

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

BVRTSC Boardroom – 221 Beaver Street, Banff, AB.

AGENDA

August 8, 2018 2:00-4:00pm

1. Call to Order
2. Approval of the Agenda
3. Minutes
 - Approval of the July 11, 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) 2nd Quarter Financial Results and KPIs
 - b) Presentation of 2019-2021 Draft Operating Budget
 - c) Presentation of 10 Year Capital Budget
 - d) New Service Level Request – Dispatch
 - e) New Service Level Request – HR
 - f) New Service Level Request – CB Regional Pass Discount
 - g) New Service Level Request – Regional Weekend Bus
 - h) New Service Level Request – Route 2 Additional Hours
6. Adjournment

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

BVRTSC Boardroom – 221 Beaver Street, Banff, AB.

MINUTES

July 11, 2018 2:00-4:00pm

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

Dave Schebek, ID#9
Joanna McCallum, Town of Canmore

BVRTSC ADMINISTRATION PRESENT

Martin Bean, Chief Administrative Officer
Andrea Stuart, Controller

ADMINISTRATION PRESENT

Danielle Morine, ID#9
Stephen Allen, Town of Banff
Alex Kolesch, Parks Canada
Patti Youngberg, Parks Canada
Jacob Johnson, Town of Canmore

1. Call to Order

Davina Bernard calls meeting to order at 2:07pm

2. Approval of the Agenda

BVRTSC18-39 Davina Bernard moves to accept the agenda.

CARRIED UNANIMOUSLY

3. Minutes

Approval of the June 13, 2018 Regular Meeting Minutes (attached)

BVRTSC18-40 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) Board Training Opportunity and Board Self Evaluation Discussion

BVRTSC18-41 Davina Bernard moves to bring an update for Board training, orientation & effectiveness for the September Board meeting.

CARRIED UNANIMOUSLY

- b) Dispatch/on-call HR Update and RFD

BVRTSC18-42 Davina Bernard moves to direct administration to implement a plan to compensate the on-call operations contact. Rate and guidelines to be based on the document presented at the July 11, 2018 Board meeting up to a maximum of \$12,500 funded from savings in direct operating costs. Compensation to be effective retroactively as of May 18, 2018 to Dec 31, 2018. The rate and effectiveness of the program to be reviewed prior to finalizing the budget for 2019.

CARRIED UNANIMOUSLY

BVRTSC18-43 Davina Bernard moves to go into camera to discuss status of two open Requests for Proposal at 3:33pm.

CARRIED UNANIMOUSLY

- c) RFP Arrival Prediction System – Verbal Update
- d) RFP Financial Investment – Verbal Update

BVRTSC18-44 Davina Bernard moves to come out of camera at 4:00pm.

CARRIED UNANIMOUSLY

6. Adjournment

BVRTSC18-45 Davina Bernard moves to adjourn meeting at 4:00pm.

CARRIED UNANIMOUSLY

Bow Valley *R*egional Transit Services Commission



Bring Forward List

BRING FORWARD LIST OF ITEMS PENDING (as of August 2018)

ITEM	Date Initiated	Pending Date	Comments:
BVRTSC18-17 Davina Bernard moves that administration return a report by August meeting reviewing major mechanical upgrades scheduled to understand if they should be done earlier based on current mileage/usage.	April 2018	August 2018	Would like to move to October 2018. Have been in contact with Banff Maintenance to provide input
BVRTSC18-18 Davina Bernard moves that Administration contacts the municipalities and Parks to get their wish list to spend the Transit Infrastructure money, in line with our Strategic Plan, for the June meeting.	April 2018	June 2018	Complete
BVRTSC18-29 Davina Bernard moves to direct Administration to adopt the investment policy as presented and follow this policy for all future investment decisions. Update to Board on RFP Results	May 2018	July 2018	Complete
BVRTSC17-32 Review of success for child/youth pass and discuss any changes that should be implemented	September 2017	September 2018	

Bow Valley Regional Transit Services Commission



CAO Report

CAO Update - August 2018

- **Financial:**

- Quarterly reporting has been completed up to the end of Q2 for discussion today.

- **LL Regional Service:**

- Currently we are working through the planning phase for Lake Louise regional service to fully commence next May, with a limited service to begin this October utilizing one bus.
- With the implementation of Lake Louise service, we are investigating the possibility of purchasing Ticket Vending Machines (TVMs) to be located in a few key locations, allowing for the use of credit cards for ticket purchases.

- **Banff Local Service:**

- Transit Hub construction is continuing with the following timelines from TOB: The shelters themselves will be placed on the foundations in mid-September, with lighting hook up and all the custom stone/woodwork and nearby landscaping completed by October.
- Ridership is up significantly on all Banff local routes, with the most significant increases being seen on Route 2 from Tunnel Mountain.
- We are planning to do a vendor review in the fall to determine the feasibility of our change voucher and card sale program with the increase in ridership. Vendors are seeing huge jumps in the change vouchers received and are concerned with their benefit from being a part of this program.

- **CB Regional Service:**

- Construction has been completed on the TCH between Banff and Canmore however we are still seeing sporadic delays in the evening with the increased traffic of July and some lane closures.
- The second bus for weekends was added on June 23rd and has seen very positive results. The increased ridership for the first three weekends in July is 58%

- Customer Feedback:

- *Just have to say (again!) how wonderful Roam is. We took the bus back to Banff last night after riding down to Canmore and having dinner at Sage Bistro. We were on the 9:20 and it was still hopping with bikes and people of all ages. The driver was so courteous, patient and helpful, even though he was juggling a potential overload of bikes..... The recorded announcements were super for those unfamiliar with the route. The bus was clean and comfortable, and everyone was having a good time. I so appreciate this marvelous service!!*

- Canmore Local Service:

- Schedule adherence is proving somewhat difficult on weekend days in Canmore with delays occurring regularly in the downtown area. Messaging and mitigation is occurring wherever possible to minimize inconvenience.
- Canmore local ridership has skyrocketed since the implementation of free transit on June 29th, with an average of 383 riders per day in the second week of July versus 260 riders per day in the second week of June.



Added Canmore bus stop infrastructure appeared for a couple of days last week!

- **General:**

- Seat Belts – Excerpt from Calgary Herald, July 12:

OTTAWA — Transport Canada says it will soon require all newly built highway buses to have seatbelts.

The federal department said Wednesday it will make seatbelts mandatory on medium and large highway buses starting Sept. 1, 2020.

“We’ve all heard the message to buckle up over the years, and I think it’s time we brought this approach to highway buses too,” Transport Minister Marc Garneau said in a release. “By having seatbelts on highway buses, we can help reduce injuries in severe collisions, such as rollovers, and improve safety for everyone.”

The department said it first proposed the change in 2017 and has consulted industry groups. It said it takes time to design and build vehicles, so the date will allow enough time to make the changes.

- At this point, we are not anticipating transit buses to be affected immediately, however highway use of transit buses and standee permits may be affected at some point. Our MCI Commuter coaches coming for the Lake Louise service will be equipped with seat belts.
 - Our NextBus system will be replaced in the late fall/early winter with a new provider, Double Map. The transition will be completed as seamlessly as possible, minimizing the downtime on the system and inconvenience to riders.
 - OnIt Service from Calgary is operating with similar ridership numbers to last year, although ridership did not increase from Banff to Calgary during the 10 days of Stampede to the extent that we saw last year.
 - Following attendance at two Olympic Bid Transportation Committee meetings, it is key that we stay involved through this process as a primary goal of the committee is to utilize local transit services wherever possible. For Roam, this would involve significantly enhanced service for the period of approximately 7 weeks surrounding the Olympic and Paralympic games.

Bow Valley Regional Transit Services Commission

Ridership and Revenue Statistics



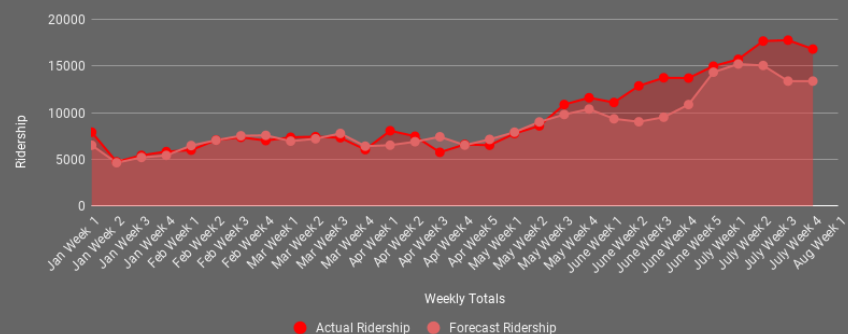
Month	Type	Banff Local	Canmore Local	Regional
July	Bikes	381	356	1452
	Strollers	315	122	50

Observations:

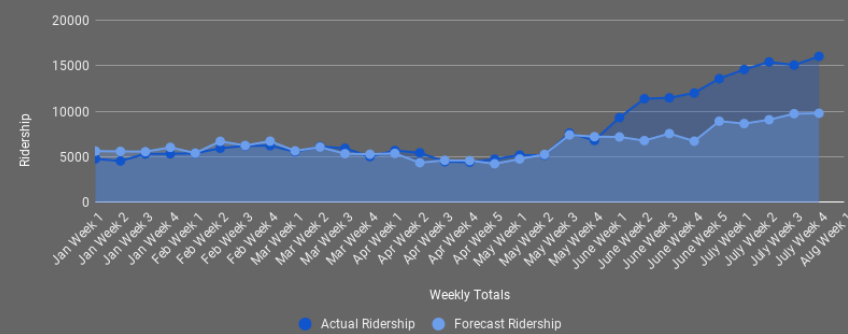
July Observations:

- Banff Local Routes combined up 50% over July 2017.
 - 33% increase on Route 1 ridership over July 2017.
 - ~15K complimentary campground trips on Route 2 and 76% ridership increase.
- Route 3 July ridership up 27% compared to July 2017.
 - Regional June revenues static compared to June 2017.
- Route 5 July ridership up 103% compared to July 2017 - first full month of complimentary service.
- Summer Route 4 – Big increase in ridership over July 2017 – 117%. Seven day a week service this July.
- Summer Route 6 – Solid ridership of 13,800.
 - Down 14% compared to July 2017's complimentary service.

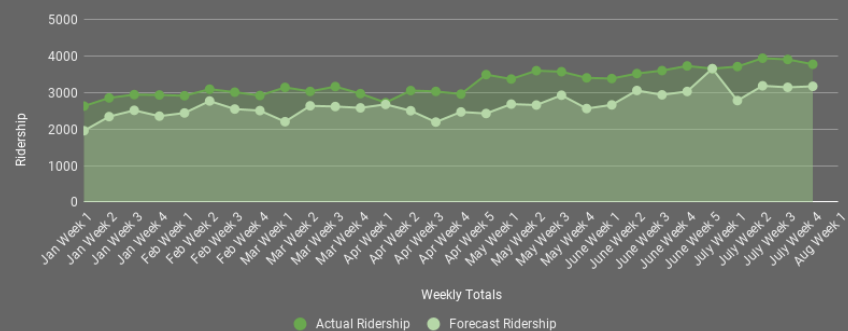
Roam Route 1 Weekly Ridership Totals 2018- Actual vs. Forecast



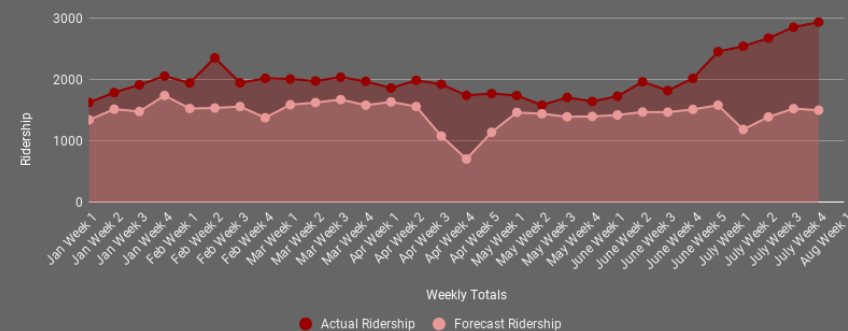
Roam Route 2 Weekly Ridership Totals 2018 - Actual vs. Forecast



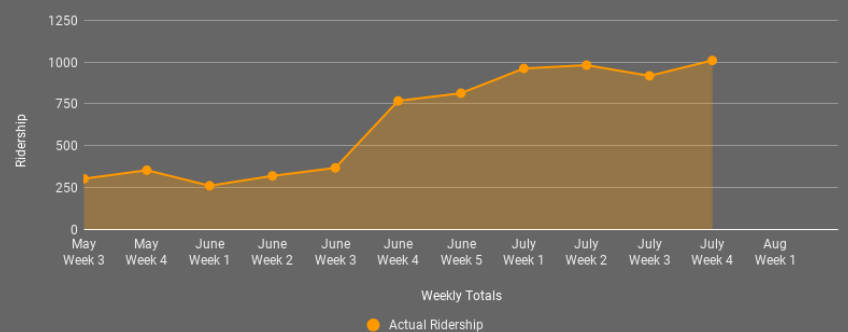
Roam Route 3 Weekly Ridership Totals 2018 - Actual vs. Forecast



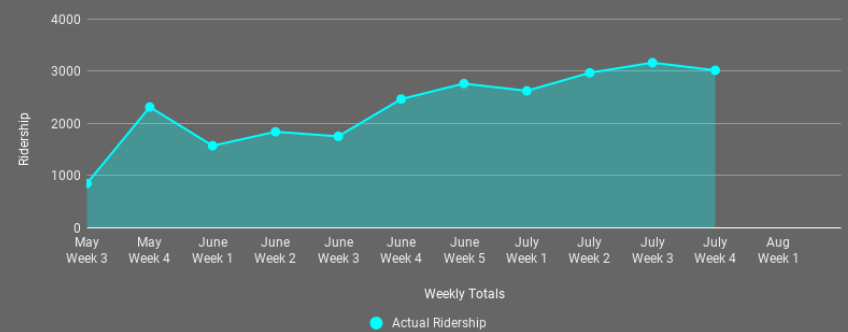
Roam Route 5 Weekly Ridership Totals 2018 - Actuals



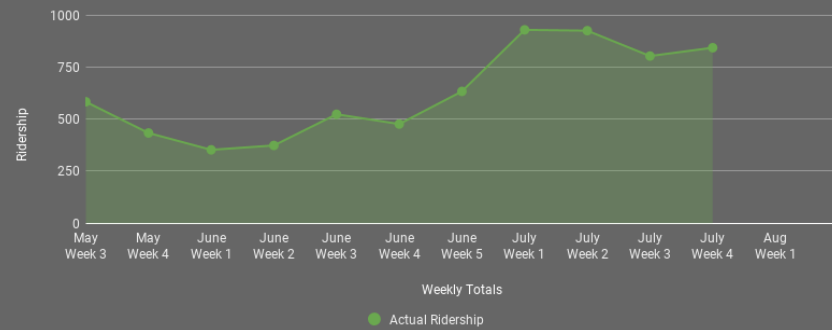
Roam Route 4 Weekly Ridership Totals 2018 - Actuals



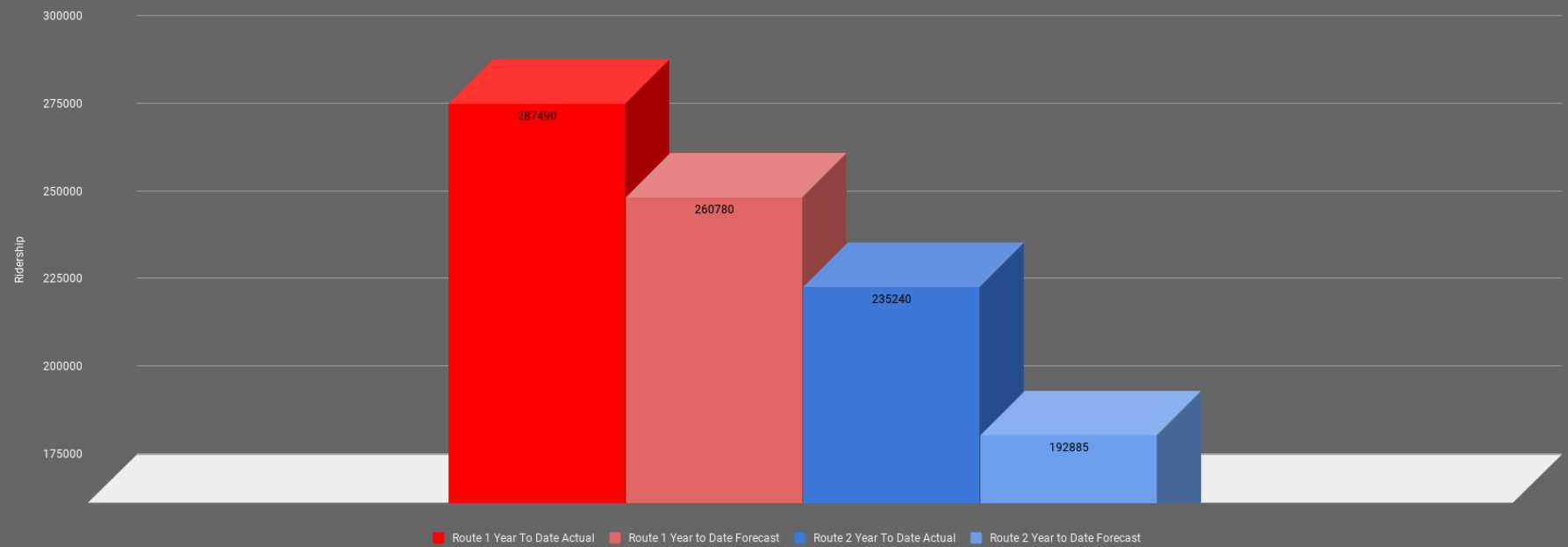
Roam Route 6 Weekly Ridership Totals 2018- Actuals



On-it Weekly Ridership Totals 2018- Actuals



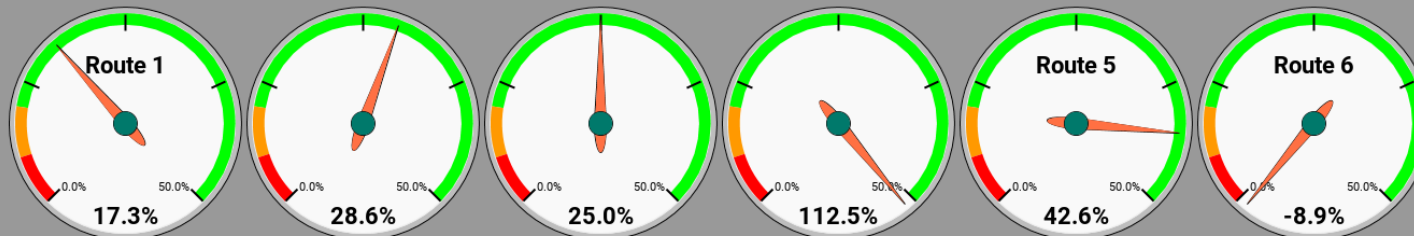
Banff Local Route Ridership Comparison - Running Total by Week - Actual vs. Forecast



	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 (Routes 1, 2, 4)	Banff Local Transit Totals (Routes 1, 2, 4)	Banff Local Transit Totals (Routes 1, 2, 4) % Change
Month	RT1 2016	RT1 2017	RT1 2018	% Change	RT2 2016	RT2 2017	RT2 2018	% Change	2016	2017	2018	% Change	2015	2016	2017	2018	2018
January	19,391	23,567	26,302	11.6%	22,261	24,429	22,257	-8.9%					41,973	41,652	48,343	48,559	0.4%
February	20,973	27,697	27,800	0.4%	22,446	24,820	23,662	-4.7%					41,240	43,419	52,517	51,462	-2.0%
March	24,034	31,830	32,424	1.9%	23,928	24,474	25,551	4.4%					46,484	47,962	56,304	57,975	3.0%
April	18,226	29,233	28,441	-2.7%	16,355	18,736	20,632	10.1%	0	296			37,483	34,581	47,953	49,073	2.3%
May	30,882	38,054	44,114	15.9%	22,549	25,146	28,773	14.4%	331	388	655	68.8%	52,462	53,762	64,807	73,542	13.5%
June	37,896	42,032	57,945	37.9%	26,196	29,851	50,499	69.2%	586	1,073	2,369	120.8%	64,295	64,678	72,956	110,813	51.9%
July	50,540	56,676	75,168	32.6%	31,655	38,958	68,439	75.7%	951	2,005	4,342	116.6%	79,171	83,146	97,639	147,949	51.5%
August	52,621		0		32,553		0		830		0		81,401	86,004	101,284	0	
September	37,009		0		24,406		0		676		0		60,204	62,091	74,723	0	
October	24,252		0		15,358		0			527			35,371	39,610	43,524	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	249,089	292,194	17.3%	278,262	186,414	239,813	28.6%	3,374	4,289	7,366	112.5%	618,025	641,791	751,381	532,007	22.6%

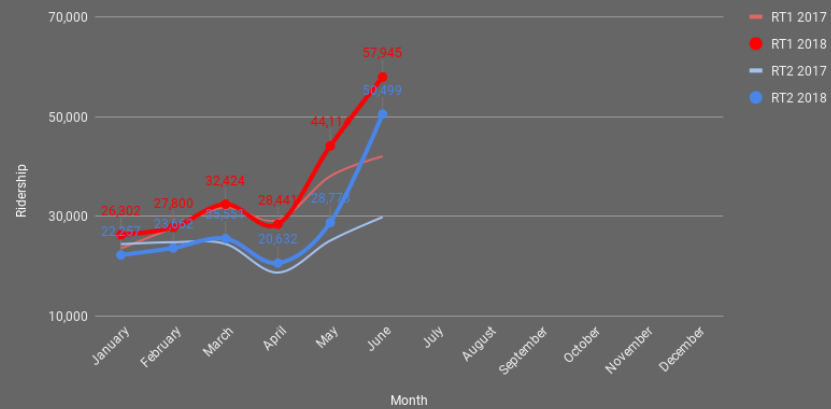
	Route 3 (CB Regional)				Route 5 (Canmore Local)				Route 6 (Minnewanka)			On-It (Calgary Regional)		
Month	2016	2017	2018	% Change	2016	2017	2018	% Change	2017	2018	% Change	2017	2018	% Change
January	8,502	9,892	12,770	29.1%		6,551	8,392	28.1%						
February	8,081	10,182	12,011	18.0%		5,864	8,264	40.9%						
March	8,137	11,435	13,257	15.9%		7,206	8,753	21.5%						
April	7,911	9,942	13,296	33.7%		4,803	7,876	64.0%						
May	9,753	11,841	15,529	31.1%		6,225	7,454	19.7%	4,023	3,882	-3.5%	0	1,018	
June	10,831	12,690	15,329	20.8%		6,414	8,453	31.8%	9,058	8,795	-2.9%	1,197	2,120	77.1%
July	11,513	13,258	16,840	27.0%		6,088	12,349	102.8%	15,975	13,793	-13.7%	4,198	3,746	-10.8%
August	11,089		0				0							
September	9,720		0				0							
October	9,881		0				0							
November	11,164		0		8,570		0							
December	9,999		0		7,597		0							
YTD	116,581	79,240	99,032	25.0%	16,167	43,151	61,541	42.6%	29,056	26,470	-8.9%	5,395	6,884	27.6%

Year to Date % Ridership Change - Comparing 2018 to 2017

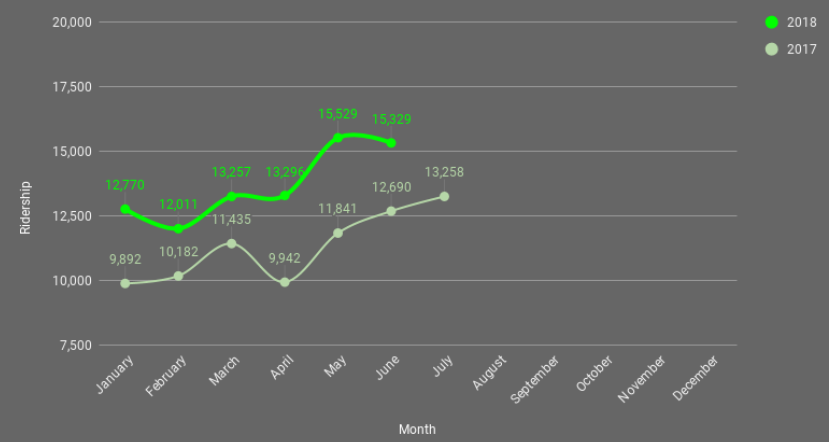


Banff Local Routes 1 and 2 Ridership Comparison

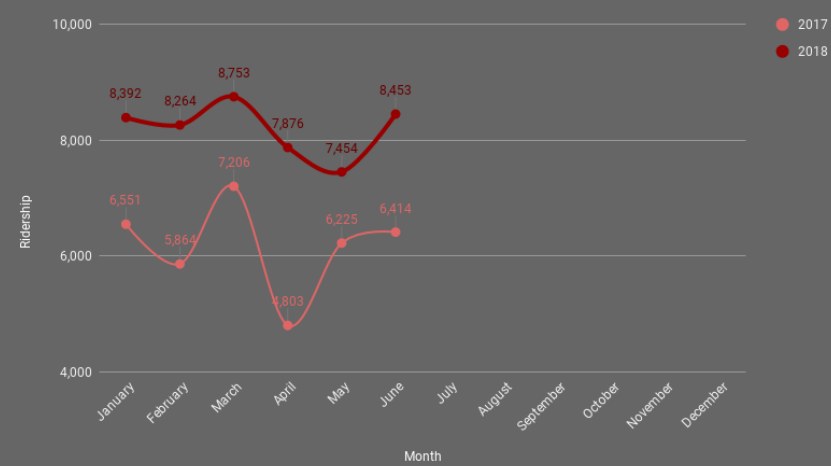
Comparing 2016 to 2017



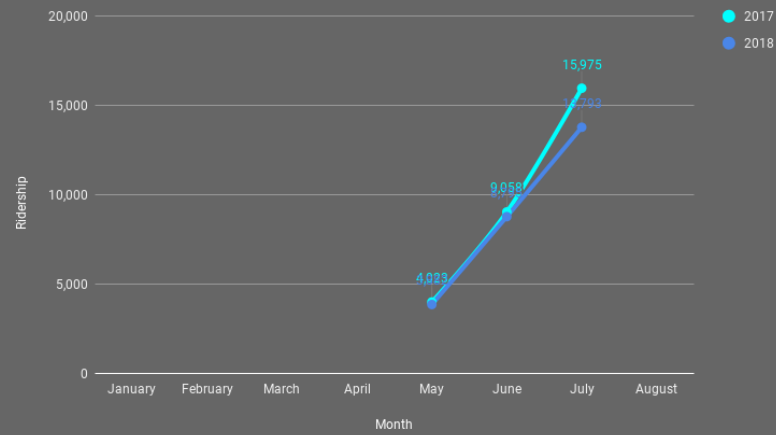
Regional Route 3 Ridership



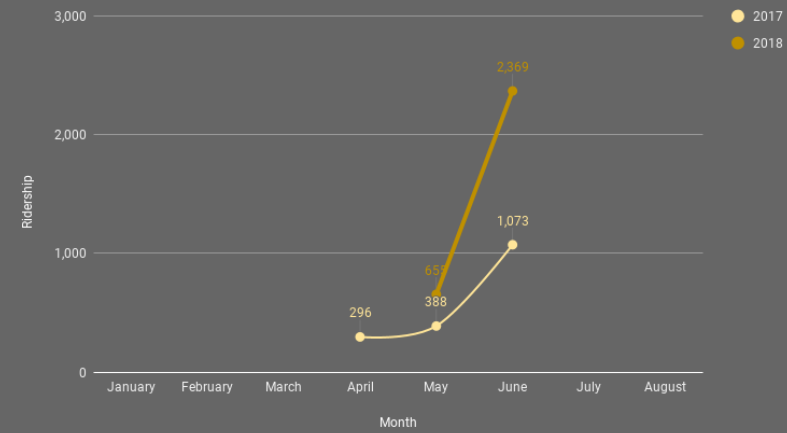
Canmore Local Route 5 Ridership



Minnewanka Route 6 Ridership



Banff Local Route 4 Ridership



BANFF LOCAL TRANSIT REVENUE BREAKDOWN

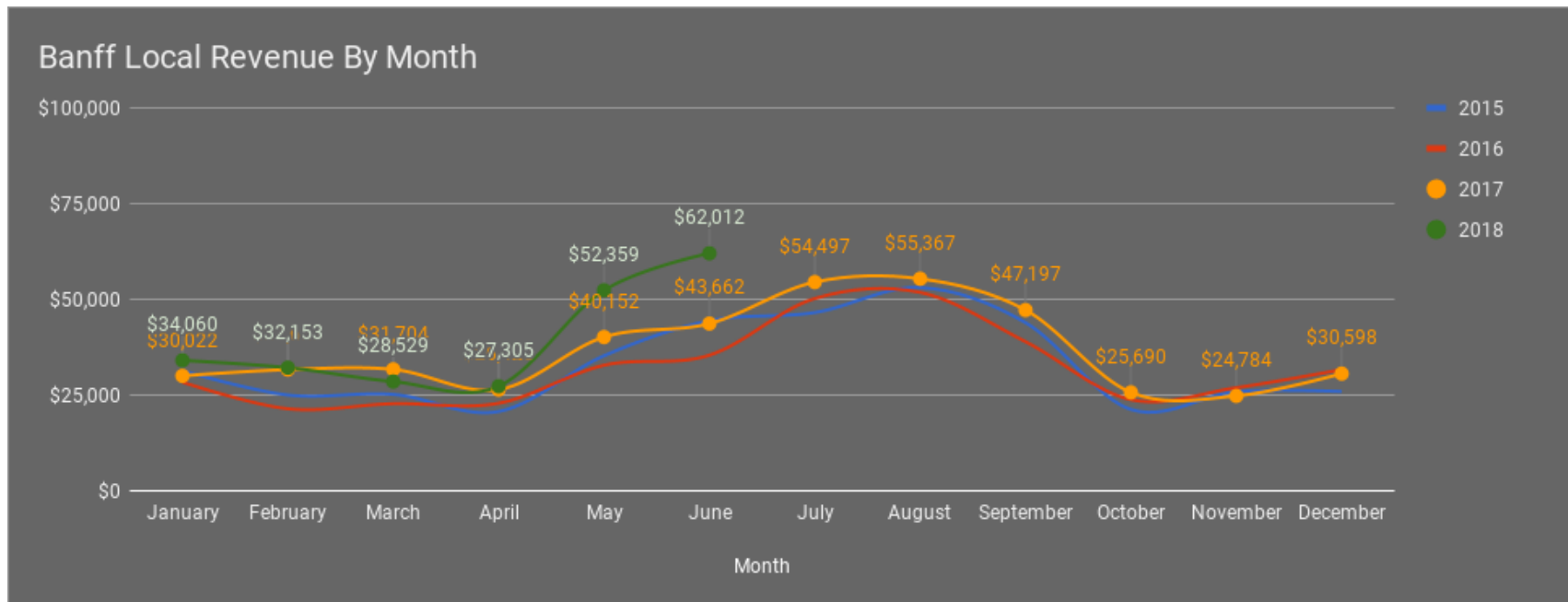
2018 Actual

Month	Fares	Passes	Other	Total	Budget	% Change from 2017 to 2018
January	\$26,116	\$7,944		\$34,060	\$36,443.00	13.45%
February	\$27,287	\$4,866		\$32,153	\$33,011.00	1.57%
March	\$24,883	\$3,646		\$28,529	\$36,443.00	-10.01%
April	\$25,043	\$2,262		\$27,305	\$35,131.00	3.33%
May	\$44,265	\$8,094		\$52,359	\$36,443.00	30.40%
June	\$58,727	\$3,285		\$62,012	\$44,246.00	42.03%
July				\$0	\$75,603.00	
August				\$0	\$75,603.00	
September				\$0	\$48,551.00	
October				\$0	\$36,443.00	
November				\$0	\$35,151.00	
December				\$0	\$36,702.00	
Totals:	\$206,321	\$30,097	\$0	\$236,418	\$529,770	

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
Totals:	\$400,311	\$41,444	\$0	\$441,755	\$401,400

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	\$34,060	\$30,022	\$34,060	\$4,038	\$4,038	11.9%
February	\$25,006	\$21,417	\$31,657	\$32,153	\$61,679	\$66,213	\$4,534	\$496	1.5%
March	\$25,175	\$22,757	\$31,704	\$28,529	\$93,383	\$94,742	\$1,359	-\$3,175	-11.1%
April	\$20,711	\$22,872	\$26,425	\$27,305	\$119,808	\$122,047	\$2,239	\$880	3.2%
May	\$35,268	\$32,790	\$40,152	\$52,359	\$159,960	\$174,406	\$14,446	\$12,207	23.3%
June	\$44,419	\$35,412	\$43,662	\$62,012	\$203,622	\$236,418	\$32,796	\$18,350	29.6%
July	\$46,553	\$50,207	\$54,497		\$258,119				
August	\$53,075	\$51,812	\$55,367		\$313,486				
September	\$43,912	\$38,938	\$47,197		\$360,683				
October	\$21,253	\$23,802	\$25,690		\$386,373				
November	\$25,892	\$26,920	\$24,784		\$411,157				
December	\$25,939	\$31,650	\$30,598		\$441,755				
Grand Total:	\$398,555	\$386,955	\$441,755	\$236,418	\$441,755	\$236,418			



CANMORE LOCAL TRANSIT REVENUE BREAKDOWN

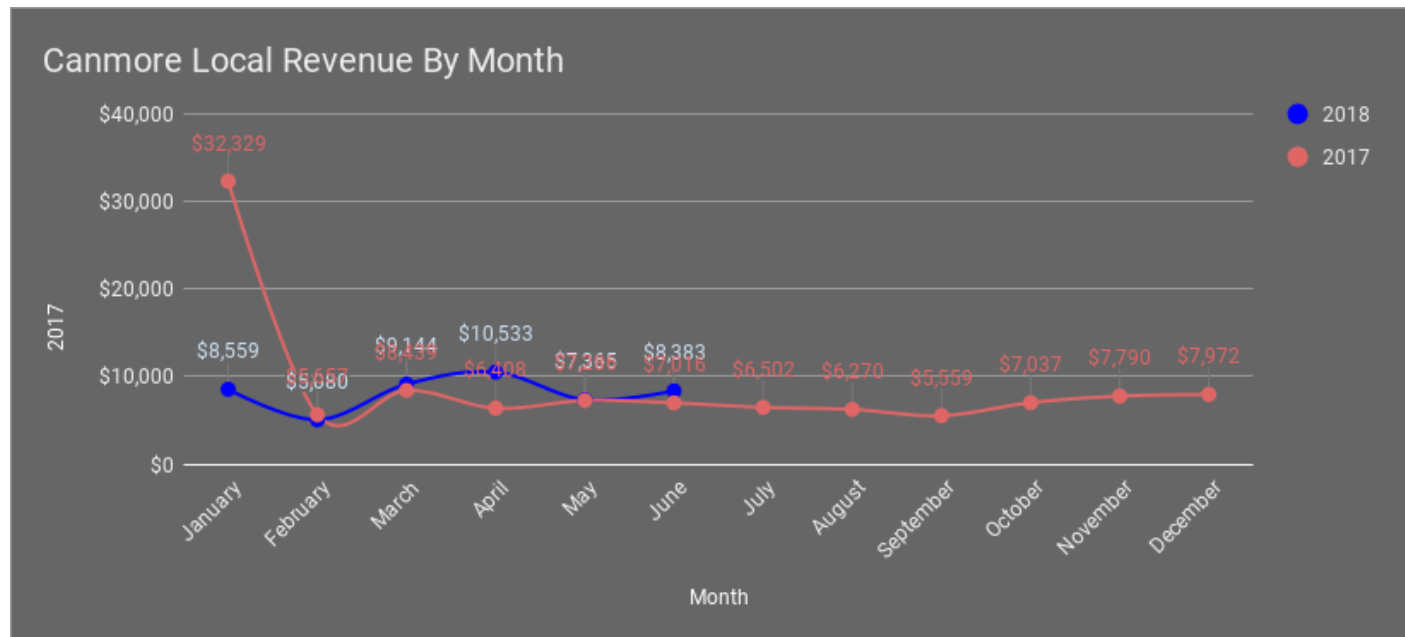
2018 Actual

Month	Fares	Passes	Other	Total	Budget	% Change from 2017 to 2018
January	\$5,495	\$3,064		\$8,559	\$13,750.00	-73.53%
February	\$4,444	\$636		\$5,080	\$13,750.00	-10.20%
March	\$5,687	\$3,457		\$9,144	\$13,750.00	8.35%
April	\$5,334	\$5,199		\$10,533	\$13,750.00	64.37%
May	\$4,943	\$2,422		\$7,365	\$13,750.00	1.08%
June	\$5,992	\$2,391		\$8,383	\$13,750.00	19.48%
July	\$0	\$0		\$0	\$13,750.00	
August	\$0	\$0		\$0	\$13,750.00	
September				\$0	\$13,750.00	
October				\$0	\$13,750.00	
November				\$0	\$13,750.00	
December				\$0	\$13,750.00	
Totals:	\$31,895	\$17,169	\$0	\$49,064	\$165,000	

2017 Actual

Month	Fares	Passes	Other	Total	Budget	*Includes Service Start up Vendor Pass Sales Dec 2016
January	\$6,173	\$26,156	0	\$32,329	\$10,000	
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	
Totals:	\$59,327	\$48,938	0	\$108,265	\$196,000	

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	\$8,559	\$32,329	\$8,559	-\$23,770	-\$23,770	-277.7%
February	\$5,657	\$5,080	\$37,986	\$13,639	-\$24,347	-\$577	-11.4%
March	\$8,439	\$9,144	\$46,425	\$22,783	-\$23,642	\$705	7.7%
April	\$6,408	\$10,533	\$52,833	\$33,316	-\$19,517	\$4,125	39.2%
May	\$7,286	\$7,365	\$60,119	\$40,681	-\$19,438	\$79	1.1%
June	\$7,016	\$8,383	\$67,135	\$49,064	-\$18,071	\$1,367	16.3%
July	\$6,502		\$73,637				
August	\$6,270		\$79,907				
September	\$5,559		\$85,466				
October	\$7,037		\$92,503				
November	\$7,790		\$100,293				
December	\$7,972		\$108,265				
Grand Total:	\$0	\$49,064	\$108,265				



CANMORE/BANFF REGIONAL TRANSIT REVENUE BREAKDOWN

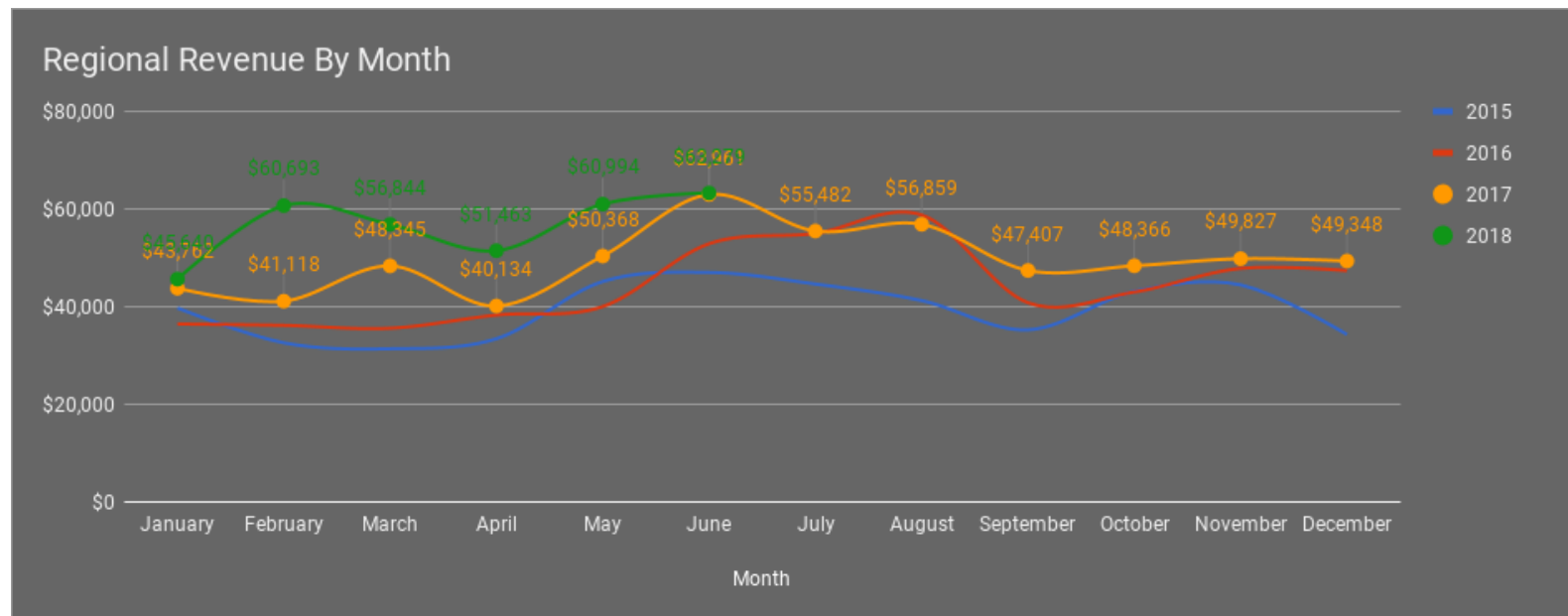
2018 Actual

Month	Fares	Passes	Other	Total	Budget	% Change from 2017 to 2018
January	\$30,111	\$15,529		\$45,640	\$47,756	4.29%
February	\$30,467	\$30,226		\$60,693	\$47,756	47.61%
March	\$32,856	\$23,988		\$56,844	\$47,756	17.58%
April	\$32,408	\$19,055		\$51,463	\$47,756	28.23%
May	\$41,814	\$19,180		\$60,994	\$47,756	21.10%
June	\$42,326	\$20,953		\$63,279	\$47,756	0.51%
July				\$0	\$47,756	
August				\$0	\$47,756	
September				\$0	\$47,756	
October				\$0	\$47,756	
November				\$0	\$47,756	
December				\$0	\$47,752	
Totals:	\$209,982	\$128,931	\$0	\$338,913	\$573,068	

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
Totals:	\$411,963	\$182,014	\$0	\$593,977	\$450,800

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	\$60,693	\$84,880	\$106,333	\$21,453	\$19,575	47.6%
March	\$31,375	\$35,579	\$48,345	\$56,844	\$133,225	\$163,177	\$29,952	\$8,499	17.6%
April	\$33,430	\$38,277	\$40,134	\$51,463	\$173,359	\$214,640	\$41,281	\$11,329	28.2%
May	\$45,147	\$40,017	\$50,368	\$60,994	\$223,727	\$275,634	\$51,907	\$10,626	21.1%
June	\$47,013	\$52,881	\$62,961	\$63,279	\$286,688	\$338,913	\$52,225	\$318	0.5%
July	\$44,636	\$55,007	\$55,482		\$342,170				
August	\$41,241	\$58,764	\$56,859		\$399,029				
September	\$35,253	\$40,801	\$47,407		\$446,436				
October	\$43,129	\$42,992	\$48,366		\$494,802				
November	\$44,467	\$47,838	\$49,827		\$544,629				
December	\$34,301	\$47,383	\$49,348		\$593,977				
Grand Total:	\$472,307	\$532,149	\$593,977	\$338,913	\$593,977	\$677,826			



Bow Valley *Regional* Transit Services Commission



New Business

Bow Valley *R*egional Transit Services Commission



2017 2nd
Quarter Financial Report

Bow Valley Regional Transit Services Commission																																															
January - March, 2018																																															
	Administrative			Banff Local Route 1			Banff Local Route 2			Canmore Local Route 5			Cave and Basin Route 4			Canmore / Banff Regional Route 3			Lake Minnewanka Route 6			TOTAL																									
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget																							
Income																																															
Total 4100 Farebox	\$	-	\$	-	\$	39,957	\$	46,151	87%	\$	38,223	\$	48,599	79%	\$	15,077	\$	24,999	60%	\$	-	\$	-	\$	86,989	\$	93,444	93%	\$	-	\$	-	\$	180,246	\$	213,193	85%										
Total 4150 Passes		-		-		9,533		5,170	184%		9,469		5,977	158%		7,159		16,251	44%		-		-		69,702		49,824	140%		-		-		95,862		77,222	124%										
Total 4200 Advertising & Marketing Revenue		27		-		3,352		3,588	93%		3,826		3,588	107%		1,284		3,843	33%		-		-		2,350		4,614	51%		-		-		10,838		15,633	69%										
4300 Partner Programs						83,494		83,298	100%		20,969		18,690	112%				1,281	0%								3,075	0%			-			104,463		106,344	98%										
4500 Other Recoveries		6,337				886					886					4,575										404					-			13,089		-											
4700 Charter Sales								450	0%				450	0%																				-		900	0%										
4750 Route Detour Fee								63	0%				63	0%																				-		126	0%										
4830 Other Income		152		6,249		2%																												152		6,249	2%										
Total Requisitions - Operating		121,386		121,386		100%		35,274		35,274		100%		92,576		92,576		100%		114,486		114,486		100%		59,615		59,615		100%		-		-		423,337		423,337	100%								
Income	\$	127,902	\$	127,635		100%	\$	172,496	\$	173,994		99%	\$	165,949	\$	169,943		98%	\$	142,581	\$	160,860		89%	\$	-	\$	-		\$	219,060	\$	210,572		104%	\$	-	\$	-		\$	827,987	\$	843,004		98%	
Cost of Goods Sold																																															
5715 Commission							\$	670		717		94%	\$	826		717		115%	\$	1,356		768		177%					\$	192		924		21%				\$	3,045		3,126		97%				
Total Cost of Goods Sold	\$	-	\$	-			\$	670		717		94%	\$	826		717		115%	\$	1,356		768		177%	\$	-	\$	-		\$	192		924		21%	\$	-	\$	-		\$	3,045		3,126		97%	
Total Income	\$	127,902	\$	127,635		100%	\$	171,826	\$	173,277		99%	\$	165,123	\$	169,226		98%	\$	141,225	\$	160,092		88%	\$	-	\$	-		\$	218,868	\$	209,648		104%	\$	-	\$	-		\$	824,943	\$	839,878		98%	
Expenses																																															
Total Advertising & Marketing Expenses	\$	71	\$	378		19%	\$	594	\$	6,785		9%	\$	594	\$	6,361		9%	\$	3,273	\$	4,512		73%	\$	-	\$	-		\$	1,149	\$	6,969		16%	\$	-	\$	-		\$	5,680	\$	25,005		23%	
Total Contracted Services / Professional Fees		13,574		27,753		49%		6,268		4,895		128%		6,268		4,895		128%		5,838		3,513		166%		-		-			4,973		5,063		98%		-		-		36,920		46,119		80%		
Total Fuel Expense		-		-				14,795		20,451		72%		13,316		19,829		67%		19,167		17,145		112%		-		-			34,746		32,706		106%		-		-		82,025		90,131		91%		
Total General Operating Expenses		12,708		12,975		98%		1,988		2,457		81%		1,988		2,454		81%		1,685		1,770		95%		-		-			2,863		3,222		89%		106		-		-		21,337		22,878		93%
Total Infrastructure Maintenance		293		-				31		1,059		3%		31		1,059		3%		128		1,794		7%		-		-			-		768		0%		-		-		484		4,680		10%		
Total Insurance Expense		1,140		1,443		79%		2,558		2,352		109%		1,982		2,085		95%		1,525		2,001		76%		-		-			2,126		2,250		94%		-		-		9,330		10,131		92%		
Total Software Fees & Licences		2,063		1,023		202%		5,029		8,553		59%		5,030		8,298		61%		4,626		7,056		66%		435		-			5,637		8,610		65%		435		-		-		23,255		33,540		69%
Total Training, Travel & Meals		1,987		7,188		28%		173		255		68%		173		255		68%		350		657		53%		-		-			311		897		35%		-		-		2,994		9,252		32%		
Total Vehicle Expenses		-		-				42,334		39,075		108%		42,334		39,256		108%		22,231		22,485		99%		989		-			30,892		41,889		74%		2,011		-		-		140,791		142,705		99%
Total Wages & Benefits - Administrative		42,525		75,594		56%		4,382		7,917		55%		4,382		7,917		55%		4,619		8,295		56%		-		-			4,523		8,079		56%		-		-		60,429		107,802		56%		
Total Wages & Benefits - Customer Support		1,039		1,281		81%		2,463		3,054		81%		2,463		2,928		84%		1,449		1,794		81%		-		-			4,043		4,953		82%		-		-		11,458		14,010		82%		
Total Wages & Benefits - Drivers		-		-				64,609		68,774		94%		64,118		65,097		98%		78,312		77,480		101%		-		-			84,492		82,823		102%		-		-		291,531		294,174		99%		
Total Wages & Benefits - Operations		-		-				7,939		7,650		104%		7,939		8,792		90%		11,383		11,590		98%		-		-			11,315		11,419		99%		-		-		38,576		39,451		98%		
Total Expenses	\$	75,399	\$	127,635		59%	\$	153,162	\$	173,277		88%	\$	150,617	\$	169,226		89%	\$	154,586	\$	160,092		97%	\$	1,424	\$	-		\$	187,069	\$	209,648		89%	\$	2,552	\$	-		\$	724,810	\$	839,878		86%	
Surplus / Deficiency Prior to Amortization	\$	52,503	\$	-			\$	18,663	\$	-			\$	14,505	\$	-			\$	(13,361)	\$	-			\$	(1,424)	\$	-		\$	31,799	\$	-			\$	(2,552)	\$	-		\$	100,133	\$	-			
Other Income																																															
4810 Interest Income	\$	16																																				\$	16	\$	-						
4820 Foreign Exchange Gain/Loss		314																																				314		-							
Total Other Income	\$	330	\$	-			\$	-	\$	-			\$	-	\$	-			\$	-	\$	-			\$	-	\$	-		\$	-	\$	-			\$	-	\$	-		\$	330	\$	-			
Other Expenses																																															
5900 Amortization Expense	\$	13,506	\$	13,506		100%	\$	9,930	\$	9,930		100%	\$	9,930	\$	9,930		100%	\$	20,577	\$	20,577		100%							\$	21,039	\$	21,039		100%				\$	74,982	\$	74,982		100%		
Total Other Expenses	\$	13,506	\$	13,506		100%	\$	9,930	\$	9,930		100%	\$	9,930	\$	9,930		100%	\$	20,577	\$	20,577		100%	\$	-	\$	-		\$	21,039	\$	21,039		100%	\$	-	\$	-		\$	74,982	\$	74,982		100%	
Net Income	\$	39,327	\$	(13,506)		-291%	\$	8,733	\$	(9,930)		-88%	\$	4,575	\$	(9,930)		-46%	\$	(33,938)	\$	(20,577)		165%	\$	(1,424)	\$	-		\$	10,760	\$	(21,039)		-51%	\$	(2,552)	\$	-		\$	25,481	\$	(74,982)		-34%	

Bow Valley Regional Transit Services Commission																								
April - June, 2018																								
	Administrative			Banff Local Route 1			Banff Local Route 2			Canmore Local Route 5			Cave and Basin Route 4			Canmore / Banff Regional Route 3			Lake Minnewanka Route 6			TOTAL		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget
Income																								
Total 4100 Farebox	\$ -	\$ -		\$ 54,314	\$ 52,106	104%	\$ 66,048	\$ 51,538	128%	\$ 15,615	\$ 24,999	62%	\$ 2,631	\$ -		\$ 109,659	\$ 93,444	117%	\$ 13,743	\$ -		\$ 262,010	\$ 222,087	118%
Total 4150 Passes	-	-		6,814	5,838	117%	6,829	6,338	108%	10,014	16,251	62%	-	-		59,189	49,824	119%	-	-		82,845	78,251	106%
Total 4200 Advertising & Marketing Revenue	-	-		1,815	3,588	51%	1,651	3,588	46%	1,705	3,843	44%	-	-		1,160	4,614	25%	-	-		6,330	15,633	40%
Total 4300 Partner Programs	-	-		83,858	83,298	101%	20,718	18,690	111%	-	1,281	0%	-	-		400	3,075	13%	-	-		104,976	106,344	99%
4500 Other Recoveries	-			2,767			2,767			525				12,217	0%	2,767				53,426	0%	8,825	65,643	13%
4700 Charter Sales					450	0%		450	0%													-	900	0%
4750 Route Detour Fee					63	0%		63	0%		60											60	126	48%
4830 Other Income	24	6,249	0%																			24	6,249	0%
Total Requisitions - Operating	107,901	107,901	100%	43,166	43,166	100%	95,103	95,103	100%	112,986	112,986	100%	-	-		58,125	58,125	100%	-	-		417,281	417,281	100%
Income	\$ 107,925	\$ 114,150	95%	\$ 192,733	\$ 188,509	102%	\$ 193,116	\$ 175,770	110%	\$ 140,904	\$ 159,360	88%	\$ 2,631	\$ 12,217	22%	\$ 231,299	\$ 209,082	111%	\$ 13,743	\$ 53,426	26%	\$ 882,351	\$ 912,514	97%
Cost of Goods Sold																								
5715 Commission				\$ 577	\$ 717	81%	\$ 577	\$ 717	81%		\$ 768	0%					\$ 924	0%				\$ 1,155	\$ 3,126	37%
Total Cost of Goods Sold	\$ 0	\$ 0		\$ 577	\$ 717	81%	\$ 577	\$ 717	81%	\$ 0	\$ 768	0%	\$ 0	\$ 0		\$ 0	\$ 924	0%	\$ 0	\$ 0		\$ 1,155	\$ 3,126	37%
Total Income	\$ 107,925	\$ 114,150	95%	\$ 192,156	\$ 187,792	102%	\$ 192,539	\$ 175,053	110%	\$ 140,904	\$ 158,592	89%	\$ 2,631	\$ 12,217	22%	\$ 231,299	\$ 208,158	111%	\$ 13,743	\$ 53,426	26%	\$ 881,196	\$ 909,388	97%
Expenses																								
Total Advertising & Marketing Expenses	\$ 607	\$ 378	161%	\$ 2,691	\$ 6,848	39%	\$ 2,691	\$ 6,396	42%	\$ 2,947	\$ 4,512	65%	\$ 1,516	\$ -		\$ 3,034	\$ 6,969	44%	\$ 1,773	\$ 2,319	76%	\$ 15,258	\$ 27,422	56%
Total Contracted Services / Professional Fees	6,978	14,268	49%	2,913	3,390	86%	2,860	3,390	84%	3,241	2,013	161%	55	-		2,541	3,573	71%	1,319	671	197%	19,907	27,305	73%
Total Fuel Expense	-	-		26,117	23,090	113%	15,827	21,028	75%	18,953	17,145	111%	1,149	-		43,043	32,706	132%	11,684	7,649	153%	116,772	101,618	115%
Total General Operating Expenses	11,697	12,975	90%	1,861	2,457	76%	1,861	2,454	76%	1,445	1,770	82%	22	-		2,664	3,222	83%	222	1,240	18%	19,771	24,118	82%
Total Infrastructure Maintenance	280	-		3,597	1,059	340%	3,597	1,059	340%	133	1,794	7%	385	-		143	768	19%	1,328	388	342%	9,462	5,068	187%
Total Insurance Expense	903	1,443	63%	2,558	2,352	109%	1,982	2,085	95%	1,525	2,001	76%	560	309	181%	2,126	2,250	94%	1,458	1,165	125%	11,112	11,605	96%
Total Software Fees & Licences	1,461	1,023	143%	4,934	8,553	58%	4,933	8,298	59%	4,465	7,056	63%	435	-		5,454	8,610	63%	1,015	1,675	61%	22,698	35,215	64%
Total Training, Travel & Meals	6,649	7,188	92%	50	255	20%	21	255	8%	65	657	10%	15	-		8	897	1%	15	2,340	1%	6,823	11,592	59%
Total Vehicle Expenses	425	-		61,392	42,532	144%	61,392	40,886	150%	48,337	22,485	215%	5,248	2,400	219%	46,061	41,889	110%	3,331	6,321	53%	226,186	156,513	145%
Total Wages & Benefits - Administrative	67,219	75,594	89%	6,974	7,917	88%	6,974	7,917	88%	7,304	8,295	88%	677	694	98%	7,113	8,079	88%	-	-		96,262	108,496	89%
Total Wages & Benefits - Customer Support	1,182	1,281	92%	2,756	3,054	90%	2,756	2,928	94%	1,655	1,794	92%	-	-		4,565	4,953	92%	737	765	96%	13,651	14,775	92%
Total Wages & Benefits - Drivers	-	-		105,889	78,664	135%	86,894	70,060	124%	82,529	78,664	105%	10,073	8,008	126%	88,504	83,990	105%	38,460	26,383	146%	412,349	345,769	119%
Total Wages & Benefits - Operations	-	-		8,613	7,621	113%	8,613	8,297	104%	9,662	10,406	93%	750	806	93%	9,506	10,252	93%	1,811	2,510	72%	38,954	39,892	98%
Total Expenses	\$ 97,401	\$ 114,150	85%	\$ 230,344	\$ 187,792	123%	\$ 200,400	\$ 175,053	114%	\$ 182,260	\$ 158,592	115%	\$ 20,884	\$ 12,217	171%	\$ 214,762	\$ 208,158	103%	\$ 63,154	\$ 53,426	118%	\$ 1,009,205	\$ 909,388	111%
Surplus / Deficiency Prior to Amortization	\$ 10,523	\$ -		\$ (38,189)	\$ -		\$ (7,861)	\$ -		\$ (41,356)	\$ -		\$ (18,253)	\$ -		\$ 16,537	\$ -		\$ (49,410)	\$ -		\$ (128,009)	\$ -	
Other Income																								
4810 Interest Income	2,146																					2,146	0	
4820 Foreign Exchange Gain/Loss	43																					43	0	
Total Other Income	\$ 2,189	\$ 0		\$ 0	\$ 0		\$ 0	\$ 0		\$ 0	\$ 0		\$ 0	\$ 0		\$ 0	\$ 0		\$ 0	\$ 0		\$ 2,189	\$ 0	
Other Expenses																								
5900 Amortization Expense	13,506	13,506	100%	9,930	9,930	100%	9,930	9,930	100%	20,577	20,577	100%				21,039	21,039	100%				74,982	74,982	100%
Total Other Expenses	\$ 13,506	\$ 13,506	100%	\$ 9,930	\$ 9,930	100%	\$ 9,930	\$ 9,930	100%	\$ 20,577	\$ 20,577	100%	\$ 0	\$ 0		\$ 21,039	\$ 21,039	100%	\$ 0	\$ 0		\$ 74,982	\$ 74,982	100%
Net Income	\$ (793)	\$ (13,506)	6%	\$ (48,119)	\$ (9,930)	485%	\$ (17,791)	\$ (9,930)	179%	\$ (61,933)	\$ (20,577)	301%	\$ (18,253)	\$ -		\$ (4,502)	\$ (21,039)	21%	\$ (49,410)	\$ -		\$ (200,801)	\$ (74,982)	268%

Bow Valley Regional Transit Services Commission - All Routes

January - June, 2018

	Jan - Mar, 2018			Apr - Jun, 2018			Jan - Jun 2018 (YTD Budget)			Jan - Jun (2018 Budget)			NOTES
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget	
Income													
Total 4100 Farebox	\$ 180,246	\$ 213,193	85%	\$ 262,010	\$ 222,087	118%	\$ 442,256	\$ 435,280	102%	\$ 442,256	\$ 947,943	47%	
Total 4150 Passes	95,862	77,222	124%	82,845	78,251	106%	178,708	155,473	115%	178,708	319,895	56%	1
Total 4200 Advertising & Marketing Revenue	10,838	15,633	69%	6,330	15,633	40%	17,168	31,266	55%	17,168	62,525	27%	2
Total 4300 Partner Programs	104,463	106,344	98%	104,976	106,344	99%	209,439	212,688	98%	209,439	425,379	49%	
4500 Other Recoveries	13,089	-		8,825	65,643	13%	21,913	65,643	33%	21,913	181,435	12%	3
4700 Charter Sales		900	0%		900	0%	-	1,800	0%	-	3,588	0%	
4750 Route Detour Fee		126	0%	60	126	48%	60	252	24%	60	513	12%	
4830 Other Income	152	6,249	2%	24	6,249	0%	176	12,498	1%	176	25,000	1%	4
Total Requisitions - Operating	423,337	423,337	100%	417,281	417,281	100%	840,618	840,618	100%	840,618	1,778,517	47%	
Income	\$ 827,987	\$ 843,004	98%	\$ 882,351	\$ 912,514	97%	\$ 1,710,339	\$ 1,755,518	97%	\$ 1,710,339	\$ 3,744,795	46%	
Cost of Goods Sold													
5715 Commission	\$ 3,045	\$ 3,126	97%	\$ 1,155	\$ 3,126	37%	\$ 4,200	\$ 6,252	67%	\$ 4,200	\$ 12,505	34%	2
Total Cost of Goods Sold	\$ 3,045	\$ 3,126	97%	\$ 1,155	\$ 3,126	37%	\$ 4,200	\$ 6,252	67%	\$ 4,200	\$ 12,505	34%	
Total Income	\$ 824,943	\$ 839,878	98%	\$ 881,196	\$ 909,388	97%	\$ 1,706,139	\$ 1,749,266	98%	\$ 1,706,139	\$ 3,732,290	46%	
Expenses													
Total Advertising & Marketing Expenses	\$ 5,680	\$ 25,005	23%	\$ 15,258	\$ 27,422	56%	\$ 20,939	\$ 52,427	40%	\$ 20,939	\$ 107,261	20%	5
Total Contracted Services / Professional Fees	36,920	46,119	80%	19,907	27,305	73%	56,826	73,424	77%	56,826	126,955	45%	
Total Fuel Expense	82,025	90,131	91%	116,772	101,618	115%	198,797	191,749	104%	198,797	421,877	47%	
Total General Operating Expenses	21,337	22,878	93%	19,771	24,118	82%	41,108	46,996	87%	41,108	94,768	43%	
Total Infrastructure Maintenance	484	4,680	10%	9,462	5,068	187%	9,946	9,748	102%	9,946	19,744	50%	
Total Insurance Expense	9,330	10,131	92%	11,112	11,605	96%	20,442	21,736	94%	20,442	44,634	46%	
Total Software Fees & Licences	23,255	33,540	69%	22,698	35,215	64%	45,953	68,755	67%	45,953	138,602	33%	
Total Training, Travel & Meals	2,994	9,252	32%	6,823	11,592	59%	9,817	20,844	47%	9,817	43,215	23%	
Total Vehicle Expenses	140,791	142,705	99%	226,186	156,513	145%	366,977	299,218	123%	366,977	649,990	56%	6
Total Wages & Benefits - Administrative	60,429	107,802	56%	96,262	108,496	89%	156,691	216,298	72%	156,691	433,489	36%	
Total Wages & Benefits - Customer Support	11,458	14,010	82%	13,651	14,775	92%	25,109	28,785	87%	25,109	58,064	43%	
Total Wages & Benefits - Drivers	291,531	294,174	99%	412,349	345,769	119%	703,880	639,943	110%	703,880	1,433,690	49%	7
Total Wages & Benefits - Operations	38,576	39,451	98%	38,954	39,892	98%	77,530	79,343	98%	77,530	160,001	48%	
Total Expenses	\$ 724,810	\$ 839,878	86%	\$ 1,009,205	\$ 909,388	111%	\$ 1,734,015	\$ 1,749,266	99%	\$ 1,734,015	\$ 3,732,290	46%	
Surplus / Deficiency Prior to Amortization	\$ 100,133	\$ -		\$ (128,009)	\$ -		\$ (27,876)	\$ -		\$ (27,876)	\$ -		
Other Income													
4810 Interest Income	\$ 16			\$ 2,146			\$ 2,162	\$ -		\$ 2,162			
4820 Foreign Exchange Gain/Loss	314			43			357	-		357			
Total Other Income	\$ 330	\$ -		\$ 2,189	\$ -		\$ 2,519	\$ -		\$ 2,519	\$ -		
Other Expenses													
5900 Amortization Expense	\$ 74,982	\$ 74,982	100%	\$ 74,982	\$ 74,982	100%	\$ 149,964	\$ 149,964	100%	\$ 149,964	\$ 299,920	50%	
Total Other Expenses	\$ 74,982	\$ 74,982	100%	\$ 74,982	\$ 74,982	100%	\$ 149,964	\$ 149,964	100%	\$ 149,964	\$ 299,920	50%	
Net Income	\$ 25,481	\$ (74,982)	-34%	\$ (200,801)	\$ (74,982)	268%	\$ (175,321)	\$ (149,964)	117%	\$ (175,321)	\$ (299,920)	58%	

1) Pass revenue is 15% over budget due to strong pass sales on the Banff Local, and Canmore Regional Routes.

2) Advertising & marketing revenue is below budget partially due to the departure of the Advertising Commission person and partially due to potentially exhausting the local market.

3, 4) Other recoveries and income are below budget due to the timing of sending out invoices to Parks Canada for the Minnewanka & Cave & Basin routes.

5) Advertising & Marketing costs are below budget due to Parks Canada producing this year's route maps.

6) Vehicle expenses are over budget due to actual repairs and maintenance. This will be monitored during the year, and increased budget amounts will be proposed for 2019-2021 budget.

7) Driver wages are over budget partially due to a timing difference of actual vs budgeted wages. Wages for increase in services were added in July in budget. This should even out by Q3/2018.

Additionally there has been \$41,000 spent on wages to train new drivers based on difficulties in recruiting fully trained drivers in the Bow Valley. Training budgets have a proposed increase in the 2019-2021 budget cycle to reflect this.

Bow Valley Regional Transit Services Commission

Administrative

January - June 2018

	Jan - Mar, 2018			Apr - Jun, 2018			Jan - Jun 2018 (YTD Budget)			Jan - Jun (2018 Budget)			NOTES
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget	
Income													
Total 4200 Advertising & Marketing Revenue	\$ 27	\$ -		\$ -	\$ -		\$ 27	\$ -		\$ 27	\$ -		
4500 Other Recoveries	6,337			0			6,337	0		6,337	0		
4830 Other Income	152	6,249	2%	24	6,249	0%	176	12,498	1%	176	25,000	1%	1
Total Requisitions - Operating	121,386	121,386	100%	107,901	107,901	100%	229,287	229,287	100%	229,287	445,070	52%	
Total Income	\$ 127,902	\$ 127,635	100%	\$ 107,925	\$ 114,150	95%	\$ 235,827	\$ 241,785	98%	\$ 235,827	\$ 470,070	50%	
Expenses													
Total Advertising & Marketing Expenses	\$ 71	\$ 378	19%	\$ 607	\$ 378	161%	\$ 678	\$ 756	90%	\$ 678	\$ 1,513	45%	2
Total Contracted Services / Professional Fees	13,574	27,753	49%	6,978	14,268	49%	20,552	42,021	49%	20,552	70,560	29%	3
Total General Operating Expenses	12,708	12,975	98%	11,697	12,975	90%	24,404	25,950	94%	24,404	51,881	47%	
Total Infrastructure Maintenance	293	-		280	-		573	-		573	-		
Total Insurance Expense	1,140	1,443	79%	903	1,443	63%	2,043	2,886	71%	2,043	5,769	35%	
Total Software Fees & Licences	2,063	1,023	202%	1,461	1,023	143%	3,523	2,046	172%	3,523	4,100	86%	4
Total Training, Travel & Meals	1,987	7,188	28%	6,649	7,188	92%	8,636	14,376	60%	8,636	28,758	30%	
Total Vehicle Expenses	-	-	0%	425	-					425			
Total Wages & Benefits - Administrative	42,525	75,594	56%	67,219	75,594	89%	109,743	151,188	73%	109,743	302,364	36%	
Total Wages & Benefits - Customer Support	1,039	1,281	81%	1,182	1,281	92%	2,222	2,562	87%	2,222	5,125	43%	
Total Expenses	\$ 75,399	\$ 127,635	59%	\$ 97,401	\$ 114,150	85%	\$ 172,375	\$ 241,785	71%	\$ 172,800	\$ 470,070	37%	
Surplus / Deficiency Prior to Amortization	\$ 52,503	\$ -		\$ 10,523	\$ -		\$ 63,452	\$ -		\$ 63,026	\$ -		
Other Income													
4810 Interest Income	\$ 16			\$ 2,146			\$ 2,162	\$ -		\$ 2,162	\$ -		
4820 Foreign Exchange Gain/Loss	314			43			357	-		357	0		
Total Other Income	\$ 330	\$ -		\$ 2,189	\$ -		\$ 2,519	\$ -		\$ 2,519	\$ -		
Other Expenses													
5900 Amortization Expense	\$ 13,506	\$ 13,506	100%	\$ 13,506	\$ 13,506	100%	\$ 27,012	\$ 27,012	100%	\$ 27,012	\$ 54,020	50%	
Total Other Expenses	\$ 13,506	\$ 13,506	100%	\$ 13,506	\$ 13,506	100%	\$ 27,012	\$ 27,012	100%	\$ 27,012	\$ 54,020	50%	
Net Income	\$ 39,327	\$ (13,506)	-291%	\$ (793)	\$ (13,506)	6%	\$ 38,959	\$ (27,012)	-144%	\$ 38,533	\$ (54,020)	-71%	

1) Other income is below budget due to the timing of sending out invoices to Parks Canada for the Minnewanka & Cave & Basin routes.

2) Advertising and marketing is over budget due to timing of promotional purchases. Very small dollar value difference of \$200

3) Contracted Services / Professional Fees is under budget due to the timing of spending on HR project.

4) Software fees and licences is over budget due to timing of website development expenses being incurred early in year while budget is even through year.

Bow Valley Regional Transit Services Commission
Banff Local - Route 1
January - June 2018

	Jan - Mar, 2018			Apr - Jun, 2018			Jan - Jun 2018 (YTD Budget)			Jan - Jun (2018 Budget)			NOTES
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget	
Income													
Total 4100 Farebox	\$ 39,957	\$ 46,151	87%	\$ 54,314	\$ 52,106	104%	\$ 94,271	\$ 98,257	96%	\$ 94,271	\$ 248,123	38%	1
Total 4150 Passes	9,533	5,170	184%	6,814	5,838	117%	16,347	11,008	149%	16,347	27,801	59%	
Total 4200 Advertising & Marketing Revenue	3,352	3,588	93%	1,815	3,588	51%	5,166	7,176	72%	5,166	14,350	36%	
Total 4300 Partner Programs	83,494	83,298	100%	83,858	83,298	101%	167,352	166,596	100%	167,352	333,191	50%	
4500 Other Recoveries	886			2,767			3,653	-		3,653	-		
4700 Charter Sales		450	0%		450	0%	-	900	0%	-	1,794	0%	
4750 Route Detour Fee		63	0%		63	0%	-	126		-	257	0%	
Total Requisitions - Operating	35,274	35,274	100%	43,166	43,166	100%	78,440	78,440	100%	78,440	236,821	33%	
Income	\$ 172,496	\$ 173,994	99%	\$ 192,733	\$ 188,509	102%	\$ 365,229	\$ 362,503	101%	\$ 365,229	\$ 862,337	42%	
Cost of Goods Sold													
5715 Commission	\$ 670	\$ 717	94%	\$ 577	\$ 717	81%	\$ 1,248	\$ 1,434	87%	\$ 1,248	\$ 2,870	43%	1
Total Cost of Goods Sold	\$ 670	\$ 717	94%	\$ 577	\$ 717	81%	\$ 1,248	\$ 1,434	87%	\$ 1,248	\$ 2,870	43%	
Total Income	\$ 171,826	\$ 173,277	99%	\$ 192,156	\$ 187,792	102%	\$ 363,982	\$ 361,069	101%	\$ 363,982	\$ 859,467	42%	
Expenses													
Total Advertising & Marketing Expenses	\$ 594	\$ 6,785	9%	\$ 2,691	\$ 6,848	39%	\$ 3,284	\$ 13,633	24%	\$ 3,284	\$ 27,826	12%	2
Total Contracted Services / Professional Fees	6,268	4,895	128%	2,913	3,390	86%	9,181	8,285	111%	9,181	15,074	61%	3
Total Fuel Expense	14,795	20,451	72%	26,117	23,090	113%	40,912	43,541	94%	40,912	109,955	37%	
Total General Operating Expenses	1,988	2,457	81%	1,861	2,457	76%	3,849	4,914	78%	3,849	9,819	39%	
Total Infrastructure Maintenance	31	1,059	3%	3,597	1,059	340%	3,628	2,118	171%	3,628	4,232	86%	
Total Insurance Expense	2,558	2,352	109%	2,558	2,352	109%	5,117	4,704	109%	5,117	9,408	54%	4
Total Software Fees & Licences	5,029	8,553	59%	4,934	8,553	58%	9,963	17,106	58%	9,963	34,202	29%	
Total Training, Travel & Meals	173	255	68%	50	255	20%	223	510	44%	223	1,020	22%	
Total Vehicle Expenses	42,334	39,075	108%	61,392	42,532	144%	103,725	81,607	127%	103,725	193,165	54%	
Total Wages & Benefits - Administrative	4,382	7,917	55%	6,974	7,917	88%	11,356	15,834	72%	11,356	31,664	36%	5
Total Wages & Benefits - Customer Support	2,463	3,054	81%	2,756	3,054	90%	5,219	6,108	85%	5,219	12,213	43%	
Total Wages & Benefits - Drivers	64,609	68,774	94%	105,889	78,664	135%	170,498	147,438	116%	170,498	376,613	45%	
Total Wages & Benefits - Operations	7,939	7,650	104%	8,613	7,621	113%	16,552	15,271	108%	16,552	34,276	48%	
Total Expenses	\$ 153,162	\$ 173,277	88%	\$ 230,344	\$ 187,792	123%	\$ 383,507	\$ 361,069	106%	\$ 383,507	\$ 859,467	45%	
Surplus / Deficiency Prior to Amortization	\$ 18,663	\$ -		\$ (38,189)	\$ -		\$ (19,525)	\$ -		\$ (19,525)	\$ -		
Other Expenses													
5900 Amortization Expense	\$ 9,930	\$ 9,930	100%	\$ 9,930	\$ 9,930	100%	\$ 19,860	\$ 19,860	100%	\$ 19,860	\$ 39,720	50%	
Total Other Expenses	\$ 9,930	\$ 9,930	100%	\$ 9,930	\$ 9,930	100%	\$ 19,860	\$ 19,860	100%	\$ 19,860	\$ 39,720	50%	
Net Other Income	\$ (9,930)	\$ (9,930)	100%	\$ (9,930)	\$ (9,930)	100%	\$ (19,860)	\$ (19,860)	100%	\$ (19,860)	\$ (39,720)	50%	
Net Income	\$ 8,733	\$ (9,930)	-88%	\$ (48,119)	\$ (9,930)	485%	\$ (39,385)	\$ (19,860)	198%	\$ (39,385)	\$ (39,720)	99%	

1) Advertising & marketing revenue is below budget partially due to the departure of the Advertising Commission person and partially due to exhausting the local market.

2) Advertising & Marketing costs are below budget due to Parks Canada producing this year's route maps.

3) Infrastructure maintenance is over budget due to timing of expenditures.

4) Vehicle expenses are over budget due to actual repairs and maintenance. This will be monitored during the year, and increased budget amounts will be proposed for 2019-2021 budget.

5) Driver wages are over budget due to a timing difference of actual vs budgeted wages. Wages for increase in services were added in July in budget. This should even out by Q3/2018.

Bow Valley Regional Transit Services Commission
Banff Local - Route 2
January - June 2018

	Jan - Mar, 2018			Apr - Jun, 2018			Jan - Jun 2018 (YTD Budget)			Jan - Jun (2018 Budget)			NOTES
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget	
Income													
Total 4100 Farebox	\$ 38,223	\$ 48,599	79%	\$ 66,048	\$ 51,538	128%	\$ 104,271	\$ 100,137	104%	\$ 104,271	\$ 226,045	46%	
Total 4150 Passes	9,469	5,977	158%	6,829	6,338	108%	16,298	12,315	132%	16,298	27,801	59%	1
Total 4200 Advertising & Marketing Revenue	3,826	3,588	107%	1,651	3,588	46%	5,477	7,176	76%	5,477	14,350	38%	1
4300 Partner Programs	20,969	18,690	112%	20,718	18,690	111%	41,687	37,380	112%	41,687	74,763	56%	
4500 Other Recoveries	886			2,767			3,653	-		3,653	-		
4700 Charter Sales		450	0%		450	0%	-	900	0%	-	1,794	0%	
4750 Route Detour Fee		63	0%		63	0%	-	126	0%	-	256	0%	
Total Requisitions - Operating	92,576	92,576	100%	95,103	95,103	100%	187,679	187,679	100%	187,679	409,214	46%	
Income	\$ 165,949	\$ 169,943	98%	\$ 193,116	\$ 175,770	110%	\$ 359,065	\$ 345,713	104%	\$ 359,065	\$ 754,223	48%	
Cost of Goods Sold													
5715 Commission	\$ 826	\$ 717	115%	\$ 577	\$ 717	81%	\$ 1,404	\$ 1,434	98%	\$ 1,404	\$ 2,870	49%	1
Total Cost of Goods Sold	\$ 826	\$ 717	115%	\$ 577	\$ 717	81%	\$ 1,404	\$ 1,434	98%	\$ 1,404	\$ 2,870	49%	
Total Income	\$ 165,123	\$ 169,226	98%	\$ 192,539	\$ 175,053	110%	\$ 357,661	\$ 344,279	104%	\$ 357,661	\$ 751,353	48%	
Expenses													
Total Advertising & Marketing Expenses	\$ 594	\$ 6,361	9%	\$ 2,691	\$ 6,396	42%	\$ 3,285	\$ 12,757	26%	\$ 3,285	\$ 25,822	13%	2
Total Contracted Services / Professional Fees	6,268	4,895	128%	2,860	3,390	84%	9,128	8,285	110%	9,128	15,072	61%	
Total Fuel Expense	13,316	19,829	67%	15,827	21,028	75%	29,143	40,857	71%	29,143	92,223	32%	
Total General Operating Expenses	1,988	2,454	81%	1,861	2,454	76%	3,849	4,908	78%	3,849	9,813	39%	
Total Infrastructure Maintenance	31	1,059	3%	3,597	1,059	340%	3,628	2,118	171%	3,628	4,232	86%	3
Total Insurance Expense	1,982	2,085	95%	1,982	2,085	95%	3,963	4,170	95%	3,963	8,342	48%	
Total Software Fees & Licences	5,030	8,298	61%	4,933	8,298	59%	9,963	16,596	60%	9,963	33,199	30%	
Total Training, Travel & Meals	173	255	68%	21	255	8%	194	510	38%	194	1,018	19%	
Total Vehicle Expenses	42,334	39,256	108%	61,392	40,886	150%	103,725	80,142	129%	103,725	174,591	59%	4
Total Wages & Benefits - Administrative	4,382	7,917	55%	6,974	7,917	88%	11,356	15,834	72%	11,356	31,664	36%	
Total Wages & Benefits - Customer Support	2,463	2,928	84%	2,756	2,928	94%	5,219	5,856	89%	5,219	11,711	45%	
Total Wages & Benefits - Drivers	64,118	65,097	98%	86,894	70,060	124%	151,012	135,157	112%	151,012	308,446	49%	5
Total Wages & Benefits - Operations	7,939	8,792	90%	8,613	8,297	104%	16,552	17,089	97%	16,552	35,217	47%	
Total Expenses	\$ 150,617	\$ 169,226	89%	\$ 200,400	\$ 175,053	114%	\$ 351,017	\$ 344,279	102%	\$ 351,017	\$ 751,353	47%	
Surplus / Deficiency Prior to Amortization	\$ 14,505	\$ -		\$ (7,861)	\$ -		\$ 6,644	\$ -		\$ 6,644	\$ -		
Other Expenses													
5900 Amortization Expense	\$ 9,930	\$ 9,930	100%	\$ 9,930	\$ 9,930	100%	\$ 19,860	\$ 19,860	100%	\$ 19,860	\$ 39,720	50%	
Total Other Expenses	\$ 9,930	\$ 9,930	100%	\$ 9,930	\$ 9,930	100%	\$ 19,860	\$ 19,860	100%	\$ 19,860	\$ 39,720	50%	
Net Other Income	\$ (9,930)	\$ (9,930)	100%	\$ (9,930)	\$ (9,930)	100%	\$ (19,860)	\$ (19,860)	100%	\$ (19,860)	\$ (39,720)	50%	
Net Income	\$ 4,575	\$ (9,930)	-46%	\$ (17,791)	\$ (9,930)	179%	\$ (13,216)	\$ (19,860)	67%	\$ (13,216)	\$ (39,720)	33%	

1) Advertising & marketing revenue is below budget partially due to the departure of the Advertising Commission person and partially due to exhausting the local market.

2) Advertising & Marketing costs are below budget due to Parks Canada producing this year's route maps.

3) Infrastructure maintenance is over budget due to timing of expenditures.

4) Vehicle expenses are over budget due to actual repairs and maintenance. This will be monitored during the year, and increased budget amounts will be proposed for 2019-2021 budget.

5) Driver wages are over budget due to a timing difference of actual vs budgeted wages. Wages for increase in services were added in July in budget. This should even out by Q3/2018.

Bow Valley Regional Transit Services Commission

Canmore Local - Route 5

January - June 2018

	Jan - Mar, 2018			Apr - Jun, 2018			Jan - Jun 2018 (YTD Budget)			Jan - Jun (2018 Budget)			NOTES
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget	
Income													
Total 4100 Farebox	\$ 15,077	\$ 24,999	60%	\$ 15,615	\$ 24,999	62%	\$ 30,692	\$ 49,998	61%	\$ 30,692	\$ 100,000	31%	1
Total 4150 Passes	7,159	16,251	44%	10,014	16,251	62%	17,172	32,502	53%	17,172	65,000	26%	1
4200 Advertising & Marketing Revenue	1,284	3,843	33%	1,705	3,843	44%	2,989	7,686	39%	2,989	15,375	19%	2
4300 Partner Programs		1,281	0%		1,281	0%	-	2,562	0%	-	5,125	0%	
4500 Other Recoveries	4,575			525			5,100	-		5,100	-		
4750 Route Detour Fee				60			60	-		60	-		
Total Requisitions - Operating	114,486	114,486	100%	112,986	112,986	100%	227,472	227,472	100%	227,472	453,416	50%	
Income	\$ 142,581	\$ 160,860	89%	\$ 140,904	\$ 159,360	88%	\$ 283,484	\$ 320,220	89%	\$ 283,484	\$ 638,916	44%	
Cost of Goods Sold													
5715 Commission	\$ 1,356	\$ 768	177%	\$ 768	\$ 768	0%	\$ 1,356	\$ 1,536	88%	\$ 1,356	\$ 3,075	44%	2
Total Cost of Goods Sold	\$ 1,356	\$ 768	177%	\$ -	\$ 768	0%	\$ 1,356	\$ 1,536	88%	\$ 1,356	\$ 3,075	44%	
Total Income	\$ 141,225	\$ 160,092	88%	\$ 140,904	\$ 158,592	89%	\$ 282,128	\$ 318,684	89%	\$ 282,128	\$ 635,841	44%	
Expenses													
Total Advertising & Marketing Expenses	\$ 3,273	\$ 4,512	73%	\$ 2,947	\$ 4,512	65%	\$ 6,220	\$ 9,024	69%	\$ 6,220	\$ 18,050	34%	
Total Contracted Services / Professional Fees	5,838	3,513	166%	3,241	2,013	161%	9,078	5,526	164%	9,078	9,551	95%	3
Total Fuel Expense	19,167	17,145	112%	18,953	17,145	111%	38,120	34,290	111%	38,120	68,584	56%	4
Total General Operating Expenses	1,685	1,770	95%	1,445	1,770	82%	3,130	3,540	88%	3,130	7,081	44%	
Total Infrastructure Maintenance	128	1,794	7%	133	1,794	7%	261	3,588	7%	261	7,175	4%	
Total Insurance Expense	1,525	2,001	76%	1,525	2,001	76%	3,049	4,002	76%	3,049	8,000	38%	
Total Software Fees & Licences	4,626	7,056	66%	4,465	7,056	63%	9,092	14,112	64%	9,092	28,221	32%	
Total Training, Travel & Meals	350	657	53%	65	657	10%	415	1,314	32%	415	2,625	16%	
Total Vehicle Expenses	22,231	22,485	99%	48,337	22,485	215%	70,568	44,970	157%	70,568	89,938	78%	5
Total Wages & Benefits - Administrative	4,619	8,295	56%	7,304	8,295	88%	11,923	16,590	72%	11,923	33,182	36%	
Total Wages & Benefits - Customer Support	1,449	1,794	81%	1,655	1,794	92%	3,104	3,588	87%	3,104	7,175	43%	
Total Wages & Benefits - Drivers	78,312	77,480	101%	82,529	78,664	105%	160,841	156,144	103%	160,841	314,772	51%	
Total Wages & Benefits - Operations	11,383	11,590	98%	9,662	10,406	93%	21,045	21,996	96%	21,045	41,487	51%	3
Total Expenses	\$ 154,586	\$ 160,092	97%	\$ 182,260	\$ 158,592	115%	\$ 336,846	\$ 318,684	106%	\$ 336,846	\$ 635,841	53%	
Surplus / Deficiency Prior to Amortization	\$ (13,361)	\$ -		\$ (41,356)	\$ -		\$ (54,718)	\$ -		\$ (54,718)	\$ -		
Other Expenses													
5900 Amortization Expense	\$ 20,577	\$ 20,577	100%	\$ 20,577	\$ 20,577	100%	\$ 41,154	\$ 41,154	100%	\$ 41,154	\$ 82,310	50%	
Total Other Expenses	\$ 20,577	\$ 20,577	100%	\$ 20,577	\$ 20,577	100%	\$ 41,154	\$ 41,154	100%	\$ 41,154	\$ 82,310	50%	
Net Income	\$ (33,938)	\$ (20,577)	165%	\$ (61,933)	\$ (20,577)	301%	\$ (95,872)	\$ (41,154)	233%	\$ (95,872)	\$ (82,310)	116%	

1) Farebox and pass revenue continue to be lower than budget consistent with past trends as well as the start of the new free summer service.

2) Advertising & marketing revenue is below budget partially due to the departure of the Advertising Commission person and partially due to exhausting the local market.

3) Contracted services are above budget due to separating out operating contracts and operations wages. This is offset by savings in Operations wages.

4) Fuel expense is above budget due to rising fuel prices. Canmore regional buys from commercial vendors and is more susceptible to fluctuating fuel prices.

5) Vehicle expenses are over budget due to actual repairs and maintenance. This will be monitored during the year and increased budget amounts will be proposed for 2019-2021 budget.

Bow Valley Regional Transit Services Commission
Canmore / Banff Regional - Route 3
January - June 2018

	Jan - Mar, 2018			Apr - Jun, 2018			Jan - Jun 2018 (YTD Budget)			Jan - Jun (2018 Budget)			NOTES
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget	
Income													
Total 4100 Farebox	\$ 86,989	\$ 93,444	93%	\$ 109,659	\$ 93,444	117%	\$ 196,648	\$ 186,888	105%	\$ 196,648	\$ 373,775	53%	1
Total 4150 Passes	69,702	49,824	140%	59,189	49,824	119%	128,890	99,648	129%	128,890	199,293	65%	1
Total 4200 Advertising & Marketing Revenue	2,350	4,614	51%	1,160	4,614	25%	3,510	9,228	38%	3,510	18,450	19%	2
4300 Partner Programs		3,075	0%	400	3,075	13%	400	6,150	7%	400	12,300	3%	
4500 Other Recoveries	404			2,767			3,171	-		3,171	-		
Total Requisitions - Operating	59,615	59,615	100%	58,125	58,125	100%	117,740	117,740	100%	117,740	233,996	50%	
Income	\$ 219,060	\$ 210,572	104%	\$ 231,299	\$ 209,082	111%	\$ 450,359	\$ 419,654	107%	\$ 450,359	\$ 837,814	54%	
Cost of Goods Sold													
5715 Commission	\$ 192	\$ 924	21%	\$ 924		0%	\$ 192	\$ 1,848	10%	\$ 192	\$ 3,690	5%	2
Total Cost of Goods Sold	\$ 192	\$ 924	21%	\$ -	\$ 924	0%	\$ 192	\$ 1,848	10%	\$ 192	\$ 3,690	5%	
Total Income	\$ 218,868	\$ 209,648	104%	\$ 231,299	\$ 208,158	111%	\$ 450,167	\$ 417,806	108%	\$ 450,167	\$ 834,124	54%	
Expenses													
Total Advertising & Marketing Expenses	\$ 1,149	\$ 6,969	16%	\$ 3,034	\$ 6,969	44%	\$ 4,182	\$ 13,938	30%	\$ 4,182	\$ 27,891	15%	
Total Contracted Services / Professional Fees	4,973	5,063	98%	2,541	3,573	71%	7,514	8,636	87%	7,514	15,771	48%	
Total Fuel Expense	34,746	32,706	106%	43,043	32,706	132%	77,789	65,412	119%	77,789	130,826	59%	3
Total General Operating Expenses	2,863	3,222	89%	2,664	3,222	83%	5,526	6,444	86%	5,526	12,886	43%	
Total Infrastructure Maintenance	-	768	0%	143	768	19%	143	1,536	9%	143	3,075	5%	
Total Insurance Expense	2,126	2,250	94%	2,126	2,250	94%	4,252	4,500	94%	4,252	9,000	47%	
Total Software Fees & Licences	5,637	8,610	65%	5,454	8,610	63%	11,091	17,220	64%	11,091	34,438	32%	
Total Training, Travel & Meals	311	897	35%	8	897	1%	319	1,794	18%	319	3,588	9%	
Total Vehicle Expenses	30,892	41,889	74%	46,061	41,889	110%	76,954	83,778	92%	76,954	167,558	46%	
Total Wages & Benefits - Administrative	4,523	8,079	56%	7,113	8,079	88%	11,636	16,158	72%	11,636	32,312	36%	
Total Wages & Benefits - Customer Support	4,043	4,953	82%	4,565	4,953	92%	8,608	9,906	87%	8,608	19,810	43%	
Total Wages & Benefits - Drivers	84,492	82,823	102%	88,504	83,990	105%	172,996	166,813	104%	172,996	336,083	51%	
Total Wages & Benefits - Operations	11,315	11,419	99%	9,506	10,252	93%	20,821	21,671	96%	20,821	40,880	51%	
Total Expenses	\$ 187,069	\$ 209,648	89%	\$ 214,762	\$ 208,158	103%	\$ 401,831	\$ 417,806	96%	\$ 401,831	\$ 834,118	48%	
Surplus / Deficiency Prior to Amortization	\$ 31,799	\$ -		\$ 16,537	\$ -		\$ 48,336	\$ -		\$ 48,336	\$ -		
Other Expenses													
5900 Amortization Expense	\$ 21,039	\$ 21,039	100%	\$ 21,039	\$ 21,039	100%	\$ 42,078	\$ 42,078	100%	\$ 42,078	\$ 84,150	50%	
Total Other Expenses	\$ 21,039	\$ 21,039	100%	\$ 21,039	\$ 21,039	100%	\$ 42,078	\$ 42,078	100%	\$ 42,078	\$ 84,150	50%	
Net Income	\$ 10,760	\$ (21,039)	-51%	\$ (4,502)	\$ (21,039)	21%	\$ 6,258	\$ (42,078)	-15%	\$ 6,258	\$ (84,150)	-7%	

1) Farebox and pass revenue continue to be strong and outperform budgeted amounts.

2) Advertising & marketing revenue is below budget partially due to the departure of the Advertising Commission person and partially due to exhausting the local market.

3) Fuel expenditures are over budget partially due to the addition of the weekend summer service.

Bow Valley Regional Transit Services Commission
Cave and Basin - Route 4
January - June 2018

	Jan - Mar, 2018			Apr - Jun, 2018			Jan - Jun 2018 (YTD Budget)			Jan - Jun (2018 Budget)		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget
Income												
Total 4100 Farebox	\$ -	\$ -		\$ 2,631	\$ -		\$ 2,631	\$ -		\$ 2,631	\$ -	
4500 Other Recoveries					12,217	0%	0	12,217	0%	0	40,583	0%
Total Income	\$ -	\$ -		\$ 2,631	\$ 12,217	22%	\$ 2,631	\$ 12,217	22%	\$ 2,631	\$ 40,583	6%
Expenses												
Total Advertising & Marketing Expenses	\$ -	\$ -		\$ 1,516	\$ -		\$ 1,516	\$ -		\$ 1,516	\$ -	
Total Contracted Services / Professional Fees	-	-		55	-		55	-		55	-	
Total Fuel Expense	-	-		1,149	-		1,149	-		1,149	-	
Total General Operating Expenses	-	-		22	-		22	-		22	-	
Total Infrastructure Maintenance	-	-		385	-		385	-		385	-	
Total Insurance Expense	-	-		560	309	181%	560	309	181%	560	1,025	55%
Total Software Fees & Licences	435	-		435	-		870	-		870	-	
Total Training, Travel & Meals	-	-		15	-		15	-		15	-	
Total Vehicle Expenses	989	-		5,248	2,400	219%	6,236	2,400	260%	6,236	7,973	78%
Total Wages & Benefits - Administrative	-	-		677	694	98%	677	694	98%	677	2,303	29%
Total Wages & Benefits - Drivers	-	-		10,073	8,008	126%	10,073	8,008	126%	10,073	26,910	37%
Total Wages & Benefits - Operations	-	-		750	806	93%	750	806	93%	750	2,372	32%
Total Expenses	\$ 1,424	\$ -		\$ 20,884	\$ 12,217	171%	\$ 22,307	\$ 12,217	183%	\$ 22,307	\$ 40,583	55%
Net Income	\$ (1,424)	\$ -		\$ (18,253)	\$ -		\$ (19,677)	\$ -		\$ (19,677)	\$ -	

General Note - Parks Canada agreements are approved after the budget process due to the different year-ends of the organizations. The above budget therefore reflects the approved budget prior to changes made by Parks Canada. A suggestion going forward would be to have the Board approve these final contracts as budget amendments so that more accurate information can be portrayed during quarterly reporting.

Bow Valley Regional Transit Services Commission
Lake Minnewanka - Route 6
January - June 2018

	Jan - Mar, 2018			Apr - Jun, 2018			Jan - Jun 2018 (YTD Budget)			Jan - Jun (2018 Budget)		
			% of			% of			% of			% of
	Actual	Budget	Budget	Actual	Budget	Budget	Actual	Budget	Budget	Actual	Budget	Budget
Income												
Total 4100 Farebox	\$ -	\$ -		\$ 13,743	\$ -		\$ 13,743	\$ -		\$ 13,743	\$ -	
4500 Other Recoveries			-		53,426	0%	0	53,426	0%	-	140,852	0%
Total Income	\$ -	\$ -		\$ 13,743	\$ 53,426	26%	\$ 13,743	\$ 53,426	26%	\$ 13,743	\$ 140,852	10%
Expenses												
Total Advertising & Marketing Expenses	\$ -	\$ -		\$ 1,773	\$ 2,319	76%	\$ 1,773	\$ 2,319	76%	\$ 1,773	\$ 6,150	29%
Total Contracted Services / Professional Fees	-	-		1,319	671	197%	1,319	671	197%	1,319	927	142%
Total Fuel Expense	-	-		11,684	7,649	153%	11,684	7,649	153%	11,684	20,289	58%
Total General Operating Expenses	106	-		222	1,240	18%	328	1,240	26%	328	3,288	10%
Total Infrastructure Maintenance	-	-		1,328	388	342%	1,328	388	342%	1,328	1,030	129%
Total Insurance Expense	-	-		1,458	1,165	125%	1,458	1,165	125%	1,458	3,090	47%
Total Software Fees & Licences	435	-		1,015	1,675	61%	1,450	1,675	87%	1,450	4,442	33%
Total Training, Travel & Meals	-	-		15	2,340	1%	15	2,340	1%	15	6,206	0%
Total Vehicle Expenses	2,011	-		3,331	6,321	53%	5,342	6,321	85%	5,342	16,765	32%
Total Wages & Benefits - Customer Support	-	-		737	765	96%	737	765	96%	737	2,030	36%
Total Wages & Benefits - Drivers	-	-		38,460	26,383	146%	38,460	26,383	146%	38,460	70,866	54%
Total Wages & Benefits - Operations	-	-		1,811	2,510	72%	1,811	2,510	72%	1,811	5,769	31%
Total Expenses	\$ 2,552	\$ -		\$ 63,154	\$ 53,426	118%	\$ 65,706	\$ 53,426	123%	\$ 65,706	\$ 140,852	47%
Net Income	\$ (2,552)	\$ -		\$ (49,410)	\$ -		\$ (51,962)	\$ -		\$ (51,962)	\$ -	

General Note - Parks Canada agreements are approved after the budget process due to the different year-ends of the organizations. The above budget therefore reflects the approved budget prior to changes made by Parks Canada. A suggestion going forward would be to have the Board approve these final contracts as budget amendments so that more accurate information can be portrayed during quarterly reporting.

Bow Valley Regional Transit Services Commission
Budget Summary - TOTAL

2017-2020 Budgeted Annual KPIs

KPI	2017	2018 YTD	2018	2019	2020
	ACTUAL	ACTUAL	Budget	Budget	Budget
Revenue per Service Hour	\$ 51.91	\$ 50.70	\$ 47.79	\$ 59.54	\$ 57.79
Gross Cost per Service Hour	\$ 102.39	\$ 106.00	\$ 107.75	\$ 120.82	\$ 122.83
Direct Operating Cost per Service Hour	\$ 82.05	\$ 90.13	\$ 89.77	\$ 98.63	\$ 98.40
Overhead per Service Hour	\$ 8.51	\$ 5.30	\$ 8.11	\$ 9.15	\$ 8.69
Lease/Amortization per Service Hour	\$ 11.82	\$ 10.57	\$ 9.86	\$ 13.04	\$ 15.74
Net Cost per Service Hour (CUTA)	\$ 38.36	\$ 44.73	\$ 50.10	\$ 48.24	\$ 49.30
% Cost Recovery (CUTA)	57%	53%	49%	53%	52%
Ridership	450,317	535,485	1,090,659	1,195,781	1,274,692
Service Hours	14,589	16,993	36,567	33,189	35,915
Ridership per Service Hour	31	32	30	36	35

Bow Valley Regional Transit Services Commission
ALL ROUTES
2018 Monthly Budget/Actual KPIs with 2017 Actuals

KPI	Q1 2018			
	2018 Q1	2018 Q1	Q1	2017 Q1
	ACTUAL	Budget	COMP	ACTUAL
			%	
Revenue per Service Hour	\$ 57.00	\$ 59.20	-3.7%	\$ 55.94
Gross Cost per Service Hour	\$ 108.64	\$ 125.26	-13.3%	\$ 103.93
Direct Operating Cost per Service Hour	\$ 91.56	\$ 100.57	-9.0%	\$ 82.12
Overhead per Service Hour	\$ 4.13	\$ 11.68	-64.7%	\$ 9.57
Lease/Amortization per Service Hour	\$ 12.96	\$ 13.01	-0.4%	\$ 12.23
Net Cost per Service Hour (CUTA)	\$ 38.68	\$ 53.05	-27.1%	\$ 35.02
% Cost Recovery (CUTA)	60%	53%		61%
Ridership	221,443	217,308	1.9%	205,355
Service Hours	6,931	6,931	0.0%	6,847
Ridership per Service Hour	32	31	1.9%	30

KPI	Q2 2018			
	2018 Q2	2018 Q2	Q2	2017 Q2
	ACTUAL	Budget	COMP	ACTUAL
			%	
Revenue per Service Hour	\$ 46.36	\$ 41.76	11.0%	\$ 49.13
Gross Cost per Service Hour	\$ 104.18	\$ 96.06	8.4%	\$ 101.33
Direct Operating Cost per Service Hour	\$ 89.15	\$ 79.95	11.5%	\$ 82.01
Overhead per Service Hour	\$ 6.11	\$ 7.15	-14.6%	\$ 7.78
Lease/Amortization per Service Hour	\$ 8.92	\$ 8.96	-0.4%	\$ 11.54
Net Cost per Service Hour (CUTA)	\$ 48.89	\$ 45.34	7.8%	\$ 40.66
% Cost Recovery (CUTA)	49%	48%		55%
Ridership	314,042	265,525	18.3%	244,962
Service Hours	10,062	10,062	0.0%	7,742
Ridership per Service Hour	31	26	18.3%	32

KPI	TOTAL 2018			
	2018 TOTAL	2018 TOTAL	TOTAL	2017 TOTAL
	ACTUAL YTD	Budget	COMP	ACTUAL
			%	
Revenue per Service Hour	\$ 50.70	\$ 47.79	6.1%	\$ 51.91
Gross Cost per Service Hour	\$ 106.00	\$ 107.75	-1.6%	\$ 102.39
Direct Operating Cost per Service Hour	\$ 90.13	\$ 89.77	0.4%	\$ 82.05
Overhead per Service Hour	\$ 5.30	\$ 8.11	-34.7%	\$ 8.51
Lease/Amortization per Service Hour	\$ 10.57	\$ 9.86	7.2%	\$ 11.82
Net Cost per Service Hour (CUTA)	\$ 44.73	\$ 50.10	-10.7%	\$ 38.36
% Cost Recovery (CUTA)	53%	49%		57%
Ridership	535,485	1,090,659	-50.9%	450,317
Service Hours	16,993	36,567	-53.5%	14,589
Ridership per Service Hour	32	30	5.7%	31

Bow Valley Regional Transit Services Commission
Banff Local Service - Route 1
2018 Monthly Budget/Actual KPIs with 2017 Actuals

	Q1 2018			
KPI	2018 Q1	2018 Q1	Q1	2017 Q1
	ACTUAL	Budget	COMP	ACTUAL
			%	
Revenue per Service Hour	\$ 87.96	\$ 88.89	-1.1%	\$ 84.77
Gross Cost per Service Hour	\$ 111.13	\$ 131.63	-15.6%	\$ 101.52
Direct Operating Cost per Service Hour	\$ 93.88	\$ 106.72	-12.0%	\$ 82.08
Overhead per Service Hour	\$ 4.13	\$ 11.68	-64.7%	\$ 8.84
Lease/Amortization per Service Hour	\$ 13.12	\$ 13.24	-0.9%	\$ 10.59
Net Cost per Service Hour (CUTA)	\$ 10.06	\$ 29.51	-65.9%	\$ 6.15
% Cost Recovery (CUTA)	90%	75%		93%
Ridership	86,526	87,114	-0.7%	82,967
Service Hours	1,553	1,553	0.0%	1,574
Ridership per Service Hour	56	56	-0.7%	53

	Q2 2018			
KPI	2018 Q2	2018 Q2	Q2	2017 Q2
	ACTUAL	Budget	COMP	ACTUAL
			%	
Revenue per Service Hour	\$ 55.58	\$ 53.95	3.0%	\$ 80.29
Gross Cost per Service Hour	\$ 97.07	\$ 86.80	11.8%	\$ 91.02
Direct Operating Cost per Service Hour	\$ 83.17	\$ 71.78	15.9%	\$ 73.41
Overhead per Service Hour	\$ 6.10	\$ 7.14	-14.6%	\$ 7.78
Lease/Amortization per Service Hour	\$ 7.81	\$ 7.88	-0.9%	\$ 9.84
Net Cost per Service Hour (CUTA)	\$ 33.68	\$ 24.97	34.9%	\$ 0.90
% Cost Recovery (CUTA)	62%	68%		99%
Ridership	130,500	113,789	14.7%	109,094
Service Hours	2,681	2,681	0.0%	1,677
Ridership per Service Hour	49	42	14.7%	65

	TOTAL 2018			
KPI	2018 TOTAL	2018 TOTAL	TOTAL	2017 TOTAL
	ACTUAL YTD	Budget	COMP	ACTUAL
			%	
Revenue per Service Hour	\$ 67.46	\$ 66.40	1.6%	\$ 71.47
Gross Cost per Service Hour	\$ 102.23	\$ 109.80	-6.9%	\$ 90.07
Direct Operating Cost per Service Hour	\$ 87.10	\$ 92.75	-6.1%	\$ 73.39
Overhead per Service Hour	\$ 5.37	\$ 8.10	-33.7%	\$ 7.89
Lease/Amortization per Service Hour	\$ 9.75	\$ 8.95	9.0%	\$ 8.79
Net Cost per Service Hour (CUTA)	\$ 25.02	\$ 34.45	-27.4%	\$ 9.81
% Cost Recovery (CUTA)	73%	66%		88%
Ridership	217,026	472,384	-54.1%	426,194
Service Hours	4,233	9,377	-54.9%	7,676
Ridership per Service Hour	51	50	1.8%	56

Bow Valley Regional Transit Services Commission
 Banff Local Service - Route 2
 2018 Monthly Budget/Actual KPIs with 2017 Actuals

	Q1 2018			
KPI	2018 Q1	2018 Q1	Q1	2017 Q1
	ACTUAL	Budget	COMP	ACTUAL
			%	
Revenue per Service Hour	\$ 46.73	\$ 49.37	-5.4%	\$ 45.07
Gross Cost per Service Hour	\$ 109.49	\$ 129.02	-15.1%	\$ 101.36
Direct Operating Cost per Service Hour	\$ 92.25	\$ 104.11	-11.4%	\$ 81.91
Overhead per Service Hour	\$ 4.13	\$ 11.68	-64.7%	\$ 8.85
Lease/Amortization per Service Hour	\$ 13.12	\$ 13.23	-0.9%	\$ 10.59
Net Cost per Service Hour (CUTA)	\$ 49.64	\$ 66.42	-25.3%	\$ 45.69
% Cost Recovery (CUTA)	48%	43%		50%
Ridership	71,470	76,067	-6.0%	72,643
Service Hours	1,553	1,553	0.0%	1,574
Ridership per Service Hour	46	49	-6.0%	46

	Q2 2018			
KPI	2018 Q2	2018 Q2	Q2	2017 Q2
	ACTUAL	Budget	COMP	ACTUAL
			%	
Revenue per Service Hour	\$ 46.43	\$ 38.10	21.9%	\$ 48.90
Gross Cost per Service Hour	\$ 107.66	\$ 102.44	5.1%	\$ 95.38
Direct Operating Cost per Service Hour	\$ 91.97	\$ 85.62	7.4%	\$ 77.08
Overhead per Service Hour	\$ 6.09	\$ 7.13	-14.6%	\$ 7.90
Lease/Amortization per Service Hour	\$ 9.60	\$ 9.69	-0.9%	\$ 10.40
Net Cost per Service Hour (CUTA)	\$ 51.63	\$ 54.65	-5.5%	\$ 36.08
% Cost Recovery (CUTA)	47%	41%		58%
Ridership	99,904	80,131	24.7%	73,648
Service Hours	2,099	2,099	0.0%	1,574
Ridership per Service Hour	48	38	24.7%	47

	TOTAL 2018			
KPI	2018 TOTAL	2018 TOTAL	2018 Total	2017 TOTAL
	ACTUAL YTD	Budget	COMP	ACTUAL
			%	
Revenue per Service Hour	\$ 46.56	\$ 44.08	5.6%	\$ 46.10
Gross Cost per Service Hour	\$ 108.44	\$ 116.73	-7.1%	\$ 97.10
Direct Operating Cost per Service Hour	\$ 92.09	\$ 98.12	-6.2%	\$ 79.26
Overhead per Service Hour	\$ 5.25	\$ 8.10	-35.2%	\$ 7.88
Lease/Amortization per Service Hour	\$ 11.09	\$ 10.51	5.6%	\$ 9.66
Net Cost per Service Hour (CUTA)	\$ 50.78	\$ 62.14	-18.3%	\$ 41.04
% Cost Recovery (CUTA)	48%	41%		53%
Ridership	171,374	351,063	-51.2%	315,113
Service Hours	3,651	7,762	-53.0%	6,584
Ridership per Service Hour	47	45	3.8%	48

Bow Valley Regional Transit Services Commission
CB Regional Service - Route 3
2018 Monthly Budget/Actual KPIs with 2017 Actuals

	Q1 2018			
KPI	2018 Q1	2018 Q1	Q1	2017 Q1
	ACTUAL	Budget	COMP	ACTUAL
			%	
Revenue per Service Hour	\$ 83.55	\$ 78.72	6.1%	\$ 71.01
Gross Cost per Service Hour	\$ 115.26	\$ 134.66	-14.4%	\$ 109.87
Direct Operating Cost per Service Hour	\$ 98.15	\$ 110.00	-10.8%	\$ 86.08
Overhead per Service Hour	\$ 4.13	\$ 11.68	-64.7%	\$ 8.96
Lease/Amortization per Service Hour	\$ 12.99	\$ 12.99	0.0%	\$ 14.84
Net Cost per Service Hour (CUTA)	\$ 18.72	\$ 42.95	-56.4%	\$ 24.02
% Cost Recovery (CUTA)	82%	65%		75%
Ridership	38,038	31,427	21.0%	29,855
Service Hours	1,906	1,906	0.0%	1,825
Ridership per Service Hour	20	16	21.0%	16

	Q2 2018			
KPI	2018 Q2	2018 Q2	Q2	2017 Q2
	ACTUAL	Budget	COMP	ACTUAL
			%	
Revenue per Service Hour	\$ 90.15	\$ 78.10	15.4%	\$ 80.09
Gross Cost per Service Hour	\$ 130.20	\$ 127.81	1.9%	\$ 116.45
Direct Operating Cost per Service Hour	\$ 111.80	\$ 108.36	3.2%	\$ 93.91
Overhead per Service Hour	\$ 6.11	\$ 7.15	-14.6%	\$ 7.92
Lease/Amortization per Service Hour	\$ 12.29	\$ 12.29	0.0%	\$ 14.62
Net Cost per Service Hour (CUTA)	\$ 27.76	\$ 37.41	-25.8%	\$ 21.74
% Cost Recovery (CUTA)	76%	68%		79%
Ridership	44,154	35,677	23.8%	34,021
Service Hours	1,921	1,921	0.0%	1,825
Ridership per Service Hour	23	19	23.8%	19

	TOTAL 2018			
KPI	2018 TOTAL	2018 TOTAL	2018 Total	2017 TOTAL
	ACTUAL YTD	Budget	COMP	ACTUAL
			%	
Revenue per Service Hour	\$ 86.86	\$ 77.85	11.6%	\$ 79.57
Gross Cost per Service Hour	\$ 122.76	\$ 128.72	-4.6%	\$ 114.86
Direct Operating Cost per Service Hour	\$ 105.00	\$ 108.20	-3.0%	\$ 91.95
Overhead per Service Hour	\$ 5.12	\$ 8.12	-36.9%	\$ 8.27
Lease/Amortization per Service Hour	\$ 12.64	\$ 12.39	2.0%	\$ 14.64
Net Cost per Service Hour (CUTA)	\$ 23.26	\$ 38.47	-39.6%	\$ 20.65
% Cost Recovery (CUTA)	79%	67%		79%
Ridership	82,192	132,304	-37.9%	138,006
Service Hours	3,827	7,709	-50.4%	7,300
Ridership per Service Hour	21	17	25.1%	19

Bow Valley Regional Transit Services Commission
Cave and Basin - Route 4
2018 Monthly Budget/Actual KPIs with 2017 Actuals

	Q2 2018			
KPI	2018 Q2	2018 Q2	Q2	2017 Q2
	ACTUAL	Budget	COMP	ACTUAL
			%	
Revenue per Service Hour	\$ 6.29	\$ -		\$ 12.97
Gross Cost per Service Hour	\$ 53.55	\$ 37.81	41.6%	\$ 105.67
Direct Operating Cost per Service Hour	\$ 49.96	\$ 29.23	70.9%	\$ 97.56
Overhead per Service Hour	\$ 2.94	\$ 7.23	-59.3%	\$ 6.65
Lease/Amortization per Service Hour	\$ 0.65	\$ 1.36	-52.4%	\$ 1.46
Net Cost per Service Hour (CUTA)	\$ 46.61	\$ 36.45	27.8%	\$ 91.24
% Cost Recovery (CUTA)	12%	0%		12%
Ridership	3,024	1,888	60.2%	1,851
Service Hours	418	418	0.0%	181
Ridership per Service Hour	7	5	60.2%	10

	TOTAL 2018			
KPI	2018 TOTAL	2018 TOTAL	2018 Total	2017 TOTAL
	ACTUAL YTD	Budget	COMP	ACTUAL
			%	
Revenue per Service Hour	\$ 6.29	\$ -		\$ 14.37
Gross Cost per Service Hour	\$ 53.55	\$ 42.42	26.2%	\$ 105.38
Direct Operating Cost per Service Hour	\$ 49.96	\$ 34.99	42.8%	\$ 97.46
Overhead per Service Hour	\$ 2.94	\$ 6.26	-53.1%	\$ 6.53
Lease/Amortization per Service Hour	\$ 0.65	\$ 0.75	-13.8%	\$ 1.39
Net Cost per Service Hour (CUTA)	\$ 46.61	\$ 41.25	13.0%	\$ 89.62
% Cost Recovery (CUTA)	12%	0%		14%
Ridership	3,024	5,688	-46.8%	7,723
Service Hours	418	1,160	-64.0%	601
Ridership per Service Hour	7	5	47.5%	13

Bow Valley Regional Transit Services Commission
Canmore Local Service - Route 5
2018 Monthly Budget/Actual KPIs with 2017 Actuals

	Q1 2018			
KPI	2018 Q1	2018 Q1	Q1	2017 Q1
	ACTUAL	Budget	COMP	ACTUAL
			%	
Revenue per Service Hour	\$ 13.93	\$ 23.75	-41.4%	\$ 26.17
Gross Cost per Service Hour	\$ 97.31	\$ 107.72	-9.7%	\$ 99.15
Direct Operating Cost per Service Hour	\$ 80.51	\$ 83.38	-3.4%	\$ 78.03
Overhead per Service Hour	\$ 4.13	\$ 11.67	-64.7%	\$ 8.73
Lease/Amortization per Service Hour	\$ 12.67	\$ 12.67	0.0%	\$ 12.40
Net Cost per Service Hour (CUTA)	\$ 70.71	\$ 71.30	-0.8%	\$ 60.59
% Cost Recovery (CUTA)	16%	25%		30%
Ridership	25,409	22,700	11.9%	19,890
Service Hours	1,920	1,920	0.0%	1,874
Ridership per Service Hour	13	12	11.9%	11

	Q2 2018			
KPI	2018 Q2	2018 Q2	Q2	2017 Q2
	ACTUAL	Budget	COMP	ACTUAL
			%	
Revenue per Service Hour	\$ 14.45	\$ 23.61	-38.8%	\$ 10.80
Gross Cost per Service Hour	\$ 112.44	\$ 101.23	11.1%	\$ 96.58
Direct Operating Cost per Service Hour	\$ 94.34	\$ 82.09	14.9%	\$ 76.55
Overhead per Service Hour	\$ 6.11	\$ 7.15	-14.6%	\$ 7.82
Lease/Amortization per Service Hour	\$ 11.99	\$ 11.99	0.0%	\$ 12.21
Net Cost per Service Hour (CUTA)	\$ 85.99	\$ 65.63	31.0%	\$ 73.57
% Cost Recovery (CUTA)	14%	26%		13%
Ridership	23,783	21,800	9.1%	17,227
Service Hours	1,932	1,932	0.0%	1,874
Ridership per Service Hour	12	11	9.1%	9

	TOTAL 2018			
KPI	2018 TOTAL	2018 TOTAL	2018 Total	2017 TOTAL
	ACTUAL YTD	Budget	COMP	ACTUAL
			%	
Revenue per Service Hour	\$ 14.19	\$ 23.53	-39.7%	\$ 15.08
Gross Cost per Service Hour	\$ 104.89	\$ 102.22	2.6%	\$ 97.29
Direct Operating Cost per Service Hour	\$ 87.45	\$ 82.01	6.6%	\$ 76.94
Overhead per Service Hour	\$ 5.12	\$ 8.11	-36.9%	\$ 8.13
Lease/Amortization per Service Hour	\$ 12.33	\$ 12.09	1.9%	\$ 12.23
Net Cost per Service Hour (CUTA)	\$ 78.38	\$ 66.60	17.7%	\$ 69.99
% Cost Recovery (CUTA)	15%	26%		18%
Ridership	49,192	92,500	-46.8%	76,176
Service Hours	3,852	7,753	-50.3%	7,497
Ridership per Service Hour	13	12	7.0%	10

Bow Valley Regional Transit Services Commission
Lake Minnewanka - Route 6
2018 Monthly Budget/Actual KPIs with 2017 Actuals

	Q2 2018			
KPI	2018 Q2	2018 Q2	2018 Q2	2017 Q2
	ACTUAL	Budget	COMP	ACTUAL
			%	
Revenue per Service Hour	\$ 16.18	\$ -		\$ -
Gross Cost per Service Hour	\$ 69.88	\$ 61.32	14.0%	\$ 113.06
Direct Operating Cost per Service Hour	\$ 62.41	\$ 52.79	18.2%	\$ 94.91
Overhead per Service Hour	\$ 6.13	\$ 7.18	-14.6%	\$ 7.23
Lease/Amortization per Service Hour	\$ 1.35	\$ 1.35	0.0%	\$ 10.93
Net Cost per Service Hour (CUTA)	\$ 52.36	\$ 59.97	-12.7%	\$ 102.14
% Cost Recovery (CUTA)	24%	0%		0%
Ridership	12,677	12,240	3.6%	9,121
Service Hours	1,012	1,012	0.0%	611
Ridership per Service Hour	13	12	3.6%	15

	TOTAL 2018			
KPI	2018 TOTAL	2018 TOTAL	2018 Total	2017 TOTAL
	ACTUAL YTD	Budget	COMP	ACTUAL
			%	
Revenue per Service Hour	\$ 16.18	\$ -		\$ -
Gross Cost per Service Hour	\$ 69.88	\$ 59.82	16.8%	\$ 105.81
Direct Operating Cost per Service Hour	\$ 62.41	\$ 50.20	24.3%	\$ 88.01
Overhead per Service Hour	\$ 6.13	\$ 8.14	-24.7%	\$ 6.77
Lease/Amortization per Service Hour	\$ 1.35	\$ 1.48	-9.1%	\$ 11.02
Net Cost per Service Hour (CUTA)	\$ 52.36	\$ 58.34	-10.3%	\$ 94.78
% Cost Recovery (CUTA)	24%	0%		0%
Ridership	12,677	36,720	-65.5%	32,830
Service Hours	1,012	2,806	-63.9%	1,589
Ridership per Service Hour	13	13	-4.3%	21

Bow Valley *Regional* Transit Services Commission



DRAFT

2019-2021 Operating Budget and KPIs
2019-2028 Capital Budget

Bow Valley Regional Transit Services Commission 2019 - 2021 Operating Budget

ALL ROUTES									2019 to 2019		
	2017 Actual	2018 Budget	Q2 2018 Actual	2018 Forecast	2019 Approved Budget	2019 Proposed Budget	2020 Proposed Budget	2021 Proposed Budget	% Change from Approved	\$ Change from Approved	
INCOME											
4100 Farebox	\$ 887,042	\$ 947,943	\$ 469,468	\$ 1,025,552	\$ 996,458	\$ 1,028,185	\$ 1,048,748	\$ 1,069,724	3.2%	\$ 31,727	
4110 Transit Voucher Reimbursement	\$ (40,701)	\$ -	\$ (27,212)	\$ -	\$ (25,625)	\$ -	\$ -	\$ -	-100.0%	\$ 25,625	Note that reimbursement is built into estimated forecast & budget
Total 4100 Farebox	\$ 846,340	\$ 947,943	\$ 442,256	\$ 1,025,552	\$ 970,833	\$ 1,028,185	\$ 1,048,748	\$ 1,069,724	5.9%	\$ 57,352	
4150 Passes	\$ 281,207	\$ 319,895	\$ 177,463	\$ 321,091	\$ 327,767	\$ 343,159	\$ 350,022	\$ 357,023	4.7%	\$ 15,392	
4600 SmartCard Fee	\$ 9,706	\$ -	\$ 7,223	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	Smartcard fee and vendor discounts are built into estimated forecast & budget
5710 Vendor Discounts - Pass Purchase	\$ (8,962)	\$ -	\$ (5,978)	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
Total 4150 Passes	\$ 281,951	\$ 319,895	\$ 178,708	\$ 321,091	\$ 327,767	\$ 343,159	\$ 350,022	\$ 357,023	4.7%	\$ 15,392	
4200 Advertising & Marketing Revenue	\$ 52,534	\$ 62,525	\$ 16,046	\$ 24,503	\$ 64,088	\$ 64,088	\$ 65,369	\$ 66,676	0.0%	\$ -	
1-4200 Banff Local	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
Services	\$ -	\$ -	\$ 1,122	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
5714 Bus Advertising Costs	\$ (800)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
5715 Commission	\$ (6,539)	\$ (12,505)	\$ (4,200)	\$ (4,200)	\$ (12,818)	\$ (12,818)	\$ (13,075)	\$ (13,336)	0.0%	\$ -	
Total 4200 Advertising & Marketing Revenue	\$ 45,196	\$ 50,020	\$ 12,968	\$ 20,303	\$ 51,270	\$ 51,270	\$ 52,294	\$ 53,340	0.0%	\$ -	
4300 Partner Programs	\$ 405,890	\$ 425,379	\$ 208,903	\$ 417,806	\$ 436,014	\$ 439,132	\$ 447,914	\$ 456,872	0.7%	\$ 3,118	
1-4300 Partner Program - Banff Local	\$ 11	\$ -	\$ 536	\$ 536	\$ -	\$ -	\$ -	\$ -		\$ -	
2-4300 Patner Program - Canmore Regional	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
Total 4300 Partner Programs	\$ 405,900	\$ 425,379	\$ 209,439	\$ 418,342	\$ 436,014	\$ 439,132	\$ 447,914	\$ 456,872	0.7%	\$ 3,118	
4500 Other Recoveries	\$ 27,393	\$ -	\$ 21,913	\$ 23,222	\$ -	\$ -	\$ -	\$ -		\$ -	
4700 Charter Sales	\$ 1,534	\$ 3,588	\$ -	\$ -	\$ 3,677	\$ 2,000	\$ 2,020	\$ 2,040	-45.6%	\$ (1,677)	
4750 Route Detour Fee	\$ 120	\$ 513	\$ 60	\$ 60	\$ 525	\$ 400	\$ 404	\$ 408	-23.8%	\$ (125)	
4830 Other Income	\$ 23,471	\$ 25,000	\$ 176	\$ 25,000	\$ -	\$ 75,450	\$ 76,959	\$ 78,498		\$ 75,450	
4900 Grant Income	\$ 7,136	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
Total Income Before Requisitions	\$ 1,639,040	\$ 1,772,338	\$ 865,521	\$ 1,833,570	\$ 1,790,086	\$ 1,939,596	\$ 1,978,361	\$ 2,017,905	8.4%	\$ 149,510	
Requisitions - Capital											
4410-1 Capital Requisition - TOB	\$ 125,068	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
4410-2 Capital Requisition - TOC	\$ 51,808	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
4410-5 Capital Requisition - ID9	\$ 14,045	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
Total Requisitions - Capital	\$ 190,920	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
Requisitions - Operating											
4420-1 Operating Requisition - TOB	\$ 641,101	\$ 911,390	\$ 401,417	\$ 911,390	\$ 929,379	\$ 979,878	\$ 1,384,634	\$ 1,412,651	5.4%	\$ 50,499	Pulls in other TAB
4420-2 Operating Requisition - TOC	\$ 560,314	\$ 718,771	\$ 362,772	\$ 718,771	\$ 733,982	\$ 777,310	\$ 792,860	\$ 808,720	5.9%	\$ 43,328	
4420-5 Operating Requisition - ID9	\$ 20,000	\$ 148,357	\$ 76,429	\$ 148,357	\$ 151,811	\$ 125,319	\$ 127,826	\$ 130,382	-17.5%	\$ (26,492)	
Total Requisitions - Operating	\$ 1,221,415	\$ 1,778,517	\$ 840,618	\$ 1,778,517	\$ 1,815,172	\$ 1,882,506	\$ 2,305,319	\$ 2,351,753	3.7%	\$ 67,334	
Requisition Recoveries (Non-partners)	\$ 208,527	\$ 181,435	\$ -	\$ 231,962	\$ 185,968	\$ 289,418	\$ 294,907	\$ 300,502	55.6%	\$ 103,450	
TOTAL INCOME	\$ 3,259,903	\$ 3,732,290	\$ 1,706,139	\$ 3,844,049	\$ 3,791,226	\$ 4,111,521	\$ 4,578,587	\$ 4,670,160	8.4%	\$ 320,295	

EXPENSES

Advertising & Marketing Expenses

[illegible]

5200 Operating Contracts	\$	14,204	\$	48,300	\$	9,508	\$	34,955	\$	48,300	\$	115,800	\$	249,016	\$	253,996	139.8%	\$	67,500	Pulls in other TAB - Liricon Shuttle NSLR
5364 Brinks service fees	\$	6,509	\$	7,741	\$	3,167	\$	7,683	\$	7,884	\$	9,004	\$	9,184	\$	9,368	14.2%	\$	1,120	Allocations between routes adjusted based on fare box revenue actuals 2017 & 2018
5611 Accounting Fees	\$	43,917	\$	20,000	\$	31,424	\$	31,424	\$	12,301	\$	13,000	\$	13,260	\$	13,525	5.7%	\$	699	Audit fees only
5612 Payroll service fee	\$	3,130	\$	4,139	\$	1,709	\$	3,417	\$	4,217	\$	5,696	\$	5,808	\$	5,925	35.1%	\$	1,479	
5615 Legal Fees	\$	-	\$	2,288	\$	265	\$	265	\$	2,343	\$	2,650	\$	2,705	\$	2,760	13.1%	\$	307	
5623 Security Fee	\$	5,740	\$	14,350	\$	3,990	\$	9,975	\$	14,708	\$	14,700	\$	14,994	\$	15,294	-0.1%	\$	(8)	
5624 IT Support	\$	5,714	\$	8,437	\$	2,889	\$	5,777	\$	8,647	\$	8,935	\$	9,114	\$	9,295	3.3%	\$	288	
5629 Contract Work	\$	13,218	\$	70,000	\$	3,876	\$	67,618	\$	52,500	\$	52,500	\$	65,777	\$	67,092	0.0%	\$	-	
Total Contracted Services / Professional Fees	\$	92,433	\$	175,255	\$	56,826	\$	161,114	\$	150,900	\$	222,285	\$	369,858	\$	377,255	47.3%	\$	71,385	
Fuel Expense																				
5270 Fuel	\$	304,455	\$	421,877	\$	198,797	\$	421,715	\$	431,243	\$	482,608	\$	530,224	\$	540,829	11.9%	\$	51,365	
Total Fuel Expense	\$	304,455	\$	421,877	\$	198,797	\$	421,715	\$	431,243	\$	482,608	\$	530,224	\$	540,829	11.9%	\$	51,365	
General Operating Expenses																				Working Papers\General Operating Expenses Working Papers.xlsx
5351 Office Supplies	\$	20,982	\$	12,500	\$	3,224	\$	6,448	\$	12,800	\$	13,375	\$	13,643	\$	13,917	4.5%	\$	575	
5352 Bank Service Charges	\$	5,936	\$	5,844	\$	3,082	\$	6,164	\$	5,991	\$	6,450	\$	6,580	\$	6,711	7.7%	\$	459	
5353 Janitorial Supplies & Services	\$	38	\$	1,640	\$	569	\$	1,138	\$	1,681	\$	1,000	\$	1,020	\$	1,040	-40.5%	\$	(681)	
5354 Postage and Office Delivery	\$	433	\$	1,636	\$	293	\$	586	\$	1,677	\$	1,050	\$	1,072	\$	1,094	-37.4%	\$	(627)	
5355 Miscellaneous Expense	\$	1,399	\$	5,582	\$	74	\$	2,148	\$	5,632	\$	-	\$	-	\$	-	-100.0%	\$	(5,632)	Moved into specific expense categories
5357 Cell Phone	\$	4,848	\$	10,576	\$	5,688	\$	11,377	\$	10,816	\$	11,150	\$	11,373	\$	11,601	3.1%	\$	334	
5358 Office Phone	\$	8,216	\$	7,689	\$	4,785	\$	9,192	\$	7,880	\$	9,000	\$	9,180	\$	9,364	14.2%	\$	1,120	Q2 2018 contains some phone installation & wiring charges not anticipated for future
5359 Board meeting expense	\$	537	\$	1,267	\$	-	\$	750	\$	1,299	\$	1,300	\$	1,326	\$	1,353	0.1%	\$	1	
5360 Cash over/short	\$	623	\$	-	\$	0	\$	0	\$	-	\$	-	\$	-	\$	-		\$	-	
5391 Interest & Penalties	\$	713	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-		\$	-	
5626 Office Rent	\$	31,649	\$	41,200	\$	19,433	\$	38,866	\$	42,230	\$	41,000	\$	41,820	\$	42,657	-2.9%	\$	(1,230)	
5627 Copier	\$	2,739	\$	3,246	\$	1,840	\$	3,679	\$	2,797	\$	3,200	\$	3,264	\$	3,329	14.4%	\$	403	
5630 Utilities	\$	3,448	\$	3,588	\$	2,120	\$	4,240	\$	3,677	\$	4,340	\$	4,427	\$	4,516	18.0%	\$	663	
Total General Operating Expenses	\$	81,559	\$	94,768	\$	41,108	\$	84,589	\$	96,480	\$	91,865	\$	93,705	\$	95,582	-4.8%	\$	(4,615)	
Infrastructure Maintenance																				
5430 Parks Canada Land Rent	\$	400	\$	282	\$	150	\$	350	\$	289	\$	400	\$	409	\$	418	38.4%	\$	111	
5632 Infrastructure Maintenance Expense	\$	33,748	\$	19,462	\$	9,796	\$	20,333	\$	19,849	\$	20,800	\$	25,460	\$	25,969	4.8%	\$	951	
Total Infrastructure Maintenance	\$	34,148	\$	19,744	\$	9,946	\$	20,683	\$	20,138	\$	21,200	\$	25,869	\$	26,387	5.3%	\$	1,062	
Insurance Expense																				
5310 General Liability Insurance	\$	3,603	\$	5,000	\$	1,710	\$	3,630	\$	5,100	\$	4,500	\$	4,590	\$	4,682	-11.8%	\$	(600)	
5320 Fleet insurance	\$	30,369	\$	39,634	\$	18,732	\$	40,736	\$	40,352	\$	41,592	\$	42,424	\$	43,274	3.1%	\$	1,240	
Total Insurance Expense	\$	33,972	\$	44,634	\$	20,442	\$	44,366	\$	45,452	\$	46,092	\$	47,014	\$	47,956	1.4%	\$	640	
Software Fees & Licences																				Additional \$1,250 to each partner route for dispatch software
5362 Software and License Fees	\$	12,623	\$	8,600	\$	2,504	\$	6,648	\$	8,816	\$	21,354	\$	21,783	\$	22,218	142.2%	\$	12,538	\$8K of increase is offset by Remix expense removed from capital requisition
5617 Website	\$	1,614	\$	4,820	\$	3,638	\$	6,875	\$	4,938	\$	7,010	\$	7,149	\$	7,292	42.0%	\$	2,072	
5620 Web hosting and Software License (annual fee - Trapeze)	\$	61,753	\$	59,383	\$	17,576	\$	39,359	\$	60,642	\$	65,717	\$	73,399	\$	74,866	8.4%	\$	5,075	
5622 Arrival Prediction Solution	\$	48,603	\$	65,799	\$	22,235	\$	50,575	\$	69,919	\$	35,000	\$	39,946	\$	40,745	-49.9%	\$	(34,919)	Moving from NextBus to Arrival Prediction Solution
Total Software Fees & Licences	\$	124,594	\$	138,602	\$	45,953	\$	103,457	\$	144,315	\$	129,081	\$	142,277	\$	145,121	-10.6%	\$	(15,234)	
Training, Travel & Meals																				
5171 Conference Fees	\$	900	\$	4,000	\$	915	\$	915	\$	7,354	\$	7,354	\$	7,501	\$	7,651	0.0%	\$	-	
5172 Meals & Travel	\$	10,108	\$	13,839	\$	3,421	\$	8,019	\$	14,183	\$	14,183	\$	14,467	\$	14,756	0.0%	\$	-	
5173 Training	\$	1,479	\$	3,175	\$	300	\$	600	\$	-	\$	-	\$	-	\$	-		\$	-	
5180 Travel Expense	\$	597	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-		\$	-	
5181 Mileage	\$	2,450	\$	7,918	\$	1,713	\$	7,978	\$	8,102	\$	8,102	\$	8,265	\$	8,430	0.0%	\$	-	
5227 Driver Training	\$	2,793	\$	8,050	\$	834	\$	8,606	\$	8,101	\$	3,101	\$	3,163	\$	3,226	-61.7%	\$	(5,000)	
5356 Memberships	\$	3,297	\$	4,695	\$	2,536	\$	4,695	\$	4,813	\$	4,813	\$	4,909	\$	5,007	0.0%	\$	-	
5619 Business Hosting Expenses	\$	1,274	\$	1,538	\$	97	\$	97	\$	1,576	\$	1,576	\$	1,608	\$	1,640	0.0%	\$	-	
Total Training, Travel & Meals	\$	22,898	\$	43,215	\$	9,817	\$	30,911	\$	44,129	\$	39,129	\$	39,913	\$	40,710	-11.3%	\$	(5,000)	
Vehicle Expenses																				

5225 Drivers uniforms	\$	5,940	\$	18,875	\$	5,879	\$	12,559	\$	19,298	\$	18,657	\$	19,030	\$	19,411	-3.3%	\$	(641)		
5228 Driver recognition	\$	2,109	\$	2,350	\$	350	\$	700	\$	2,402	\$	2,402	\$	2,451	\$	2,500	0.0%	\$	-		
5229 Auto	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-		\$	-		
5250 Parts	\$	236,032	\$	171,913	\$	131,608	\$	266,515	\$	175,836	\$	236,960	\$	255,849	\$	260,966	34.8%	\$	61,124		
5251 Parts - Accident Related	\$	-	\$	-	\$	380	\$	380	\$	-	\$	-	\$	-	\$	-		\$	-		
5255 Vehicle Supplies	\$	18,190	\$	19,588	\$	14,745	\$	30,101	\$	19,965	\$	42,544	\$	54,006	\$	55,086	113.1%	\$	22,579		
5260 Maintenance Labour	\$	293,510	\$	315,225	\$	163,179	\$	327,150	\$	322,093	\$	348,249	\$	383,510	\$	391,178	8.1%	\$	26,156		
5410 Bus Lease	\$	59,250	\$	60,731	\$	29,625	\$	59,250	\$	62,250	\$	60,000	\$	61,200	\$	62,424	-3.6%	\$	(2,250)		
5420 Bus Storage	\$	34,800	\$	56,142	\$	20,515	\$	42,274	\$	57,245	\$	52,204	\$	61,738	\$	62,972	-8.8%	\$	(5,041)		
5628 Bus wrap repair	\$	895	\$	5,166	\$	695	\$	4,465	\$	5,823	\$	6,252	\$	6,377	\$	6,504	7.4%	\$	429		
Total Vehicle Expenses	\$	650,727	\$	649,990	\$	366,977	\$	743,394	\$	664,912	\$	767,268	\$	844,161	\$	861,041	15.4%	\$	102,356		
Wages & Benefits - Administrative																					
5110 Wages - Administrative	\$	201,404	\$	342,975	\$	128,914	\$	293,818	\$	351,550	\$	350,698	\$	357,712	\$	364,867	-0.2%	\$	(852)		
5131 CPP & EI	\$	9,042	\$	18,000	\$	8,078	\$	12,932	\$	92,774	\$	14,883	\$	15,180	\$	15,484	-84.0%	\$	(77,891)		
5133 Health Benefits	\$	6,999	\$	21,513	\$	3,729	\$	9,814	\$	-	\$	11,701	\$	11,935	\$	12,174		\$	11,701		
5134 LAPP	\$	28,418	\$	48,001	\$	14,733	\$	31,293	\$	-	\$	37,182	\$	37,926	\$	38,684		\$	37,182		
5135 WCB	\$	2,701	\$	3,000	\$	1,238	\$	4,736	\$	-	\$	5,628	\$	5,741	\$	5,856		\$	5,628		
Total Wages & Benefits - Administrative	\$	248,565	\$	433,489	\$	156,691	\$	352,592	\$	444,324	\$	420,092	\$	428,494	\$	437,065	-5.5%	\$	(24,232)		
Wages & Benefits - Customer Support																					
5631 Wages - Customer Centre Support	\$	49,915	\$	58,064	\$	25,109	\$	58,064	\$	59,369	\$	60,832	\$	62,048	\$	63,289	2.5%	\$	1,463		
5633 Customer Centre Support CPP & EI	\$	-	\$	-	\$	-	\$	-	\$	-	\$	11,928	\$	12,167	\$	12,410		\$	11,928	Note that CPP/EI also contains LAPP & Manulife for	
5634 Customer Centre Support WCB	\$	-	\$	-	\$	-	\$	-	\$	-	\$	1,125	\$	1,148	\$	1,171		\$	1,125	moving PT to FT position	
Total Wages & Benefits - Customer Support	\$	49,915	\$	58,064	\$	25,109	\$	58,064	\$	59,369	\$	73,885	\$	75,363	\$	76,870	24.5%	\$	14,516		
Wages & Benefits - Drivers																					
5221 Drivers Wages	\$	978,068	\$	1,147,333	\$	530,672	\$	1,148,794	\$	1,143,312	\$	1,220,739	\$	1,327,681	\$	1,354,234	6.8%	\$	77,427		
5223 Drivers Wages - Training	\$	-	\$	-	\$	41,242	\$	42,098	\$	-	\$	39,250	\$	52,769	\$	53,825		\$	39,250		
5231 Drivers CPP & EI	\$	66,687	\$	62,176	\$	48,086	\$	107,980	\$	63,556	\$	77,771	\$	100,784	\$	102,800	22.4%	\$	14,215	Note that in 2018 operations and customer service benefits are booked	
5232 LAPP (drivers and MO)	\$	86,235	\$	99,280	\$	41,500	\$	86,572	\$	101,485	\$	79,708	\$	81,303	\$	82,929	-21.5%	\$	(21,777)	to drivers benefits. This is split out in 2019 budget.	
5233 Health Benefits (drivers and MO)	\$	54,955	\$	57,161	\$	31,150	\$	65,055	\$	58,430	\$	60,551	\$	61,763	\$	63,000	3.6%	\$	2,121	Total Forecast \$ 1,682,567	
5234 WCB	\$	24,533	\$	30,086	\$	11,231	\$	23,365	\$	30,751	\$	21,415	\$	21,843	\$	22,281	-30.4%	\$	(9,336)	Total 2019 Budget \$ 1,780,384	
Total Wages & Benefits - Drivers	\$	1,210,478	\$	1,396,036	\$	703,881	\$	1,473,865	\$	1,397,534	\$	1,499,434	\$	1,646,143	\$	1,679,069	7.3%	\$	101,900		
Wages & Benefits - Operations																					
5220 Wages - Operations	\$	145,918	\$	149,355	\$	77,530	\$	150,638	\$	183,926	\$	169,590	\$	172,982	\$	176,441	-7.8%	\$	(14,336)	This includes on-call dispatch rates	
5281 Operations CPP & EI	\$	-	\$	-	\$	-	\$	-	\$	-	\$	7,645	\$	7,799	\$	7,956		\$	7,645		
5282 Operations LAPP	\$	-	\$	-	\$	-	\$	-	\$	-	\$	19,894	\$	20,291	\$	20,698		\$	19,894		
5283 Operations Health Benefits	\$	-	\$	-	\$	-	\$	-	\$	-	\$	7,061	\$	7,202	\$	7,345		\$	7,061		
5284 Operations WCB	\$	-	\$	-	\$	-	\$	-	\$	-	\$	2,875	\$	2,932	\$	2,990		\$	2,875		
Total Wages & Benefits - Operations	\$	145,918	\$	149,355	\$	77,530	\$	150,638	\$	183,926	\$	207,065	\$	211,206	\$	215,430	12.6%	\$	23,139		
Total Expenses Before Amortization		\$	3,084,450	\$	3,732,290	\$	1,734,015	\$	3,682,390	\$	3,791,227	\$	4,111,521	\$	4,578,587	\$	4,670,161	8.4%	\$	320,294	
Surplus/ Deficiency Prior to Amortization		\$	175,453	\$	-	\$	(27,876)	\$	161,658	\$	(1)	\$	0	\$	-	\$	(1)				
Other Income																					
4810 Interest Income	\$	4,742	\$	-	\$	2,162	\$	2,162	\$	-	\$	-	\$	-	\$	-				Note that interest income earned in 2019 on Greentrip Grant prefunds v	
4820 Foreign Exchange Gain/Loss	\$	(548)	\$	-	\$	357	\$	-	\$	-	\$	-	\$	-	\$	-				flow through to Reserves and therefore will not affect operating budget.	
5950 Loss on Sale of TCA	\$	(137,360)	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-					
Total Other Income	\$	(133,166)	\$	-	\$	2,519	\$	2,162	\$	-	\$	-	\$	-	\$	-					
Other Expenses																					
5900 Amortization Expense	\$	273,813	\$	299,920	\$	149,964	\$	299,920	\$	345,048	\$	345,048	\$	345,048	\$	345,048					
Exchange Gain or Loss	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-					
Total Other Expenses	\$	273,813	\$	299,920	\$	149,964	\$	299,920	\$	345,048	\$	345,048	\$	345,048	\$	345,048					
NET INCOME		\$	(231,526)	\$	(299,920)	\$	(175,321)	\$	(136,100)	\$	(345,049)	\$	(345,048)	\$	(345,048)	\$	(345,049)				

Bow Valley Regional Transit Services Commission
ALL ROUTES

KPI	2018	2018	2019	2019	2020	2021
			Previously			
	YTD		Approved	Proposed	Proposed	Proposed
	Jan - June	BUDGET	Budget	Budget	Budget	Budget
Revenue per Service Hour	\$ 50.70	\$ 47.79	\$ 51.02	\$ 50.54	\$ 46.27	\$ 47.20
Gross Cost per Service Hour	\$ 106.00	\$ 107.75	\$ 113.26	\$ 113.71	\$ 110.30	\$ 112.34
Direct Operating Cost per Service Hour	\$ 90.13	\$ 89.77	\$ 93.30	\$ 95.93	\$ 94.19	\$ 96.07
Overhead per Service Hour	\$ 5.30	\$ 8.11	\$ 8.40	\$ 6.80	\$ 6.22	\$ 6.35
Lease/Amortization per Service Hour	\$ 10.57	\$ 9.86	\$ 11.56	\$ 10.98	\$ 9.89	\$ 9.92
Net Cost per Service Hour (CUTA)	\$ 44.73	\$ 50.09	\$ 50.68	\$ 52.18	\$ 54.14	\$ 55.22
% Cost Recovery (CUTA)	53%	49%	50%	49%	46%	46%
Ridership	535,485	1,090,659	1,195,781	1,228,975	1,278,194	1,290,975
Service Hours	16,993	36,567	35,087	36,883	41,092	41,092
Ridership per Service Hour	32	30	34	33	31	31

BVRTSC Board Proposed 2019-2028 10 Year Capital Plan
Summary Totals Capital Page

		2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Commission Capital Plan - SUMMARY												
Banff												
Proposed Annual Banff Contributions	A	379,000	380,125	1,303,333	1,165,250	555,250	555,250	555,250	555,250	555,250	555,250	555,250
Carry Over From Previous Year	B	889,583	938,250	1,090,375	1,394,375	1,773,791	2,258,541	2,664,125	2,968,958	3,187,375	2,582,732	3,123,316
Total Unspent Start of Year	C = A + B	1,268,583	1,318,375	2,393,708	2,559,625	2,329,041	2,813,791	3,219,375	3,524,208	3,742,625	3,137,982	3,678,566
Banff Local Projects	D	248,000	153,000	931,333	743,000	18,000	73,000	118,000	263,000	1,096,559	8,000	8,000
Canmore Banff Regional Projects	E	55,000	41,667	62,000	35,500	26,500	50,000	130,750	70,500	38,000	0	2,500
Commission Capital	F	27,333	33,333	6,000	7,333	26,000	26,667	1,667	3,333	25,333	6,667	6,000
Total Annual Capital Commitment	G = D + E + F	330,333	228,000	999,333	785,833	70,500	149,667	250,417	336,833	1,159,892	14,667	16,500
Remaining Unspent End of Year	H = C - G	938,250	1,090,375	1,394,375	1,773,791	2,258,541	2,664,125	2,968,958	3,187,375	2,582,732	3,123,316	3,662,066
Canmore												
Canmore Operating Capital Requisition	A	192,000	213,250	213,250	213,250	213,250	213,250	213,250	213,250	213,250	213,250	213,250
Canmore Project Capital Contributions		217,500	334,967	5,000	20,000	130,000	10,000	50,000	35,000	45,000	120,000	50,000
Carry Over From Previous Year	B	325,295	434,962	573,212	718,462	888,879	1,049,629	1,186,212	1,267,045	1,406,462	1,556,379	1,642,962
Total Unspent Start of Year	C = A + B	734,795	983,179	791,462	951,712	1,232,129	1,272,879	1,449,462	1,515,295	1,664,712	1,769,629	1,856,212
Canmore Local Operating Capital Expenditures		8,000	5,000	0	40,000	85,000	130,000	40,000	120,000	10,000	35,000	0
Canmore Local Project Capital Expenditures	D	217,500	334,967	5,000	20,000	130,000	10,000	50,000	35,000	45,000	120,000	588,028
Canmore Banff Regional Projects	E	55,000	41,667	62,000	35,500	26,500	50,000	130,750	70,500	38,000	0	2,500
Commission Capital	F	27,333	33,333	6,000	7,333	26,000	26,667	1,667	3,333	25,333	6,667	6,000
Total Annual Capital Commitment	G = D + E + F	299,833	409,967	73,000	62,833	182,500	86,667	182,417	108,833	108,333	126,667	596,528
Remaining Unspent End of Year	H = C - G	434,962	573,212	718,462	888,879	1,049,629	1,186,212	1,267,045	1,406,462	1,556,379	1,642,962	1,259,684
ID#9												
ID#9 Contributions	A	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000
carryover from previous year	B	181,611	194,278	200,945	234,945	267,611	281,611	294,945	333,278	369,945	384,611	417,945
Total Unspent Start of Year	C = A + B	221,611	234,278	240,945	274,945	307,611	321,611	334,945	373,278	409,945	424,611	457,945
ID9 Projects	C	-	-	-	-	-	-	-	-	-	-	-
Commission Capital	D	27,333	33,333	6,000	7,333	26,000	26,667	1,667	3,333	25,333	6,667	6,000
Total Annual Capital Commitment	E = C + D	27,333	33,333	6,000	7,333	26,000	26,667	1,667	3,333	25,333	6,667	6,000
remaining unspent end for year	F = C - E	194,278	200,945	234,945	267,611	281,611	294,945	333,278	369,945	384,611	417,945	451,945
ALL PROJECTS												
Proposed Annual Contributions	A	611,000	633,375	1,556,583	1,418,500	808,500	808,500	808,500	808,500	808,500	808,500	808,500
Carry Over From Previous Year	B	1,396,490	1,567,490	1,864,531	2,347,781	2,930,281	3,589,781	4,145,281	4,569,281	4,963,781	4,523,722	5,184,222
Total Unspent Start of Year	C = A + B	2,224,990	2,535,832	3,426,115	3,786,281	3,868,781	4,408,281	5,003,781	5,412,781	5,817,281	5,332,222	5,992,722
All Projects	D	657,500	671,300	1,078,333	856,000	279,000	263,000	434,500	449,000	1,293,559	148,000	619,028
Total Annual Capital Commitment	E = D	657,500	671,300	1,078,333	856,000	279,000	263,000	434,500	449,000	1,293,559	148,000	619,028
Remaining Unspent End of Year	F = C - E	1,567,490	1,864,531	2,347,781	2,930,281	3,589,781	4,145,281	4,569,281	4,963,781	4,523,722	5,184,222	5,373,694

Banff

	2018 YTD	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
	Actual											
Banff												
Banff Projects												
Banff Fleet Replacement										1,967,118		
Banff Fleet Additions (Increased Frequency)	1,685,359	1,725,000		1,250,000								
Banff Fleet Additions (Park 'n Ride Shuttle)				1,220,000	1,830,000							
Banff Hybrid Bus Battery Pack replacement		55,000	55,000	55,000								
Banff Smart Card Equipment								100,000				
Banff Next Bus Signs					50,000							
Smart Card and Hotel Partner Card Stock		8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000
Bus Engine Replacement		65,000					65,000		195,000			
Banff Bus Zone Improvements - Bus Sign Changes								10,000				
Electronic Fare Equipment (upgrades)												
Bus Security Camera Installation												
Mobile Ticketing Software		40,000										
Bike Rack Replacement - (2 bikes replaced with 3 bikes)						10,000						
Wrap Replacement				45,000	15,000				60,000			
Radios												
Bus Lifecycle Refurbishment - Exterior and Interior		240,000			60,000							
Expenditure prior to Dec 2012												
Banff Local Service Review												
Automatic Passenger Counters (InfoDev)												
Bus transmission replacement 2 per year			90,000							105,000		
Banff Planned Expenditures	1,685,359	2,133,000	153,000	2,578,000	1,963,000	18,000	73,000	118,000	263,000	2,080,118	8,000	8,000
Approved Grant Funding (GreenTRIP 2)												
Approved Grant Funding (GreenTRIP 3)	842,679	1,022,500		1,646,667	1,220,000							
Approved Grant Funding (PTIF)	842,679	862,500										
Insurance proceeds												
Projected Future Grant Funding										983,559		
Total Annual Capital Commitment	0	248,000	153,000	931,333	743,000	18,000	73,000	118,000	263,000	1,096,559	8,000	8,000

Canmore

	2018 YTD	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
	Actual											
Canmore Local												
Operating Capital												
Bus replacement												
Smart Card Stock		8,000	5,000		5,000		5,000		5,000		5,000	
Remix Enterprise License Fee												
Bus Transmission Replacement								25,000	25,000		30,000	
Bus Engine Replacement						65,000	65,000		65,000			
Driver Swap Vehicle					15,000							
Bus Security Cameras						20,000		10,000				
Bus Wrap Replacement					20,000		10,000			10,000		
Bus Refurbishing							50,000	5,000	25,000			
Subtotal:		8,000	5,000	0	40,000	85,000	130,000	40,000	120,000	10,000	35,000	0
Project Capital												
Canmore Local Transfer Hub (Railway Avenue)												
Initial Bus Purchase - Bus Replacement												1,076,056
Spare Bus for Local Service	389,081	360,000										
Electronic Fare Equipment	18,300	25,000									100,000	
Bus Communications Equipment	3,778	2,500										
Bike Trailers			10,000		10,000							
NextBus Initial Install On Buses	1,079	5,000										
Arrival Prediction signs Incl. Install/Electrical (approx \$15K per sign)		60,000				30,000			30,000	30,000	20,000	
Mobile Ticketing Software		20,000										
Bus Stop and Transit Wayfinding Signs				5,000	10,000		10,000		5,000			
Bus Stops and Shelters			975,000					50,000				50,000
Bus Security Cameras		10,000										
Bus Wrap	6,000	10,000										
Bus Storage Renovation						100,000						
Driver Swap Vehicle										15,000		
Automatic Passenger Counters (InfoDev)												
IT Wireless - Local Garage												
Electronic Fare Equipment (upgrades)												
Coin Safe Purchase												
Project Capital Subtotal	418,238	492,500	985,000	5,000	20,000	130,000	10,000	50,000	35,000	45,000	120,000	1,126,056
Approved Grant Funding (GreenTRIP 2)			650,033		0	0	0	0	0	0	0	0
Approved Grant Funding (GreenTRIP 3)	278,825	275,000										
Approved Grant Funding (PTIF)												
Projected Future Grant Funding												538,028
Total Annual Project Capital Commitment	139,413	217,500	334,967	5,000	20,000	130,000	10,000	50,000	35,000	45,000	120,000	588,028

Canmore / Banff Regional

		2018 YTD	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
		Actual											
CB Regional	Life Cycle												
Regional Projects													
Canmore Local Transfer Hub (Railway Avenue)													
Regional Bike Trailers	5 yrs												
Regional Bike Racks	5 yrs					6,000					6,000		
Regional Bus Wrap Replacement	5 yrs				24,000		18,000			26,000			
Regional Bus Purchases - Nova	18 Years	4,015											
Regional Bus Replacement - Cutaway	12 yrs								383,000				
Regional Bus Engine Replacement	5 Years		65,000		65,000	65,000			65,000	65,000	65,000		
Regional Bus transmission lifecycle replacement	10 yrs			30,000	30,000					50,000			
Bus Lifecycle Refurbishment - Exterior and Interior				160,000			30,000						
Regional Smart Cards stock - Replenish	5 yrs		5,000		5,000		5,000		5,000		5,000		5,000
Mobile Ticketing Software	5 yrs		40,000										
Electronic Farebox Replacement (Trapeze)	10 Years												
Arrival Prediction Signs	8 yrs												
Radios		1,954											
Regional Smartcard Equipment Replacement	10 yrs							100,000					
Regional WIFI Project													
Regional bus security cameras	8 yrs	837											
Automatic Passenger Counters (InfoDev)													
Regional Planned Expenditures		6,806	110,000	190,000	124,000	71,000	53,000	100,000	453,000	141,000	76,000	0	5,000
Approved Grant Funding (GreenTRIP 2)													
Approved Funding (GreenTRIP 3)				106,667									
Approved Grant Funding (PTIF)													
Projected Future Grant Funding									191,500				
Total Annual Capital Commitment		6,806	110,000	83,333	124,000	71,000	53,000	100,000	261,500	141,000	76,000	0	5,000
Each Partners Share (1/2 Each TOB and TOC)		3,403	55,000	41,667	62,000	35,500	26,500	50,000	130,750	70,500	38,000	0	2,500

ID#9

		2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Project ID#	ID#9	Life Cycle										
	ID9 Projects											
ID1	Design and Implementation Plan - LL to Banff Svc.											
ID2	Fleet Purchase	18 years										
ID3	Bus Stop Installations											
ID4	Smart Card Purchase	Initial										
ID5	Next Bus Signs	10 Years										
ID6	Bus Wrap	5 Years										
ID7	Security Cameras											
ID8	GPS Next Stop Announcement System											
ID9												
ID10												
ID9 Regional Expenditures			0	0	0	0	0	0	0	0	0	0
Approved Grant Funding (GreenTRIP 2)												
Approved Grant Funding (GreenTRIP 3)												
Approved Grant Funding (PTIF)												
Total Annual Capital Spending			0	0	0	0	0	0	0	0	0	0

Commission

	2018 YTD	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
	Actual											
Commission related												
Office Space Renovation												
Office Space Replacement/Upgrading				10,000			60,000					
Office Furniture and Equipment	2,919		10,000		10,000				10,000			
Main transit exchange (Banff) Engineering Study												
Next Bus Spare Signs (2)												
Gypsy - Next Stop Announcement System												
Bus Storage Facility - Permanent												
Office IT, Computers, Wiring, Telephones,	9,381	20,000	5,000	8,000	5,000	8,000		5,000		8,000		8,000
Website and Information Technology		10,000	20,000				20,000				20,000	
Office/Brochure Delivery Vehicle						10,000						10,000
Cutaway Bus Wrap Replacement			15,000									
Dispatch - Driver and Bus Scheduling Software Program			50,000									
Steamcleaner for Fleet seats												
Security Cameras												
Remix Transit Planning Software - moved to operating												
Fleet Addition (Minnewanka)												
Stop Announcement Program Expansion to R6												
Office phones					7,000							
Fleet Next Bus Replacement		52,000				60,000				68,000		
Electronic Fare Equipment (upgrades) - SPARE												
Commission related annual total	12,300	82,000	100,000	18,000	22,000	78,000	80,000	5,000	10,000	76,000	20,000	18,000
Approved Grant Funding (GreenTRIP 2)												
Approved Grant Funding (GreenTRIP 3)												
Approved Grant Funding (PTIF)												
Third Party Funding												
Total Annual Capital Spending	12,300	82,000	100,000	18,000	22,000	78,000	80,000	5,000	10,000	76,000	20,000	18,000
Each Partners Share (1/3 each)	4,100	27,333	33,333	6,000	7,333	26,000	26,667	1,667	3,333	25,333	6,667	6,000

BVRTSC 2019 – 2021 BUDGET COMMENTS

General

Budget has been presented with the same level of service as 2018 with the exception of previously approved service requests. The revisions to the previously approved 2019 budget include items that were approved during the current year as well as adjustments to fare/pass revenues and vehicle expenses based on historic and current trends. The revisions to the previously approved 2019 budget include:

- Minnewanka Service (Route 6) – second bus
- Cave & Basin (Route 4) - 7 day/week summer service
- Canmore/Banff Regional Service additional summer weekend hours

Note that the following services are in the discussion and/or finalization stage therefore are not currently included in the presented budget:

1. Banff Centre Route
2. Lake Louise to Banff Summer Service (with the exception of administrative revenue offset)
3. Lake Louise to Banff Winter Service (with the exception of administrative revenue offset)

Operating Requisitions

The operating requisitions in this budget are based on the BVRTSC Bylaws as follows:

- Banff Local (Routes 1 & 2) - Town of Banff
- Canmore Local (Route 5) - Town of Canmore
- CB Regional – (Route 3) ½ Town of Banff, ½ Town of Canmore
- Administrative – 1/3 Town of Banff, 1/3 Town of Canmore, 1/3 ID9

Based on the budget presented, the proposed Municipal Requisitions are as follows:

Town of Banff	2019	2019	2020	2021	2019 Previous to 2019 Proposed
	Previously Approved	Proposed Budget			
Banff Local - Route 1	\$241,000	\$270,335	\$406,528	\$414,658	12.2%
Banff Local - Route 2	\$417,033	\$409,254	\$548,549	\$559,844	-1.9%
CB Regional (1/2)	\$119,537	\$112,970	\$115,231	\$117,537	-5.5%
Administrative (1/3)	\$151,810	\$125,319	\$127,826	\$130,382	-17.5%
Liricon Lot Shuttle	\$0	\$62,000	\$186,500	\$190,230	
	\$929,380	\$979,878	\$1,384,634	\$1,412,651	5.4% -1.2% before NSLR

BVRTSC 2019 – 2021 BUDGET COMMENTS

Previously approved new service level requests (NSLR) affecting the Town of Banff requisition include Enhanced Frequency on Routes 1 & 2 and shuttle services for the new Liricon lot. Details discussed below.

Town of Canmore	2019	2019	2020	2021	2019 Previous to 2019 Proposed
	Previously Approved	Proposed Budget			
Canmore Local - Route 5	\$462,634	\$539,022	\$549,804	\$560,802	16.5%
CB Regional (1/2)	\$119,537	\$112,970	\$115,231	\$117,537	-5.5%
Administrative (1/3)	\$151,810	\$125,319	\$127,826	\$130,382	-17.5%
	\$733,981	\$777,310	\$792,861	\$808,721	5.9%

Improvement District #9	2019	2019	2020	2021	2019 Previous to 2019 Proposed
	Previously Approved	Proposed Budget			
Administrative (1/3)	\$151,810	\$125,319	\$127,826	\$130,382	-17.5%

BVRTSC New Service Level Requests

New service level requests will be put forward to identify areas where the Commission Administration believes that additional resources are needed to effectively manage the organization and its growth and where demand warrants service adjustments. These include:

- Dispatch Coordinator
- HR Services increase
- Route 2 additional hour of service
- Regional weekend additional bus continuation
- Regional discounted fare proposal

In addition, we would ask municipal administration to identify if there are any other areas that have not previously been identified where they believe changes in service levels are warranted.

Administrative

Variance from previously approved 2019 budget is based on additional administrative funding to be received from the new 2019 Lake Louise routes. This will directly reduce the administrative requisition for the partner municipalities.

BVRTSC 2019 – 2021 BUDGET COMMENTS

The costs for the Liricon shuttle are being budgeted in a separate “Other” cost center and only affect the requisition to the Town of Banff. Total costs for this service are \$62,000 in 2019 for a contracted service and \$186,500 in 2020 for ROAM to operate the service with inflationary increases in subsequent years.

Banff Local – Route 1

Variance from previously approved 2019 budget is based on a proposed increased in Vehicle expenses of approximately \$15K. This is based on current and historical trends on vehicle repair & maintenance.

Increase in proposed 2020 budget from proposed 2019 budget of approximately 49% is based on the NSLR of Enhanced Frequency Phase II on Route 1 (47% increase) and inflation (2% increase). Total cost of this enhanced service level is \$130,782 in 2020 with inflationary increases in subsequent years.

Ridership targets were aggressive for 2018 and 2019 and have been left at previously approved budget levels. Ridership targets have been adjusted for increased service in 2020.

Banff Local – Route 2

No significant changes made to proposed 2019 budget from prior year.

Increase in proposed 2020 budget from proposed 2019 budget of approximately 33.6% is based on the NSLR of Enhanced Frequency Phase II on Route 1 (31.6% increase) and inflation (2% increase). Total cost of this enhanced service level is \$130,782 in 2020 with inflationary increases in subsequent years.

Ridership targets were aggressive for 2018 and 2019 and have been left at previously approved budget levels. Ridership targets have been adjusted for increased service in 2020.

Canmore Local – Route 5

Variance from previously approved 2019 budget is based on the following:

- a proposed decrease in Farebox revenue of approximately \$38K based on current and historic trends. Note that this does **not** assume free summer service in 2019.
- a proposed increase in fuel expenses of approximately \$10K based on current and historical trends on fuel costs.
- a proposed increase in vehicle expenses of approximately \$21K. This is based on current and historical trends on vehicle repair & maintenance.

Ridership targets have been left at previously approved budget levels. Although ridership is up YTD, it is unknown if fare free transit will be implemented again next year.

Canmore / Banff Regional – Route 3

The following assumptions were made to create the 2019-2021 budget for the Canmore/Banff Regional Route 3:

- Revised Farebox Revenue up based on historical and current year trends (approx. \$41K increase from 2019 previously approved)
- Revised Pass Revenue up based on historical and current year trends (approx. \$15K increase from 2019 previously approve)
- Revised Fuel costs up based on historical and current year trends (approx. \$25K increase from previously approve)
- Increased vehicle expense up based on historical and current year trends (approx. \$16K increase from 2019 previously approved budget)
- Proposed budget reflects new weekend summer service initiated in 2018

Ridership targets have been adjusted to reflect YTD volumes and having the second bus on summer weekends with the expectation that demand for Route 3 will continue.

Cave & Basin – Route 4 and Minnewanka - Route 6

Non-partner routes have been budgeted assuming the same level of service as 2018 with an inflationary increase. Note that 2019 previously approved budgets reflected 2018/2019 amounts prior to finalizing 2018 final routes. The proposed 2019 budget reflects the updated 2018 budgets show in the Q2/2018 forecast.

Ridership targets have been adjusted to reflect the additional service levels that have been instituted. Weekday service on Route 4 and second bus on Route 6.

Capital

- Costs for the Remix Software have been moved out of the Capital Requisition and into the operating requisition as they represent ongoing operating expenses. This represents an approximate decrease in the capital requisition of \$4K for both Town of Banff and Town of Canmore.
- Costs for the SmartCards has been significantly reduced due to the implementation of a \$3 deposit per card as well as the implementation of a lower cost card system for the Hotel Partner programs.
- Banff Local budget was updated based on the Town's final 2018-2027 capital project which moved the purchase of 3/5 Park n Shuttle buses out from 2020 to 2021.

Capital Requisitions Proposed are as follows:

	2019 Previously Approved	2019 Proposed	2020 Proposed	2021 Proposed
Banff	\$379,000	\$380,125	\$480,000	\$555,250
Canmore	\$205,000	\$213,250	\$213,250	\$213,250
ID#9	\$40,000	\$40,000	\$40,000	\$40,000

ID#9 Capital requisition will be adjusted to reflect the addition of Banff to Lake Louise service once the budget is finalized.

Bow Valley *Regional* Transit Services Commission



New Service Level Requests

1. Weekend Dispatch Coordinator
2. HR Contractor
3. RFD - Route 3 Discounted Fares
4. Route 3 Additional Weekend Bus
5. Route 2 Additional Summer hours

New Service Level Request	Total Cost	Service Affected	Financial Impact to Budget	Notes
Dispatch Coordinator	\$ 71,601.00	All	\$ 16,501.00	Paid by Banff to LL Contract
(One Time Costs)	\$ 3,500.00	All	\$ 3,500.00	Computer/Phone
HR Consulting	\$ 18,000.00	Administrative	\$ 18,000.00	Software and Consulting
Regional Pass Discount	\$ 4,200.00	CB Regional	\$ 4,200.00	Net AnticipatedCost
Regional Weekend Bus	\$ 25,494.00	CB Regional	\$ 25,494.00	** Already included in Budget Spreadsheet
Route 2 Extra Service	\$ 6,230.00	Banff Local	\$ 6,230.00	Net AnticipatedCost

Bow Valley *Regional* Transit Services Commission

NEW SERVICE LEVEL REQUEST

Requestor: Martin Bean

Date of Request: July 26, 2018

Title of Initiative: Dispatch Coordinator

Objective:

BVRTSC as an organization has been growing in service hours operated, fleet and drivers employed. With this growth, a need for increased operations management and redefining of duties is needed to meet quality of service and operational needs. Our operation is vibrant 7 days per week, 20 hours per day and with an employee base of over 50 people, full weekend coverage is needed.

Summary:

- With the addition of the Lake Louise Regional service in 2019, the total service hours operated by Roam Transit will be in excess of 43,000.
- Our driver base will be in excess of 60 employees.
- Recruiting and training will require at least an effort of 4 months prior to the operational season.
- Full weekend coverage will be required to operate at the service levels that we expect and meet the Brand Standard.
- Service excellence is a key to the brand and quick and efficient response is required to any mechanical or passenger issues, seven days per week.
- Employee retention and satisfaction require an adequate amount of time away from the office and work-related cell phone calls. This is becoming extremely difficult to achieve given the current operational volumes.
- Improved safety through having supervisory personnel available to attend any required situations in a timelier manner.
- Improved safety through having an on-road supervision on a regular basis.

- This position would have primary responsibility for weekend coverage and would be proposed to work Thursday or Friday to Monday, whichever option administration determines to provide the optimal coverage.

Cost to Implement:

Recruitment \$500
 Computer/Phone \$3,000
 Total: \$3,500

Ongoing Operational Cost per year:

Salary:	\$58,000
Benefits:	\$15,660
IT/Computer/Phone:	\$1,000
Mileage	\$1,000
Total	\$75,660

Cost Recovery (Bnf/LL Summer Dispatch)	(\$45,000)
Cost Recovery (Bnf/LL Driver Training)	(\$10,000)

Remainder to be funded by existing and new services = \$20,660

Cost recovery on the above will come approximately 80% from the Banff to Lake Louise contract with the remainder to be supported by the existing and new services coming online, including the winter service to and from Lake Louise. Should the winter Lake Louise service be approved by the ID9 Board to continue through 2019, there will be no financial impact to existing services.

Resources Required to Implement:

Supervision by the Operations Supervisor and Operations Manager
 Existing office space can be utilized within BVRTSC compound office
 Communication support for messaging and public information

Resources Required to Maintain:

Supervision will be required from the Operations Manager for approximately two hours per week and continual coordination with the Operations Supervisor.

Return on Investment:

Ensuring a high standard of customer service, with increased focus on social media, community engagement and customer interaction. Further enhancement and expansion of the partner program

to increase ridership and remove private vehicles. Identify and target potential new users to gain market share with both visitors and residents on all services.

Brand Standard Impact:

Positive Brand Standard impact through increased operational excellence through shortened response time. Increased employee satisfaction through improved response times and availability of supervision.

Estimated Delivery Date: January 2019

Commission Strategic Priority? Yes/No

Supporting Materials:

Bow Valley *Regional* Transit Services Commission

NEW SERVICE LEVEL REQUEST

Requestor: Martin Bean

Date of Request: July 25, 2017 (Updated July 27, 2018)

Title of Initiative: HR Consultant

Objective:

To proactively develop policies and procedures to effectively manage the growing Human Resources needs of the BVRTSC, commensurate with the growth that has been and will continue to be achieved.

Summary:

The BVRTSC has grown to an organization of approximately 40 (50) employees (to grow to 65 - 70 in 2019), operating with no technical Human Resources expertise. The organization continues to grow and have an increased requirement for HR systems.

Investigation of potential new software for HR and Payroll functions to assist in creating seamless processes.

This position was recommended by Calvin Scott of Avail Partners in his presentation of the 2016 audited financial results. Following the 2016 audit, the belief of the auditors that a financial controller position is necessary for an organization of our size with a \$3.2 million-dollar operating budget.

Cost to Implement:

Consulting services: \$20,000 for first year (Planned for November)

Ongoing Operational Cost per year:

Software and other costs to be identified
in implementation phase:

\$20,000-\$25,000 in subsequent years

\$20,000 currently budgeted within 5629 Contracted Services. Would like to supplement by adding an additional \$10,000 for further contracted services and \$8,000 for HR Software based on current employee base. Research shows software to cost between \$5 and \$10 per employee per month.

Total additional budget ask = \$18,000

Resources Required to Implement:

Supervision by the Financial Controller

Existing office space can be utilized within the BVRTSC office

Communication support for messaging and public information

IT support

Resources Required to Maintain:

As this is a contracted service, supervision time required will be minimal. Internal resource time will be required to administer and maintain practices and policies identified in the implementation phase.

Return on Investment:

Effective recruiting, retention and

Ensuring that policies and decisions will provide long term benefits to employees and stakeholders.

Estimated Delivery Date: Spring 2019

Commission Strategic Priority? Yes/No

See: BVRTSC 2017 to 2020 Business and Strategic Plan

Supporting Materials:

Report to the Bow Valley Regional Transit Services Commission

Report 2018 – 08.01 – Regional Discounted Fares

July 27, 2018

SUMMARY/ ISSUE

Currently Roam Transit does not have any discounted passes for the general public using the Canmore/Banff Regional Service. With ridership levels being at record levels, administration has explored the opportunity to provide discounts to riders.

PREVIOUS COMMISSION DIRECTION/POLICY

All riders other than Hotel Partner organizations pay the full fare for rides.

INVESTIGATION

- The Roam Customer Service Centre receives regular requests for discounted multi-month passes.
- Organizations within the communities have requested the possibility of discounted passes. Currently Roam has a 3-month pass option to partner organizations at \$192.00, a discount of 20% off regular Regional passes. The passes currently have to be purchased through the partner organization and a minimum first order of 5 passes.
- Ridership levels YTD on CB Regional Service are up 25% from 2017 ridership.
- Roam Route 3 is continually building customer loyalty through enhanced service options. Multi-month passes are available for local transit but not for CB regional.

Proposal

Option 1: **Provide a discounted 3-month regional pass for \$180, representing a discount of 25% off regular rates.**

- Financial impact – Total monthly pass sales in 2017 = \$120K. If 50% of those riders purchased the discounted 3-month pass, the cost would be \$15K in foregone revenue (\$60K x 25%). If 15 new pass riders per month were gained through this program, \$10,800 would be recovered, leaving a cost of \$4200 in foregone revenue.

Option 2: **Provide a discounted 3-month regional pass for \$192, representing a discount of 20% off regular rates.**

- Financial impact – Total monthly pass sales in 2017 = \$120K. If 50% of those riders purchased the discounted 3-month pass, the cost would be \$12K in foregone revenue (\$60K x 20%). If 15

Report to the Bow Valley Regional Transit Services Commission

Report 2018 – 08.01 – Regional Discounted Fares

July 27, 2018

new pass riders per month were gained through this program, \$11,520 would be recovered, leaving a cost of \$480 in foregone revenue.

Option 3: Discount all fares, with cash fares being discounted approximately 17%. This would make a one-way cash fare \$5.00 and passes would be discounted accordingly.

- Financial impact – Total ridership revenue in 2017 = \$582,728. A discount of 17-18% would be equivalent to foregone revenues of approximately \$103,000. If ridership levels increased by 10% due to the lower fares, that would equate to an additional 13,800 riders over the year. At an average fare (passes and cash) per trip of \$3.60 per trip, the recovery would be \$47,088, leaving a shortfall of \$55,912 in foregone revenue.

Administration recommends Option 1, which provides a significant discount for local riders who utilize the service regularly.

Option

- Continue as we have been with full fare being paid for passes and discounts only for partner organizations.
- Provide a 6 month pass at 25% off retail and a 3 month pass at 20% off retail rates. This option would be a blend of Options 1 and 2.
- Direct administration to look at other alternatives for discounted fares.

IMPLICATIONS:

- Increased ridership through enhanced affordability
- Improved community relations through a program targeting primarily local residents
- Lower use of private vehicles to travel within the Bow Valley.

BUSINESS PLAN/ BUDGET IMPLICATIONS

- Budget implications are estimated to be minimal. As we are not able to track how many youth currently ride the bus, accurate statistics are not available however it is expected that the increase in ridership will outweigh the loss in fare revenue.

Report to the Bow Valley Regional Transit Services Commission

Report 2018 – 08.01 – Regional Discounted Fares

July 27, 2018

RISKS

- Higher than anticipated utilization of the 3-month pass without uptake in ridership. Administration believes this risk to be acceptable as it would signify transit loyalty should the uptake be higher than anticipated.

Report to the Bow Valley Regional Transit Services Commission

Report 2018–5.1 – Regional Service Weekend Frequency

May 7, 2018. UPDATED July 27, 2018

SUMMARY/ ISSUE

Banff/Canmore Regional Service has been extremely successful however gaps have been identified in the busy summer months that impact service delivery and customer satisfaction. By only having one bus operating on weekends and providing hourly service, passengers have limited options for travel and any delays create a significant inconvenience. In addition, bicycle carrying capacity is impacted by only having one bus on weekends creating further customer satisfaction issues.

PREVIOUS COMMISSION DIRECTION/POLICY

- Regional transit service between Canmore and Banff operates 5 days a week on a 30-minute frequency during peak hours and on a 60-minute frequency on weekends and statutory holidays.

Administration Recommendation:

That the Commission direct administration to continue the increased frequency on CB Regional service to further meet the needs of residents and visitors by increasing weekend and statutory holiday service during the summer months to allow for 30-minute frequency during the peak hours of approximately 10:30am to 6:30pm. This increase will be applicable beginning the May long weekend of 2019 and will follow the summer enhanced service dates of other Roam services.

INVESTIGATION

- With increased traffic flows through Banff National Park and construction plans by Parks Canada for the TransCanada Highway this summer, there has been concern expressed by our drivers that they will be unable to consistently complete the schedule on time and maintain a 60-minute round trip. Drivers have suggested scheduling a 70-minute round trip in the summer months.
- Our consensus within the BVRTSC Administration team is that moving away from a scheduled 60-minute round trip would be detrimental to the service and our regular customers. Customers rely on the bus departing at the same time every hour and, for the commuters, this allows them to plan their work arrival time consistently.
- Adding a second bus on weekends would not eliminate the delays and the time that the bus runs behind schedule, however it would increase capacity and allow for 30-minute vs. 60-minute frequency which increases the options for passengers when planning. Furthermore, this additional frequency mitigates the delays should the buses be running late due to traffic or construction.

Report to the Bow Valley Regional Transit Services Commission

Report 2018–5.1 – Regional Service Weekend Frequency

May 7, 2018. UPDATED July 27, 2018

- In 2017, drivers were inundated with bicycles, especially on weekends, and frequently were unable to carry all of the bikes that were attempting to move between Banff and Canmore. Adding frequency on weekends doubles the bike carrying capacity.
- Summer ridership between the hours of 10:30am and 6:30pm on weekends for Route 3 constitutes approximately 70% of the weekend ridership based on sample days from last August.
- Early results from 2018 enhanced weekend service shows an increase of over 50% on weekends as compared to 2017. This is compared to an increase of 25% on weekdays. This increase was occurring also prior to the second bus being implemented, however the volume of ridership has been significant with an average of up to 32.5 riders per hour on the regional bus. With the second bus, we are able to transport passengers without standees regularly and also double the number of bicycles carried.

PROPOSED:

- From the May long weekend until the end of the week after Labour Day, an additional bus to be added to the Canmore/Banff Regional service between the hours of approximately 10:30am and 6:30pm.

IMPLICATIONS:

- Service enhancements being provided that meet the growing needs of workers, residents and visitors in traveling between communities.
- Added transfer and travel options to and from Banff and Canmore local services during the busy summer weekends.
- Further meeting the goals of livable communities in enabling access to more community programs, entertainment and reducing the dependence on automobiles.
- Increased bicycle transportation opportunity and customer satisfaction.

BRAND IMPACT:

- Using existing fleet therefore no new brand implications.
- Improve brand awareness by having additional fleet out in the Bow Valley.

Report to the Bow Valley Regional Transit Services Commission

Report 2018–5.1 – Regional Service Weekend Frequency

May 7, 2018. UPDATED July 27, 2018

BUSINESS PLAN/ BUDGET IMPLICATIONS

- The operating cost for the additional 40 days as proposed is \$17,735 including the offset of ridership anticipated at 6 new riders per one-way schedule. Should there be zero additional riders, the cost for the service would increase by \$6960.
- The operation cost for this service in 2019 is estimated at:
 - 40 days @ 8 hours per day
 - Direct operating cost = \$113.11 per service hour x 320 hours = \$36,195.20
 - Revenue = \$83.64 per service hour. If we recover 40% in additional riders by having the second bus, the recovery will be \$10,701.
 - **Net cost would be \$25,494 per year based on 2019 costs.**
- Associated costs for this initiative are included in the budget as presented as the service operated in 2018. It will be removed should the service not be approved.

RISKS

- Financial risk of ridership not increasing as expected and cost recovery targets not being achieved.

NEW SERVICE LEVEL REQUEST



Requestor: Adrian Field/Martin Bean
Department: Engineering/BVRTSC
Title of Initiative: Additional Hour of Service Route 2

Objective:

To increase Banff Local Roam service ridership and reduce vehicular congestion through increasing frequency in the morning on the Route 2 service between Tunnel Mountain and Fairmont Banff Springs.

Summary:

Banff's road system is finite and is beyond capacity of 24,000 vehicles per day (both entrances, both directions) for much of the busy summer period. The Long-Term Transportation Plan and previous studies have identified the need for intercept lots and mass transit to move people throughout the town site. Due to increased volume earlier in the day, the need is present to start route 2B (enhanced frequency) 1 hour earlier than previously approved.

This project expands the previously approved 12 hours of additional service to 13 hours of additional service.

This project uses existing infrastructure purchased under GreenTRIP3 and approved in the last budget cycle. No further capital infrastructure or costs are needed to achieve this increase in service.

Ridership on this route currently has an average of 82 riders per hour between 10am and 11am and 105 riders per hour between 11am and 12pm. With the volume of passengers departing the campgrounds between 10am and 1130am, buses are overloading on occasion when only one bus is operating the route. Currently the frequency is hourly until 11:15am when it becomes every 30 minutes. This request seeks to begin the 30-minute frequency at 10:15am.

Cost to Implement:

No additional cost to implement as service is already approved and this request simply shifts the timelines.

Capital costs:

No capital required.

Ongoing Operational Cost per year:

- Operating impact is based on:
 - Route 2: Tunnel Mountain/Banff Springs Hotel
 - Extended service beginning at 1015am
 - 120 days per year to match the period that congestion has been identified.

Route	Service Addition	Gross Cost	Anticipated Revenue	Net Cost
#2	1 additional bus @ 1 hour per day	\$11,769.60	\$(5,539.20)	\$6,230.40

- The above costs are for 2019 operating year, with an expected 2% -2.5% increase for subsequent years.

Amortization and Reserve Funding Costs:

No further amortization and reserve funding required as no capital purchases are necessary.

Resources Required to Implement:

The project would be managed with existing resources in Engineering, Fleet, Corporate services and in collaboration with the BVRTSC.

Resources Required to Maintain:

No additional resources to add this service

Return on Investment:

Return on investment would be additional ridership as outlined above, reduced vehicular congestion and improved schedule adherence for transit.

Estimated Delivery Date:

Service start: May 2019

Council Strategic Priority? Yes

(See <http://www.banff.ca/town-hall/banff-town-council/strategic-priorities.htm>)

Is this an approved Service Review Item? Yes

Supporting Materials:

Roam Route 2 Ridership – July 2018

Time	Ridership Average	Number of Buses
10 - 11	82	1
11- 12	105	1 for first part of hour with 2nd added
12 – 1	103	2
1 – 2	104	2
3 – 4	133	2
6 – 7 pm	208	2
7 – 8 pm	191	2
8 – 9 pm	168	2
9-10 pm	154	2