

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

**BVRTSC Boardroom, Banff**

**AGENDA**

**April 12, 2017: 2:00 – 4:00 pm**

1. Call to Order
2. Approval of the Agenda
3. Minutes
  - Approval of the March 8, 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 of 2016 Audited Financial Statements – Calvin Scott (Avail LLP)
  - b) Request for Decision – Youth Fares for Local and Regional
  - c) Request for Decision – Automatic Passenger Counters
  - d) Summary of Municipal Partner "Transit Check In" Meeting – Davina Bernard
  - e) May Workshop Agenda
6. Adjournment

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

**BVRTSC Boardroom, Banff**

**MINUTES**

**March 8, 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**

Jacob Johnson, Town of Canmore  
Alex Kolesch, Parks Canada  
Ethan Gorner, ID#9  
Alison Gerrits, Town of Banff

**ADMINISTRATION ABSENT**

Adrian Field, Town of Banff

**1. Call to Order**

Davina Bernard calls the meeting to order at 2:01 pm

**2. Approval of the Agenda**

*Agenda amended to add 5G – Amortization Review*

**BVRTSC17-19** Davina Bernard moves to approve the agenda as amended

**CARRIED UNANIMOUSLY**

**3. Approval of the February 8, 2017 Regular Meeting Minutes (attached)**

BVRTSC17-20 Davina Bernard moves to approve the February 8,2017 minutes

**CARRIED UNANIMOUSLY**

**4. Approval of the November 3, 2016 AOM Minutes (attached)**

**BVRTSC17-21** Davina Bernard moves to approve the February Minutes

**CARRIED UNANIMOUSLY**

**5. Old Business (including Standing Items)**

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

**6. New Business**

- a) Youth Fares for Local Transit

*The report in the agenda package is revised to show the Youth fare is proposed for 13-17 year olds NOT 6-17-year old's.*

*Alison Gerrits from the Town of Banff presented information on the reasons and justification for asking for a lower youth fare for local and regional services to begin at the age of 6 and continue to 17 or the end of high school.*

**BVRTSC17-22** Karen Sorensen - moves that we extend our child fare from 6-12 to 6-17 (18 with a high school id) for all routes and that we maintain an adult fare and that seniors and children 6-18 fall into the other category.

*Discussion following the motion regarding further information needed.*

**BVRTSC17-23** Sean Krausert moves to postpone a decision on motion **BVRTSC17-22** to the April 12<sup>th</sup> Commission meeting in order for additional information be provided by administration.

**CARRIED UNANIMOUSLY**

b) Request for Decision – Farebox Upgrades

**BVRTSC17-24** Davina Bernard moves to allow Administration to purchase replacement and additional fare boxes through our current contracted supplier without the issuance of an RFP due to our current contracted commitment.

**CARRIED UNANIMOUSLY**

c) Canmore local service – survey update

*The Town of Canmore is looking for recommendations from Administration on the adjustment of stop locations. Minor stop movements would not need Commission approval, only major changes such as routing, frequency would need Commissions approval.*

d) Request for Decision – Regional WiFi

**BVRTSC17-25** Davina Bernard moves that the Commission approves the purchase and installation of WiFi hardware and data plans to provide free WiFi to passengers aboard route 3 regional service buses.

**CARRIED UNANIMOUSLY**

e) Review of progress/legal opinion/MOU – Lake Louise-Banff Regional Transit

*Discussion on the progress regarding ongoing meetings with TOB, Parks Canada, BVRTSC, BLLT and ID9 on the potential implementation of Lake Louise to Banff Regional Transit.*

f) “Take the Highline”

*Sean Krausert presented his views for discussion on the “Take the Highline” initiative, ensuring that Commission members are aware of the background and purpose.*

g) Amortization Review

*Discussion on the current amortization timeframe for our fleet and whether we currently have an appropriate life cycle length and whether the calculation of useful life should be on kilometres, years, hours or some other metric.*

**BVRTSC17-26** Davina Bernard moves that Administration review our current policy and bring back a fleet amortization plan for review prior to the 2019 budget process.

7. Adjournment

**BVRTSC17-27** Davina Bernard moves to adjourn meeting at 3:30PM

**CARRIED UNANIMOUSLY**

# Bow Valley *R*egional Transit Services Commission



## CAO Report

## CAO Report – April 2017

The current items to report on are:

- Financial:
  - Avail (formerly YPM) completed their audit of BVRTSC 2016 results in March and will be presenting their findings at the April Commission meeting.
  - We are currently working on splitting the revenue and expenses for all routes in order to be able to provide KPI's on a per route basis, with the first quarter KPI's to be finalized for the May meeting.
- Grant Funding:
  - Grant funding under GreenTRIP2 has been finalized and fully paid for Canmore local buses (\$478,946.86) and the purchase of Black Bear and Elk buses (\$440,000).
  - Funding request for reimbursement of 2016 expenses related to two Canmore projects (Bus storage facility renovation and bus stop installations) will be forwarded to the Province this week.
- Lake Louise Service:
  - 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 this project is awaiting a decision and approvals from Parks Canada. All information necessary to make a decision has been provided.

- Parks Canada currently has an RFP out for Banff to Lake Louise service for the summer of 2017, operating as a fare free service intended to be an introduction to transit on this route.
- Banff Local Service
  - Ridership is strong through the first few months of 2017 and efforts are being made to ensure that this trend continues. For the first three months of 2017, ridership has significantly outpaced the volume of traffic that is traveling through town.
  - The Town of Banff, in collaboration with the BVRTSC, has contracted with QED Marketing to provide transit marketing intended to enhance summer ridership and reduce congestion. This arrangement is for 2017, with 2018 and 2019 to be reviewed following the determination of success after the 2017 season.
  - As Starbucks has moved from Wolf and Banff Avenue, we are currently in the process of relocating the stop from the IGA to the pullout in front of the old Starbucks location. This move will make stop distances more equitable and also allow Route 2 and additional stop on Banff Avenue.
- Canmore Local Service
  - Canmore survey results have been analyzed, with recommendations discussed with the Town of Canmore. Further analysis and route/stop change recommendations are being completed by the BVRTSC, with intended changes to be instituted in the Spring/Summer of 2017.
  - Shelters and stop upgrades are planned for 2017, with an RFP currently out for coordination of the project.
  - Upgrades to the transit bus storage building is planned for the summer of 2017, with an RFP currently out for the management of this project also. Upgrades are potentially scheduled to include heat and water to the building, as well as interior improvements such as drainage.

- Minnewanka Service
  - Details are being finalized for the Minnewanka service and how it will integrate with current Roam services.
  - Minnewanka Highlights:
    - Minnewanka service will be fare free for 2017 based on the direction of Parks Canada.
    - Parks Canada will be providing an additional shuttle, offsetting the times of the Roam service in order to achieve 30-minute frequency. The Parks service will be branded “Minnewanka Park and Ride” and will operate from the train station and from a stop adjacent to the Roam stop at the Banff High School.
    - Routing will include Two Jack Lake, Two Jack Day use area, Johnston Lake road entrance and Lake Minnewanka.
    - On the recommendation of the BVRTSC, Parks Canada will be building a turnaround access road at Lake Minnewanka. This road will allow for an easy bus turnaround and enable the bus stop to be away from traffic.
- Operations
  - Driver hiring is being completed for the summer, with training sessions to be held in both April and May, ensuring adequate coverage for the summer months.
  - Regional WiFi is currently being finalized. The supplier will be sending out a specialized antenna truck to test for dead spots in the next couple of weeks. They believe that the boosters contained within the system will enable coverage in areas that are not accessible with a cell phone.
  - The Town of Banff has recently had some significant staffing changes in their maintenance department. As of last week, the Maintenance Foreman resigned and the Fleet Manager retired. The Maintenance Foreman position has been filled





internally and there is a posting out for a Fleet Manager and a Heavy-Duty Mechanic to backfill. Our operations team is working closely with TOB to ensure minimal impact to service levels for Roam.

# Bow Valley *R*egional Transit Services Commission



Bring Forward List

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

ITEM	Date Initiated	Pending Date	Comments:
<b>BVRTSC16-80</b> Davina Bernard moves that administration investigate local transit youth passes and bring back suggestions with a report for the March meeting	December 2016	April 2017	Decision postponed to April meeting pending more information from Administration.
<b>BVRTSC17-06</b> 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



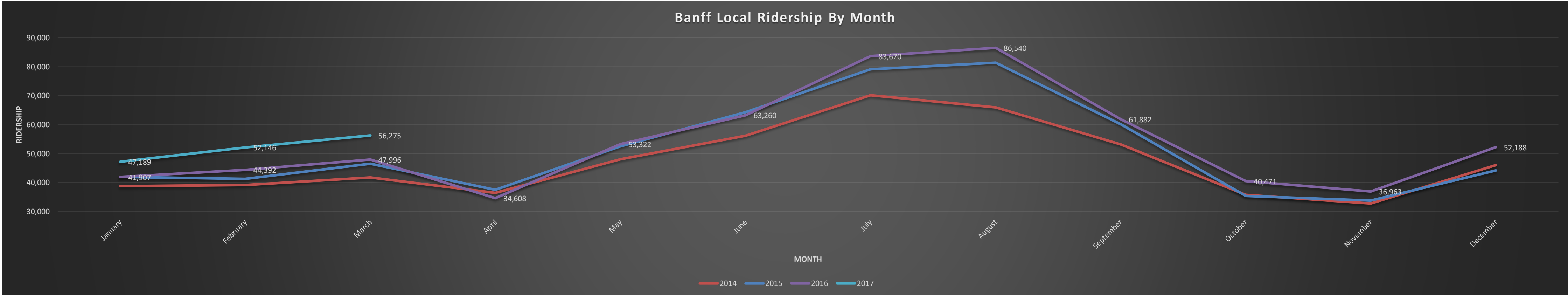
## Banff Local Service Ridership and Revenue Statistics

Specific Rider Type Stats	Monthly Ridership
Strollers	64
Bikes	0

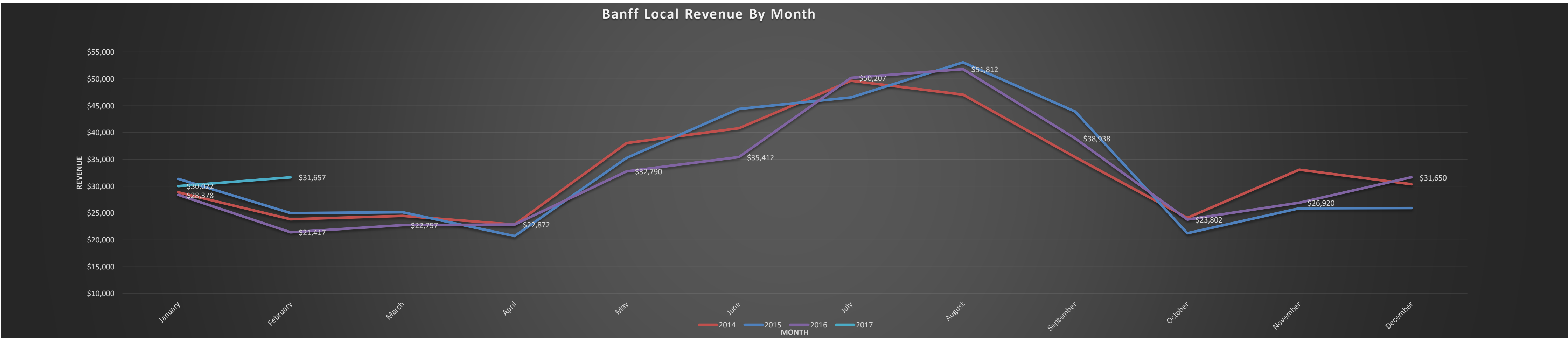
### Observations:

- Banff local ridership up 17% in March over March 2016
- February revenues up 48% over February 2016

Ridership									
Month	2014	2015	2016	2017	2016 Running Total	2017 Running Total	Running Total Difference	2016 to 2017 Monthly Difference	2016 to 2017 Monthly % Difference
January	38,787	41,973	41,907	47,189	41,907	47,189	5,282	5,282	12.6%
February	39,184	41,240	44,392	52,146	86,299	99,335	13,036	7,754	17.5%
March	41,733	46,484	47,996	56,275	134,295	155,610	21,315	8,279	17.2%
April	36,396	37,483	34,608	0	168,903				
May	48,062	52,462	53,322	0	222,225				
June	56,228	64,295	63,260	0	285,485				
July	70,162	79,171	83,670	0	369,155				
August	65,942	81,401	86,540	0	455,695				
September	53,215	60,204	61,882	0	517,577				
October	35,769	35,371	40,471	0	558,048				
November	32,776	33,785	36,963	0	595,011				
December	46,017	44,156	52,188	0	647,199				
Grand Total:	564,270	618,024	647,199	155,610	647,199				



Revenue									
Month	2014	2015	2016	2017	2016 Running Total	2017 Running Total	Running Total Difference	2016 to 2017 Monthly Difference	2016 to 2017 Monthly % Difference
January	\$28,869	\$31,352	\$28,378	\$30,022	\$28,378.30	\$30,022.00	\$1,643.70	\$1,643.70	5.8%
February	\$23,824	\$25,006	\$21,417	\$31,657	\$49,795.75	\$61,679.12	\$11,883.37	\$10,239.67	47.8%
March	\$24,454	\$25,175	\$22,757	\$27,064	\$72,553.10				
April	\$22,861	\$20,711	\$22,872	\$0	\$95,425.35				
May	\$38,052	\$35,268	\$32,790	\$0	\$128,214.85				
June	\$40,828	\$44,419	\$35,412	\$0	\$163,626.60				
July	\$49,655	\$46,553	\$50,207	\$0	\$213,833.60				
August	\$47,076	\$53,075	\$51,812	\$0	\$265,645.35				
September	\$35,404	\$43,912	\$38,938	\$0	\$304,583.55				
October	\$24,115	\$21,253	\$23,802	\$0	\$328,385.80				
November	\$33,078	\$25,892	\$26,920	\$0	\$355,306.20				
December	\$30,344	\$25,939	\$31,650		\$386,955.90				
Grand Total:	\$398,559.52	\$398,553.65	\$386,955.90	\$88,742.92	\$386,955.90				



## BANFF LOCAL TRANSIT REVENUE BREAKDOWN

### 2017 Actual

Month	Fares	Passes	Other	Total	Budget
January	\$25,948	\$4,074	\$0	\$30,022	\$ 28,450.00
February	\$26,579	\$5,078	\$0	\$31,657	\$ 28,450.00
March	\$27,064		\$0	\$27,064	\$ 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
<b>Totals:</b>	<b>\$79,591</b>	<b>\$9,152</b>	<b>\$0</b>	<b>\$88,743</b>	<b>\$401,400</b>

### 2016 Actual

Month	Fares	Passes	Other	Total	Budget
January	\$21,702	\$6,676	\$0	\$28,378	\$ 25,062.50
February	\$19,263	\$2,154	\$0	\$21,417	\$ 25,062.50
March	\$20,926	\$1,831	\$0	\$22,757	\$ 25,062.50
April	\$15,741	\$7,131	\$0	\$22,872	\$ 33,062.50
May	\$30,679	\$2,111	\$0	\$32,790	\$ 33,062.50
June	\$33,805	\$1,607	\$0	\$35,412	\$ 33,062.50
July	\$48,244	\$1,963	\$0	\$50,207	\$ 41,062.50
August	\$48,988	\$2,824	\$0	\$51,812	\$ 41,062.50
September	\$34,891	\$4,047	\$0	\$38,938	\$ 41,062.50
October	\$22,063	\$1,739	\$0	\$23,802	\$ 33,062.50
November	\$17,605	\$9,315	\$0	\$26,920	\$ 33,062.50
December	\$27,779	\$3,871	\$0	\$31,650	\$ 33,062.50
<b>Totals:</b>	<b>\$341,686</b>	<b>\$45,270</b>	<b>\$0</b>	<b>\$386,956</b>	<b>\$396,750</b>

# Bow Valley Regional Transit Services Commission



## Canmore Local Service Ridership and Revenue Statistics

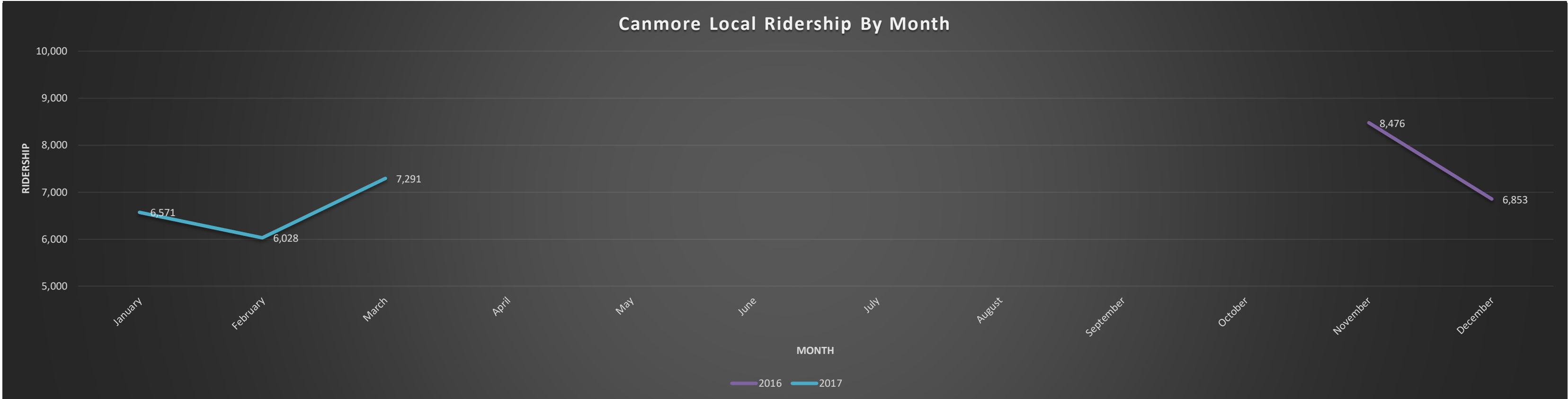
Specific Rider Type Stats	Monthly Ridership
Strollers	80
Bikes	38

### Observations:

- March ridership just shy of 7300. A 21% increase over February. A 6% increase over 'free' December.
- Dip in revenues due to large initial purchase of passes by Vendors shown in January.



Ridership							
Month	2016	2017	2016 Running Total	2017 Running Total	Running Total Difference	2016 to 2017 Monthly Difference	2016 to 2017 Monthly % Difference
January		6,571	0	6,571	6,571		
February		6,028	0	12,599	12,599		
March		7,291	0	19,890	19,890		
April			0				
May			0				
June			0				
July			0				
August			0				
September			0				
October			0				
November	8,476		8,476				
December	6,853		15,328				
Grand Total:	15,328	19,890	15,328				



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	\$32,329	\$0.00	\$32,328.50	\$32,328.50		
February	\$0	\$5,657	\$0.00	\$37,985.91	\$37,985.91		
March	\$0		\$0.00				
April	\$0		\$0.00				
May	\$0		\$0.00				
June	\$0		\$0.00				
July	\$0		\$0.00				
August	\$0		\$0.00				
September	\$0		\$0.00				
October	\$0		\$0.00				
November	\$0		\$0.00				
December	\$0		\$0.00				
Grand Total:	\$0.00	\$43,638.71	\$0.00				



## CANMORE LOCAL TRANSIT REVENUE BREAKDOWN

### 2017 Actual

Month	Fares	Passes	Other	Total	Budget
January	\$6,173	\$26,156	\$0	\$32,329	\$ 10,000.00
February	\$4,812	\$845	\$0	\$5,657	\$ 10,000.00
March	\$5,653		\$0	\$5,653	\$ 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
<b>Totals:</b>	<b>\$16,637</b>	<b>\$27,001</b>	<b>\$0</b>	<b>\$43,639</b>	<b>\$ 196,000.00</b>

### 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	\$ -
<b>Totals:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

# Bow Valley Regional Transit Services Commission



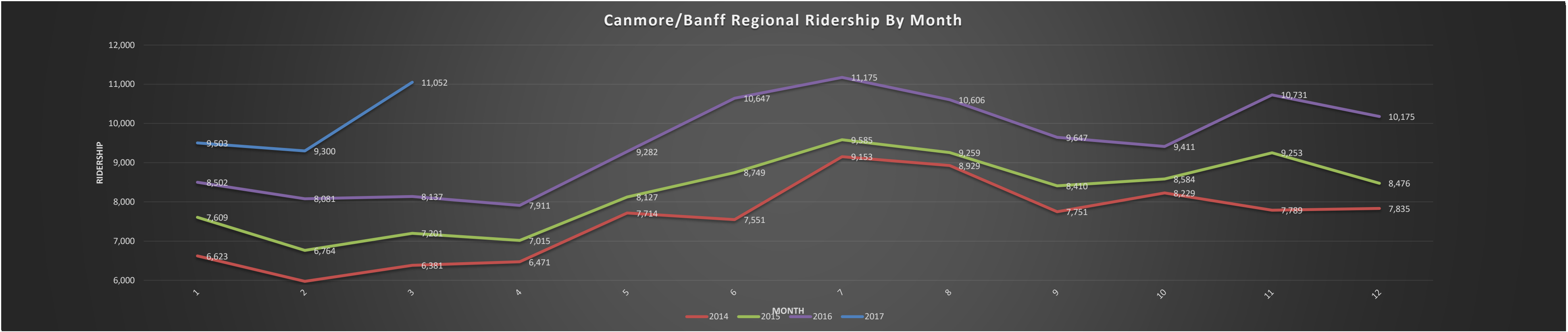
## Banff/Canmore Regional Service Ridership and Revenue Statistics

Specific Rider Type Stats	Monthly Ridership
Strollers	6
Bikes	52

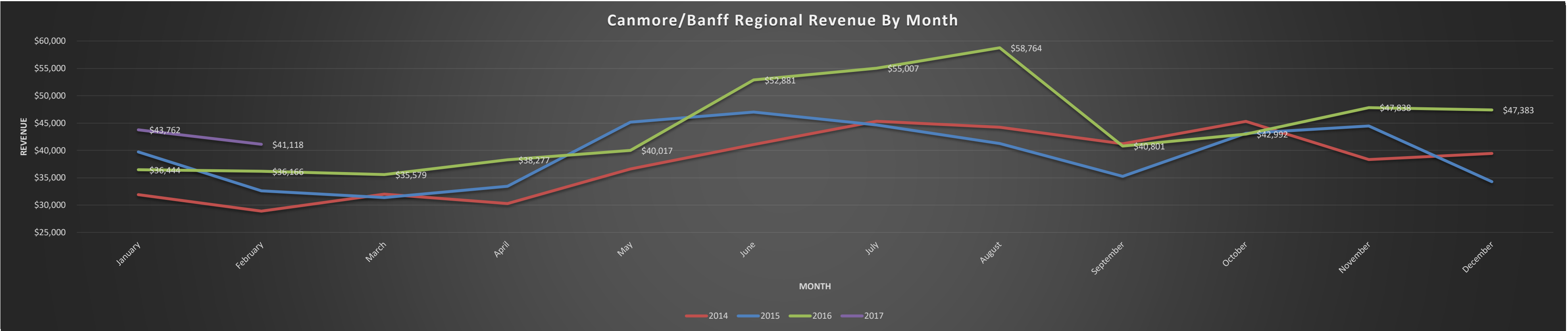
### Observations:

- Impressive ridership gains over March 2016 – up 36% - Large jump in monthly pass usage, w/moderate cash fare ridership increase (~800)
- Revenues for February 2017 up 14% over February of 2016.

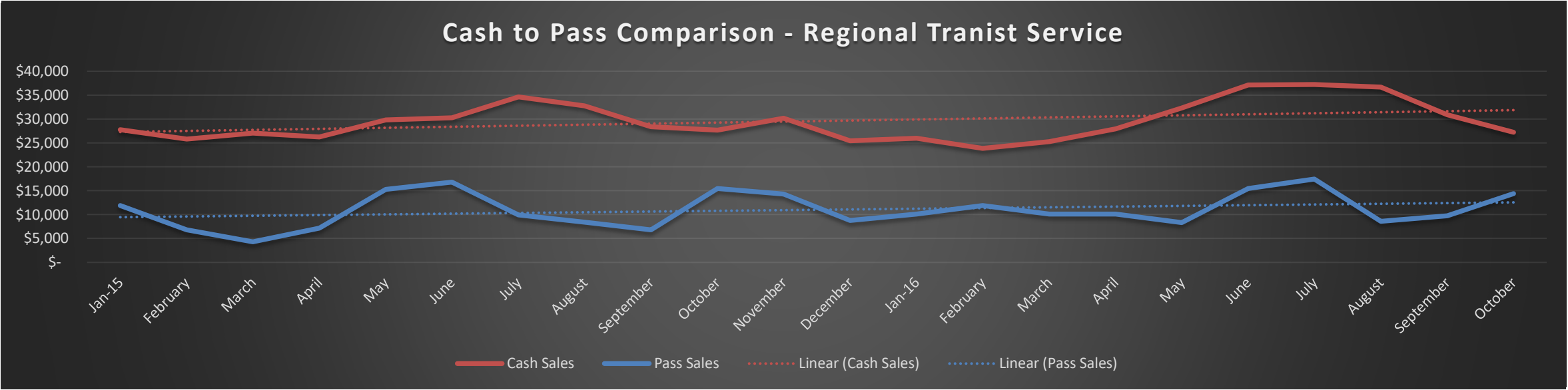
RIDERSHIP									
Month	2014	2015	2016	2017	2016 Running Total	2017 Running Total2	Running Total Difference	2016 to 2017 Monthly Comparison	2016 to 2017 Monthly % Difference
January	6,623	7,609	8,502	9,503	8,502	9,503	1,001	1,001	11.8%
February	5,974	6,764	8,081	9,300	16,583	18,803	2,220	1,219	15.1%
March	6,381	7,201	8,137	11,052	24,720	29,855	5,135	2,915	35.8%
April	6,471	7,015	7,911	0	32,631				
May	7,714	8,127	9,282	0	41,913				
June	7,551	8,749	10,647	0	52,560				
July	9,153	9,585	11,175	0	63,735				
August	8,929	9,259	10,606	0	74,341				
September	7,751	8,410	9,647	0	83,988				
October	8,229	8,584	9,411	0	93,399				
November	7,789	9,253	10,731	0	104,130				
December	7,835	8,476	10,175	0	114,305				
Grand Total:	90,400	99,032	114,305	29,855	114,305				



REVENUE									
Month	2014	2015	2016	2017	2016 Running Total	2017 Running Total2	Running Total Difference	2016 to 2017 Monthly Comparison	2016 to 2017 Monthly % Difference
January	\$ 31,912	\$ 39,725	\$ 36,444	\$ 43,762	\$36,444	\$43,762	\$7,318	7,318	20.1%
February	\$ 28,892	\$ 32,590	\$ 36,166	\$ 41,118	\$72,610	\$84,880	\$12,271	4,953	13.7%
March	\$ 31,998	\$ 31,375	\$ 35,579	\$ 31,087	\$108,189				
April	\$ 30,284	\$ 33,430	\$ 38,277	\$ -	\$146,465				
May	\$ 36,589	\$ 45,147	\$ 40,017	\$ -	\$186,482				
June	\$ 41,075	\$ 47,013	\$ 52,881	\$ -	\$239,364				
July	\$ 45,327	\$ 44,636	\$ 55,007	\$ -	\$294,371				
August	\$ 44,247	\$ 41,241	\$ 58,764	\$ -	\$353,135				
September	\$ 41,221	\$ 35,253	\$ 40,801	\$ -	\$393,936				
October	\$ 45,318	\$ 43,129	\$ 42,992	\$ -	\$436,928				
November	\$ 38,334	\$ 44,467	\$ 47,838	\$ -	\$484,766				
December	\$ 39,462	\$ 34,301	\$ 47,383		\$532,148				
Grand Total:	\$ 454,658	\$ 472,306	\$ 532,148	\$ 115,967	\$532,148				



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**

<b>Month</b>	<b>Fares</b>	<b>Passes</b>	<b>Other</b>	<b>Total</b>	<b>Budget</b>
<b>January</b>	\$27,058	\$16,704	\$0	<b>\$43,762</b>	<b>\$32,566.66</b>
<b>February</b>	\$28,782	\$12,336	\$0	<b>\$41,118</b>	<b>\$32,566.66</b>
<b>March</b>	\$31,087		\$0	<b>\$31,087</b>	<b>\$32,566.66</b>
<b>April</b>			\$0	<b>\$0</b>	<b>\$37,566.66</b>
<b>May</b>			\$0	<b>\$0</b>	<b>\$37,566.66</b>
<b>June</b>			\$0	<b>\$0</b>	<b>\$37,566.66</b>
<b>July</b>			\$0	<b>\$0</b>	<b>\$42,566.66</b>
<b>August</b>			\$0	<b>\$0</b>	<b>\$42,566.66</b>
<b>September</b>			\$0	<b>\$0</b>	<b>\$42,566.66</b>
<b>October</b>			\$0	<b>\$0</b>	<b>\$37,566.66</b>
<b>November</b>			\$0	<b>\$0</b>	<b>\$37,566.66</b>
<b>December</b>				<b>\$0</b>	<b>\$37,566.66</b>
<b>Totals:</b>	<b>\$86,927</b>	<b>\$29,040</b>	<b>\$0</b>	<b>\$115,967</b>	<b>\$450,800</b>



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

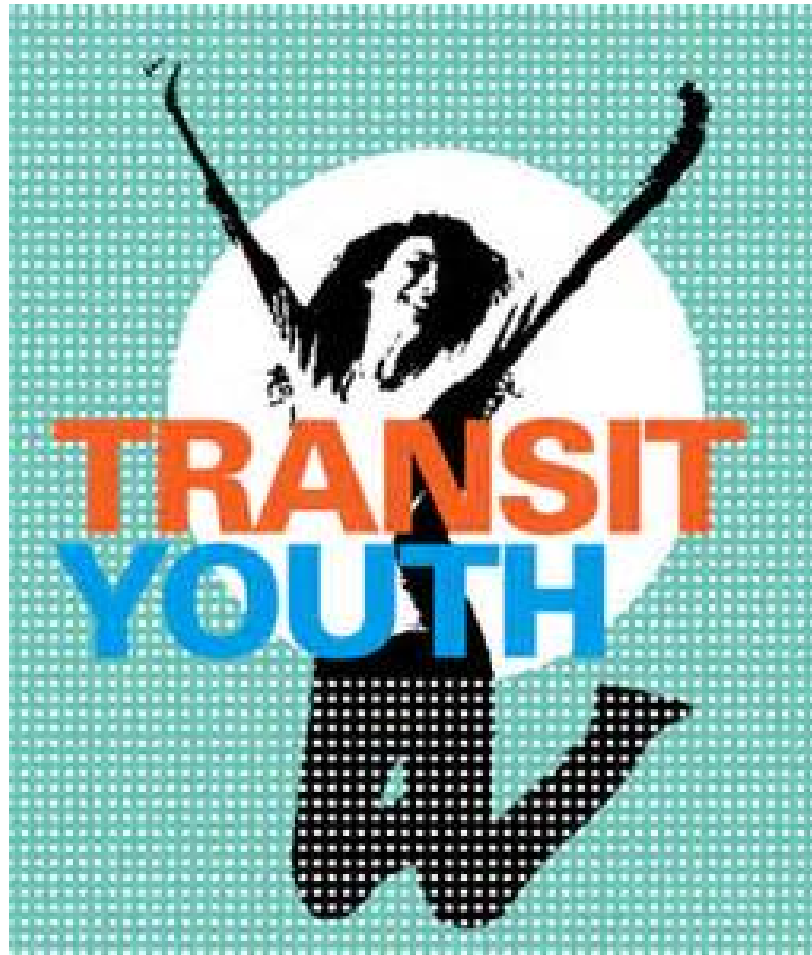
<b>Month</b>	<b>Fares</b>	<b>Passes</b>	<b>Other</b>	<b>Total</b>	<b>Budget</b>
<b>January</b>	\$25,963	\$10,481	\$0	<b>\$36,444</b>	\$37,683.33
<b>February</b>	\$23,859	\$12,307	\$0	<b>\$36,166</b>	\$21,683.33
<b>March</b>	\$25,254	\$10,325	\$0	<b>\$35,579</b>	\$29,683.33
<b>April</b>	\$27,917	\$10,360	\$0	<b>\$38,277</b>	\$19,683.33
<b>May</b>	\$32,340	\$7,677	\$0	<b>\$40,017</b>	\$19,683.33
<b>June</b>	\$37,098	\$15,783	\$0	<b>\$52,881</b>	\$29,683.33
<b>July</b>	\$37,222	\$17,785	\$0	<b>\$55,007</b>	\$39,683.33
<b>August</b>	\$37,217	\$21,547	\$0	<b>\$58,764</b>	\$39,683.33
<b>September</b>	\$31,066	\$9,735	\$0	<b>\$40,801</b>	\$39,683.33
<b>October</b>	\$28,830	\$14,162	\$0	<b>\$42,992</b>	\$21,683.33
<b>November</b>	\$32,270	\$15,568	\$0	<b>\$47,838</b>	\$19,683.33
<b>December</b>	\$34,141	\$13,242	\$0	<b>\$47,383</b>	\$37,683.33
<b>Totals:</b>	<b>\$373,177</b>	<b>\$158,971</b>	<b>\$0</b>	<b>\$532,148</b>	<b>\$356,200</b>

# Bow Valley *R*egional Transit Services Commission



New Business

# Bow Valley *R*egional Transit Services Commission



Roam Transit - Youth Fares

# Report to the Bow Valley Regional Transit Services Commission

## Report 2017-03.04 (Revised) – Youth Transit Fares – Request for Decision

### SUMMARY/ ISSUE

Currently BVRTSC provides a variety of fare/pass options for residents and visitors. In 2016, a Youth Monthly Pass and a Youth 10 Ride Pass was made a permanent fare type option for Regional Route 3 transit service only. These Youth Pass fare options are made available to people between the ages of 13 and 17 (18 if high school identification is presented) at a rate discounted from the Adult Pass fare options.

The BVRTSC Administration has been asked by local social agencies as well as the public if a Youth Pass could be expanded to include local services in both Canmore and Banff and that the price for this pass is the same as the current child fares.

Current Fare Options:

Fares	Adult Local 13+	Child Local 6-12	Adult Regional	Youth Regional	Child Regional
Cash Fare	\$2.00	\$1.00	\$6.00	\$6.00	\$3.00
10 Ride Pass	\$17.50	\$8.75	\$50.00	\$35.00	\$25.00
1 Day Pass	\$5.00	\$2.50	\$15.00	\$15.00	\$7.50
3 Day Pass	\$12.00	\$6.00	\$35.00	\$35.00	\$17.50
1 Month Pass	\$30.00	\$15.00	\$80.00	\$55.00	\$40.00
3 Month Pass	\$65.00	\$32.50			
6 Month Pass	\$105.00	\$52.50			
Children under 6 ride free.					

### PREVIOUS COMMISSION DIRECTION/POLICY

All Youth 13 and over pay the full Adult fare.

Administration Recommendation:

That the Commission direct Administration, for a one-year trial, to revise the category of "Child Fare" to "Youth Fare" for all services, with an age range of 6 to 17, or 18 with valid high school student identification. The rates for Youth cash and pass fares on all services to be set at 50% of the regular adult fare.

# Report to the Bow Valley Regional Transit Services Commission

## Report 2017-03.04 (Revised) – Youth Transit Fares – Request for Decision

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### **INVESTIGATION**

- According to information gathered from Canadian Rockies Public Schools data and available Town of Banff and Canmore census data:
  - Canmore – Approximately 1350 School age children plus approximately 353 Non-permanent resident children
  - Banff – Approximately 692 students in the school system
- This equates to a total of 2395 school age children of which we have only a small percentage using Roam Transit currently.
- Comments received have included the usefulness of Roam for children attending school, swimming lessons, movies, concerts and other activities. Currently parents find the \$30 pass prohibitive and a barrier to increased use on the service.
- Seniors 65 plus have access to reduced fares based on the notion that some seniors are living on limited incomes and without access sometimes to personal vehicles – we would assert that the same applies for youth in the Bow Valley.
- An excellent opportunity to engage with potential transit riders from a young age and encourage a life-long habit of transit usage.

### **PROPOSAL**

- For all services, create and institute a one year trial of Youth fares at a 50% discount from the full Adult fare. This includes both passes and cash fares. The proposed rates are targeted to change behavior and encourage children and youth of all ages to become lifelong transit riders and is in keeping with our goal of increased ridership.
- Cash fares have been included in this proposal for simplicity, negating the need to have any separation between child and youth. Some transit agencies charge full fare for youth (6-17) and only offer the passes at a discount. For Roam Transit to do this, we would have to effectively double the current child cash fare.

### **OPTION**

- Continue as we have been with youth paying the full adult fare on local service and a partially reduced pass program on Regional.
- Institute a separate youth and child fare and only offer a partial discount on the youth fare.

### **IMPLICATIONS:**

- Increased ridership through additional youth using the service.
- Improved community relations through a program targeting primarily residents.
- Lower use of private vehicles to transport youth to and from events and facilities in both Banff and Canmore.
- Development of lifelong transit riders.

# Report to the Bow Valley Regional Transit Services Commission

## Report 2017-03.04 (Revised) – Youth Transit Fares – Request for Decision

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### **BUSINESS PLAN/ BUDGET IMPLICATIONS**

- Budget implications are estimated to be minimal.
- Regional Youth passes were used a total of 4748 times in 2016, and a total of 780 times in 2015 from August to December.
- It is expected that the increase in ridership will outweigh the loss in fare revenue.

### **RISKS**

- Risk of a reduction in revenue for both local and regional services should the anticipated increase in ridership not be realized.
- Cash revenue impacted by the lower fares should ridership not increase enough to offset.

### **Attachments**

- A. Rate and Age Comparision
- B. Email from Canadian Rockies Public Schools

### **A:**

Below are some comparisons to show the relationship between adult, youth and senior rates.

Transit Agencies	Adult Monthly	Youth Monthly	Youth Age	Senior Monthly
<b>Calgary Transit</b>	\$101.00	\$65.00	6-17 (or older with high school id.)	\$95.00 (annual)
<b>Edmonton Transit</b>	\$94.25	\$71.00	6-17 (passes only)	\$15.00
<b>Red Deer Transit</b>	\$70.00	\$60.00	6-17 (or high school id)	\$34.00
<b>BC Transit (Victoria)</b>	\$85.00	\$45.00	6-18	\$45.00

## Report to the Bow Valley Regional Transit Services Commission

### Report 2017-03.04 (Revised) – Youth Transit Fares – Request for Decision

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**B:**

*Hi Martin,*

*It was nice meeting you today and I appreciate our discussion surrounding support students travelling the between Banff and Canmore for High School courses.*

*As I mentioned our two high schools are experiencing declining enrolment and rather than cut programming options for students or have them duplicated at each school we hope to match schedules so students have optimal class choices between two schools. This does mean both travel and/or video conferencing.*

*Having our own buses to transport so few students is problematic for two reasons; a bus run between Banff and Canmore for the entire year is cost prohibitive and our schedules are not optimal for transport and create long wait times.*

*I was hoping we could look at some sort of reduced fee structure, just for those students commuting between schools, possibly even a separate student rate? If you are able to help us in this important endeavor that supports student learning in the Valley it would very much be appreciated.*

*Again thank you for taking the time to meet with me so quickly today.*

*Sincerely,  
Chris*

*Christopher MacPhee  
Superintendent of Canadian Rockies Public Schools, CEO  
618-7th Avenue  
Canmore, Alberta  
T1W 2H5*

# Bow Valley *R*egional Transit Services Commission



Automatic Passenger Counters





# Request for Decision

**Report Submitter:** Steve Nelson

**Date of Summary:** April 06, 2017

**Title of Initiative:** Automatic Passenger Counting Technology

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## Objective:

To purchase and install Automatic Passenger Counting (APC) technology for all Roam Transit rolling stock to allow for the collection of detailed ridership information, not currently available through current technology on Roam buses.

## Administration Recommendation:

That the Commission authorizes Administration to issue an RFP and spend up to \$90,000 of existing budgeted funds, currently allocated for farebox upgrades, to purchase an integrated Automatic Passenger Counting System for the existing BVRTSC fleet

## Summary:

Automatic Passenger Counting systems enable transit agencies to acquire detailed boarding (ons) and alighting (offs) as a bus is on route. The detailed information includes date, time, location, and number of passengers boarding on the front door, and the number of passengers getting off at each of the bus doors.

This detailed information is valuable data as it allows for important decisions to be made regarding service delivery, as well as informs transit stakeholders of performance and ridership details throughout the transit network.

By collecting and analyzing 'ons' and 'offs' throughout a transit network important observations can be gained such as:

- Individual stop performance – usage of a stop as a primarily boarding stop? Or an alighting stop?
- Calculating bus loads along a particular segment of a transit route.
- Calculate bus loads to determine frequency of overload situations and make future scheduling changes if needed.

## APC Equipment:



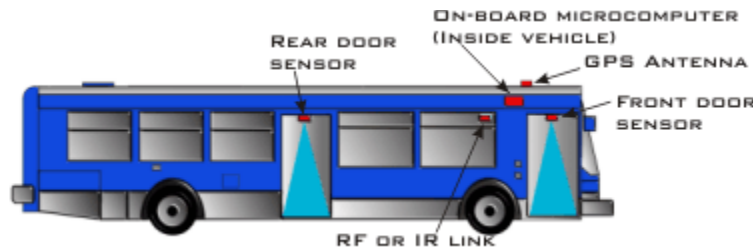
The APC sensors are the two small black boxes located to the left and right of the yellow pole.

To collect passenger boarding/alighting details, directional sensors are installed above the vehicle's doors. The on-board microcomputer analyses and saves the sensors' signals in its memory. The sensors can also be connected to existing on-board computers.

Global positioning system (GPS) antenna gives the location of the bus at it stops along the route. This information is also stored in the on-board microcomputer.

Once in the garage, the data stored in the on-board microcomputer is transferred to a PC-type computer via either infrared modems, spread-spectrum modems, 802.11 LAN or with a DC-10 Data-Collector.

The data is finally fed into a web-enabled software suite, producing all the reports needed. The passenger counting system's normal operation needs no human intervention.



## Cost to Implement:

The cost to implement would consist of the capital and operating costs outlined below.

- **Capital costs:**

Capital costs for an APC implementation will be covered with existing farebox upgrade funds on hand through a combination of GreenTrip and PTIF funding.

The following are examples of capital/hardware budgetary pricing proposals provided to BVRTSC administration by APC vendors.

Vendor	Price Per Bus	Installation	Software	12 Bus Implementation
InfoDev	\$4,540	\$11,200	\$850	\$66,530
NextBus/Cubic	\$6,125	\$12,000	N/A	\$85,500
Trapeze	\$4,993	\$14,772	N/A	\$74,686

- **Operating costs:**

Operating costs for yearly software maintenance (after the first year).

<b>Vendor</b>	<b>Total Yearly Maintenance Costs (CDN\$)</b>
InfoDev	\$4,120
NextBus/Cubic	\$5,600
Trapeze	\$3,446

**Resources Required to Implement:**

Installation of the equipment would be performed either by the vendor on site, or via installation instructions provided to BVRTSC contracted maintenance mechanics.

**Resources Required to Maintain:**

Reports generated from this system would compliment existing monthly reports, as well as provide in depth detail for specific ongoing service related reviews of all BVRTSC services.

It is expected that the up/down loading of collected APC information not would require any human interaction.

**Next Steps:**

- Administration will create and post an RFP document for the minimum amount of time required. Administration has identified and been in contact with 3 well known APC potential providers.
- Once the successful RFP respondent is identified, administration will order the required hardware and proceed with installation and training.

**Estimated Delivery Date:**

If direction is given at the April 2017 BVRTSC Commission meeting to post an RFP, it is expected that installation and training would be completed by June 25<sup>th</sup> 2017.

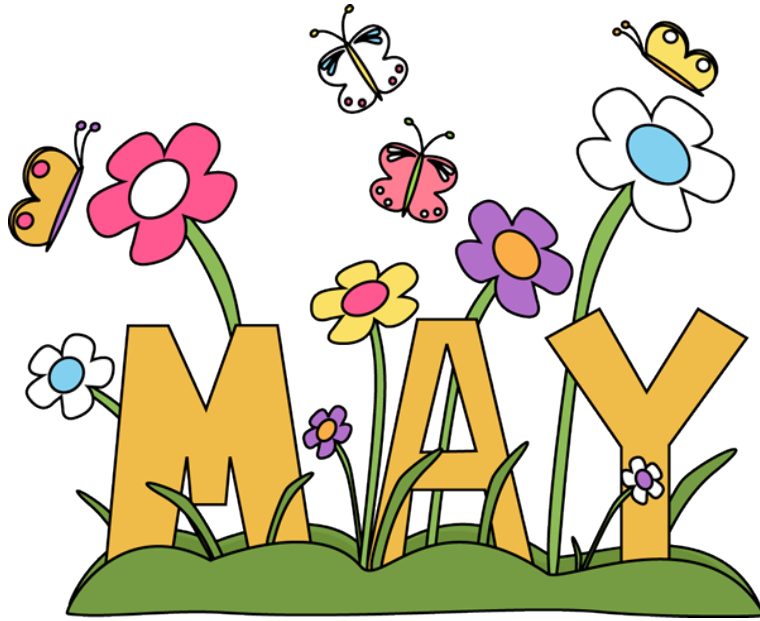
**Commission Strategic Priority?** Yes/No

**Supporting Materials:**

**APC Solution Examples**

- <http://www.infodev.ca/vehicles/counting-passengers.html>
- <https://nextbus.cubic.com/Products/Automatic-Passenger-Counters>

# Bow Valley *R*egional Transit Services Commission



## May Planning Meeting

# BOW VALLEY REGIONAL TRANSIT SERVICES COMMISSION PLANNING WORKSHOP

BVRTSC Boardroom, Banff

## AGENDA

May 10, 2017: 09:00 – 2:00 pm



1. Rates/Fares/Free Transit
2. Partner Contribution Percentages
3. Transit Infrastructure Financial Responsibility in Each Community
4. BVRTSC Future Staffing Report
5. Budget Process and Expectations of the Board

Working lunch to be provided as we will be holding Commission meeting immediately following.