

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

BVRTSC Boardroom – 221 Beaver Street, Banff, AB.

AGENDA

December 15, 2017: 2:00 – 4:00 pm

1. Call to Order
2. Approval of the Agenda
3. Minutes
 - Approval of the November 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) Parks Canada Presentation
 - b) Roam Transit Savings Calculator Demo (Steve Nelson)
 - c) February Meeting Change Discussion
6. Adjournment

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

BVRTSC Boardroom – 221 Beaver Street, Banff, AB.

MINUTES

November 8, 2017: 2:00 – 4:00 pm

BOARD MEMBERS PRESENT

Davina Bernard, ID#9 – Chair
Chip Olver, Town of Banff
Dave Schebek, ID#9
Brian Standish, Town of Banff
Vi Sandford, Town of Canmore
Joanna McCallum, Town of Canmore

BOARD MEMBERS ABSENT

BOARD ADMINISTRATION PRESENT

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

ADMINISTRATION PRESENT

Alex Kolesch, Parks Canada
Danielle Morine, ID#9 Administration Representative
Stephen Allen, Town of Banff
Michael Fark, Town of Canmore

ADMINISTRATION ABSENT

Adrian Field, Town of Banff
Jacob Johnson, Town of Canmore

Roundtable Introductions

1. Call to Order

Davina Bernard calls meeting to order at 2:10 PM

2. Approval of the Agenda

Martin Bean would like to add a request for decision on an anticipated fleet purchase overage to the agenda.

BVRTSC17-78 Davina Bernard moves to approve the agenda as amended

CARRIED UNANIMOUSLY

3. Minutes

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

Alex Kolesch – was here in person – not phoned in – need to be updated.

BVRTSC17-79 Davina Bernard moves to approve the October 11, 2017 as amended.

CARRIED UNANIMOUSLY

Approval of the October 11, 2017 Annual Organizational Meeting Minutes (attached)

BVRTSC17-80 Davina Bernard moves to approve October 11, 2017 AOM meeting minutes.

CARRIED UNANIMOUSLY

4. Old Business (including Standing Items)

a) CAO's Monthly Report

Driver safety meeting last week with presentation

b) Bring Forward List of Pending Items

Bring forward list complete with no outstanding items.

c) Transit Service Monthly Statistics (attached)

Commission feedback positive on new graphs being presented.

5. New Business

a) Review of 3rd Quarter Financials

BVRTSC17-81 Davina Bernard moves to have Administration discuss Canmore bus storage contra agreement within the audit review in April, to ensure the correct reporting practice.

CARRIED UNANIMOUSLY

BVRTSC17-82 Davina Bernard moves to accept Q3 financials and Q3 KPIS as information

CARRIED UNANIMOUSLY

b) Review of 3rd Quarter KPIs

c) New Board Member Orientation

- Presentation (M. Bean)
- Q and A
- Reconfirm meeting dates and times to be 2pm on the second Wednesday of each month.
- Election of Chair and Vice Chair

Martin Bean calls for nominations for Chair of Commission. Chip Olver nominates Davina Bernard for Chair. Joanna McCallum seconds the motion. Davina Bernard accepts nomination.

BVRTSC17-83 Vote for approval of Davina Bernard as Chair

CARRIED UNANIMOUSLY

Davina Bernard calls for nominations for Vice Chair of Commission. Chip Olver nominates Brian Standish for Vice Chair. Joanna McCallum seconds motion. Brian Standish Accepts nomination.

BVRTSC17-84 Vote for approval of Brian Standish as Vice-Chair

CARRIED UNANIMOUSLY

d) Request for decision for fleet purchase overage.

BVRTSC17-85 Davina Bernard moves that the Commission approves the use of unused capital funds from farebox replacements to cover the \$13K overage on the purchase price of the 3 Nova buses arriving in early 2018.

CARRIED UNANIMOUSLY

6. Adjournment

BVRTSC17-86 Davina Bernard moves to adjourn the meeting at 3:59 PM

CARRIED UNANIMOUSLY

Bow Valley *Regional* Transit Services Commission



CAO Report

CAO Report – December 2017

The current items to report on are:

Financial:

- Payment approval letter has been received for the progress claims submitted, which include:
 - Interim payment for deposit on Nova buses
 - Farebox upgrades (Mobile Ticketing)

Lake Louise Service:

- Parks Canada presentation during this meeting will provide an update.

Roam CAO was invited to present on transit opportunities at the ID9 Council Meeting on November 9th. The presentation included options for running a service between Lake Louise and Banff throughout the year, providing opportunities for residents and visitors to move between the two communities.

Banff Local Service:

- Banff New Service Level requests have past the Service Review stage and are now at the stage of being presented within the final budget approval process.
- Nova bus has confirmed delivery of the 3 new buses at the end of January for increased frequency on Route 1 and 2 in 2018
- Proposal for service has been forwarded to the Banff Centre for consideration. This proposal is for a stand-alone service operating during peak work hours utilizing existing fleet at this point (cutaway).

Regional Service:

- Bikes being turned away is a current concern on Regional service, primarily on weekends. Drivers are reporting angry customers in a number of instances and therefore administration is looking at options to mitigate these concerns.

- **Canmore Local Service:**

- Route enhancements began on September 22nd and are going well. Ridership in November was strong compared to other months and can be at least partially attributed to change in service and improved connections.
- Canmore building renovations are ongoing with completion slated for late December. This will significantly improve working conditions and allow for better bus cleaning and increased fleet reliability.

- **General:**

- Have completed “Discovery Phase” with Entro Communications on the bus stop experience and signage program. Design ideas and recommendations will be coming forward in early January along with mock ups of these.
- Alberta Municipal Benchmarking Initiative project is ongoing with the Alberta Government with the report distributed in November and reporting on data from 2012 to 2014. Transit data from Banff and Regional is in for those years with Canmore to be added once they move to include current data.
- Advertising and screening is ongoing for office positions that are currently vacant with the anticipation of having these positions filled in January.
- The BVRTSC is in contact with Calgary Transit to potentially be involved in their electrification feasibility project. Details will be shared as they become available.

Roam

Roam Transit is Hiring!

The Bow Valley Regional Transit Services Commission is a government agency operating transit services throughout the Bow Valley. We are excited to be looking for three individuals to work with us in unique roles, each continuing to help further the success of our Roam Transit operation.

Financial Controller:

Must have a professional accounting designation with significant demonstrated experience and be prepared to lead the financial functions of the Commission. Responsibility will include financial reporting and analysis using Key Performance Indicators and other innovations to ensure our actions are measured and stakeholders are well informed. This is a full-time position working closely with the CAO.

Payroll/Accounting Administrator:

Under the direction of the Financial Controller, this position is responsible for the day to day accounts payable and receivable functions in addition to payroll for a staff of 40. This is a full-time position and requires a minimum of 3 years accounting/bookkeeping experience with preference being given to applicants with a certificate in accounting or bookkeeping.

Marketing and Communications Coordinator (0.6 FTE):

With the expansion of Roam Transit services, the need has arisen for a creative and self-driven individual to expand the awareness of our offerings to visitors and residents. This position will be responsible for managing and elevating our social media presence, being a strong liaison with various community partners and identifying new opportunities to increase transit ridership.

Roam Transit Operators

Roam Transit is hiring part time/on-call Transit Operators who possess a Class 1 or 2 drivers license with an air brake endorsement and are fantastic with the public! An ideal driving position for those with other part-time jobs or who are semi-retired. Roam Transit offers a professional work environment, paid job training and a starting wage of \$23.00 an hour.

FULL POSITION DESCRIPTIONS ARE AVAILABLE AT: www.roamtransit.com
Email statement of interest and resume to careers@roamtransit.com

Bow Valley *R*egional Transit Services Commission



Bring Forward List

BRING FORWARD LIST OF ITEMS PENDING (as of December 2017)

ITEM	Date Initiated	Pending Date	Comments:
BVRTSC17-81 Davina Bernard moves to have Administration discuss Canmore bus storage contra agreement within the audit review in April to ensure the correct reporting practice	November 2017	April 2018	

Bow Valley Regional Transit Services Commission

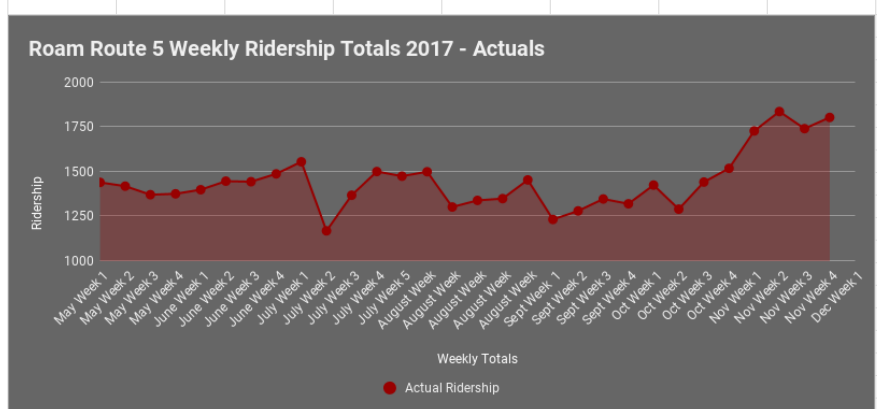
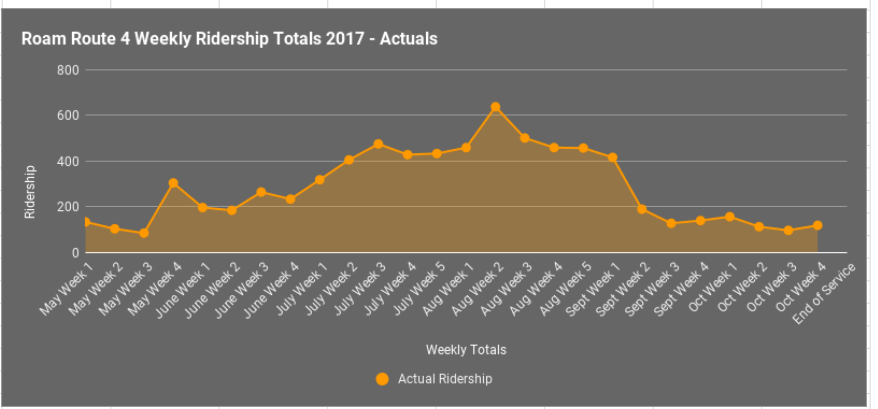
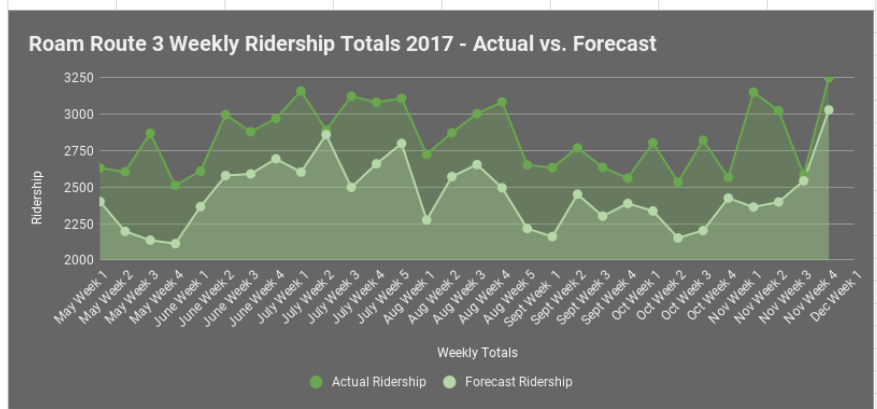
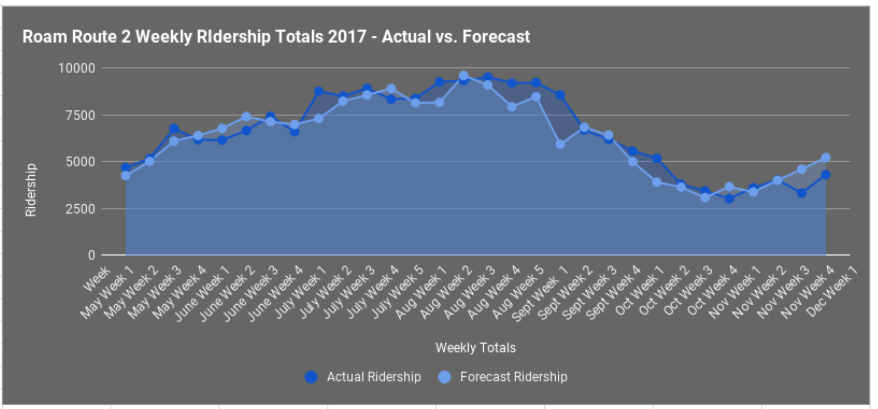
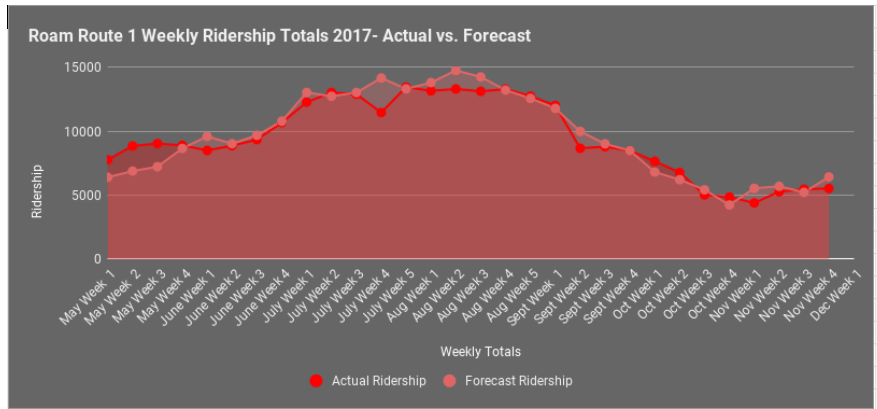
Ridership and Revenue Statistics

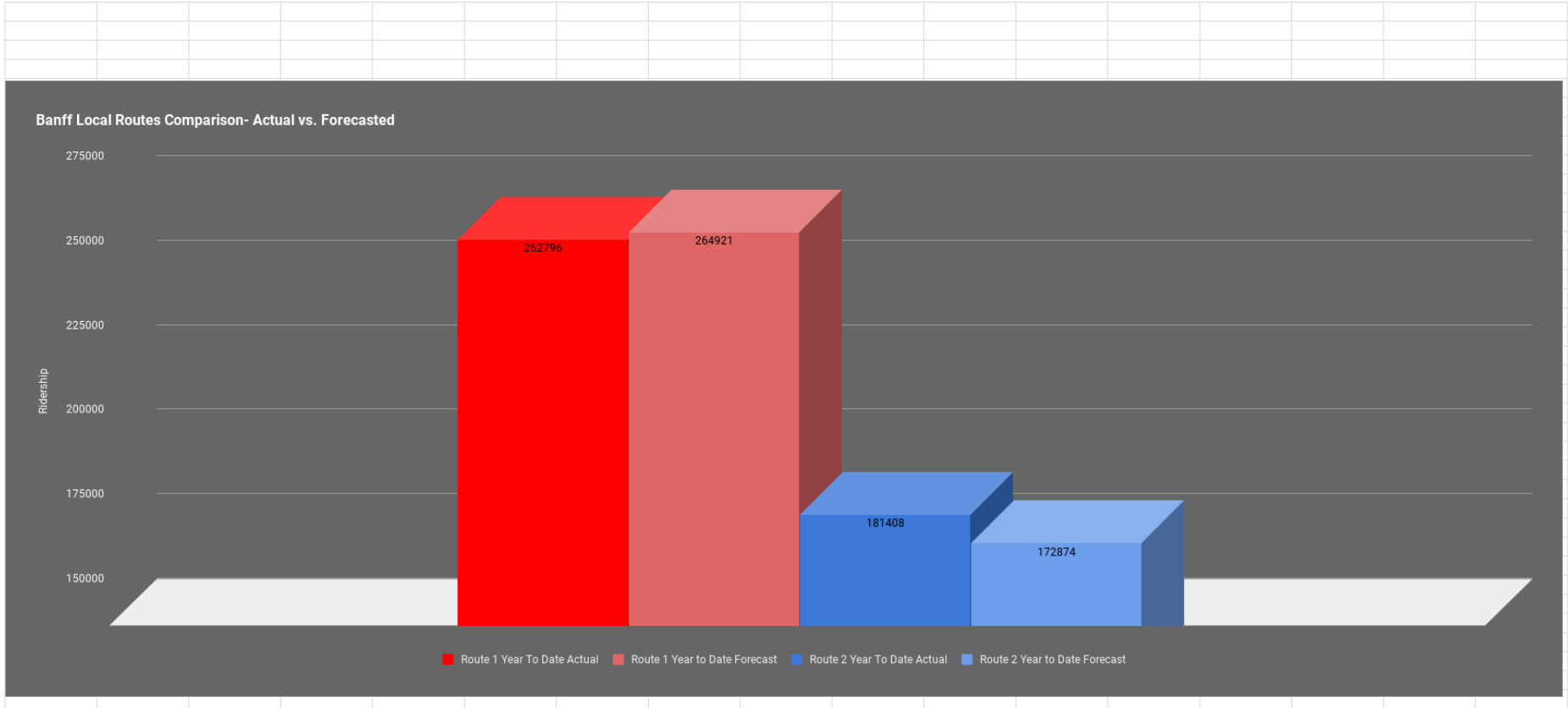


Month	Type	Banff Local	Canmore Local	Regional
October	Strollers	69	91	13
	Bikes	22	73	89

Observations:

- Year to Date Ridership % changes:
 - Route 1 up 19%
 - Route 2 up 15% (Year to date steady – however a monthly drop of -2.5% compared to Nov 2016)
 - Route 3 up 19 %
 - Route 4 up 105%
- Banff Local revenues up 7% in October, with drop of -8% in November compared to 2016
- Regional Route 3 ridership up 11% over November 2016. Revenues up 4% over November of 2016.
- Another positive bounce for Canmore local ridership! Increase up to 7,700 passengers in November.
 - *Higher ridership in November 2017 (7,723) than the Free-December 2016 service (7,597)!

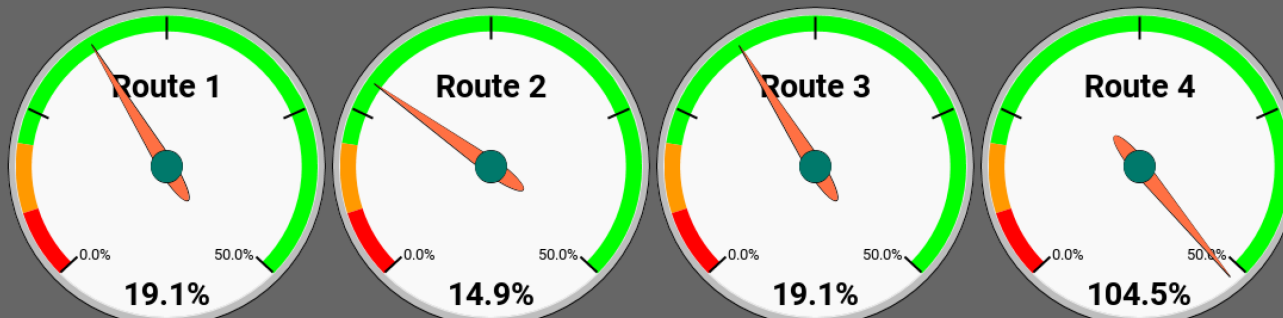




	Route 1 (Sulphur/Banff Ave)			Route 2 (Tunnel Mtn/Banff Springs Hotel)			Route 4 (Cave and Basin)			Banff Local Transit Totals	Banff Local Transit Totals	Banff Local Transit Totals	Banff Local Transit Totals % Change
Month	RT1 2016	RT1 2017	% Change	RT2 2016	RT2 2017	% Change	2016	2017	% Change	2015	2016	2017	(Not incl. Rte6)
January	19,391	23,495	21.2%	22,261	23,694	6.4%	N/A	N/A	N/A	41,973	41,652	47,189	13.3%
February	20,973	27,693	32.0%	22,446	24,453	8.9%	N/A	N/A	N/A	41,240	43,419	52,146	20.1%
March	24,034	31,779	32.2%	23,928	24,496	2.4%	N/A	N/A	N/A	46,484	47,962	56,275	17.3%
April	18,226	29,148	59.9%	16,355	18,878	15.4%	0	296	N/A	37,483	34,581	48,026	38.9%
May	30,882	37,914	22.8%	22,549	24,919	10.5%	331	624	88.5%	52,462	53,431	62,833	17.6%
June	37,896	42,032	10.9%	26,196	29,851	14.0%	586	931	58.9%	64,295	64,092	71,883	12.2%
July	50,540	56,676	12.1%	31,655	38,958	23.1%	951	2,005	110.8%	79,171	82,195	95,634	16.4%
August	52,621	58,460	11.1%	32,553	40,767	25.2%	830	2,057	147.8%	81,401	85,174	99,227	16.5%
September	37,009	42,558	15.0%	24,406	30,882	26.5%	676	1,283	89.8%	60,204	61,415	73,440	19.6%
October	24,252	26,313	8.5%	15,358	17,010	10.8%	N/A	527		35,371	39,610	43,323	9.4%
November	20,240	21,934	8.4%	17,004	16,579	-2.5%				33,785	37,244	38,513	3.4%
December		2,316	#DIV/0!		2,225	#DIV/0!				44,156	0	4,541	#DIV/0!
YTD	336,064	400,318	19.1%	254,711	292,712	14.9%	3,374	7,723	104.5%	618,025	590,775	693,030	17.94%

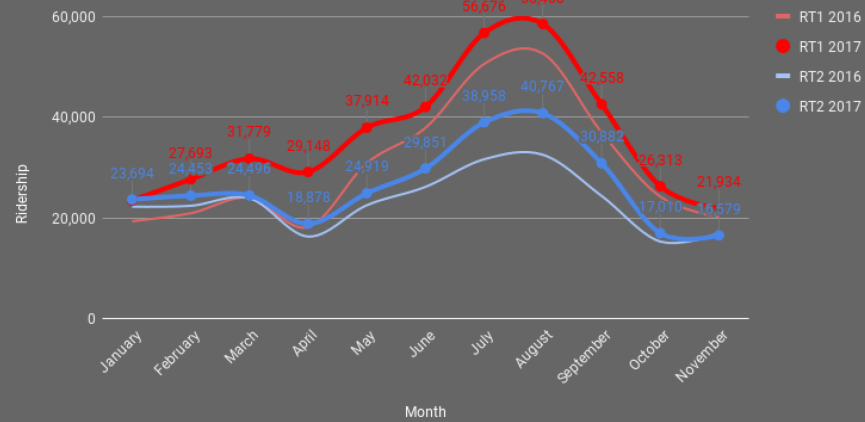
	Route 3 (CB Regional)			Route 5 (Canmore Local)			Route 6 (Minnewanka)
Month	2016	2017	% Change	2016	2017	% Change	2017
January	8,502	9,503	11.8%	N/A	6,571	N/A	N/A
February	8,081	9,300	15.1%	N/A	6,028	N/A	N/A
March	8,137	11,052	35.8%	N/A	7,291	N/A	N/A
April	7,911	9,489	19.9%	N/A	4,585	N/A	0
May	9,753	11,841	21.4%	N/A	6,225	N/A	2,792
June	10,831	12,690	17.2%	N/A	6,414	N/A	6,329
July	11,513	13,258	15.2%	N/A	6,088	N/A	10,532
August	11,089	12,788	15.3%	N/A	6,164	N/A	10,570
September	9,720	11,725	20.6%	N/A	5,533	N/A	2,607
October	9,881	11,731	18.7%	N/A	6,263	N/A	N/A
November	11,164	12,438	11.4%	8,570	7,723	-9.9%	N/A
December		1,094	#DIV/0!	7,597	658	-91.3%	N/A
YTD	106,582	126,909	19.1%	16,167	69,543	330.2%	32,830

Year to Date % Ridership Change - 2016 to 2017

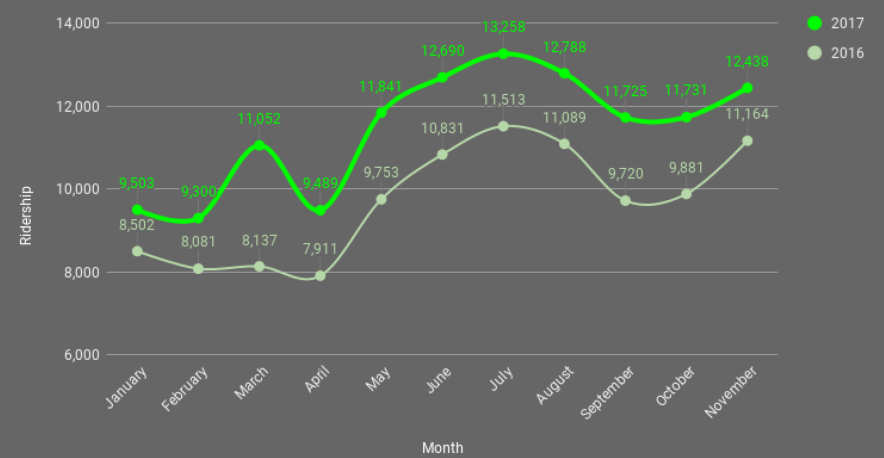


Banff Local Routes 1 and 2 Ridership Comparison

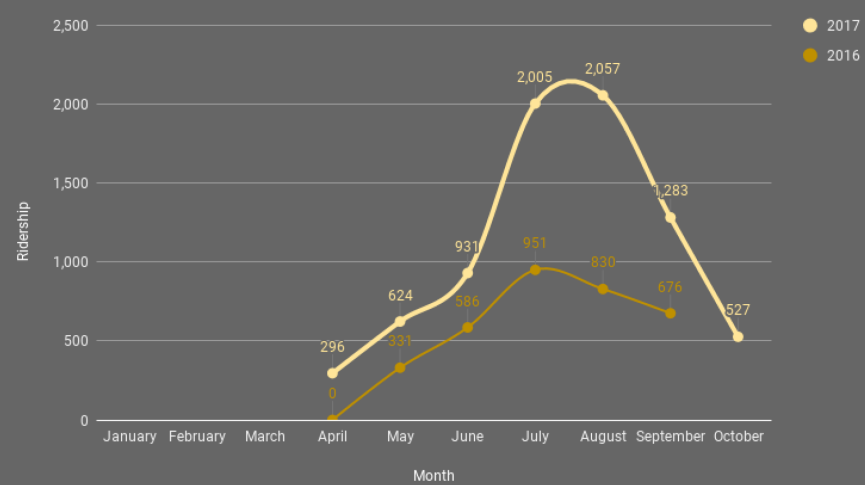
Comparing 2016 to 2017



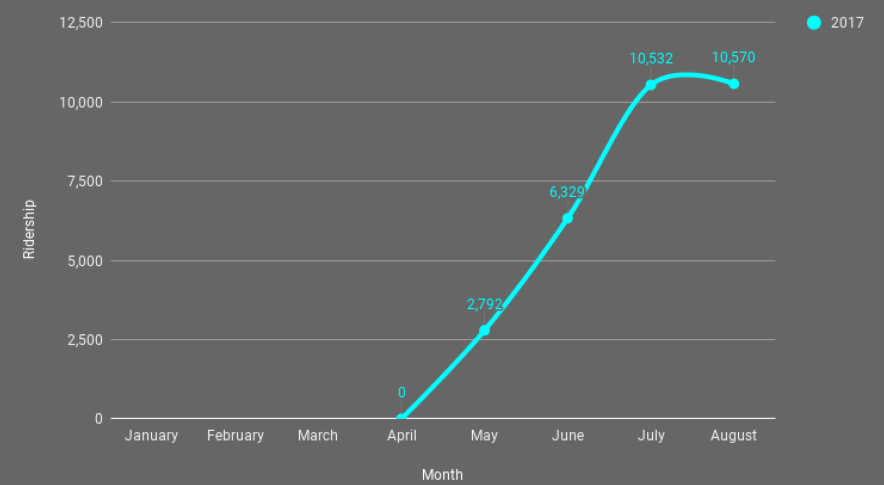
Regional Route 3 Ridership

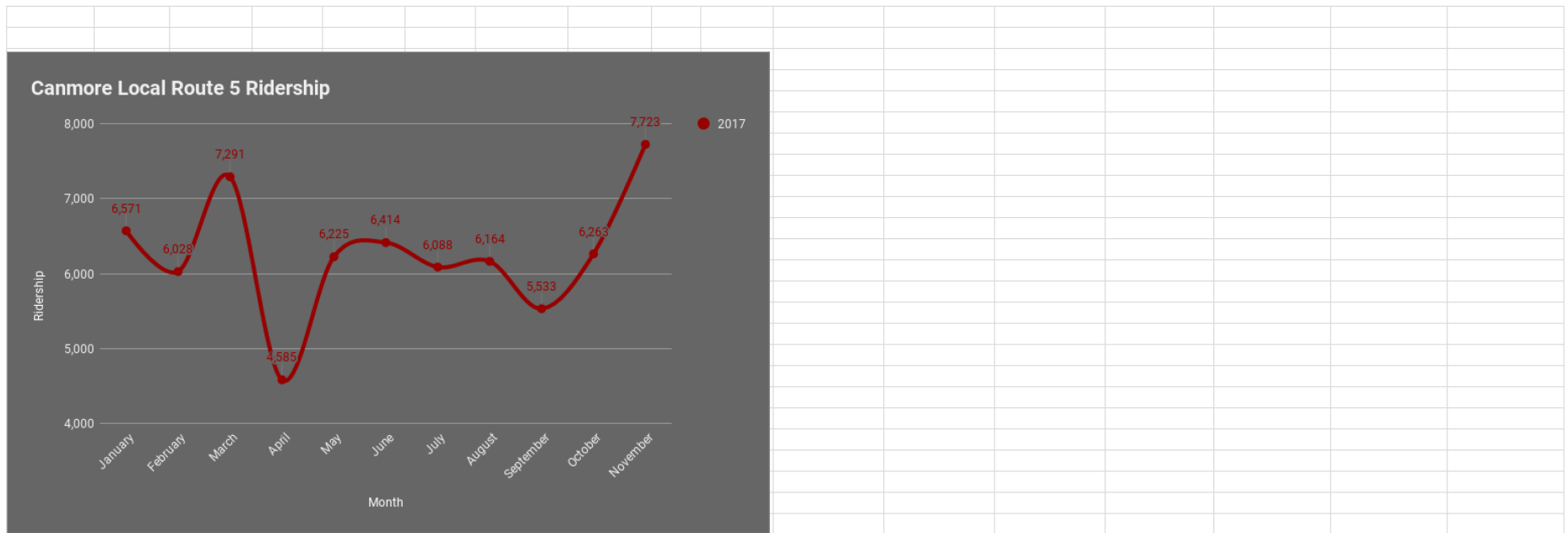


Banff Local Route 4 Ridership



Minnewanka Route 6 Ridership

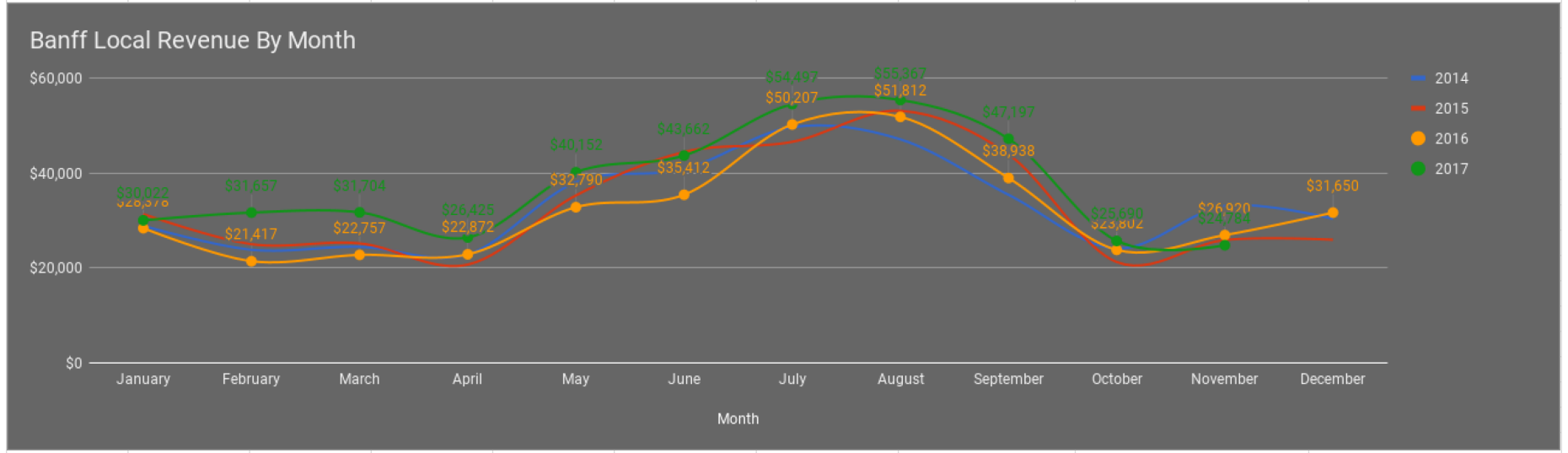




BANFF LOCAL TRANSIT REVENUE BREAKDOWN

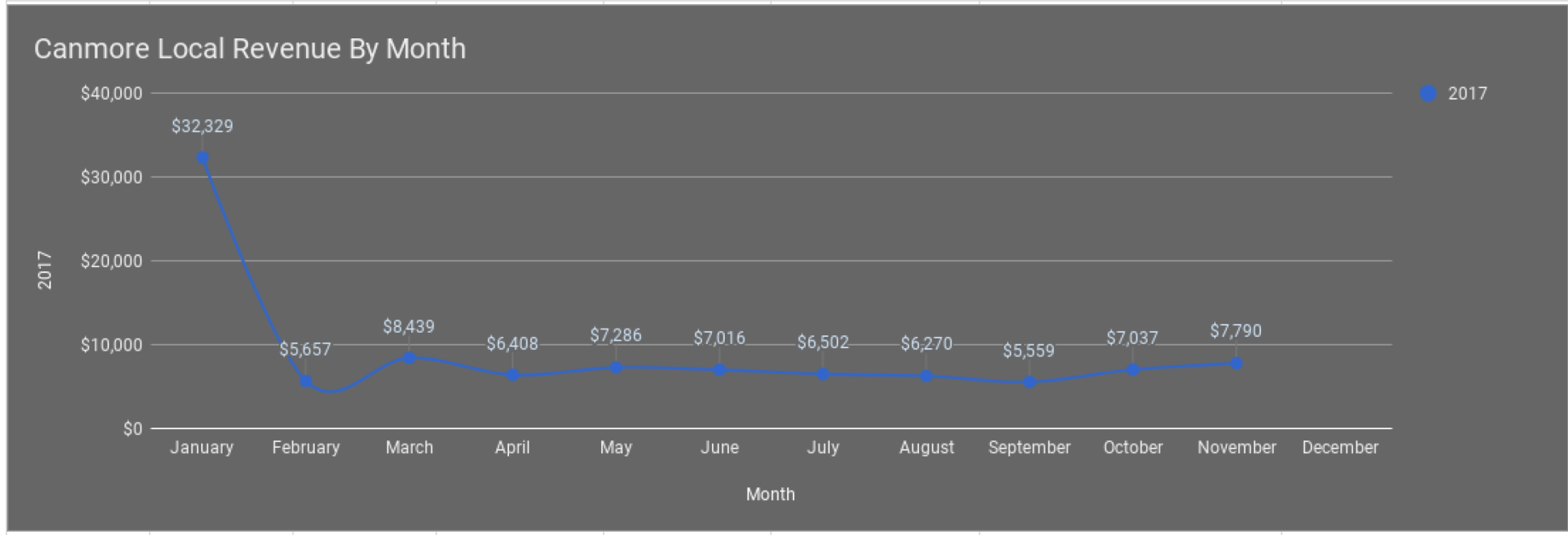
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REVENUE										
Month	2014	2015	2016	2017	2016 Running Total	2017 Running Total	Running Total Difference	2016 to 2017 Monthly Difference	2016 to 2017 Monthly % Difference	
January	\$28,869	\$31,352	\$28,378	\$30,022	\$28,378	\$30,022	\$1,644	\$1,644	5.5%	
February	\$23,824	\$25,006	\$21,417	\$31,657	\$49,795	\$61,679	\$11,884	\$10,240	32.3%	
March	\$24,454	\$25,175	\$22,757	\$31,704	\$72,552	\$93,383	\$20,831	\$8,947	28.2%	
April	\$22,861	\$20,711	\$22,872	\$26,425	\$95,424	\$119,808	\$24,384	\$3,553	13.4%	
May	\$38,052	\$35,268	\$32,790	\$40,152	\$128,214	\$159,960	\$31,746	\$7,362	18.3%	
June	\$40,828	\$44,419	\$35,412	\$43,662	\$163,626	\$203,622	\$39,996	\$8,250	18.9%	
July	\$49,655	\$46,553	\$50,207	\$54,497	\$213,833	\$258,119	\$44,286	\$4,290	7.9%	
August	\$47,076	\$53,075	\$51,812	\$55,367	\$265,645	\$313,486	\$47,841	\$3,555	6.4%	
September	\$35,404	\$43,912	\$38,938	\$47,197	\$304,583	\$360,683	\$56,100	\$8,259	17.5%	
October	\$24,115	\$21,253	\$23,802	\$25,690	\$328,385	\$386,373	\$57,988	\$1,888	7.3%	
November	\$33,078	\$25,892	\$26,920	\$24,784	\$355,305	\$411,157	\$55,852	-\$2,136	-8.6%	
December	\$30,344	\$25,939	\$31,650	\$0	\$386,955					
Grand Total:	\$398,560	\$398,555	\$386,955	\$411,157	\$386,956					



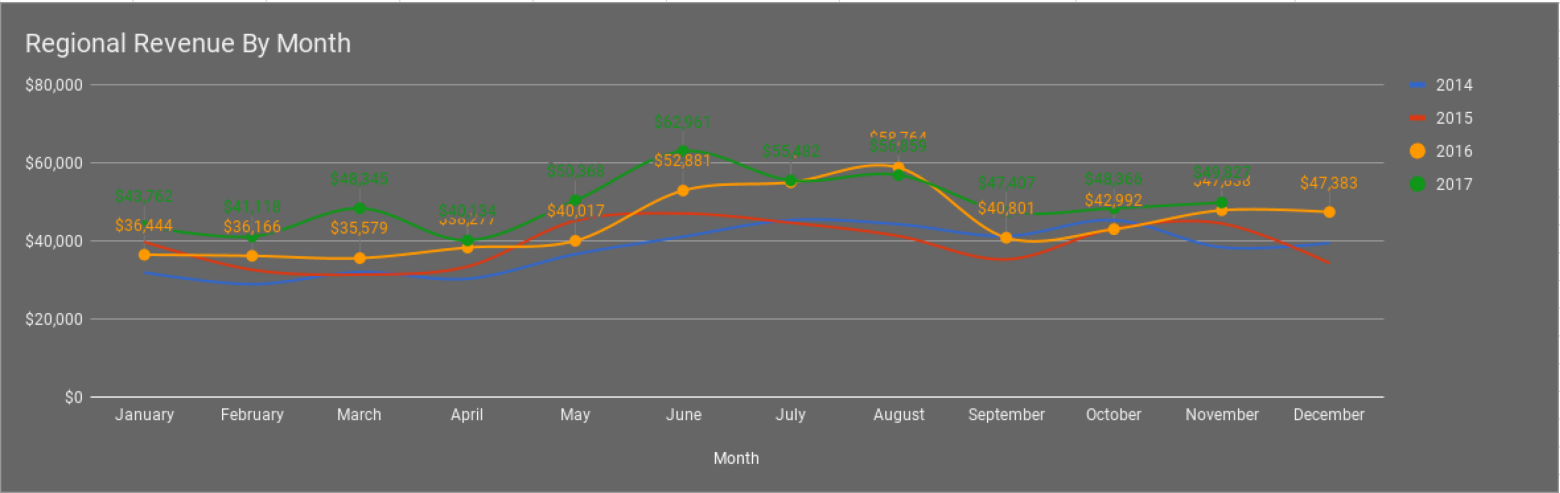
CANMORE LOCAL TRANSIT REVENUE BREAKDOWN							
2017 Actual							
Month	Fares	Passes	Other	Total	Budget	Info	
January	\$6,173	\$26,156	\$0	\$32,329	\$10,000.00	*Includes Pass Sales from Dec and Jan both to customers and vendors	
February	\$4,812	\$845	\$0	\$5,657	\$10,000.00		
March	\$5,653	\$2,786	\$0	\$8,439	\$12,000.00		
April	\$3,905	\$2,503	\$0	\$6,408	\$12,000.00		
May	\$5,162	\$2,124	\$0	\$7,286	\$15,000.00		
June	\$5,092	\$1,924	\$0	\$7,016	\$20,000.00		
July	\$4,691	\$1,811	\$0	\$6,502	\$24,000.00		
August	\$4,857	\$1,413	\$0	\$6,270	\$25,000.00		
September	\$4,333	\$1,226	\$0	\$5,559	\$22,000.00		
October	\$4,189	\$2,848	\$0	\$7,037	\$18,000.00		
November	\$5,487	\$2,303	\$0	\$7,790	\$16,000.00		
December			\$0	\$0	\$12,000.00		
Totals:	\$54,354	\$45,939	\$0	\$100,293	\$196,000		
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		

REVENUE								
Month	2016	2017	2016 Running Total	2017 Running Total	Running Total Difference 2016 to 2017	Monthly Difference	Monthly % Difference	
January	\$0	\$32,329	\$0	\$32,329				
February	\$0	\$5,657	\$0	\$37,986				
March	\$0	\$8,439	\$0	\$46,425				
April	\$0	\$6,408	\$0	\$52,833				
May	\$0	\$7,286	\$0	\$60,119				
June	\$0	\$7,016	\$0	\$67,135				
July	\$0	\$6,502	\$0	\$73,637				
August	\$0	\$6,270	\$0	\$79,907				
September	\$0	\$5,559	\$0	\$85,466				
October	\$0	\$7,037	\$0	\$92,503				
November	\$0	\$7,790	\$0	\$100,293				
December	\$0		\$0					
Grand Total:	\$0	\$100,293	\$0					



CANMORE/BANFF REGIONAL TRANSIT REVENUE BREAKDOWN						
2017 Actual						
Month	Fares	Passes	Other	Total	Budget	
January	\$27,058	\$16,704	\$0	\$43,762	\$32,567	
February	\$28,782	\$12,336	\$0	\$41,118	\$32,567	
March	\$31,087	\$17,258	\$0	\$48,345	\$32,567	
April	\$28,564	\$11,570	\$0	\$40,134	\$37,567	
May	\$36,208	\$14,160	\$0	\$50,368	\$37,567	
June	\$41,044	\$21,917	\$0	\$62,961	\$37,567	
July	\$44,256	\$11,226	\$0	\$55,482	\$42,567	
August	\$41,387	\$15,472	\$0	\$56,859	\$42,567	
September	\$34,728	\$12,679	\$0	\$47,407	\$42,567	
October	\$33,727	\$14,639	\$0	\$48,366	\$37,567	
November	\$33,304	\$16,523	\$0	\$49,827	\$37,567	
December				\$0	\$37,567	
Totals:	\$380,145	\$164,484	\$0	\$544,629	\$450,800	
2016 Actual						
Month	Fares	Passes	Other	Total	Budget	
January	\$25,963	\$10,481	\$0	\$36,444	\$37,683	
February	\$23,859	\$12,307	\$0	\$36,166	\$21,683	
March	\$25,254	\$10,325	\$0	\$35,579	\$29,683	
April	\$27,917	\$10,360	\$0	\$38,277	\$19,683	
May	\$32,340	\$7,677	\$0	\$40,017	\$19,683	
June	\$37,098	\$15,783	\$0	\$52,881	\$29,683	
July	\$37,222	\$17,785	\$0	\$55,007	\$39,683	
August	\$37,217	\$21,547	\$0	\$58,764	\$39,683	
September	\$31,066	\$9,735	\$0	\$40,801	\$39,683	
October	\$28,830	\$14,162	\$0	\$42,992	\$21,683	
November	\$32,270	\$15,568	\$0	\$47,838	\$19,683	
December	\$34,141	\$13,242	\$0	\$47,383	\$37,683	
Totals:	\$373,177	\$158,972	\$0	\$532,149	\$356,200	

REVENUE									
Month	2014	2015	2016	2017	2016 Running Total	2017 Running Total	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	\$12,270	\$4,952	13.7%
March	\$31,998	\$31,375	\$35,579	\$48,345	\$108,189	\$133,225	\$25,036	\$12,766	35.9%
April	\$30,284	\$33,430	\$38,277	\$40,134	\$146,465	\$173,359	\$26,894	\$1,857	4.9%
May	\$36,589	\$45,147	\$40,017	\$50,368	\$186,482	\$223,727	\$37,245	\$10,351	25.9%
June	\$41,075	\$47,013	\$52,881	\$62,961	\$239,364	\$286,688	\$47,324	\$10,080	19.1%
July	\$45,327	\$44,636	\$55,007	\$55,482	\$294,371	\$342,170	\$47,799	\$475	0.9%
August	\$44,247	\$41,241	\$58,764	\$56,859	\$353,135	\$399,029	\$45,894	-\$1,905	-3.2%
September	\$41,221	\$35,253	\$40,801	\$47,407	\$393,936	\$446,436	\$52,500	\$6,606	16.2%
October	\$45,318	\$43,129	\$42,992	\$48,366	\$436,928	\$494,802	\$57,874	\$5,374	12.5%
November	\$38,334	\$44,467	\$47,838	\$49,827	\$484,766	\$544,629	\$59,863	\$1,989	4.2%
December	\$39,462	\$34,301	\$47,383		\$532,148				
Grand Total:	\$454,658	\$472,306	\$532,149	\$544,629					



Bow Valley *R*egional Transit Services Commission



New Business - No reports to attach