

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

**BVRTSC Boardroom – 221 Beaver Street, Banff, AB.**

**AGENDA**

**April 11, 2018      2:00 – 4:00 pm**

1. Call to Order
2. Approval of the Agenda
3. Minutes
  - Approval of the March 14, 2018 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 the 2017 Audited Financial Statements (Calvin Scott, Avail LLP)
  - b) Request for Decision – BVRTSC Investments
  - c) Request for Decision – Calgary to Banff Service
  - d) In-Camera Session
  - e) May Meeting Revised Time
6. Adjournment

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

**BVRTSC Boardroom – 221 Beaver Street, Banff, AB.**

**MINUTES**

**March 14, 2018      2:00 – 4:00 pm**

**BOARD MEMBERS PRESENT**

Davina Bernard, ID#9 – Chair  
Vi Sandford, Town of Canmore  
Joanna McCallum, Town of Canmore

**BOARD MEMBERS ABSENT**

Chip Olver, Town of Banff  
Brian Standish, Town of Banff  
Dave Schebek, ID#9

**BOARD ADMINISTRATION PRESENT**

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

**ADMINISTRATION PRESENT**

Danielle Morine, ID#9  
Adrian Field, Town of Banff  
Alex Kolesch, Parks Canada  
Jacob Johnson, Town of Canmore

**ADMINISTRATION ABSENT**

**1. Call to Order**

Davina Bernard calls meeting to order at 2:11PM.

**2. Approval of the Agenda**

*Martin Bean requests an additional item to be added regarding used bus purchase for Minnewanka route.*

*Vi Sandford – requests an addition of an In-Camera session to discuss personnel.*

**BVRTSC18-06** Davina Bernard moves to approve the agenda as amended

**CARRIED UNANIMOUSLY**

**3. Approval of the January 10, 2018 Regular Meeting Minutes (attached)**

**BVRTSC18-07** Davina Bernard moves to accept the minutes as presented

**CARRIED UNANIMOUSLY**

**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) Preliminary Q4 Results - Presented and accepted for information
- b) Preliminary 2017 KPI's - Presented and accepted for information
- c) Request for Decision – Token Transit

**BVRTSC18-07** Davina Bernard moves that the Commission authorizes Administration to enter into a 1-year service agreement with Token Transit Inc. for the provision of a mobile ticketing pilot program for BVRTSC customers and to check with at least 2 Canadian customers to ensure no giant red flags before proceeding.

**CARRIED UNANIMOUSLY**

- d) Request for Decision for used bus purchase for Route 6 summer service

**BVRTSC18-08** Davina Bernard moves to move forward with the purchase of 1 bus from Calgary Transit as outlined in the report to Commission. And make it operational for the 2018 summer season. Funds provided from the parks Canada service agreement to Minnewanka

**CARRIED UNANIMOUSLY**

**BVRTSC18-09** Davina Bernard moves that Commission authorise to move forward with the purchase of 2nd bus from Calgary Transit amending our capital budget to be increased by \$5K and contingent on understanding storage fees for said bus.

**CARRIED UNANIMOUSLY**

**BVRTSC18-10** Davina Bernard moves to rescind 2<sup>nd</sup> motion (**BVRTSC18-09**)

**CARRIED UNANIMOUSLY**

**BVRTSC18-11** Davina Bernard moves to Direct admin to investigate further details on funding for the purchase of the 2 additional Calgary Rolling stock as articulated in Administrations report and identify where the funds would come from out of the current budget.

**CARRIED UNANIMOUSLY**

e) In Camera session

**BVRTSC18-12** Davina Bernard moves to go In-Camera at 4:06pm

**CARRIED UNANIMOUSLY**

Martin Bean added to In-Camera session at 4:30pm

**BVRTSC18-13** Davina Bernard moves to come out of In-Camera session at 4:45 PM

**CARRIED UNANIMOUSLY**

6. Adjournment

**BVRTSC18-12** Davina Bernard moves to adjourn the meeting at 4:46 PM

**CARRIED UNANIMOUSLY**

# Bow Valley *Regional* Transit Services Commission



## CAO Report

## CAO Update – April 2018

- **Financial:**

- The April 6, 2018 press release from MLA Cam Westhead commits \$6,865,504 in federal funding to long term transit initiatives in the Bow Valley. Details on the plan and the matching Provincial funding are to be announced shortly.
- Audited financials are being presented at this meeting by Calvin Scott, Avail Partner, along with any recommendations.
- All GreenTRIP and PTIF submission for amounts spent to date have been submitted and approvals have been received from the Provincial with reimbursement to follow shortly. Further submissions will be occurring in the next couple of weeks to meet the March 31<sup>st</sup> deadline for PTIF submissions and the Province's year end.

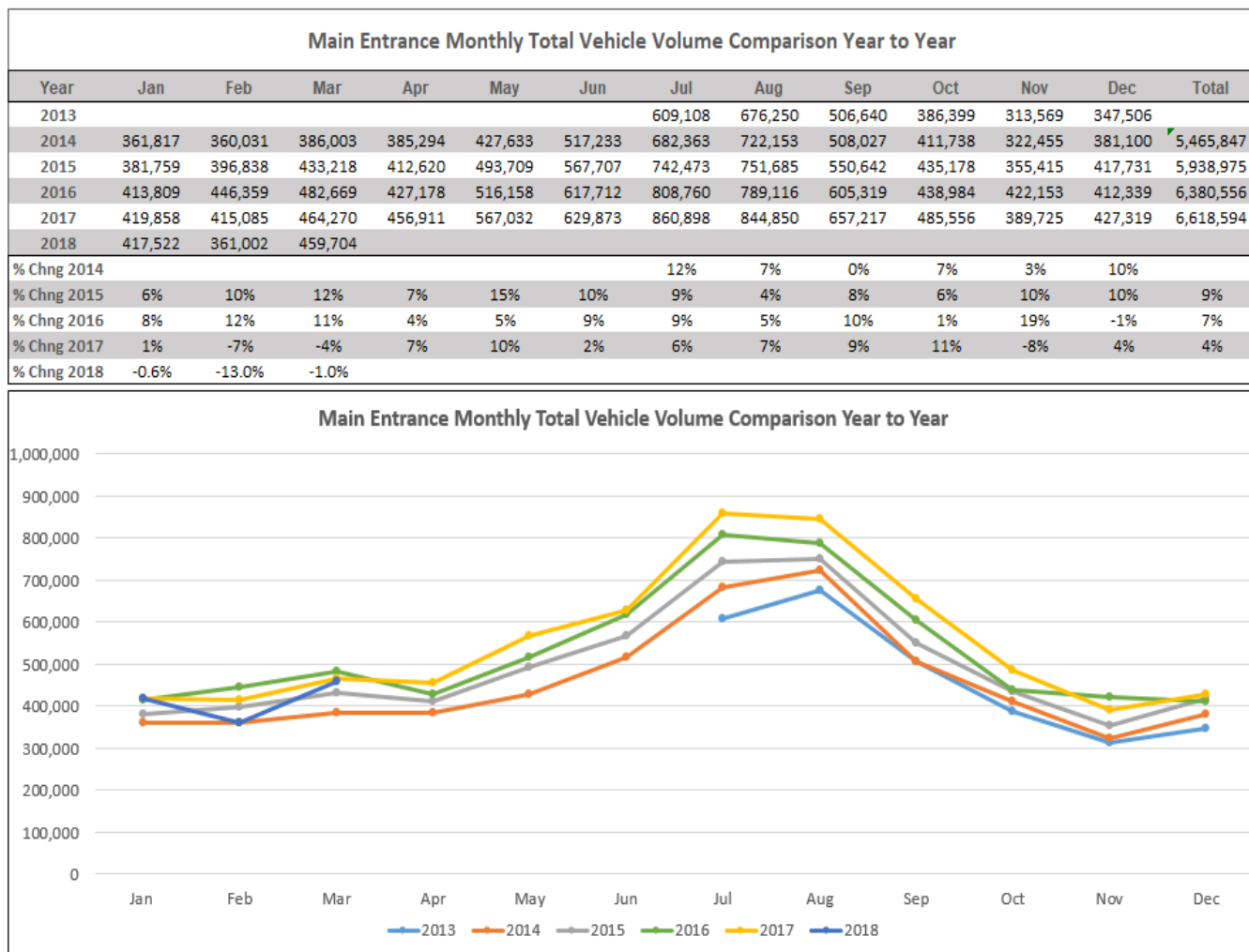
- **Lake Louise Service:**

- Currently have an RFP to determine the availability and pricing and allow us to move forward once all approvals are in place.
- The intent is to have operational service for the 2019 summer season with discussions occurring between the BVRTSC and ID9 for extending that service to operate on a year-round basis.

- **Banff Local Service:**

- We have received our three new buses and they are in the process of being outfitted for service. The GreenTRIP/PTIF claim is submitted and pending for the bulk of the cost of these buses.
- Wraps are currently being designed for these three buses and the animals will be Mule Deer, Coyote and Beaver.
- Increased service on Banff local will begin on May 18. Schedules have been finalized and have been forwarded to Parks Canada for inclusion in their all-encompassing transit brochure that will be distributed through the summer.

- Ridership in Banff is increasing ahead of vehicle volumes however the increase percentage is not comparable to the huge increases we saw in early 2017.



- **Regional Service:**

- Regional service continues to climb in ridership and subsequently has helped to increase Canmore local ridership through better connection times.
- Shelters have been installed at Benchlands Trail and the Holiday Inn stop in Canmore, along with lighting.

- **Canmore Local Service:**

- Ridership continues to be strong through March, with our highest month yet (8,753 riders).
- April is anticipated to be substantially lower than other months due to CRPS being off for two weeks of the month and OLS being off for a week.

- **General:**

- Roam is providing a second bus on the Minnewanka service this summer. We have finalized the purchase of a bus from Calgary Transit as approved last Commission meeting. It is currently receiving a new engine at Cummins and then will be going to Ynot for a wrap.
- Southland Transportation has been awarded the contract for weekend transportation between Calgary to Banff utilizing the OnIt branded buses that operated the service last year. Funding not recovered from revenues will be paid by Town of Banff, Parks Canada and the Town of Canmore.
- Driver hiring is ongoing with a class just wrapping up and another class set to begin in the third week of April. We are just in the process of finalizing the last spot and although very time intensive, we have been successful in recruiting.
- In discussion with our partners on the Entro project, we are targeting having the new sign and maps ready for September to coincide with the next required changeover of signs in Banff. The plan is to use the new signage throughout Banff and then work into Canmore as sign changes are required. Stops in ID9 will be using the new signs as the installations are implemented following the September target date.



**Sent:** Friday, April 6, 2018 8:33 AM

**Subject:** Media Release: Bow Valley to have access to new public transit funding for transformative infrastructure projects

For immediate release  
April 6, 2018

**Bow Valley to have access to new public transit funding for transformative infrastructure projects**  
*Supporting new projects that build prosperous communities and transition to a clean growth economy*

**Banff**—The governments of Canada and Alberta are working together to make long-term infrastructure investments to create economic growth, build inclusive communities and support a low carbon, green economy—leading to a higher quality of life for all Canadians.

On April 3, 2018, the Honourable Amarjeet Sohi, Minister of Infrastructure and Communities, and the Honourable Sandra Jansen, Alberta Minister of Infrastructure, [announced the signing of a bilateral agreement](#) that will provide more than \$3.3 billion through the *Investing in Canada* plan over the next decade in federal funding dedicated to infrastructure projects. These projects will be cost-shared with the Alberta government, municipalities and other partners.

This new funding will see the Governments of Canada and Alberta make unprecedented investments in public transit, green infrastructure, recreational cultural, and community infrastructure, as well as rural and northern communities.

Under the public transit stream, Bow Valley will receive \$6,865,504 in federal funding to build new urban transit networks and service extensions that will transform the way residents live, move and work.

The funding announced today builds on Alberta's 2018 Capital Plan, which commits \$26.6 billion over five years to support priority infrastructure projects across the province.

These investments will make a positive difference in communities, resulting in the better movement of people and goods, providing clean air and water, and enabling smarter and more efficient cities.

*"Investments in infrastructure help build a stronger and more resilient Alberta—connecting people, creating good jobs for the middle class, and building our economy and our communities for the future. Today's announcement will ensure residents of Bow Valley have access to efficient public transit that gets them where they need to go while contributing to clean economic growth. By providing long-term, predictable funding for infrastructure, the Government of Canada is helping to meet the needs of Albertans and making sure that our communities remain among the best places in the world to live."*

- Amarjeet Sohi, Minister of Infrastructure and Communities

*"Investing in public transit in the Bow Valley helps make life more affordable for residents, and reduces traffic congestion for the benefit of residents and tourists alike. I'm proud of the joint commitment being made by the federal, provincial, and municipal governments to reduce greenhouse gasses and provide more transportation options that will make life better for visitors and residents."*

- Cameron Westhead, MLA Banff-Cochrane

### Quick facts

- Under the *Investing in Canada* plan, the Government of Canada is investing more than \$180 billion over 12 years in public transit projects, green infrastructure, social infrastructure, trade and transportation routes, and Canada's rural and northern communities.
- Under the first phase of the plan, Infrastructure Canada has approved nearly 3,500 projects across Canada worth a combined investment of more than \$8.4 billion, including more than 170 projects worth more than \$1.1 billion in Alberta.
- As part of the Plan, Infrastructure Canada will deliver \$33 billion over the next decade through new bilateral agreements with provinces and territories under four funding streams:
  - \$20.1 billion for public transit;
  - \$9.2 billion for green infrastructure;
  - \$1.3 billion for community, cultural and recreational infrastructure; and
  - \$2 billion for wide-ranging infrastructure needs in rural and northern communities.
- The federal cost-share under the rural and northern infrastructure stream was increased from 50% to 60% on [February 16, 2018](#). With this increase, provincial communities with fewer than 5000 residents will be eligible to receive a higher proportion of federal funding to address their unique infrastructure needs. Indigenous communities in the provinces will be eligible for a federal cost share of up to 75%.

### Associated links

Government of Canada's \$180-billion+ *Investing in*

*Canada* plan: <http://www.infrastructure.gc.ca/plan/about-invest-apropos-eng.html>

*Investing in Canada* plan project map: <http://www.infrastructure.gc.ca/gmap-gcarte/index-eng.html>

Federal infrastructure investments in Alberta: <http://www.infrastructure.gc.ca/map-carte/ab-eng.html>

Government of Alberta's ICIP Portal: <http://www.alberta.ca/ICIP>

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### Media Inquiries

Maureen Mariampillai, Communications Officer  
Alberta's NDP Caucus  
780-644-5162

Brook Simpson, Press Secretary  
Office of the Minister of Infrastructure and Communities  
613-219-0149  
[brook.simpson@canada.ca](mailto:brook.simpson@canada.ca)

# Bow Valley *R*egional Transit Services Commission



Bring Forward List

### BRING FORWARD LIST OF ITEMS PENDING (as of April 2018)

ITEM	Date Initiated	Pending Date	Comments:
<b>BVRTSC17-81</b> 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	Completed April 2018. Note added to financial statement by auditors.

# Bow Valley Regional Transit Services Commission

## Ridership and Revenue Statistics



Month	Type	Banff Local	Canmore Local	Regional
	Strollers	62	76	28
	Bikes	10	48	29

### Observations:

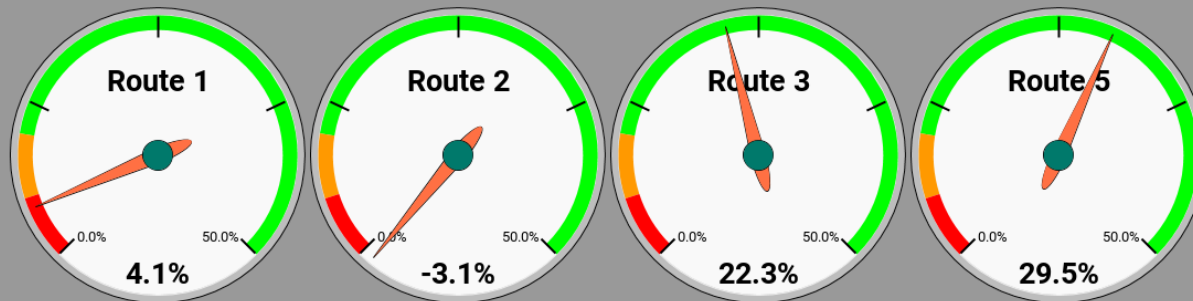
#### March Observations:

- Route 1 ridership up slightly compared to March 2018 – with a 1.9% increase in ridership.
- Route 2 ridership up from March 2017 – with a 4.4% increase in ridership
  - Banff Local revenues down 17% over March 2017 (Route 1 and 2 combined).
- Route 3 ridership up 18% compared to March 2017
  - Regional revenues down 4% over March 2017
- Route 5 ridership up 22% compared to March 2017.
  - Canmore revenues down 10% over March 2017.
- Revenues down overall although ridership up – some is timing of pass purchases. Also, receipts from passes sold at Town of Banff and Town of Canmore have not been included as the download of data needs to occur.

	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	Banff Local Transit % Change
Month	RT1 2016	RT1 2017	RT1 2018	% Change	RT2 2016	RT2 2017	RT2 2018	% Change	2016	2017	2018	% Change	2015	2016	2017	2018	(Not incl. Rte6)
January	19,391	23,567	26,302	11.6%	22,261	24,429	22,236	-9.0%	N/A	N/A	N/A	N/A	41,973	41,652	47,189	48,538	2.9%
February	20,973	27,697	27,800	0.4%	22,446	24,820	23,662	-4.7%	N/A	N/A	N/A	N/A	41,240	43,419	52,146	51,462	-1.3%
March	24,034	31,830	32,424	1.9%	23,928	24,474	25,544	4.4%	N/A	N/A	N/A	N/A	46,484	47,962	56,275	57,968	3.0%
April	18,226		0		16,355				0	296		N/A	37,483	34,581	48,026	0	
May	30,882		0		22,549		0		331	624		88.5%	52,462	53,431	62,833	0	
June	37,896		0		26,196		0		586	931		58.9%	64,295	64,092	71,883	0	
July	50,540		0		31,655		0		951	2,005		110.8%	79,171	82,195	95,634	0	
August	52,621		0		32,553		0		830	2,057		147.8%	81,401	85,174	99,227	0	
September	37,009		0		24,406		0		676	1,283		89.8%	60,204	61,415	73,440	0	
October	24,252		0		15,358		0		N/A	527			35,371	39,610	43,323	0	
November	20,240		0		17,004		0						33,785	37,244	38,513	0	
December	27,465		0		23,551		0						44,156	51,016	52,818	0	
YTD	363,529	83,094	86,526	4.1%	278,262	73,723	71,442	-3.1%	3,374	7,723	0	-100.0%	618,025	641,791	156,817	157,968	0.7%

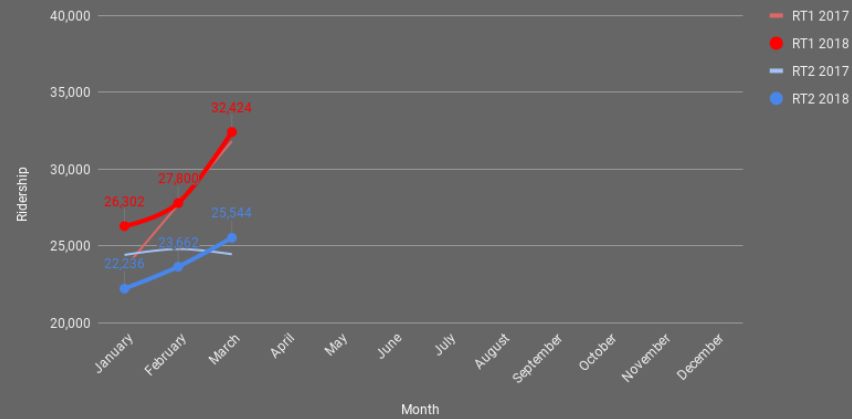
	Route 3 (CB Regional)				Route 5 (Canmore Local)				Route 6 (Minnewanka)		
Month	2016	2017	2018	% Change	2016	2017	2018	% Change	2017	2018	% Change
January	8,502	9,892	12,770	29.1%	N/A	6,551	8,392	28.1%			
February	8,081	10,182	12,282	20.6%	N/A	5,864	8,264	40.9%			
March	8,137	11,435	13,491	18.0%	N/A	7,206	8,753	21.5%			
April	7,911		0		N/A		0				
May	9,753		0		N/A		0		2,792	0	-100.00%
June	10,831		0		N/A		0		6,329	0	-100.00%
July	11,513		0		N/A		0		10,532	0	-100.00%
August	11,089		0		N/A		0		10,570	0	-100.00%
September	9,720		0		N/A		0		2,607	0	-100.00%
October	9,881		0		N/A		0				
November	11,164		0		8,570		0				
December	9,999		0		7,597		0	#DIV/0!			
YTD	116,581	31,509	38,543	22.3%	16,167	19,621	25,409	29.5%	32,830	0	-100.00%

Year to Date % Ridership Change - Comparing 2018 to 2017

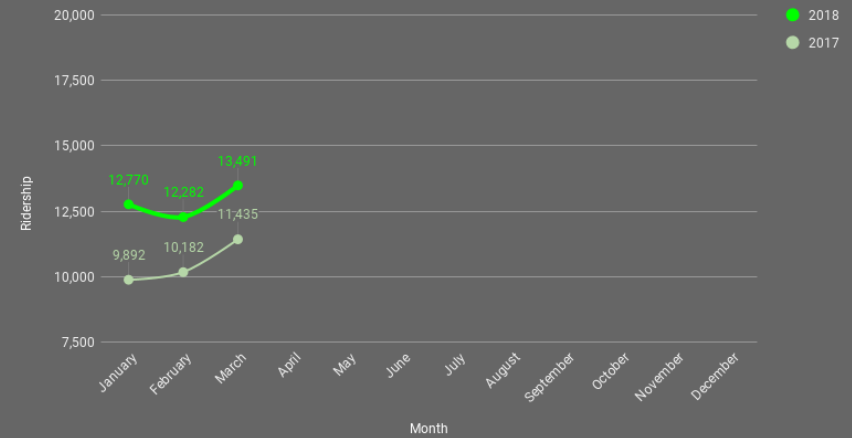


### Banff Local Routes 1 and 2 Ridership Comparison

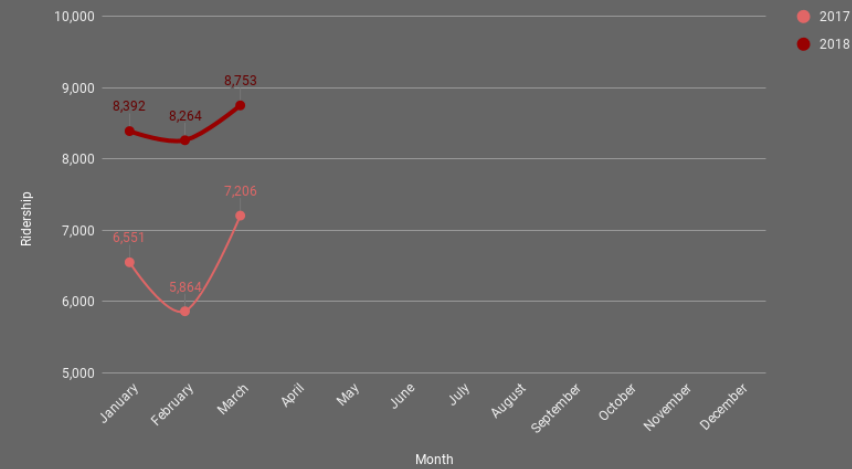
Comparing 2016 to 2017

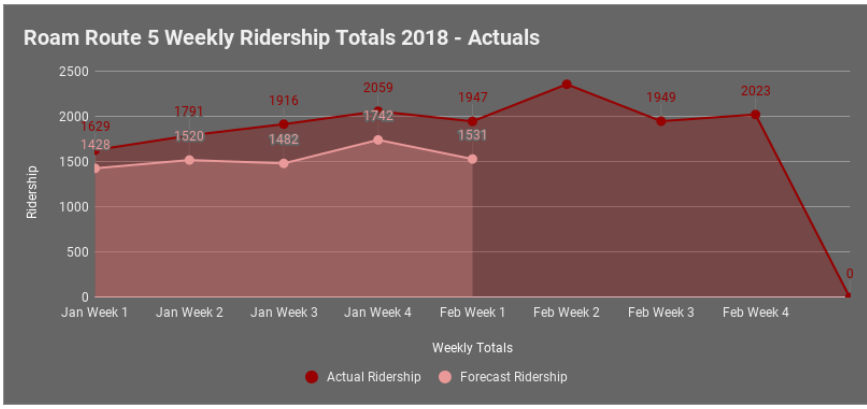
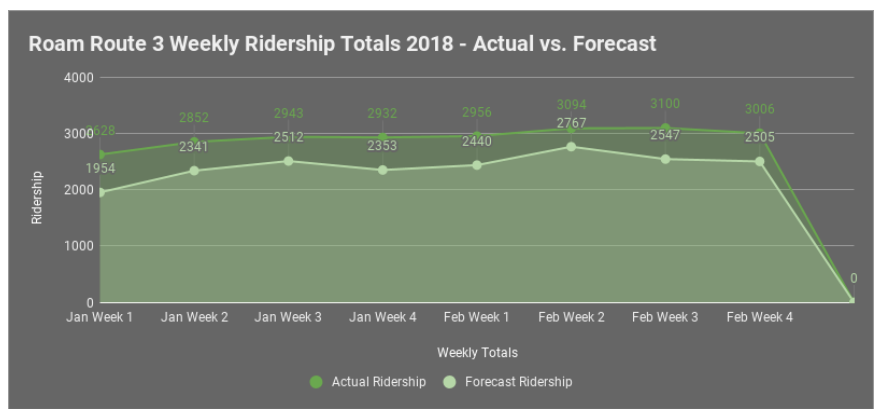
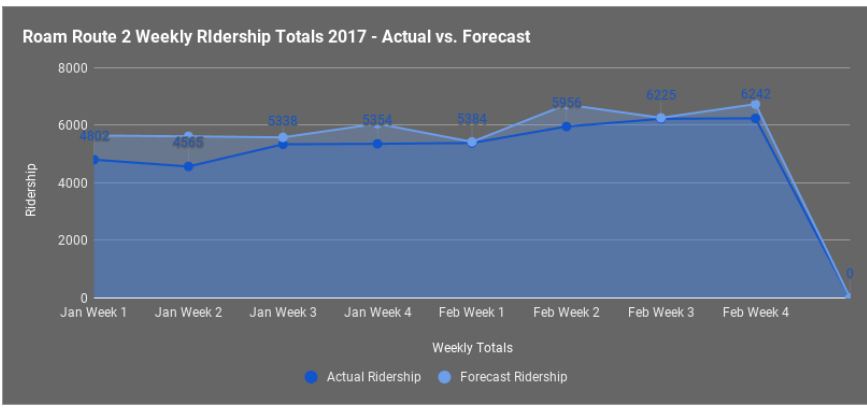
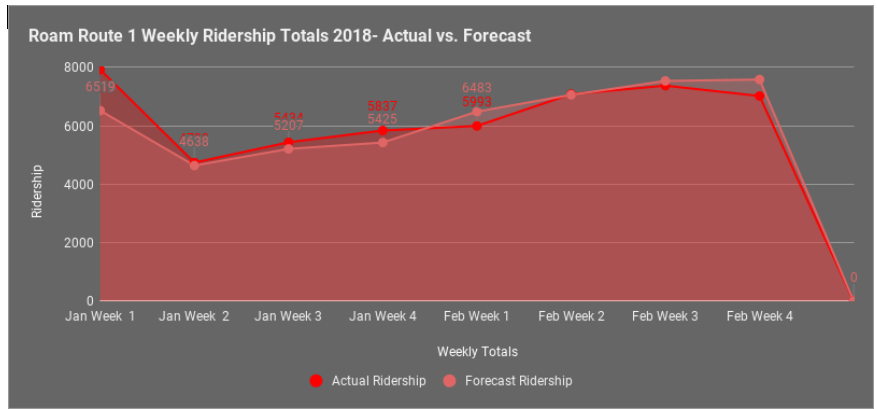


### Regional Route 3 Ridership



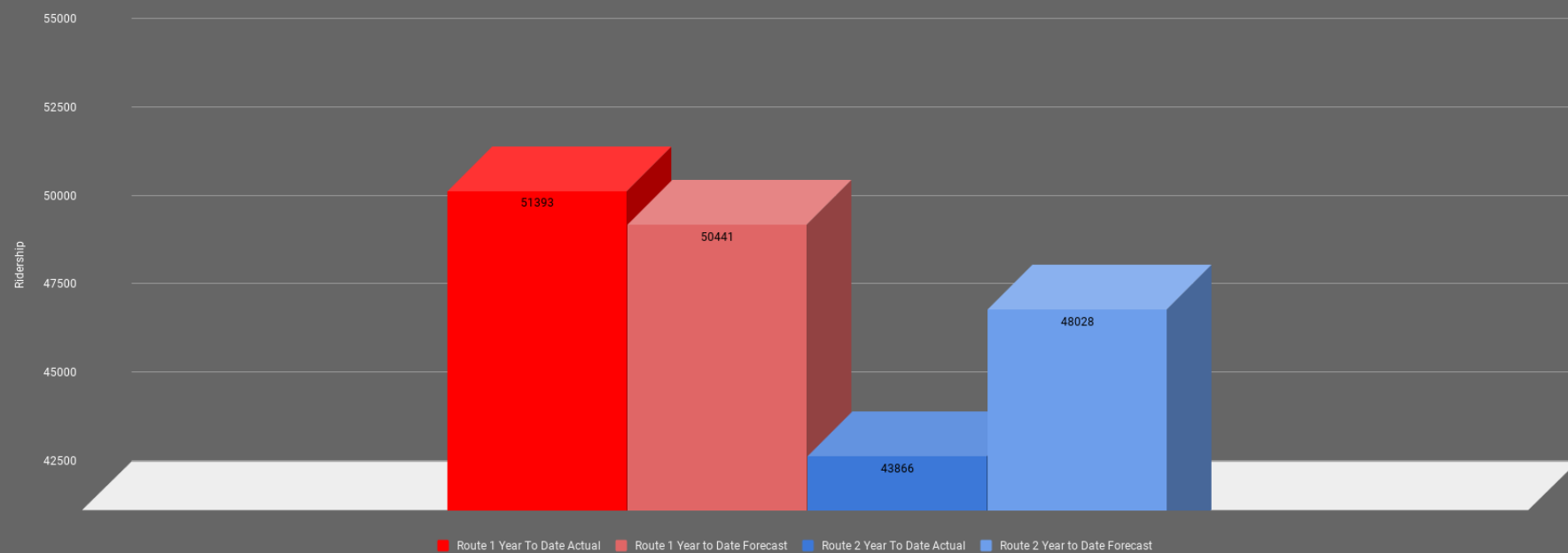
### Canmore Local Route 5 Ridership







Banff Local Routes Comparison- Actual vs. Forecasted



# **BANFF LOCAL TRANSIT REVENUE BREAKDOWN**

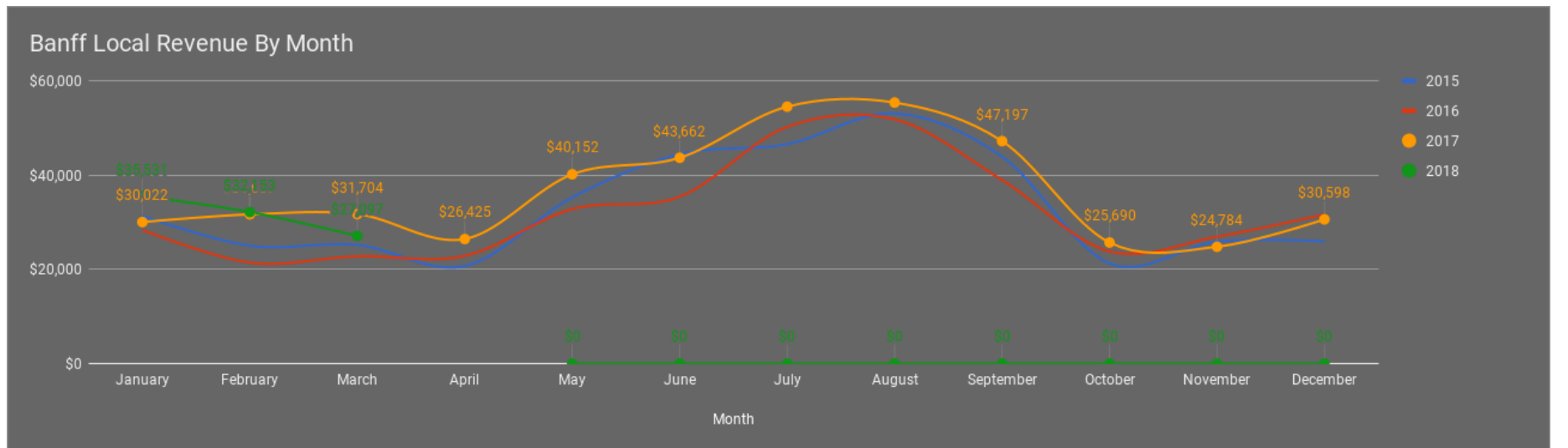
## **2018 Actual**

Month	Fares	Passes	Other	Total	Budget
January	\$26,116	\$9,415		\$35,531	
February	\$27,287	\$4,866		\$32,153	
March	\$24,883	\$2,214		\$27,097	
April				\$0	
May				\$0	
June				\$0	
July				\$0	
August				\$0	
September				\$0	
October				\$0	
November				\$0	
December				\$0	
<b>Totals:</b>	<b>\$78,286</b>	<b>\$16,495</b>	<b>\$0</b>	<b>\$94,781</b>	<b>\$0</b>

## **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	\$4,640	\$0	\$31,704	\$28,450.00
April	\$24,413	\$2,012	\$0	\$26,425	\$33,450.00
May	\$37,695	\$2,457	\$0	\$40,152	\$33,450.00
June	\$38,890	\$4,772	\$0	\$43,662	\$33,450.00
July	\$53,179	\$1,318	\$0	\$54,497	\$38,450.00
August	\$53,395	\$1,972	\$0	\$55,367	\$38,450.00
September	\$41,805	\$5,392	\$0	\$47,197	\$38,450.00
October	\$24,275	\$1,415	\$0	\$25,690	\$33,450.00
November	\$19,296	\$5,488	\$0	\$24,784	\$33,450.00
December	\$27,772	\$2,826	\$0	\$30,598	\$33,450.00
<b>Totals:</b>	<b>\$400,311</b>	<b>\$41,444</b>	<b>\$0</b>	<b>\$441,755</b>	<b>\$401,400</b>

REVENUE									
Month	2015	2016	2017	2018	2017 Running Total	2018 Running Total	Running Total Difference	2017 to 2018 Monthly Difference	2017 to 2018 Monthly % Difference
January	\$31,352	\$28,378	\$30,022	\$35,531	\$30,022	\$35,531	\$5,509	\$5,509	15.5%
February	\$25,006	\$21,417	\$31,657	\$32,153	\$61,679	\$67,684	\$6,005	\$496	1.5%
March	\$25,175	\$22,757	\$31,704	\$27,097	\$93,383	\$94,781	\$1,398	-\$4,607	-17.0%
April	\$20,711	\$22,872	\$26,425		\$119,808				
May	\$35,268	\$32,790	\$40,152	\$0	\$159,960				
June	\$44,419	\$35,412	\$43,662	\$0	\$203,622				
July	\$46,553	\$50,207	\$54,497	\$0	\$258,119				
August	\$53,075	\$51,812	\$55,367	\$0	\$313,486				
September	\$43,912	\$38,938	\$47,197	\$0	\$360,683				
October	\$21,253	\$23,802	\$25,690	\$0	\$386,373				
November	\$25,892	\$26,920	\$24,784	\$0	\$411,157				
December	\$25,939	\$31,650	\$30,598	\$0	\$441,755				
Grand Total:	\$398,555	\$386,955	\$441,755	\$94,781	\$386,956				



## CANMORE LOCAL TRANSIT REVENUE BREAKDOWN

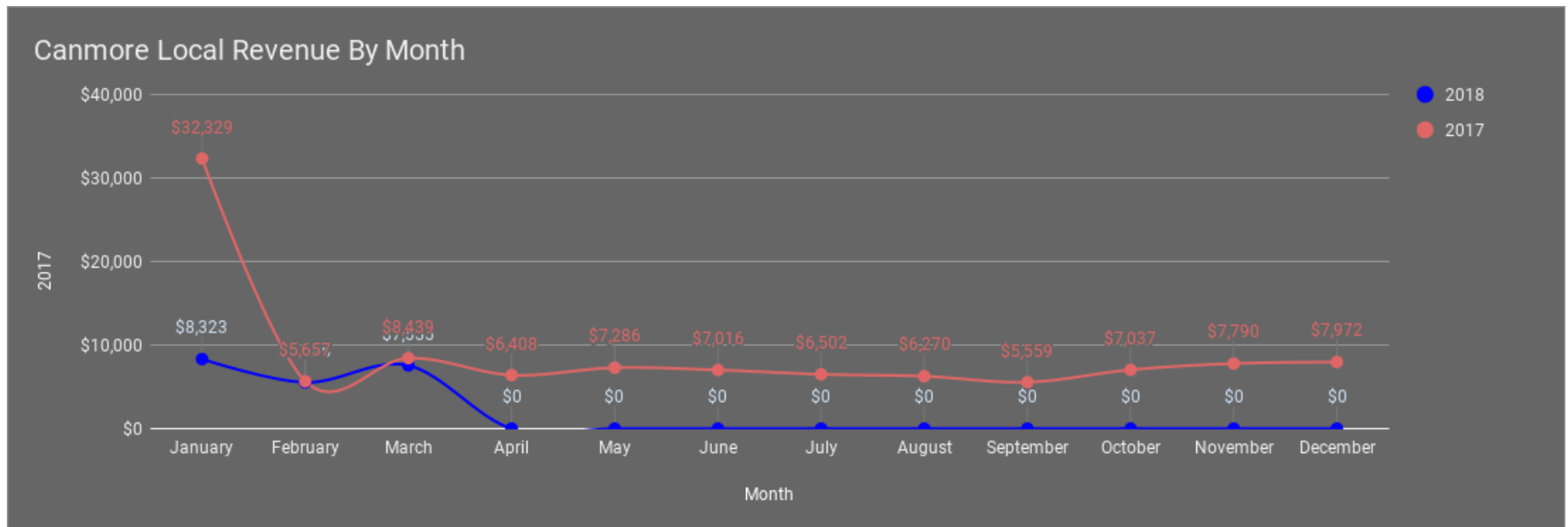
### 2018 Actual

Month	Fares	Passes	Other	Total	Budget	Info
January	\$5,495	\$2,828		\$8,323		
February	\$4,444	\$1,081		\$5,525		
March	\$5,542	\$2,013		\$7,555		
April				\$0		
May				\$0		
June				\$0		
July				\$0		
August				\$0		
September				\$0		
October				\$0		
November				\$0		
December				\$0		
<b>Totals:</b>	<b>\$15,481</b>	<b>\$5,922</b>	<b>\$0</b>	<b>\$21,403</b>	<b>\$0</b>	

### 2017 Actual

Month	Fares	Passes	Other	Total	Budget	Info
January	\$6,173	\$26,156	0	\$32,329	\$10,000	*Includes Pass Sales from Dec and Jan both to customers and vendors
February	\$4,812	\$845	0	\$5,657	\$10,000	
March	\$5,653	\$2,786	0	\$8,439	\$12,000	
April	\$3,905	\$2,503	0	\$6,408	\$12,000	
May	\$5,162	\$2,124	0	\$7,286	\$15,000	
June	\$5,092	\$1,924	0	\$7,016	\$20,000	
July	\$4,691	\$1,811	0	\$6,502	\$24,000	
August	\$4,857	\$1,413	0	\$6,270	\$25,000	
September	\$4,333	\$1,226	0	\$5,559	\$22,000	
October	\$4,189	\$2,848	0	\$7,037	\$18,000	
November	\$5,487	\$2,303	0	\$7,790	\$16,000	
December	\$4,973	\$2,999	0	\$7,972	\$12,000	
<b>Totals:</b>	<b>\$59,327</b>	<b>\$48,938</b>	<b>0</b>	<b>\$108,265</b>	<b>\$196,000</b>	

REVENUE							
Month	2017	2018	2017 Running Total	2018 Running Total	Running Total Difference 2017 to 2018	Monthly Difference	2017 to 2018 Monthly % Difference
January	\$32,329	\$8,323	\$32,329	\$8,323	-\$24,006	-\$24,006	-288.4%
February	\$5,657	\$5,525	\$37,986	\$13,848	-\$24,138	-\$132	-2.4%
March	\$8,439	\$7,555	\$46,425	\$21,403	-\$25,022	-\$884	-11.7%
April	\$6,408	\$0	\$52,833				
May	\$7,286	\$0	\$60,119				
June	\$7,016	\$0	\$67,135				
July	\$6,502	\$0	\$73,637				
August	\$6,270	\$0	\$79,907				
September	\$5,559	\$0	\$85,466				
October	\$7,037	\$0	\$92,503				
November	\$7,790	\$0	\$100,293				
December	\$7,972	\$0	\$108,265				
<b>Grand Total:</b>	<b>\$0</b>	<b>\$21,403</b>	<b>\$836,898</b>				



**CANMORE/BANFF REGIONAL TRANSIT REVENUE BREAKDOWN**

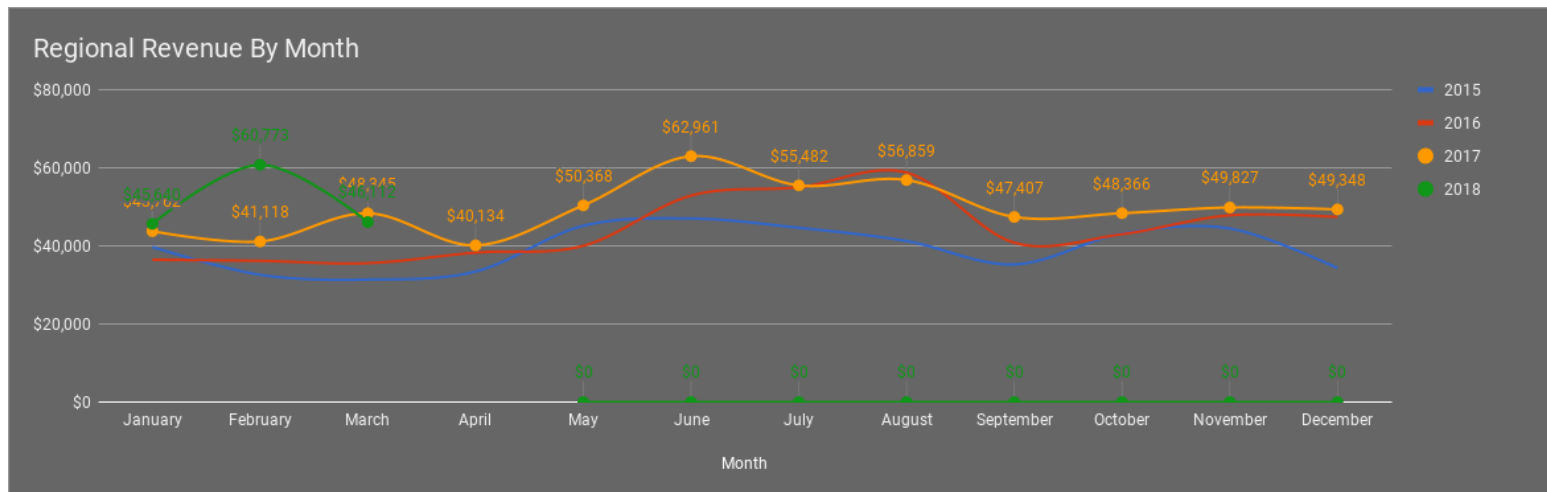
**2018 Actual**

Month	Fares	Passes	Other	Total	Budget
January	\$30,111	\$15,529		\$45,640	
February	\$30,467	\$30,306		\$60,773	
March	\$32,649	\$13,463		\$46,112	
April				\$0	
May				\$0	
June				\$0	
July				\$0	
August				\$0	
September				\$0	
October				\$0	
November				\$0	
December				\$0	
<b>Totals:</b>	<b>\$93,227</b>	<b>\$59,298</b>	<b>\$0</b>	<b>\$152,525</b>	<b>\$0</b>

**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	\$31,818	\$17,530	\$0	\$49,348	\$37,567
<b>Totals:</b>	<b>\$411,963</b>	<b>\$182,014</b>	<b>\$0</b>	<b>\$593,977</b>	<b>\$450,800</b>

REVENUE									
Month	2015	2016	2017	2018	2017 Running Total	2018 Running Total	Running Total Difference	2017 to 2018 Monthly Comparison	2017 to 2018 Monthly % Difference
January	\$39,725	\$36,444	\$43,762	\$45,640	\$43,762	\$45,640	\$1,878	\$1,878	4.3%
February	\$32,590	\$36,166	\$41,118	\$60,773	\$84,880	\$106,413	\$21,533	\$19,655	47.8%
March	\$31,375	\$35,579	\$48,345	\$46,112	\$133,225	\$152,525	\$19,300	-\$2,233	-4.6%
April	\$33,430	\$38,277	\$40,134		\$173,359				
May	\$45,147	\$40,017	\$50,368	\$0	\$223,727				
June	\$47,013	\$52,881	\$62,961	\$0	\$286,688				
July	\$44,636	\$55,007	\$55,482	\$0	\$342,170				
August	\$41,241	\$58,764	\$56,859	\$0	\$399,029				
September	\$35,253	\$40,801	\$47,407	\$0	\$446,436				
October	\$43,129	\$42,992	\$48,366	\$0	\$494,802				
November	\$44,467	\$47,838	\$49,827	\$0	\$544,629				
December	\$34,301	\$47,383	\$49,348	\$0	\$593,977				
<b>Grand Total:</b>	<b>\$472,307</b>	<b>\$532,149</b>	<b>\$593,977</b>	<b>\$152,525</b>	<b>\$593,977</b>	<b>\$305,050</b>			



# Bow Valley *R*egional Transit Services Commission



New Business - No reports to attach



# Bow Valley *Regional* Transit Services Commission



## Audited Financial Statements

Presented by Calvin Scott, Partner at Avail CPA

Proposed motion following presentation if acceptable (same as 2017 motion):

“.....moves to approve the financial statements as presented”

# Bow Valley *Regional* Transit Services Commission



## Investment Strategy

# Report to the Bow Valley Regional Transit Services Commission

## Report 2018.04.03 Financial Investment Strategy

April 3 ,2018

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### **SUMMARY/ ISSUE**

The Government of Alberta has committed to paying out fifty percent of all GreenTRIP approved funds for any projects that are still planned but not yet implemented. This will result in the BVRTSC holding significant funds for a period of up to 3 years and will need to determine the best solution for safe investment.

### **PREVIOUS COMMISSION DIRECTION/POLICY**

The BVRTSC has utilized RBC for our operating and capital reserve amounts and has put some money in redeemable GIC's to gain interest.

Administration Recommendation:

That the Commission

- Direct Administration to explore and commit to investment options for capital funds utilizing an investment advisor such as CIBC Wood Gundy as recommended by the Town of Banff

### **INVESTIGATION**

The BVRTSC is expecting to receive approximately \$14 million dollars to hold for varying terms, from six months to 3 years. Should any projects not be started, the money would be payable back to the Province of Alberta.

As the term will be variable, financial advice is recommended to ensure that we are maintaining guaranteed investments for the principal while gaining the best return on funds.

The BVRTSC Financial Policy states:

*All new major purchases of goods and services of any kind for a value exceeding \$50,000 (Fifty Thousand Dollars) will require formal contract tenders. A tender review process will be organized by the General Manager which will involve the General Manager and up to two voting members of the Commission. The Commission may choose to include non-biased (no conflict of interest) parties to be part of the tender review committee if it serves to benefit the selection (i.e. subject matter expert).*

We believe that the dollar value of the service provided would be less than \$50,000 and therefore an RFP would be unnecessary for this project.

# Report to the Bow Valley Regional Transit Services Commission

## Report 2018.04.03 Financial Investment Strategy

April 3 ,2018

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### **IMPLICATIONS:**

Andrea will be setting up accounts to track interest by project and ensure that the money received is allocated correctly.

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

Budget implications will be minimal as fees will be contained within the investment and investment income is unknown at this point however is anticipated to be substantially greater than the fee charged.

### **RISKS**

Minimal as the BVRTSC would be using only investments that guarantee the principal

### **OPTIONS**

- Utilize RBC to put money in GIC investments as we have in the past
- Issue an RFP to determine investment provider options
- Keep money in RBC Operating or savings account with minimal interest.

### **ATTACHMENTS**

Link to CIBC Wood Gundy website

<http://www.cibcwg.com/web/todd-poland>

## Bow Valley Regional Transit Services Commission



Calgary to Banff Service

# Report to the Bow Valley Regional Transit Services Commission

## Report 2018.04.02 OnIt Calgary Service

April 3 ,2018

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### **SUMMARY/ ISSUE**

The BVRTSC is contracting Southland Transportation (branded as OnIt) on behalf of partners, the Town of Banff, Parks Canada and Canmore to provide service on weekends throughout the summer of 2018 from locations within Calgary to Canmore and Banff. Riders will be purchasing tickets for the trip to the Bow Valley and will need to transfer to Roam service to be able to conveniently travel within the communities.

### **PREVIOUS COMMISSION DIRECTION/POLICY**

This is the second year of this service and transfers were offered at no charge in 2017.

Administration Recommendation:

That the Commission

- Direct Administration to accept OnIt passes for the summer of 2018 as transfers onto either Banff or Canmore local transit services at no charge, following the precedent set in 2017. Rides are to be tracked on Roam services to be documented and shared within the contractor's report following the end of service.

### **INVESTIGATION**

Meetings have been occurring throughout the Spring with the program partners and details are still being finalized. Currently the plan is to operate 35 days this summer on weekends and holidays and to gauge the interest in a service. Ridership from this service will give a strong indication of the potential success that would be seen in future years should an enhanced service be implemented. The Town of Banff and Parks Canada have both committed to contributing significant funding for this program with the intent of gaining knowledge and potentially reducing the impact of cars in the park this summer. Canmore will also be contributing on a reduced level commensurate with its level of service as the intent is to only have a few of the schedules stop in Canmore.

OnIt buses will be using the Banff Train Station and a stop adjacent to the Roam stop at the Banff High School.

# Report to the Bow Valley Regional Transit Services Commission

Report 2018.04.02 OnIt Calgary Service

April 3 ,2018

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## **IMPLICATIONS:**

### **General**

It is expected that an offering of complimentary transfers from the OnIt service will see at least 30% of the OnIt riders transferring to Roam services. The ridership is unknown at this point however 15 rides per direction has been suggested as reasonable.

## **BUSINESS PLAN/ BUDGET IMPLICATIONS**

The number of schedules and ridership estimates are not complete; however, the current estimate is 11 trips each way per day. If the average number of riders is 15 on each trip, that equals 165 riders per day on the service. If 25% of those riders were to purchase one Roam ride, the potential loss in revenue would be under \$100 per day. The net gain in ridership will come from riders that would not normally be riding on Roam, either those normally in cars or those without cars that would not typically be visiting the National Park.

## **RISKS**

Minimal – loss of a small amount of potential revenue.

## **ATTACHMENTS**