources are currently contracted with the Town of Banff. These resources would have to be expanded to accommodate the significant fleet additions represented by this new service.

Return on Investment:

Ridership of between 34,179 (3 bus scenario) and 62,979 (6 bus scenario) is needed to achieve a 65% cost recovery ratio (not including reserve funding). This represents a reduction in vehicular traffic of between 14,860 and 27,382 cars on the highways between Banff and Lake Louise, resulting in improved safety, less wildlife interaction and reduced GHG emissions.

Next Steps:

- Agreement on funding formula for service
- Preparation of detailed operating and capital budgets
- Development of MOU
- **Ordering of rolling stock**

Estimated Delivery Date:

May 2018 - Deadline for bus order is **March, 2017** to meet manufacturer's deadline in order to implement service in 2018. Due to the increased Federal and Provincial funding available for transit, available bus production slots have decreased significantly for 2017.

Commission Strategic Priority? Yes/No

See: BVRTSC 2017 to 2020 Business and Strategic Plan

Supporting Materials:

Dillon Consulting Transit Plan

Bow Valley *R*egional Transit Services Commission



2016 4th Quarter Financial Report

Please note these are preliminary financial numbers to be finalized following our
March audit

Bow Valley Regional Transit Services Commission Budget Summary - ALL 2016-2019 Budgeted Annual KPIs				
KPI	2016 - ACTUAL			
	Banff Local	CB Regional	Canmore Local	All
Revenue per Service Hour	\$ 57.44	\$ 76.42		\$ 63.72
Gross Cost per Service Hour	\$ 97.54	\$ 112.85		\$ 100.16
Direct Operating Cost per Service Ho	\$ 82.43	\$ 88.81		\$ 82.22
Overhead per Service Hour	\$ 7.81	\$ 7.81		\$ 7.81
Lease/Amortization per Service Hour	\$ 7.30	\$ 11.84		\$ 10.13
Net Cost per Service Hour (CUTA)	\$ 32.80	\$ 20.19		\$ 26.31
% Cost Recovery (CUTA)	64%	79%		71%
Ridership	647,197	114,305	15,937	761,502
Service Hours	13,972	6,691	1,250	20,663
Ridership per Service Hour	46	17	13	37
Bow Valley Regional Transit Services Commission Budget Summary - ALL 2016-2019 Budgeted Annual KPIs				
KPI	2017 - BUDGET			
	Banff Local	CB Regional	Canmore Local	All
Revenue per Service Hour	\$ 59.68	\$ 72.11	\$ 28.41	\$ 57.53
Gross Cost per Service Hour	\$ 99.95	\$ 119.25	\$ 95.86	\$ 107.32
Direct Operating Cost per Service Ho	\$ 83.49	\$ 99.06	\$ 76.62	\$ 89.19
Overhead per Service Hour	\$ 9.22	\$ 8.28	\$ 8.28	\$ 8.74
Lease/Amortization per Service Hour	\$ 7.24	\$ 11.91	\$ 10.96	\$ 9.39
Net Cost per Service Hour (CUTA)	\$ 33.03	\$ 35.23	\$ 56.49	\$ 40.40
% Cost Recovery (CUTA)	64%	67%	33%	59%
Ridership	651,849	115,205	112,000	879,054
Service Hours	13,972	7,300	7,497	28,769
Ridership per Service Hour	47	16	15	31

Bow Valley Regional Transit Services Commission Budget Summary - ALL 2016-2019 Budgeted Annual KPIs				
KPI	2016 - BUDGET			
	Banff Local	CB Regional	Canmore Local	All
Revenue per Service Hour	\$ 58.41	\$ 69.53		\$ 62.16
Gross Cost per Service Hour	\$ 98.36	\$ 105.44		\$ 102.11
Direct Operating Cost per Service l	\$ 78.34	\$ 81.23		\$ 79.37
Overhead per Service Hour	\$ 12.38	\$ 12.38		\$ 12.38
Lease/Amortization per Service Hr	\$ 7.64	\$ 11.84		\$ 10.36
Net Cost per Service Hour (CUTA)	\$ 32.31	\$ 24.08		\$ 29.59
% Cost Recovery (CUTA)	64%	74%		68%
Ridership	639,000	95,000		742,000
Service Hours	13,972	6,691		20,663
Ridership per Service Hour	46	14		36
Bow Valley Regional Transit Services Commission Budget Summary - ALL 2016-2019 Budgeted Annual KPIs				
KPI	2018 - BUDGET			
	Banff Local	CB Regional	Canmore Local	All
Revenue per Service Hour	\$ 59.20	\$ 73.91	\$ 29.12	\$ 60.59
Gross Cost per Service Hour	\$ 112.10	\$ 124.29	\$ 101.38	\$ 121.49
Direct Operating Cost per Service l	\$ 91.82	\$ 101.50	\$ 78.91	\$ 98.89
Overhead per Service Hour	\$ 9.64	\$ 9.64	\$ 9.64	\$ 10.17
Lease/Amortization per Service Hr	\$ 10.64	\$ 13.15	\$ 12.83	\$ 12.43
Net Cost per Service Hour (CUTA)	\$ 42.26	\$ 37.23	\$ 59.43	\$ 48.47
% Cost Recovery (CUTA)	58%	67%	33%	56%
Ridership	711,000	119,000	123,000	953,000
Service Hours	15,552	7,300	7,497	28,769
Ridership per Service Hour	46	16	16	33
Bow Valley Regional Transit Services Commission Budget Summary - ALL 2016-2019 Budgeted Annual KPIs				
KPI	2019 - BUDGET			
	Banff Local	CB Regional	Canmore Local	All
Revenue per Service Hour	\$ 60.57	\$ 75.76	\$ 29.85	\$ 61.15
Gross Cost per Service Hour	\$ 117.79	\$ 126.94	\$ 106.13	\$ 125.64
Direct Operating Cost per Service l	\$ 93.98	\$ 104.00	\$ 81.25	\$ 100.47
Overhead per Service Hour	\$ 10.05	\$ 10.05	\$ 10.05	\$ 10.60
Lease/Amortization per Service Hr	\$ 13.76	\$ 12.89	\$ 14.83	\$ 14.57
Net Cost per Service Hour (CUTA)	\$ 43.46	\$ 38.29	\$ 61.45	\$ 49.92
% Cost Recovery (CUTA)	58%	66%	33%	55%
Ridership	728,000	121,000	125,000	974,000
Service Hours	15,552	7,300	7,497	28,769
Ridership per Service Hour	47	17	17	34

Bow Valley Regional Transit Services Commission
Budget Summary - TOTAL

2016-2019 Budgeted Annual KPIs

KPI	2016	2016 TOTAL	2017	2018	2019
	ACTUAL	BUDGET	Budget	Budget	Budget
Revenue per Service Hour	\$ 63.72	\$ 62.16	\$ 57.53	\$ 60.59	\$ 61.15
Gross Cost per Service Hour	\$ 100.16	\$ 102.11	\$ 107.32	\$ 121.49	\$ 125.64
Direct Operating Cost per Service Hour	\$ 82.22	\$ 79.37	\$ 89.19	\$ 98.89	\$ 100.47
Overhead per Service Hour	\$ 7.81	\$ 12.38	\$ 8.74	\$ 10.17	\$ 10.60
Lease/Amortization per Service Hour	\$ 10.13	\$ 10.36	\$ 9.39	\$ 12.43	\$ 14.57
Net Cost per Service Hour (CUTA)	\$ 26.31	\$ 29.59	\$ 40.40	\$ 48.47	\$ 49.92
% Cost Recovery (CUTA)	71%	68%	59%	56%	55%
Ridership	761,502	742,000	879,054	953,000	974,000
Service Hours	20,663	20,663	28,769	28,769	28,769
Ridership per Service Hour	37	36	31	33	34

Bow Valley Regional Transit Services Commission Budget Summary - Banff Local Service 2016-2019 Budgeted Annual KPIs					
KPI	2016	2016 TOTAL	2017	2018	2019
	ACTUAL	BUDGET	Budget	Budget	Budget
Revenue per Service Hour	\$ 57.44	\$ 58.41	\$ 59.68	\$ 59.20	\$ 60.57
Gross Cost per Service Hour	\$ 97.54	\$ 98.36	\$ 99.95	\$ 112.10	\$ 117.79
Direct Operating Cost per Service Hour	\$ 82.43	\$ 78.34	\$ 83.49	\$ 91.82	\$ 93.98
Overhead per Service Hour	\$ 7.81	\$ 12.38	\$ 9.22	\$ 9.64	\$ 10.05
Lease/Amortization per Service Hour	\$ 7.30	\$ 7.64	\$ 7.24	\$ 10.64	\$ 13.76
Net Cost per Service Hour (CUTA)	\$ 32.80	\$ 32.31	\$ 33.03	\$ 42.26	\$ 43.46
% Cost Recovery (CUTA)	64%	64%	64%	58%	58%
Ridership	647,197	639,000	651,849	711,000	728,000
Service Hours	13,972	13,972	13,972	15,552	15,552
Ridership per Service Hour	46	46	47	46	47

**Bow Valley Regional Transit Services Commission
Budget Summary - Canmore/Banff Regional**

2016-2019 Budgeted Annual KPIs

KPI	2016	2016 TOTAL	2017	2018	2019
	ACTUAL	BUDGET	Budget	Budget	Budget
Revenue per Service Hour	\$ 76.42	\$ 69.53	\$ 72.11	\$ 73.91	\$ 75.76
Gross Cost per Service Hour	\$ 112.85	\$ 105.44	\$ 119.25	\$ 124.29	\$ 126.94
Direct Operating Cost per Service Hour	\$ 88.81	\$ 81.23	\$ 99.06	\$ 101.50	\$ 104.00
Overhead per Service Hour	\$ 7.81	\$ 12.38	\$ 8.28	\$ 9.64	\$ 10.05
Lease/Amortization per Service Hour	\$ 11.84	\$ 11.84	\$ 11.91	\$ 13.15	\$ 12.89
Net Cost per Service Hour (CUTA)	\$ 20.19	\$ 24.08	\$ 35.23	\$ 37.23	\$ 38.29
% Cost Recovery (CUTA)	79%	74%	67%	67%	66%
Ridership	114,305	95,000	115,205	119,000	121,000
Service Hours	6,691	6,691	7,300	7,300	7,300
Ridership per Service Hour	17	14	16	16	17

Income

	Banff Local YTD Q4			CB Regional YTD Q4			Parks Cave and Basin YTD Q4			Administration YTD Q4			Canmore Local YTD Q4			TOTAL		
	Actual	Budget	% Inc (Dec)	Actual	Budget	% Inc (Dec)	Actual	Budget	% Inc (Dec)	Actual	Budget	% Inc (Dec)	Actual	Budget	% Inc (Dec)	Actual	Budget	% Inc (Dec)
Total 4100 Farebox	\$ 358,688.71	\$ 353,000.00	1.61%	\$ 320,618.89	\$ 344,500.00	-28.23%	\$ 2,772.06	\$ 5,500.00	-52.56%	\$ 0.00	\$ 0.00	0.00%	\$ 0.00	\$ 0.00	0.00%	\$ 682,079.66	\$ 703,000.00	-2.98%
Total 4150 Passes	\$ 46,514.90	\$ 48,400.00	-3.89%	\$ 160,071.97	\$ 106,300.00	9.37%	\$ 0.00	\$ 0.00	0.00%	\$ 0.00	\$ 0.00	0.00%	\$ 0.00	\$ 0.00	0.00%	\$ 206,586.87	\$ 154,700.00	33.54%
Total 4200 Advertising Revenue	\$ 19,656.77	\$ 22,000.00	-10.65%	\$ 7,492.83	\$ 18,000.00	-71.32%	\$ 0.00	\$ 0.00	0.00%	\$ 0.00	\$ 0.00	0.00%	\$ 0.00	\$ 0.00	0.00%	\$ 27,149.60	\$ 40,000.00	-32.13%
Total 4300 Partner Programs	\$ 394,596.00	\$ 390,200.00	1.13%	\$ 0.00	\$ 0.00	0.00%	\$ 0.00	\$ 0.00	0.00%	\$ 0.00	\$ 0.00	0.00%	\$ 0.00	\$ 0.00	0.00%	\$ 394,596.00	\$ 390,200.00	1.13%
Total 1-4400 Town of Banff	\$ 312,000.00	\$ 312,136.00	0.00%	\$ 48,800.00	\$ 48,800.00	0.00%	\$ 0.00	\$ 0.00	0.00%	\$ 175,799.34	\$ 175,713.00	0.00%	\$ 0.00	\$ 0.00	0.00%	\$ 536,599.34	\$ 0.00	0.00%
Total 1-4410 Town of Banff - Capital Funds	\$ 94,082.48	\$ 0.00		\$ 4,286.18	\$ 0.00					\$ 1,537.66			\$ 0.00	\$ 0.00		\$ 99,906.32	\$ 0.00	0.00%
Total 2-4400 Town of Canmore	\$ 0.00	\$ 0.00	0.00%	\$ 48,799.92	\$ 48,800.00	0.00%	\$ 0.00	\$ 0.00	0.00%	\$ 31,000.08	\$ 31,008.00	0.00%	\$ 0.00	\$ 0.00	0.00%	\$ 79,800.00	\$ 0.00	0.00%
Total 1-4410 Town of Canmore - Capital Funds	\$ 0.00	\$ 0.00		\$ 4,286.18	\$ 0.00					\$ 1,537.66			\$ 0.00	\$ 0.00		\$ 5,823.84	\$ 0.00	0.00%
Total 5-4400 ID 9	\$ 0.00	\$ 0.00	0.00%	\$ 0.00	\$ 0.00	0.00%	\$ 0.00	\$ 0.00	0.00%	\$ 20,000.00	\$ 0.00	0.00%	\$ 0.00	\$ 0.00	0.00%	\$ 20,000.00	\$ 0.00	0.00%
Total 5-4410 ID9 - Capital Funds	\$ 0.00	\$ 0.00	0.00%	\$ 0.00	\$ 0.00	0.00%	\$ 0.00	\$ 0.00	0.00%	\$ 1,537.66	\$ 0.00	0.00%	\$ 0.00	\$ 0.00	0.00%	\$ 1,537.66	\$ 0.00	0.00%
Total 4400 Requisition Recoveries	\$ 406,082.48	\$ 312,136.00	30.10%	\$ 106,172.28	\$ 97,600.00	60.79%	\$ 0.00	\$ 0.00	0.00%	\$ 231,412.40	\$ 226,800.00	-25.00%	\$ 0.00	\$ 0.00	-25.00%	\$ 743,667.16	\$ 636,400.00	16.86%
Total 4500 Other Recoveries	\$ 16,375.00	\$ 38,000.00	-56.91%	\$ 83,734.00	\$ 0.00	0.00%	\$ 34,878.97	\$ 0.00	0.00%	\$ 86,339.90	\$ 0.00	0.00%	\$ 118,339.39	\$ 0.00	0.00%	\$ 339,667.26	\$ 38,000.00	793.86%
Total 4700 Charter Sales	\$ 3,020.50	\$ 2,000.00	51.03%	\$ 3,166.50	\$ 0.00	0.00%	\$ 0.00	\$ 0.00	0.00%	\$ 0.00	\$ 2,000.00	-100.00%	\$ 0.00	\$ 0.00	-100.00%	\$ 6,187.00	\$ 4,000.00	54.68%
Total 4800 Route Detour Fee	\$ 40.00	\$ 500.00	-92.00%	\$ 0.00	\$ 0.00	0.00%	\$ 0.00	\$ 0.00	0.00%	\$ 0.00	\$ 0.00	0.00%	\$ 0.00	\$ 0.00	0.00%	\$ 40.00	\$ 500.00	-92.00%
Total 4900 Grant Income	\$ 0.00	\$ 0.00	0.00%	\$ 12,044.00	\$ 0.00	0.00%	\$ 0.00	\$ 0.00	0.00%	\$ 0.00	\$ 0.00	0.00%	\$ 19,155.50	\$ 0.00	0.00%	\$ 31,199.50	\$ 500.00	6139.90%
Total Income	\$ 1,244,974.36	\$ 1,166,236.00	6.75%	\$ 681,256.47	\$ 566,400.00	-6.65%	\$ 37,651.03	\$ 5,500.00	-40.53%	\$ 317,752.30	\$ 228,800.00	-12.46%	\$ 137,494.89	\$ 0.00	-12.46%	\$ 2,419,129.05	\$ 1,966,800.00	23.00%
Cost of Goods Sold																		
5714 Bus Advertising Costs	1,157.25	0.00		2,637.25	0.00								0.00	0.00		3,794.50	0.00	0.00%
5715 Commission	5,983.83	4,400.00	36.00%	1,295.04	3,600.00	-83.89%	132.38	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	7,411.25	8,000.00	-7.36%
Total Cost of Goods Sold	\$ 7,141.08	\$ 4,400.00	62.30%	\$ 3,932.29	\$ 3,600.00	9.23%	\$ 132.38	\$ 0.00	0.00%	\$ 0.00	\$ 0.00	#DIV/0!	\$ 0.00	\$ 0.00	0.00%	\$ 11,205.75	\$ 8,000.00	40.07%
Gross Income	\$ 1,237,833.28	\$ 1,161,836.00	6.54%	\$ 677,324.18	\$ 562,800.00	-6.15%	\$ 37,518.65	\$ 5,500.00	-42.94%	\$ 317,752.30	\$ 228,800.00	-12.46%	\$ 137,494.89	\$ 0.00	-12.46%	\$ 2,407,923.30	\$ 1,959,800.00	22.87%
Expenses																		
5100 Salaries & Wages																		
5110 Wages	40,262.83	54,600.00	-26.26%	17,255.50	23,400.00	-46.53%	0.00	0.00	0.00%	145,094.43	117,000.00	-16.82%	0.00	0.00	-16.82%	202,612.76	195,000.00	3.90%
Total 5130 Benefits	12,191.99	14,900.00	-18.17%	7,018.19	6,380.00	-39.60%	0.00	0.00	0.00%	42,542.74	31,920.00	-3.79%	0.00	0.00	-3.79%	61,752.92	53,200.00	16.08%
5137 Recruitment Costs	192.06	0.00	0.00%	192.06	0.00	0.00%	0.00	0.00	0.00%	384.12	1,000.00	-100.00%	0.00	0.00	-100.00%	768.24	1,000.00	-23.18%
Total 5100 Salaries & Wages	\$ 52,646.88	\$ 69,500.00	-24.25%	\$ 24,465.75	\$ 29,780.00	-44.40%	\$ 0.00	\$ 0.00	0.00%	\$ 188,021	\$ 149,920	-14.60%	0.00	\$ -	-14.60%	\$ 265,133.92	\$ 249,200.00	6.39%
5170 Training & Conferences	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	#DIV/0!
5171 Conference Fees	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	2,173.09	4,000.00	-69.10%	0.00	0.00	-69.10%	2,173.09	4,000.00	-45.67%
5172 Meals & Travel	1,563.10	0.00	0.00%	1,563.11	0.00	0.00%	17.50	0.00	0.00%	983.33	12,900.00	-98.15%	562.35	0.00	-98.15%	4,689.39	12,900.00	-63.65%
5173 Training	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	3,000.00	-100.00%	0.00	0.00	-100.00%	0.00	3,000.00	-100.00%
Total 5170 Training/Conference	\$ 1,563.10	\$ 0.00	0.00%	\$ 1,563.11	\$ 0.00	0.00%	\$ 17.50	\$ 0.00	0.00%	\$ 3,156.42	\$ 19,900.00	-92.59%	\$ 562.35	\$ 0.00	-92.59%	\$ 6,862.48	\$ 19,900.00	-65.52%
5180 Travel Expense	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	333.59	0.00	0.00%	0.00	0.00	0.00%	333.59	0.00	#DIV/0!
5181 Mileage	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	2,392.48	0.00	0.00%	6.69	0.00	0.00%	2,399.17	0.00	#DIV/0!
Total 5180 Travel Expense	\$ 0.00	\$ 0.00	0.00%	\$ 0.00	\$ 0.00	0.00%	\$ 0.00	\$ 0.00	0.00%	\$ 2,726.07	\$ 0.00	0.00%	\$ 6.69	\$ 0.00	0.00%	\$ 2,732.76	\$ 0.00	#DIV/0!
5200 Operating Contracts	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	#DIV/0!
5220 Direct Operating Cost	71,805.85	77,100.00	-6.87%	39,377.92	38,600.00	-32.73%	0.00	0.00	0.00%	7.34	0.00	0.00%	1,185.27	0.00	0.00%	112,376.38	115,700.00	-2.87%
5221 FT drivers wages	400,114.72	386,000.00	3.66%	187,605.68	149,400.00	-10.89%	11,732.50	0.00	0.00%	0.00	0.00	0.00%	36,994.42	0.00	0.00%	636,447.32	535,400.00	18.87%
5222 PT drivers wages	103,683.97	89,700.00	15.59%	49,345.90	33,700.00	-6.09%	1,622.84	0.00	0.00%	0.00	0.00	0.00%	12,628.80	0.00	0.00%	167,281.51	123,400.00	35.56%
5225 Drivers uniforms	3,993.55	5,000.00	-20.13%	3,144.73	3,000.00	-30.02%	0.00	0.00	0.00%	0.00	0.00	0.00%	3,039.50	0.00	0.00%	10,177.78	8,000.00	27.22%
5226 Drivers recruitment	459.16	1,300.00	-64.68%	399.15	700.00	-42.98%	0.00	0.00	0.00%	0.00	0.00	0.00%	390.42	0.00	0.00%	1,248.73	2,000.00	-37.56%
5227 Training	0.00	300.00	-100.00%	0.00	200.00	-100.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	500.00	-100.00%
5228 Driver recognition	0.00	800.00	-100.00%	0.00	700.00	-100.00%	0.00	0.00	0.00%	1,666.05	0.00	0.00%	0.00	0.00	0.00%	1,666.05	1,500.00	11.07%
Total 5220 Direct Operating Cost	\$ 580,057.25	\$ 560,200.00	3.54%	\$ 279,873.38	\$ 226,300.00	-14.61%	\$ 13,355.34	\$ 0.00	0.00%	\$ 1,673.39	\$ 0.00	0.00%	\$ 54,238.41	\$ 0.00	0.00%	\$ 929,197.77	\$ 786,500.00	18.14%
5240 Maintenance																		
5250 Parts	143,431.91	63,800.00	124.81%	32,591.82	35,000.00	-14.36%	1,982.00	0.00	0.00%	1,160.16	0.00	0.00%	4,237.18	0.00	0.00%	183,403.07	98,800.00	85.63%
5255 Vehicle Supplies	9,843.92	0.00	0.00%	4,117.97	0.00	0.00%	372.81	0.00	0.00%	130.87	1,700.00	-100.00%	5,382.74	0.00	-100.00%	19,848.31	1,700.00	1067.55%
5260 Maintenance Labour	146,146.08	87,500.00	67.02%	82,847.37	42,000.00	59.80%	4,780.14	0.00	0.00%	0.00	0.00	0.00%	9,509.80	0.00	0.00%	243,283.39	129,500.00	87.86%
Total 5240 Maintenance	\$ 299,421.91	\$ 151,300.00	97.899%	\$ 119,557.16	\$ 77,000.00	55.27%	\$ 7,134.95	\$ 0.00	0.00%	\$ 1,291.03	\$ 1,700.00	-100.00%	\$ 19,129.72	\$ 0.00	-100.00%	\$ 446,534.77	\$ 230,000.00	94.15%
Total 5200 Operating Contracts	\$ 879,479.16	\$ 711,500.00	23.61%	\$ 399,430.54	\$ 303,300.00	-2.45%	\$ 20,490.29	\$ 0.00	0.00%	\$ 2,964.42	\$ 0.00	0.00%	\$ 73,368.13	\$ 0.00	0.00%	\$ 1,375,732.54	\$ 1,016,500.00	35.34%
5270 Fuel	115,490.56	153,300.00	-24.66%	86,573.31	105,000.00	-41.54%	1,193.69	0.00	0.00%	0.00	0.00	0.00%	12,605.07	0.00	0.00%	215,862.63	258,300.00	-16.43%
5300 Insurance Expense	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	#DIV/0!
5310 General Liability Insurance	1,895.78	2,240.00	-15.37%	1,756.37	1,960.00	-100.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	693.12	0.00	0.00%	4,345.27	4,200.00	3.46%

	Banff Local YTD Q4			CB Regional YTD Q4			Parks Cave and Basin YTD Q4			Administration YTD Q4			Canmore Local YTD Q4			TOTAL			
	Actual	Budget	% Inc (Dec)	Actual	Budget	% Inc (Dec)	Actual	Budget	% Inc (Dec)	Actual	Budget	% Inc (Dec)	Actual	Budget	% Inc (Dec)	Actual	Budget	% Inc (Dec)	
5320 Fleet insurance	8,707.69	5,760.00	51.18%	6,938.07	5,040.00	33.84%	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	15,645.76	10,800.00	44.87%	Extra buses
Total 5300 Insurance Expense	\$ 10,603.47	\$ 8,000.00	32.54%	\$ 8,694.44	\$ 7,000.00	-3.63%	\$ 0.00	\$ 0.00	0.00%	\$ 0.00	\$ 0.00	0.00%	\$ 693.12	\$ 0.00	0.00%	\$ 19,991.03	\$ 15,000.00	33.27%	
5350 General Operating Expenses	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	#DIV/0!	
5351 Office Supplies	2,122.00	2,124.00	-0.09%	2,122.00	2,120.00	-48.49%	0.00	0.00	0.00%	4,719.99	4,756.00	-24.24%	5,372.42	0.00	-24.24%	14,336.41	9,000.00	59.29%	Canmore local set up
5352 Bank Service Charges	850.00	852.00	-0.23%	850.00	848.00	-49.76%	0.00	0.00	0.00%	3,668.88	3,300.00	-16.43%	0.00	0.00	-16.43%	5,368.88	5,000.00	7.38%	
5353 Janitorial Supplies & Services	346.29	0.00	0.00%	145.97	0.00	0.00%	0.00	0.00	0.00%	0.00	1,200.00	-100.00%	0.00	0.00	-100.00%	492.26	1,200.00	-58.98%	
5354 Postage and Delivery	81.82	500.00	-83.64%	68.84	500.00	-86.23%	0.00	0.00	0.00%	145.36	100.00	-71.50%	157.97	0.00	-71.50%	453.99	1,100.00	-58.73%	
5355 Miscellaneous Expense	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	1,400.00	-100.00%	0.00	0.00	-100.00%	0.00	1,400.00	-100.00%	
5356 Memberships	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	2,865.97	4,000.00	-38.75%	0.00	0.00	-38.75%	2,865.97	4,000.00	-28.35%	
5357 Cell Phone	0.00	2,000.00	0.00%	0.00	2,000.00	0.00%	0.00	0.00	0.00%	3,266.81	500.00	401.85%	0.00	0.00	401.85%	3,266.81	4,500.00	-27.40%	
5358 Office Phone	0.00	1,500.00	0.00%	0.00	1,500.00	0.00%	0.00	0.00	0.00%	4,435.15	3,500.00	-7.77%	0.00	0.00	-7.77%	4,435.15	6,500.00	-31.77%	
5359 Board meeting expense	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	938.92	1,000.00	-25.11%	0.00	0.00	-25.11%	938.92	1,000.00	-6.11%	
5360 Cash over/short	-5.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	180.05	0.00	0.00%	0.00	0.00	0.00%	175.05	0.00	#DIV/0!	Capital money brought in
5362 Software and License Fees	4,301.45	0.00	0.00%	4,288.29	0.00	0.00%	0.00	0.00	0.00%	3,996.73	2,500.00	24.38%	2,091.67	0.00	24.38%	14,678.14	2,500.00	487.13%	
5364 Brinks service fees	2,712.55	2,148.00	26.28%	2,712.53	2,152.00	-57.40%	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	5,425.08	4,300.00	26.16%	
Total 5350 General Operating Expenses	10,409.11	9,124.00	14.08%	10,187.63	9,120.00	-65.08%	\$ 0.00	\$ 0.00	0.00%	\$ 24,217.86	\$ 22,256.00	-9.90%	\$ 7,622.06	\$ 0.00	-9.90%	\$ 52,436.66	\$ 40,500.00	29.47%	Additional route
5391 Interest & Penalties	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	51.12	0.00	0.00%	0.00	0.00	0.00%	51.12	0.00	#DIV/0!	
5400 Lease Expense	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	#DIV/0!	
5410 Bus Lease	59,250.00	64,000.00	-7.42%	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	59,250.00	64,000.00	-7.42%	
5420 Bus Storage	24,864.00	22,100.00	12.51%	7,452.00	10,700.00	-47.77%	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	32,316.00	32,800.00	-1.48%	
5430 Parks Canada Land Rent	250.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	500.00	-100.00%	0.00	0.00	-100.00%	250.00	500.00	-50.00%	
Total 5400 Lease Expense	84,364.00	86,100.00	-2.02%	\$ 7,452.00	\$ 10,700.00	-47.77%	\$ 0.00	\$ 0.00	0.00%	\$ 0.00	\$ 500.00	-100.00%	\$ 0.00	\$ 0.00	-100.00%	\$ 91,816.00	\$ 97,300.00	-5.64%	
5600 Professional/contractual fees	0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
5610 Professional/Contract	5,685.51	10,000.00	-43.14%	0.00	0.00	0.00%	0.00	0.00	0.00%	681.00	0.00	0.00%	0.00	0.00	0.00%	6,366.51	10,000.00	-36.33%	
5611 Accounting Fees	5,000.00	5,000.00	0.00%	5,000.00	5,000.00	-49.96%	0.00	0.00	0.00%	19,285.00	15,000.00	26.67%	0.00	0.00	26.67%	29,285.00	25,000.00	17.14%	Additional employees
5612 Payroll service fee	988.26	800.00	23.53%	987.03	800.00	-19.28%	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	1,975.29	1,600.00	23.46%	
5613 Bookkeeping Services	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	1,000.00	-100.00%	0.00	0.00	-100.00%	0.00	1,000.00	-100.00%	
5615 Legal Fees	0.00	500.00	-100.00%	0.00	500.00	-100.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	1,000.00	-100.00%	Canmore local set up
5617 Website	733.33	0.00	0.00%	733.33	0.00	0.00%	0.00	0.00	0.00%	0.00	1,300.00	-100.00%	889.34	0.00	-100.00%	2,356.00	1,300.00	81.23%	
5619 Business Hosting Expenses	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	517.35	1,500.00	-91.28%	0.00	0.00	-91.28%	517.35	1,500.00	-65.51%	
5620 Web hosting and Software License (annual fee - Trapeze)	46,898.35	19,500.00	140.50%	8,248.45	10,500.00	-42.12%	0.00	0.00	0.00%	0.00	0.00	0.00%	7,850.00	0.00	0.00%	62,996.80	30,000.00	109.99%	Smart cards. Capital money
5622 Nextbus	23,788.40	17,500.00	35.93%	9,704.32	17,500.00	-44.55%	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	33,492.72	35,000.00	-4.31%	
Total 5623 Security Fee	8,890.00	16,000.00	-44.44%	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	8,890.00	16,000.00	-44.44%	
5624 IT Support	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	5,363.04	6,500.00	-38.38%	0.00	0.00	-38.38%	5,363.04	6,500.00	-17.49%	Accounts merged
5626 Office rent	8,534.40	8,400.00	1.60%	3,657.60	3,600.00	-67.20%	0.00	0.00	0.00%	20,294.20	18,000.00	13.77%	0.00	0.00	13.77%	32,486.20	30,000.00	8.29%	
5627 Copier	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	2,465.07	1,000.00	76.04%	0.00	0.00	76.04%	2,465.07	1,000.00	146.51%	
5628 Bus wrap repair	12,664.25	2,000.00	533.21%	19,060.11	2,000.00	-84.60%	308.00	0.00	0.00%	0.00	0.00	0.00%	20,625.00	0.00	0.00%	52,657.36	4,000.00	1216.43%	Capital money - wrap replacement
5629 Contract Work	10,504.75	0.00	#DIV/0!	0.00	0.00	#DIV/0!	8,207.15	0.00	0.00%	19,351.86	15,000.00	-64.71%	0.00	0.00	-64.71%	38,063.76	15,000.00	153.76%	
5630 Utilities	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	2,809.21	4,200.00	-56.95%	0.00	0.00	-56.95%	2,809.21	4,200.00	-33.11%	
5631 Customer Centre Support	18,932.24	15,300.00	23.74%	13,977.97	14,700.00	-40.92%	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	32,910.21	30,000.00	9.70%	Itemized below
5632 Infrastructure Maintenance	2,639.24	4,000.00	-34.02%	19.99	3,000.00	-99.33%	0.00	0.00	0.00%	0.00	0.00	0.00%	2,320.00	0.00	0.00%	4,979.23	7,000.00	-28.87%	
Total 5600 Professional/contractual fees	\$ 145,258.73	\$ 99,000.00	46.73%	\$ 61,388.80	\$ 57,600.00	-48.65%	\$ 8,515.15	\$ 0.00	0.00%	\$ 70,766.73	\$ 63,500.00	-17.36%	\$ 31,684.34	\$ 0.00	-17.36%	\$ 317,613.75	\$ 220,100.00	44.30%	
5700 Advertising and Marketing	21,574.84	22,000.00	-1.93%	15,072.76	21,000.00	-19.24%	1,500.00	0.00	0.00%	341.16	0.00	0.00%	10,953.13	0.00	0.00%	49,441.89	43,000.00	14.98%	
Total Expenses	1,321,389.85	1,158,524.00	14.06%	\$ 614,828.34	\$ 543,500.00	-19.80%	\$ 31,716.63	\$ 0.00	0.00%	\$ 292,245.07	\$ 257,776.00	-19.36%	\$ 137,494.89	\$ 0.00	-19.36%	\$ 2,397,674.78	\$ 1,959,800.00	22.34%	
Net Operating Income	-83,556.57	3,176.00	-2730.87%	\$ 74,539.87	\$ 19,300.00	286.22%	\$ 5,802.02	\$ 5,500.00	5.49%	\$ 25,507.23	-\$ 28,976.00	-188.03%	\$ 0.00	\$ 0.00	0.00%	\$ 22,292.55	\$ 0.00	0.00%	
Other Income	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	
7100 Interest Income	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	#DIV/0!	8,717.61	0.00	0.00%	0.00	0.00	0.00%	8,717.61	0.00	0.00%	
7150 Foreign Exchange	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	#DIV/0!	-2,625.55	0.00	0.00%	0.00	0.00	0.00%	-2,625.55	0.00	0.00%	
Total Other Income	\$ 0.00	\$ 0.00	0.00%	\$ 0.00	\$ 0.00	0.00%	\$ 0.00	\$ 0.00	#DIV/0!	\$ 6,092.06	\$ 0.00	0.00%	\$ 0.00	\$ 0.00	0.00%	\$ 6,092.06	\$ 0.00	0.00%	
Other Expenses	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	#DIV/0!	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	
5900 Amortization Expense	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	#DIV/0!	150,000.00	150,000.00	-25.00%	0.00	0.00	-25.00%	150,000.00	150,000.00	0.00%	
Total Other Expenses	\$ 0.00	\$ 0.00	0.00%	\$ 0.00	\$ 0.00	0.00%	\$ 0.00	\$ 0.00	#DIV/0!	\$ 143,907.94	\$ 150,000.00	-25.00%	\$ 0.00	\$ 0.00	-25.00%	\$ 143,907.94	\$ 150,000.00	-4.06%	
Net Other Income	\$ 0.00	\$ 0.00	0.00%	\$ 0.00	\$ 0.00	0.00%	\$ 0.00	\$ 0.00	#DIV/0!	-\$ 118,400.71	-\$ 150,000.00	-25.00%	\$ 0.00	\$ 0.00	-25.00%	-\$ 118,400.71	-\$ 150,000.00	-21.07%	

	Banff Local YTD Q4			CB Regional YTD Q4			Parks Cave and Basin YTD Q4			Administration YTD Q4			Canmore Local YTD Q4			TOTAL		
	Actual	Budget	% Inc (Dec)	Actual	Budget	% Inc (Dec)	Actual	Budget	% Inc (Dec)	Actual	Budget	% Inc (Dec)	Actual	Budget	% Inc (Dec)	Actual	Budget	% Inc (Dec)
Net Income	-\$ 83,556.57	\$ 3,176.00	-2730.87%	\$ 74,539.87	\$ 19,300.00	378.24%	\$ 5,802.02	\$ 5,500.00	-558.21%	-\$ 118,400.71	-\$ 178,976.00	-32.91%	\$ 0.00	\$ 0.00	-32.91%	-\$ 121,615.39	-\$ 151,000.00	-19.46%

Total expenses are up 22% and total revenue is up 23%

Operating expenses will be higher than budget due to Regional doubling in May

Maintenance labour is significantly higher than budget due to unplanned rate increase and \$31K additional invoice for 2015 service. Vehicle Supplies is a new category to separate consumable supplies (oil etc...)

Accounting Fees are anticipated to be over budget for the year with approximately \$5K being spent on development of KPIs and introduction of Canmore local service

Insurance expense is over budget with the additon of two buses in June and July

check - \$ 121,615.39 - \$ 151,000.00

Items 20% or more over budget are highlighted in light yellow.

Banff Local-capital contributions for items expensed				
	Smart Cards	\$ 27,651.98		
	Engine	\$ 62,952.33		
	Radios	\$ 844.00		
	Wrap Repair	\$ 1,714.25		
	GPS	\$ 919.92		
		\$ 94,082.48		
Other recoveries includes:				
	Extension Route 1 Doubling (Sept.)		\$ 4,050.00	
	Additional operating funds used for Service Review		\$ 1,375.00	
	Ins proceeds for items expensed: (wraps)		\$ 10,950.00	
			\$ 16,375.00	

Regional - Capital contributions for items expensed		
	Moose Wrap	\$ 7,860.11
	GPS	\$ 712.26
		\$ 8,572.37

Administration - capital contributions for items expensed					
	Office Furniture	\$ 2,182.77			
	Computer	\$ 2,430.21			
		\$ 4,612.98			
Other recoveries includes: - all items expensed below					
ToC Billing for Admin Resources (Canmore Local Route):					\$ 12,888.00
ToC Billing for Admin Resources (Canmore Local Route):					\$ 27,354.14
Parks Canada - Service Design and Implementation:					\$ 10,200.00
Lake Minnewanka Public Transit					\$ 20,000.00
ID9 LL to Banff Service Implementation Plan					\$ 15,897.76
					\$ 86,339.90

Bow Valley *R*egional Transit Services Commission



Vice Chair Report "Take the Highline"

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

February 2017

RE: Take the Highline Initiative

RECOMMENDED MOTION – That the BVRTSC congratulates the “Take the Highline” initiative for encouraging constructive public dialogue in the Bow Valley, and acknowledges that the concepts being encouraged by “Take the Highline” align with BVRTSC’s approach to customer service and having a respectful workplace.

SUMMARY/ISSUE:

Some local residents are concerned with what is perceived to be increasing abusive or destructive behaviour in the public realm through social media, letters to the editor, public hearings and various other forms of public dialogue. This harmful phenomenon is occurring in many places around the world, including the Bow Valley. In response, a small group of residents from Canmore have initiated a project called “Take the Highline” whose sole purpose is to encourage constructive public dialogue (www.takethehighline.com).

Operating in the public realm, BVRTSC has a choice to respond to the initiative favourably or unfavourably, or not at all. Given that an unfavourable response is not aligned with BVRTSC’s governance values and silence can be seen as condoning of bullying and other harmful behaviours, a favourable response is recommended.

WHAT IS THE “TAKE THE HIGHLINE” INITIATIVE?

“Take the Highline” is an impartial grassroots initiative started by five Canmore residents – Marnie Dansereau, Jeff Mah, Charla Tomlinson, Sally Caudill and Sean Krausert. The sole purpose of the initiative is to encourage constructive public dialogue. They are currently using word of mouth, email, media, social media and a website (www.takethehighline.com) to promote the initiative; and will also soon be distributing printed material (e.g. business cards).

An excerpt from the website states:

“In referencing an iconic trail in Canmore, we are encouraging all residents and visitors to make the choice to elevate public dialogue towards healthy, constructive, safe and productive ends.

“Take the Highline” means to engage in dialogue by listening, being honest and constructive, dealing with issues (not people), seeking the greater good, and engaging in respectful behaviour.

Conversely, to “take the lowline” means to make assumptions and spread rumours, engaging in personal attacks, and abusing or bullying others with the end result being quite destructive.

“Take the Highline” envisions a community that may not always agree, and, in fact, values diversity of opinions. Because of differing opinions, creative solutions will be sought and greater understanding of different perspectives will be a priority.”

Regardless of one’s opinion or perspective on a particular issue, “Take the Highline” is about expressing such in a way that is constructive and does not cause harm to public process or others.

WHAT “TAKE THE HIGHLINE” IS NOT?

“Take the Highline” is not , and will not, be taking a position on any community issues, but simply encourages everyone to be constructive and engage in healthy public dialogue when communicating one’s position, whatever that may be. The initiative is completely impartial, and will not express any position on any matter other than how we communicate with one another. Accordingly, this initiative clearly differentiates itself from any interest based group, and the BVRTSC need not be concerned that a favourable response with respect to “Take the Highline” would open the floodgates with respect to responding to other initiatives.

There are no ulterior motives, but rather is completely transparent. “Take the Highline” has only one objective . . . to encourage constructive public dialogue by creating awareness of the conscious choices that are made when one participates publicly.

WHY MAKE A MOTION WITH RESPECT TO “TAKE THE HIGHLINE”?

BVRTSC operates in the public realm, and the well-being of public dialogue is of direct concern to, and has direct impact on, the organization. From a governance perspective, the values espoused by “Take the Highline” are aligned with constructive public dialogue, which is in the best interest of BVRTSC. Further, a favourable response to the initiative reinforces for BVRTSC’s employees the type of dialogue that is expected of them, and offers them a shield with respect to dialogue from the public which is in any way disrespectful or otherwise harmful.

“Our lives begin to end the day we become silent on things that matter.”

- Martin Luther King Jr. -

Collectively and individually, the BVRTSC Board is comprised of community leaders. When inaction in the face of harmful behaviour can be construed as condoning same, leaders are called to take action.

By adding BVRTSC’s voice to this initiative, BVRTSC becomes part of the solution rather than being passively tolerant of the problem.

FINANCIAL IMPLICATIONS:

None.

END OF REPORT