

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

BVRTSC Boardroom – 221 Beaver Street, Banff, AB.

AGENDA

October 17, 2018

2:00-4:00pm

1. Call to Order
2. Approval of the Agenda
3. Minutes
 - Approval of the September 12, 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) Approval of final 2019-2021 Commission Operating Budget
 - b) Approval of final Commission 10 Year Capital Budget
 - c) RFD ID9 Capital Allocation
 - d) RFD Transit Building Scope
 - e) Board Self Evaluation Discussion
 - f) December potential change of meeting date
6. Adjournment

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

BVRTSC Boardroom – 221 Beaver Street, Banff, AB.

MINUTES

September 12th, 2018 2:00-4:00pm

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

Dave Schebek, ID#9

BVRTSC ADMINISTRATION PRESENT

Martin Bean, Chief Administrative Officer
Steve Nelson, Manager of Operations
Andrea Stuart, Controller

ADMINISTRATION PRESENT

Adrian Field, Town of Banff
Alex Kolesch, Parks Canada
Jacob Johnson, Town of Canmore

ADMINISTRATION ABSENT

Danielle Morine, ID#9

1. Call to Order

Davina Bernard calls meeting to order at 2:04

2. Approval of the Agenda

Martin Bean add item to agenda 5h) Clarification of ID9 Capital Contributions

BVRTSC18-54 Davina Bernard moves to approve the agenda as amended

CARRIED UNANIMOUSLY

3. Minutes

- Approval of the August 8, 2018 Regular Meeting Minutes (attached)

BVRTSC18-55 Davina moves to approve minutes as presented.

CARRIED UNANIMOUSLY

4. Old Business (including Standing Items)

a) CAO's Monthly Report

- Discussion about October's Commission meeting date – Change from the 10th to the 17th of October.

b) Bring Forward List of Pending Items

BVRTSC18-56 Davina Bernard moves that BVRTSC18-17 be amended to be brought back to the October meeting

CARRIED UNANIMOUSLY

BVRTSC18-57 Davina Bernard moves BVRTSC17-32 be brought back to the November meeting to coincide with the fare review.

CARRIED UNANIMOUSLY

c) Transit Service Monthly Statistics (attached)

5. New Business

a) RFD – Ski Racks

BVRTSC18-58 Davina Bernard moves that the Commission authorizes Administration to purchase interior ski racks for use on the Banff/Canmore and Banff/Lake Louise Regional buses and For a cost of up to \$22,500, with \$13,500 coming from the 2019 Canmore/Banff Regional Capital Refurbishment budget line item to the 2018 budget for the purchase of the Banff/Canmore Regional racks and use \$9,000 from the ID#9 deferred Capital.

CARRIED UNANIMOUSLY

b) NSL – Banff Centre Route

BVRTSC18-59 Davina Bernard moves to direct Administration to add the attached budget for the new Banff Centre route to the 2019 BVRTSC operating budget with the understanding that this route is fully funded by the Banff Centre.

CARRIED UNANIMOUSLY

c) NSL – Regional Service Frequency

BVRTSC18-60 Davina Bernard moves that the Commission supports the increase of Regional service in 2020 to achieve 30-minute frequency on weekdays from the hours of 6:00am until 7:00pm

CARRIED UNANIMOUSLY

d) New Service Level Requests – Banff (for information)

- Banff Centre to Train Station 2019
- Calgary Banff Summer Service 2019-2021
- Intercept Shuttle Trial 2020
- Regional Service Frequency
- Route 2 Additional Service 2019
- Electric Bus Upgrades

e) New Service Level Requests - Canmore (for information)

- Extended Service Hours
- Fare Free
- Weekday Frequency
- Weekend Frequency

BVRTSC18-61 Davina Bernard moves that the Commission supports the New Service Level requests as outlined by both the Town of Banff and the Town of Canmore

CARRIED UNANIMOUSLY

For information, Davina Bernard recommends the following process for bringing forward new service level requests.

- *Roam administration to submit a cover page for any new service level request to summarize a municipal request with the various headings we need, including brand.*
- *Commission will vote if we support the request.*
- *If we support, then it goes back to municipalities for their councils to commit funds. Commission would then amend budget to reflect addition.*

f) Presentation of 2019-2021 Proposed Operating Budget

g) Presentation of Proposed 10 Year Capital Budget

BVRTSC18-62 Davina Bernard moves to approve 2019-2021 Operating budget as amended

CARRIED UNANIMOUSLY

BVRTSC18-63 Davina Bernard moves to approve the 2019-2028 Capital budget as presented

CARRIED UNANIMOUSLY

h) Clarification of ID 9 Funding

BVRTSC18-64 Davina Bernard moves for administration to bring back report to the Commission by the November meeting on how to best outline that ID9 capital contributions over and above those required for commission assets are to be allocated only for ID9 capital reserves.

CARRIED UNANIMOUSLY

6. Adjournment

BVRTSC18-65 Davina Bernard moves to adjourn the meeting at 4:33PM

CARRIED UNANIMOUSLY

Bow Valley Regional Transit Services Commission



CAO Report

CAO Update – October 2018

- **Financial:**

- Final budget is included in the package for approval today.
- Farebox revenue to date is trending above budget on Banff local service and CB Regional service and lower than budget on Canmore local service, partially due to the free transit summer months.

- **LL Regional Service:**

- The Lake Louise local service beginning October 9th had an extremely successful launch, with attendance in Banff and speeches from Catherine McKenna, Minister of Environment and Climate Change, MP for Banff/Airdrie – Blake Richards and Mayor Sorensen. ID9 and Parks Canada were also in attendance
- The launch in Lake Louise in the afternoon was also well attended, with Cam Westhead, MLA for Banff-Cochrane in attendance. In addition, numerous members of the local business community attended, including representation from various stores, RCMP, Parks Canada and ID9.
- 130 riders utilized the service on the first day. The Lake Louise – Banff service will be free until end of day on December 2nd.

- **Banff Local Service:**

- Banff Centre service started on October 9th. This service has formed a part of the Banff local service and offers alternatives for staff, artists, residents, guests and all visitors to travel to and from the Banff Centre seamlessly.
- The Banff Centre has agreed to refund change vouchers from Roam buses, an added convenience for riders.
- Two other locations have opted out of the change voucher program, citing too many people looking for change and not spending any money in the stores. We will be

reviewing this program and determining if it still meets the needs intended for our customers or if there are ways to improve it.

- **CB Regional Service:**

- Regional service continues to be strong with connections to Banff and Canmore local services being used extensively.
- Ski racks are currently in the process of being designed for the Regional buses to assist with passenger convenience and safety.

- **Canmore Local Service:**

- Canmore local service continues to be strong compared to 2017 however has dropped off since free transit ended.
- Canmore Council recently was presented with information to consider for potentially looking at fare free transit along with limited paid parking to offset the cost.
- We are working with Canmore administration to determine optimal routing and whether we can improve service to residents and visitors without increasing service hours and impacting the operation financially.

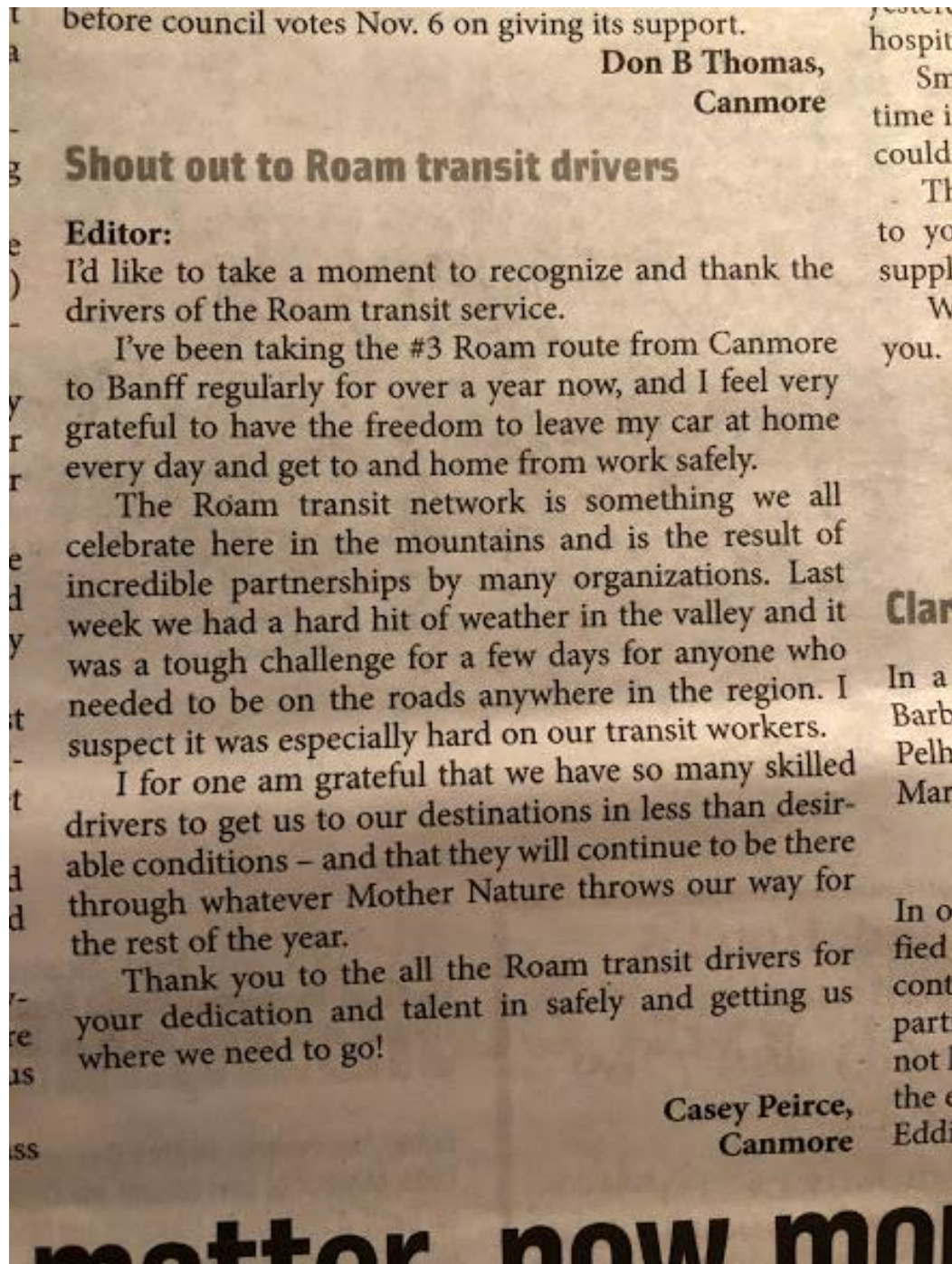
- **General:**

- The storm last week in the Bow Valley created travel chaos for a day with Roam schedules being affected greatly. We had a couple of buses stuck on hills for hours and one bus had its' rear end slide in the ditch at a very slow pace in Canmore. Communication was strong, and our drivers and operations staff did a great job keeping everyone up to date.
- The Alberta Government has made changes to driver training, testing and oversight in Alberta beginning in 2019. These changes will involve all new class 2 drivers completing a new regulated training program called "MELT" (Mandatory Entry Level Training) prior to obtaining their license. This program will add cost to our training



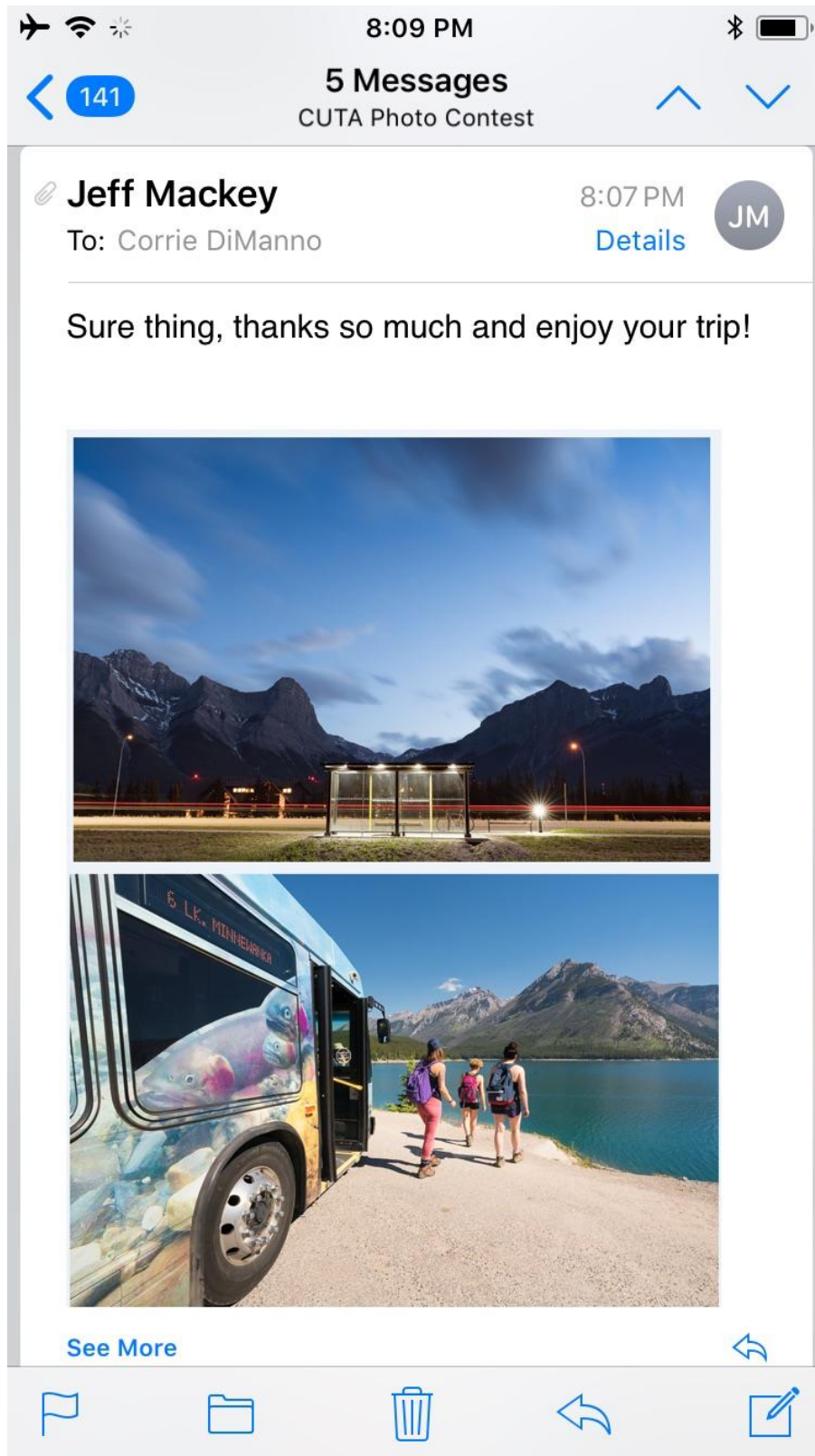
of new drivers, however should improve the readiness of drivers when they come to us.

- Great letter to the editor in the Rocky Mountain Outlook this week. We are thankful to have such excellent employees who believe in the goals of the Commission and transit in the Bow Valley!



- I recently attended the APTA (American Public Transportation Association) Conference. This was an excellent conference with opportunities to meet with current and potential suppliers, see new technologies and attend seminars discussing the future of transit. Some of the topics discussed in seminars were:

- Employee engagement and the importance of creating a comfortable and enjoyable workplace. Retention was focused on with large transit agencies spending millions on driver room upgrades and employee programs.
 - Electric buses and their future in the transit landscape. Most transit agencies have electric buses in their plans for the near future.
 - Autonomous buses. Future consideration.
 - The building of transit-oriented communities is a theme that was prevalent throughout the conference. Communities in which transit is easily accessible and connects to high density housing, bike and scooter paths, walking paths is the way of the future. Connection with Uber, Lyft, Taxis for the first and last mile was also discussed extensively as an alternative to additional transit routes.
- The contract with DoubleMap is finalized, with the changeover from NextBus occurring in November. NextBus is currently contracted until the end of 2018 to avoid a potential disruption in service.
 - The BVRTSC marketing department coordinated submitting photographs as part of the Canadian Urban Transit Association's 2018 Photography Competition. CUTA selected two of our photographs as winners, with the photograph "shelters" winning the grand prize in the Art category. The photograph "Lake" was a finalist in the Community category. The photographer for both of these photographs is Nick Fitzhardinge and he will be given credit for this. The photographs have been displayed at transit awareness days in Ottawa and will be further displayed at the CUTA conference in mid-November. See next page for the winning photographs:



Bow Valley *R*egional Transit Services Commission



Bring Forward List

BRING FORWARD LIST OF ITEMS PENDING (as of September 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	October 2018	Would like to move to October 2018. Have been in contact with Banff Maintenance to provide input
BVRTSC18-48 Davina Bernard makes a motion to ask administration to come back in November for fare review encompassing our entire system.	August 2018	November 2018	To be completed in October and presented in November
BVRTSC17-32 Review of success for child/youth pass and discuss any changes that should be implemented	September 2017	November 2018	Recommend moving to November to coincide with fare review.

Bow Valley Regional Transit Services Commission

Ridership and Revenue Statistics



Month	Type	Banff Local	Canmore Local	Regional
September	Bikes	182	281	779
	Strollers	226	122	42

Observations:

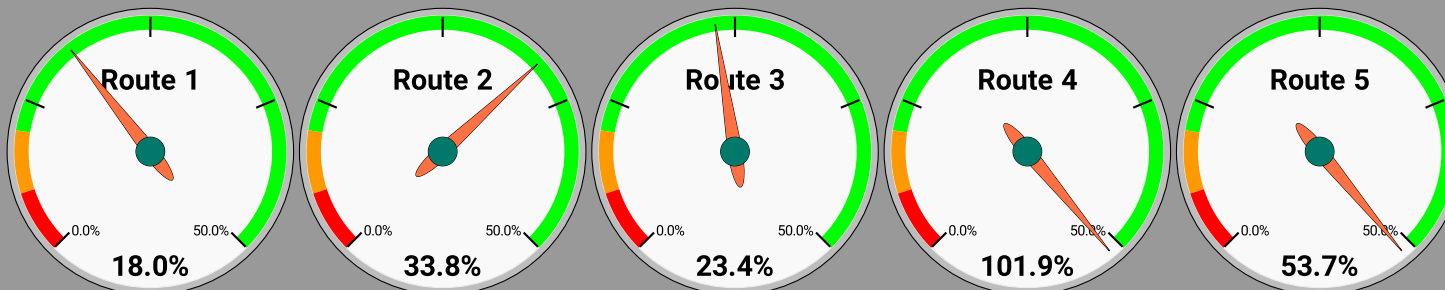
September Observations:

- Token Transit - Big uptake in 'Token trips'.
 - Banff local Token trips increase from 126 in August to 266 in September
 - Regional Route 3 Token trips increased from 51 in August, to 741 in September.
 - Route 5 at 584 Token trips (complimentary boarding in August).
- Banff Local Routes combined up 25% over September 2017.
 - 20% increase on Route 1 ridership over September 2017.
 - 31% increase on Route 2 ridership over September 2017 - 4700 complimentary campground trips.
- Route 3 September ridership up 13% compared to September 2017.
 - Regional August revenue bump up compared to June 2017 - 23%.
- Route 5 September ridership up 66% compared to September 2017 - End of complimentary service and highest ridership month to date.
 - No August revenue reporting as complimentary service was in effect.
- Summer Route 4 – 54% increase in ridership over September 2017. Seven day a week service this September.
- Summer Route 6 – Solid ridership of ~5,400 for 16 days of service

	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	58,460	69,322	18.6%	32,553	40,767	64,538	58.3%	830	2,057	4,316	109.8%	81,401	86,004	101,284	138,176	36.4%
September	37,009	41,716	50,243	20.4%	24,406	30,362	39,878	31.3%	676	1,125	1,737	54.4%	60,204	62,091	74,565	91,858	23.2%
October	24,252	7,641	9,264	21.2%	15,358	5,183	7,178	38.5%		527			35,371	39,610	42,753	16,442	
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	356,906	421,023	18.0%	278,262	262,726	351,407	33.8%	3,374	7,471	13,419	101.9%	618,025	641,791	750,452	785,849	25.3%

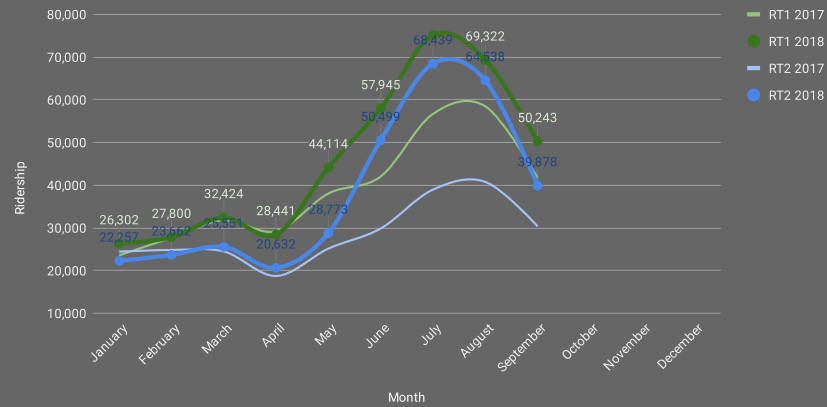
	Route 3 (CB Regional)				Route 5 (Canmore Local)				Route 6 (Minnewanka)			On-It (Calgary Regional)		
Month	2016	2017	2018	% Change	2016	2017	2018	% Change	2017	2018	% Change	2017	2018	% Change
January	8,502	9,892	12,770	29.1%		6,551	8,392	28.1%						
February	8,081	10,182	12,011	18.0%		5,864	8,264	40.9%						
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	12,760	15,595	22.2%		6,164	13,800	123.9%	17,192	12,980	-24.50%	4,789	3,502	-26.9%
September	9,720	11,794	13,344	13.1%		5,327	8,866	66.4%	4,016	5,376	33.9%	1,522	1,359	-10.7%
October	9,881	2,803	3,528	25.9%		1,423	1,955	37.4%						
November	11,164		0		8,570		0							
December	9,999		0		7,597		0							
YTD	116,581	106,597	131,499	23.4%	16,167	56,065	86,162	53.7%	50,264	44,826	-10.8%	11,706	11,745	0.3%

Year to Date % Ridership Change - Comparing 2018 to 2017

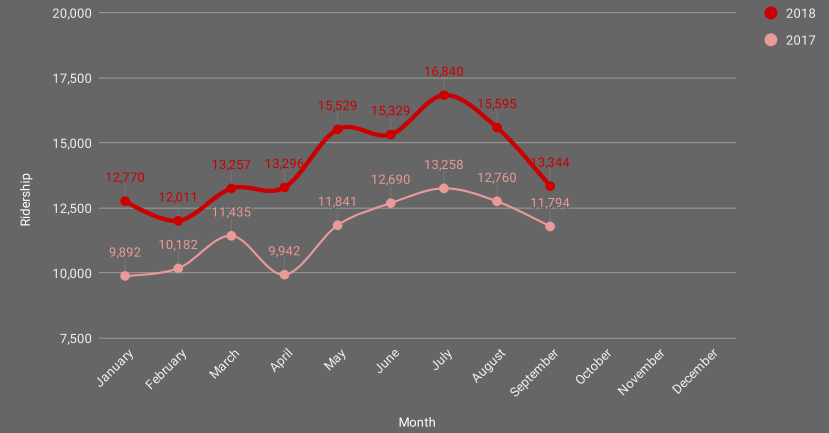


Banff Local Routes 1 and 2 Ridership Comparison

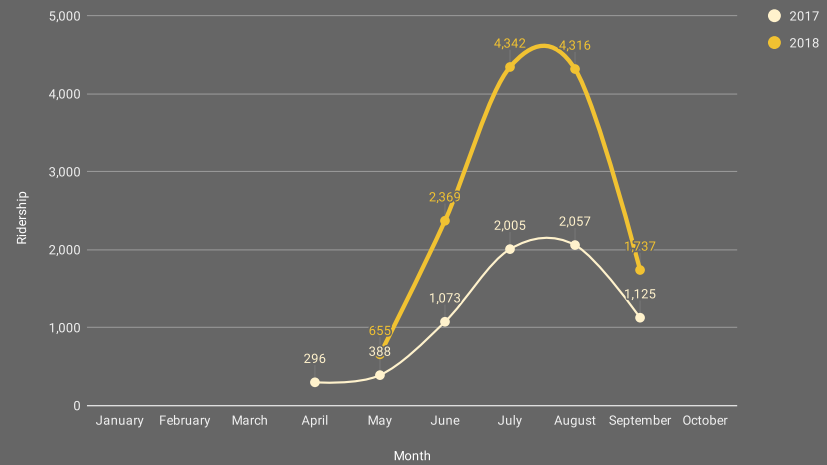
Comparing 2016 to 2017



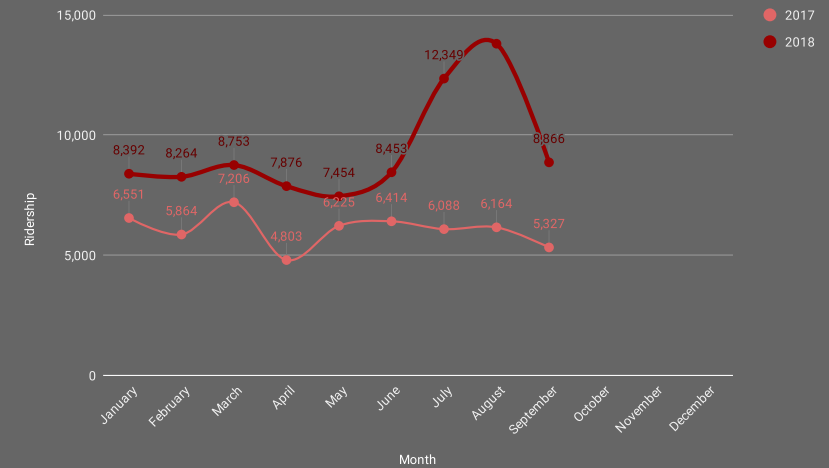
Regional Route 3 Ridership

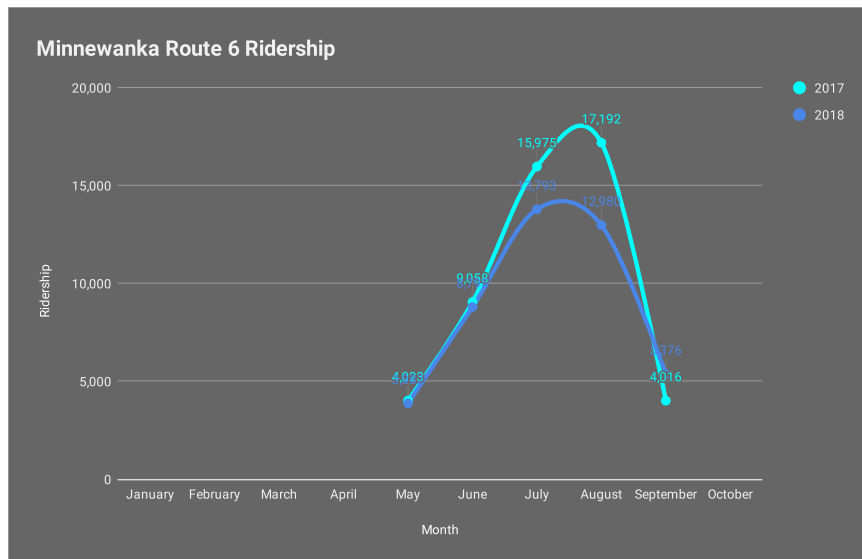


Banff Local Route 4 Ridership

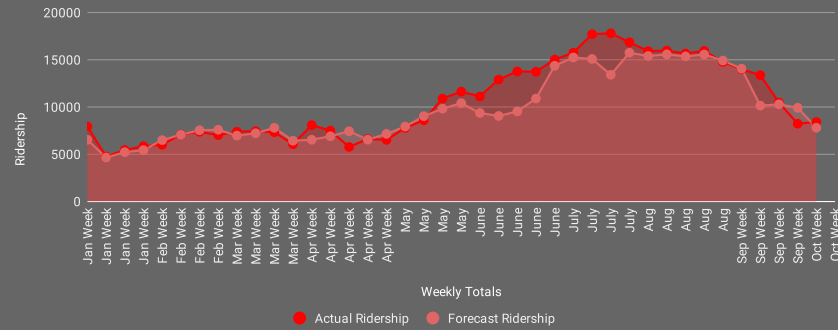


Canmore Local Route 5 Ridership

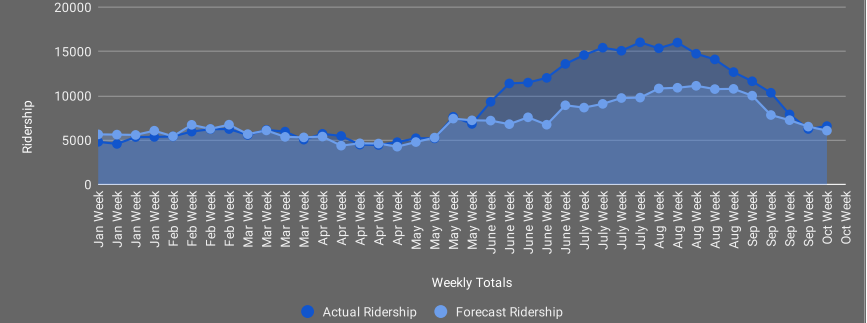




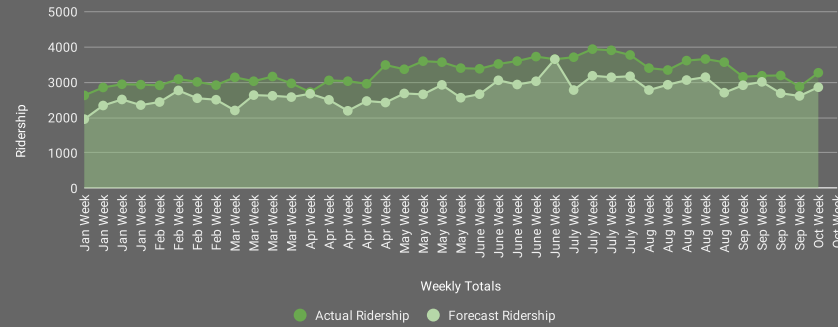
Roam Route 1 Weekly Ridership Totals 2018- Actual vs. Forecast



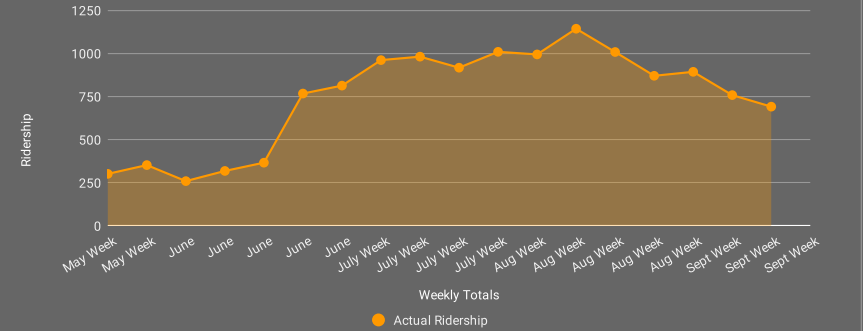
Roam Route 2 Weekly Ridership Totals 2018 - Actual vs. Forecast



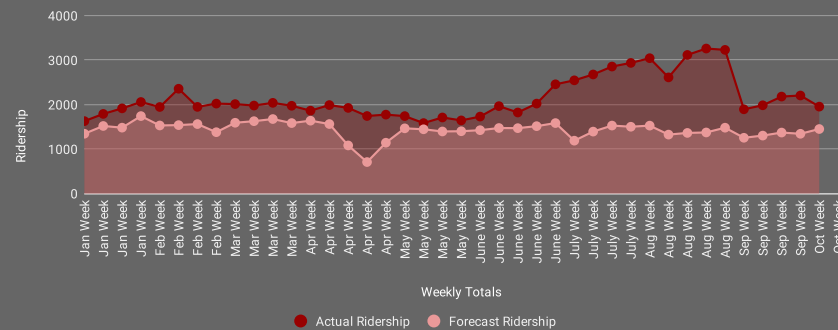
Roam Route 3 Weekly Ridership Totals 2018 - Actual vs. Forecast



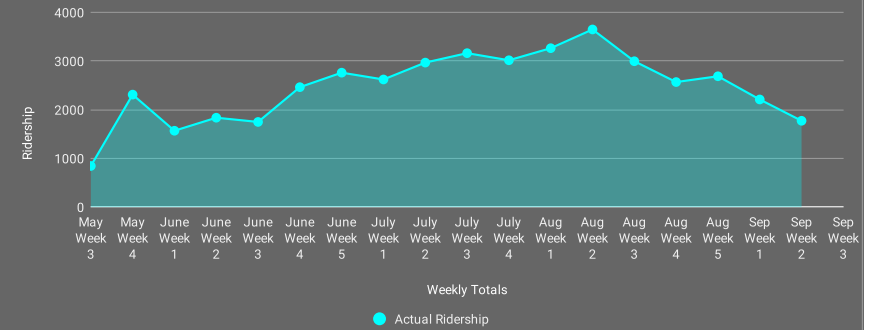
Roam Route 4 Weekly Ridership Totals 2018 - Actuals

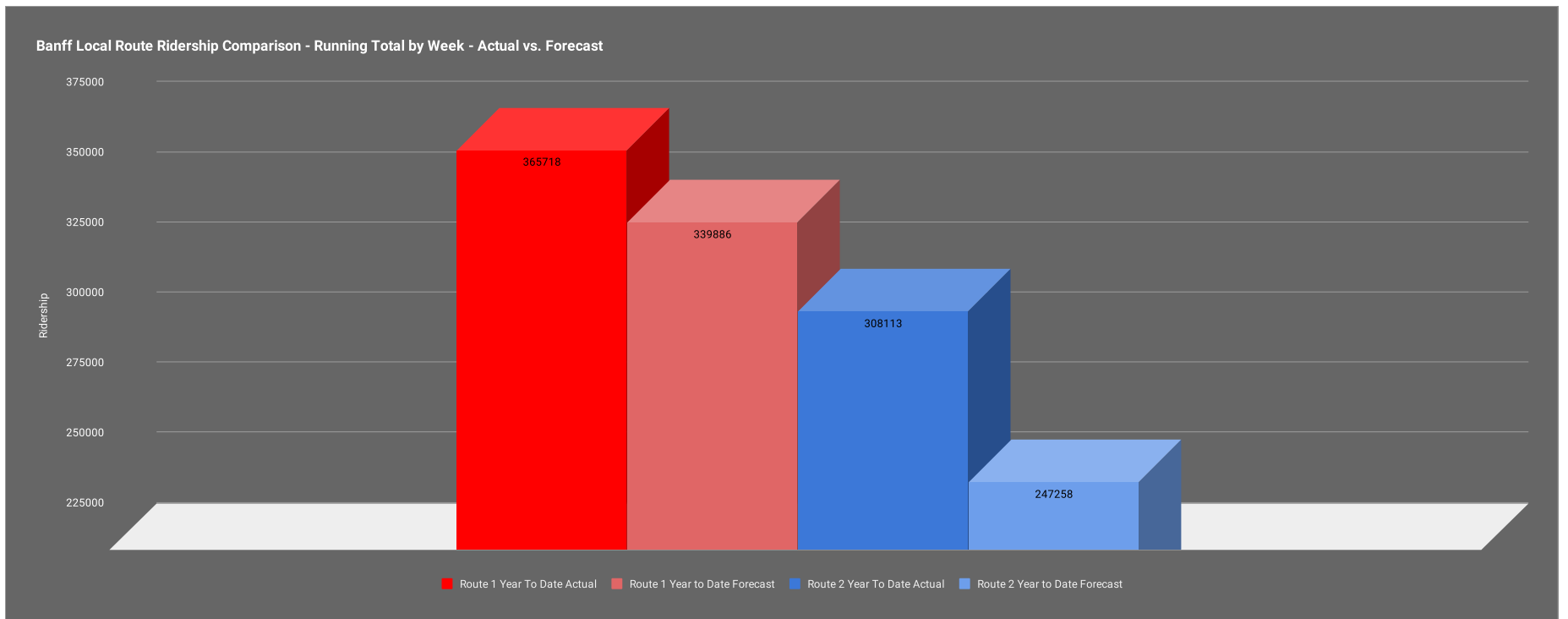
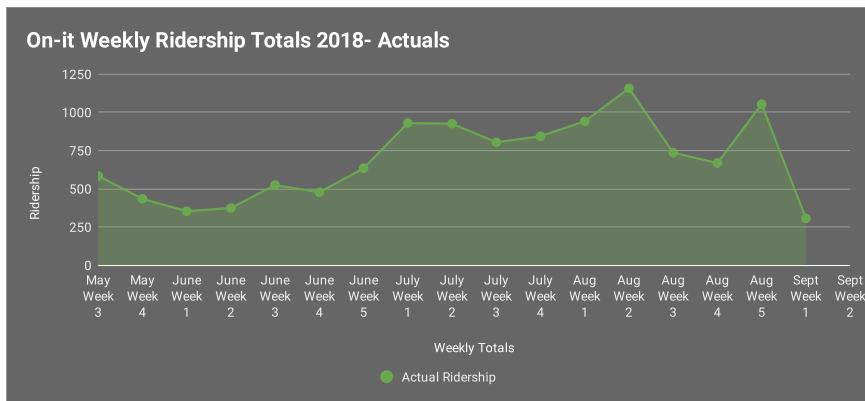


Roam Route 5 Weekly Ridership Totals 2018 - Actuals



Roam Route 6 Weekly Ridership Totals 2018- Actuals





BANFF LOCAL TRANSIT REVENUE BREAKDOWN

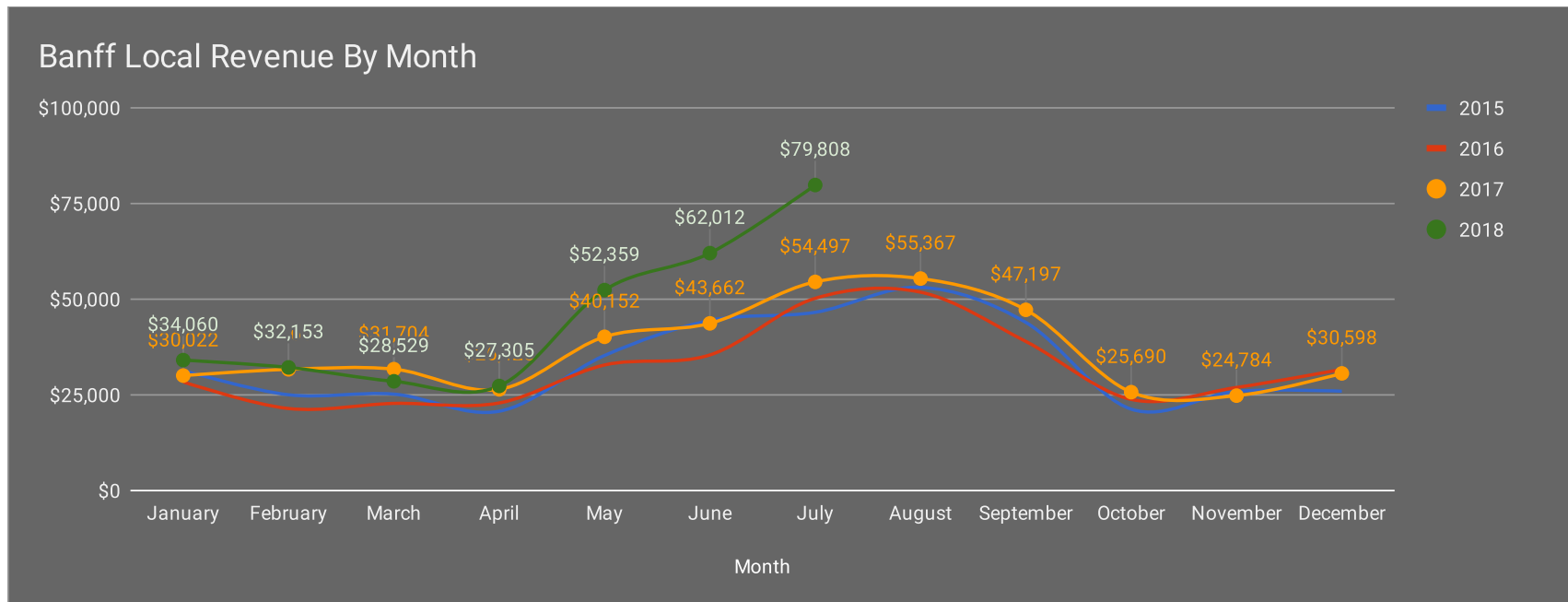
2018 Actual

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	\$76,428	\$3,380		\$79,808	\$75,603.00	46.44%
August	\$71,572	\$3,286		\$74,858	\$75,603.00	35.20%
September				\$0	\$48,551.00	
October				\$0	\$36,443.00	
November				\$0	\$35,151.00	
December				\$0	\$36,702.00	
Totals:	\$354,321	\$36,763	\$0	\$391,084	\$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

BANFF LOCAL REVENUES									
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	\$79,808	\$258,119	\$316,226	\$58,107	\$25,311	31.7%
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	\$316,226	\$441,755	\$316,226			



CANMORE LOCAL TRANSIT REVENUE BREAKDOWN

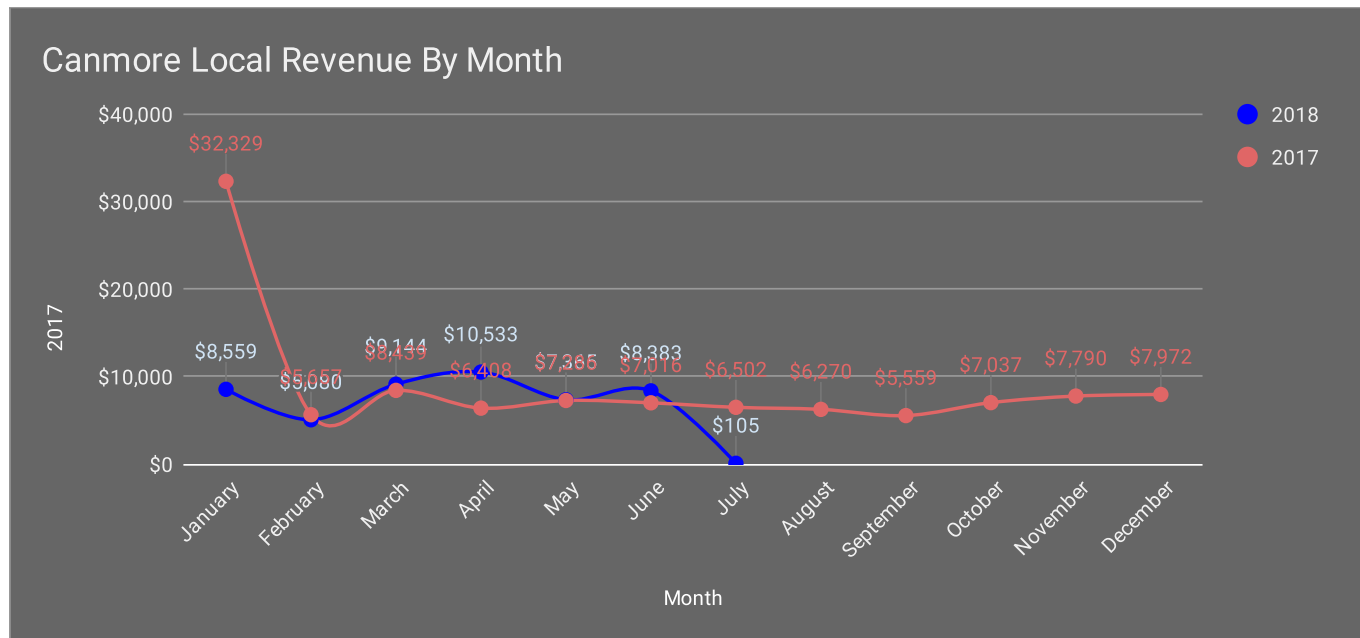
2018 Actual

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	\$3	\$102		\$105	\$13,750.00	-98.39%
August	\$2	\$247		\$249	\$13,750.00	-96.03%
September				\$0	\$13,750.00	
October				\$0	\$13,750.00	
November				\$0	\$13,750.00	
December				\$0	\$13,750.00	
Totals:	\$31,900	\$17,518	\$0	\$49,418	\$165,000	

2017 Actual

Month	Fares	Passes	Other	Total	Budget	
January	\$6,173	\$26,156	0	\$32,329	\$10,000	*Includes Service Start up Vendor Pass Sales Dec 2016
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	

CANMORE LOCAL REVENUES							
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	\$105	\$73,637	\$49,169	-\$24,468	-\$6,397	-6092.4%
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	\$49,169	\$108,265				



CANMORE/BANFF REGIONAL TRANSIT REVENUE BREAKDOWN

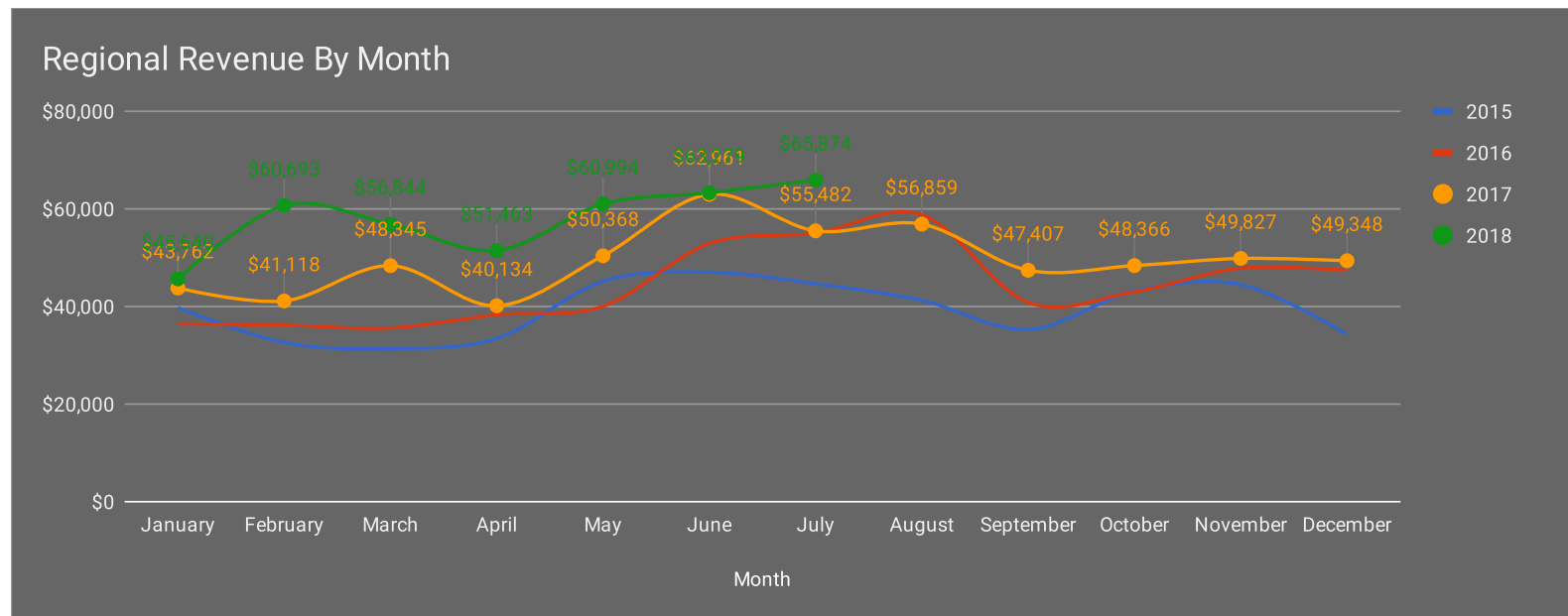
2018 Actual

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	\$52,171	\$13,703		\$65,874	\$47,756	18.73%
August	\$48,839	\$21,293		\$70,132	\$47,756	23.34%
September				\$0	\$47,756	
October				\$0	\$47,756	
November				\$0	\$47,756	
December				\$0	\$47,752	
Totals:	\$310,992	\$163,927	\$0	\$474,919	\$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

REGIONAL 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	\$65,874	\$342,170	\$404,787	\$62,617	\$10,392	18.7%
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	\$404,787	\$593,977	\$809,574			



Bow Valley *R*egional Transit Services Commission



New Business

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	\$ 48.73	\$ 44.65	\$ 45.54
Gross Cost per Service Hour	\$ 106.00	\$ 107.75	\$ 113.26	\$ 112.61	\$ 109.33	\$ 111.35
Direct Operating Cost per Service Hour	\$ 90.13	\$ 89.77	\$ 93.30	\$ 94.62	\$ 93.02	\$ 94.88
Overhead per Service Hour	\$ 5.30	\$ 8.11	\$ 8.40	\$ 7.08	\$ 6.49	\$ 6.62
Lease/Amortization per Service Hour	\$ 10.57	\$ 9.86	\$ 11.56	\$ 10.90	\$ 9.82	\$ 9.85
Net Cost per Service Hour (CUTA)	\$ 44.73	\$ 50.09	\$ 50.68	\$ 52.97	\$ 54.86	\$ 55.95
% Cost Recovery (CUTA)	53%	49%	50%	48%	45%	45%
Ridership	535,485	1,090,659	1,195,781	1,255,639	1,335,192	1,348,544
Service Hours	16,993	36,567	35,087	37,156	41,365	41,365
Ridership per Service Hour	32	30	34	34	32	33

Banff Local Service - Route 1

KPI	2018	2018	2019	2019	2020	2021
			Previously			
	YTD		Approved	Proposed	Proposed	Proposed
	Jan - June	BUDGET	Budget	Budget	Budget	Budget
Revenue per Service Hour	\$ 67.46	\$ 66.40	\$ 67.97	\$ 68.04	\$ 56.68	\$ 57.82
Gross Cost per Service Hour	\$ 102.23	\$ 109.80	\$ 110.38	\$ 111.73	\$ 105.05	\$ 107.01
Direct Operating Cost per Service Hour	\$ 87.10	\$ 92.75	\$ 90.35	\$ 92.89	\$ 88.78	\$ 90.56
Overhead per Service Hour	\$ 5.37	\$ 8.10	\$ 8.16	\$ 7.08	\$ 6.49	\$ 6.62
Lease/Amortization per Service Hour	\$ 9.75	\$ 8.95	\$ 11.87	\$ 11.75	\$ 9.78	\$ 9.83
Net Cost per Service Hour (CUTA)	\$ 25.02	\$ 34.45	\$ 30.54	\$ 31.93	\$ 38.58	\$ 39.35
% Cost Recovery (CUTA)	73%	66%	69%	68%	59%	59%
Ridership	217,026	472,384	518,059	502,327	543,239	548,672
Service Hours	4,233	9,377	9,377	9,377	11,481	11,481
Ridership per Service Hour	51	50	55	54	47	48

Bow Valley Regional Transit Services Commission
Banff Local Service - Route 2

KPI	2018	2018	2019	2019	2020	2021
			Previously			
	YTD		Approved	Proposed	Proposed	Proposed
	Jan - June	BUDGET	Budget	Budget	Budget	Budget
Revenue per Service Hour	\$ 46.56	\$ 44.08	\$ 45.18	\$ 46.16	\$ 37.03	\$ 37.77
Gross Cost per Service Hour	\$ 108.44	\$ 116.73	\$ 113.82	\$ 113.52	\$ 105.22	\$ 107.22
Direct Operating Cost per Service Hour	\$ 92.09	\$ 98.12	\$ 94.91	\$ 95.86	\$ 90.17	\$ 91.98
Overhead per Service Hour	\$ 5.25	\$ 8.10	\$ 8.18	\$ 7.08	\$ 6.49	\$ 6.62
Lease/Amortization per Service Hour	\$ 11.09	\$ 10.51	\$ 10.72	\$ 10.58	\$ 8.56	\$ 8.62
Net Cost per Service Hour (CUTA)	\$ 50.78	\$ 62.14	\$ 57.91	\$ 56.78	\$ 59.63	\$ 60.82
% Cost Recovery (CUTA)	48%	41%	44%	45%	38%	38%
Ridership	171,374	351,063	405,166	408,818	444,014	448,454
Service Hours	3,651	7,762	7,760	7,760	9,865	9,865
Ridership per Service Hour	47	45	52	53	45	45

Bow Valley Regional Transit Services Commission
CB Regional Service - Route 3

KPI	2018	2018	2019	2019	2020	2021
			Previously			
	YTD		Approved	Proposed	Proposed	Proposed
	Jan - June	BUDGET	Budget	Budget	Budget	Budget
Revenue per Service Hour	\$ 86.86	\$ 77.85	\$ 79.80	\$ 79.12	\$ 80.70	\$ 82.31
Gross Cost per Service Hour	\$ 122.76	\$ 128.72	\$ 132.51	\$ 126.47	\$ 127.87	\$ 130.19
Direct Operating Cost per Service Hour	\$ 105.00	\$ 108.20	\$ 110.82	\$ 107.41	\$ 109.56	\$ 111.75
Overhead per Service Hour	\$ 5.12	\$ 8.12	\$ 8.78	\$ 7.08	\$ 6.49	\$ 6.62
Lease/Amortization per Service Hour	\$ 12.64	\$ 12.39	\$ 12.90	\$ 11.98	\$ 11.82	\$ 11.82
Net Cost per Service Hour (CUTA)	\$ 23.26	\$ 38.47	\$ 39.80	\$ 35.37	\$ 35.35	\$ 36.05
% Cost Recovery (CUTA)	79%	67%	67%	69%	70%	70%
Ridership	82,192	132,304	134,949	176,781	178,549	180,334
Service Hours	3,827	7,709	7,708	8,301	8,301	8,301
Ridership per Service Hour	21	17	18	21	22	22

Bow Valley Regional Transit Services Commission
Canmore Local Service - Route 5

KPI	2018	2018	2019	2019	2020	2021
			Previously			
	YTD		Approved	Proposed	Proposed	Proposed
	Jan - June	BUDGET	Budget	Budget	Budget	Budget
Revenue per Service Hour	\$ 14.19	\$ 23.53	\$ 24.94	\$ 13.91	\$ 14.19	\$ 14.47
Gross Cost per Service Hour	\$ 104.89	\$ 102.22	\$ 109.39	\$ 109.90	\$ 110.93	\$ 112.87
Direct Operating Cost per Service Hour	\$ 87.45	\$ 82.01	\$ 86.65	\$ 89.03	\$ 90.81	\$ 92.62
Overhead per Service Hour	\$ 5.12	\$ 8.11	\$ 8.46	\$ 7.08	\$ 6.49	\$ 6.61
Lease/Amortization per Service Hour	\$ 12.33	\$ 12.09	\$ 14.27	\$ 13.80	\$ 13.63	\$ 13.63
Net Cost per Service Hour (CUTA)	\$ 78.38	\$ 66.59	\$ 70.17	\$ 82.20	\$ 83.10	\$ 84.77
% Cost Recovery (CUTA)	15%	26%	26%	14%	15%	15%
Ridership	49,192	92,500	94,350	103,408	104,442	105,486
Service Hours	3,852	7,753	7,497	7,753	7,753	7,753
Ridership per Service Hour	13	12	13	13	13	14

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

KPI	2018	2018	2019	2019	2020	2021
			Previously			
	YTD		Approved	Proposed	Proposed	Proposed
	Jan - June	BUDGET	Budget	Budget	Budget	Budget
Revenue per Service Hour	\$ 6.29	\$ -	\$ -	\$ 10.01	\$ 10.21	\$ 10.42
Gross Cost per Service Hour	\$ 53.55	\$ 42.42	\$ 46.22	\$ 77.90	\$ 78.52	\$ 80.06
Direct Operating Cost per Service Hour	\$ 49.96	\$ 34.99	\$ 35.89	\$ 69.23	\$ 70.61	\$ 72.02
Overhead per Service Hour	\$ 2.94	\$ 6.26	\$ 8.64	\$ 7.08	\$ 6.48	\$ 6.61
Lease/Amortization per Service Hour	\$ 0.65	\$ 0.75	\$ 1.69	\$ 1.59	\$ 1.43	\$ 1.43
Net Cost per Service Hour (CUTA)	\$ 46.61	\$ 41.25	\$ 44.53	\$ 66.30	\$ 66.88	\$ 68.22
% Cost Recovery (CUTA)	12%	0%	0%	13%	13%	13%
Ridership	3,024	5,688	5,802	8,123	8,204	8,286
Service Hours	418	1,160	1,159	1,159	1,159	1,159
Ridership per Service Hour	7	5	5	7	7	7

Bow Valley Regional Transit Services Commission
Lake Minnewanka - Route 6

KPI	2018	2018	2019	2019	2020	2021
			Previously			
	YTD		Approved	Proposed	Proposed	Proposed
	Jan - June	BUDGET	Budget	Budget	Budget	Budget
Revenue per Service Hour	\$ 16.18	\$ -	\$ -	\$ 13.66	\$ 13.93	\$ 14.21
Gross Cost per Service Hour	\$ 69.88	\$ 59.82	\$ 101.32	\$ 93.78	\$ 94.73	\$ 96.59
Direct Operating Cost per Service Hour	\$ 62.41	\$ 50.20	\$ 91.03	\$ 85.11	\$ 86.81	\$ 88.55
Overhead per Service Hour	\$ 6.13	\$ 8.14	\$ 8.61	\$ 7.08	\$ 6.48	\$ 6.61
Lease/Amortization per Service Hour	\$ 1.35	\$ 1.48	\$ 1.68	\$ 1.59	\$ 1.43	\$ 1.43
Net Cost per Service Hour (CUTA)	\$ 52.36	\$ 58.34	\$ 99.64	\$ 78.53	\$ 79.37	\$ 80.95
% Cost Recovery (CUTA)	24%	0%	0%	15%	15%	15%
Ridership	12,677	36,720	37,455	56,183	56,744	57,312
Service Hours	1,012	2,806	1,586	2,806	2,806	2,806
Ridership per Service Hour	13	13	24	20	20	20

Bow Valley Regional Transit Services Commission
Proposed 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	\$ 1,035,029	\$ 1,048,748	\$ 1,069,724	3.9%	\$ 38,571	
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	\$ 1,035,029	\$ 1,048,748	\$ 1,069,724	6.6%	\$ 64,196	
4150 Passes	\$ 281,207	\$ 319,895	\$ 177,463	\$ 321,091	\$ 327,767	\$ 313,031	\$ 319,292	\$ 325,678	-4.5%	\$ (14,736)	
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	\$ 313,031	\$ 319,292	\$ 325,678	-4.5%	\$ (14,736)	
4200 Advertising & Marketing Revenue	\$ 52,534	\$ 62,525	\$ 25,556	\$ 45,214	\$ 64,088	\$ 52,418	\$ 53,466	\$ 54,535	-18.2%	\$ (11,670)	
1-4200 Banff Local	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
Services	\$ -	\$ -	\$ 1,122	\$ (8)	\$ -	\$ -	\$ -	\$ -		\$ -	
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	\$ 22,478	\$ 41,006	\$ 51,270	\$ 39,600	\$ 40,391	\$ 41,199	-22.8%	\$ (11,670)	
4300 Partner Programs	\$ 405,890	\$ 425,379	\$ 208,903	\$ 417,806	\$ 436,014	\$ 427,524	\$ 436,074	\$ 444,795	-1.9%	\$ (8,490)	
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	\$ 427,524	\$ 436,074	\$ 444,795	-1.9%	\$ (8,490)	
4500 Other Recoveries	\$ 27,393	\$ -	\$ 21,913	\$ 23,222	\$ -	\$ 10,200	\$ -	\$ -		\$ 10,200	
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	Admin portion of non-partner Contracts
4900 Grant Income	\$ 7,136	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
Total Income Before Requisitions	\$ 1,639,040	\$ 1,772,338	\$ 875,031	\$ 1,854,273	\$ 1,790,086	\$ 1,903,234	\$ 1,923,888	\$ 1,962,342	6.3%	\$ 113,148	
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	\$ 962,570	\$ 1,377,428	\$ 1,405,302	3.6%	\$ 33,191	Pulls in other TAB
4420-2 Operating Requisition - TOC	\$ 560,314	\$ 718,771	\$ 362,772	\$ 718,771	\$ 733,982	\$ 831,322	\$ 851,419	\$ 868,452	13.3%	\$ 97,340	
4420-5 Operating Requisition - ID9	\$ 20,000	\$ 148,357	\$ 76,429	\$ 148,357	\$ 151,811	\$ 131,519	\$ 137,618	\$ 140,370	-13.4%	\$ (20,292)	
Total Requisitions - Operating	\$ 1,221,415	\$ 1,778,517	\$ 840,618	\$ 1,778,517	\$ 1,815,172	\$ 1,925,411	\$ 2,366,465	\$ 2,414,123	6.1%	\$ 110,239	
Requisition Recoveries (Non-partners)	\$ 208,527	\$ 181,435	\$ -	\$ 231,587	\$ 185,968	\$ 506,705	\$ 294,907	\$ 300,502	172.5%	\$ 320,737	
TOTAL INCOME	\$ 3,259,903	\$ 3,732,290	\$ 1,715,649	\$ 3,864,377	\$ 3,791,226	\$ 4,335,350	\$ 4,585,260	\$ 4,676,967	14.4%	\$ 544,124	

Bow Valley Regional Transit Services Commission
Proposed 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		
EXPENSES												
Advertising & Marketing Expenses												
5226 Drivers recruitment	\$ 8,865	\$ 9,408	\$ 6,801	\$ 9,407	\$ 9,518	\$ 9,518	\$ 9,709	\$ 9,903	0.0%	\$ -		
5616 Recruitment Costs - Admin	\$ 669	\$ 4,453	\$ 306	\$ 306	\$ 3,539	\$ 3,539	\$ 3,610	\$ 3,682	0.0%	\$ -		
5700 Advertising and Marketing	\$ 75,254	\$ 93,400	\$ 22,507	\$ 44,641	\$ 95,448	\$ 103,560	\$ 111,041	\$ 113,261	8.5%	\$ 8,112		
Total Advertising & Marketing Expenses	\$ 84,789	\$ 107,261	\$ 29,613	\$ 54,354	\$ 108,505	\$ 116,617	\$ 124,360	\$ 126,846	7.5%	\$ 8,112		
Contracted Services / Professional Fees												
5200 Operating Contracts	\$ 14,204	\$ 48,300	\$ 9,508	\$ 34,955	\$ 48,300	\$ 121,198	\$ 249,016	\$ 253,996	150.9%	\$ 72,898	Pulls in other TAB - Liricon Shuttle (Banff 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	\$ 15,040	\$ 13,260	\$ 13,525	22.3%	\$ 2,739	Audit fees only	
5612 Payroll service fee	\$ 3,130	\$ 4,139	\$ 1,709	\$ 3,417	\$ 4,217	\$ 8,756	\$ 5,808	\$ 5,925	107.6%	\$ 4,539		
5615 Legal Fees	\$ -	\$ 2,288	\$ 265	\$ 265	\$ 2,343	\$ 2,854	\$ 2,705	\$ 2,760	21.8%	\$ 511		
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	\$ 9,955	\$ 9,114	\$ 9,295	15.1%	\$ 1,308		
5629 Contract Work	\$ 13,218	\$ 70,000	\$ 3,876	\$ 67,618	\$ 52,500	\$ 62,500	\$ 75,977	\$ 77,496	19.0%	\$ 10,000	HR Consultant (Commission NSLR) \$10K	
Total Contracted Services / Professional Fees	\$ 92,433	\$ 175,255	\$ 56,826	\$ 161,114	\$ 150,900	\$ 244,007	\$ 380,058	\$ 387,659	61.7%	\$ 93,107		
Fuel Expense												
5270 Fuel	\$ 304,455	\$ 421,877	\$ 198,797	\$ 421,715	\$ 431,243	\$ 513,217	\$ 530,224	\$ 540,829	19.0%	\$ 81,974		
Total Fuel Expense	\$ 304,455	\$ 421,877	\$ 198,797	\$ 421,715	\$ 431,243	\$ 513,217	\$ 530,224	\$ 540,829	19.0%	\$ 81,974		
General Operating Expenses												
5351 Office Supplies	\$ 20,982	\$ 12,500	\$ 3,224	\$ 6,448	\$ 12,800	\$ 13,885	\$ 13,643	\$ 13,917	8.5%	\$ 1,085		
5352 Bank Service Charges	\$ 5,936	\$ 5,844	\$ 3,082	\$ 6,164	\$ 5,991	\$ 6,960	\$ 6,580	\$ 6,711	16.2%	\$ 969		
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	\$ 1,254	\$ 1,072	\$ 1,094	-25.2%	\$ (423)		
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	\$ 11,450	\$ 11,679	\$ 11,913	5.9%	\$ 634		
5358 Office Phone	\$ 8,216	\$ 7,689	\$ 4,785	\$ 9,192	\$ 7,880	\$ 9,510	\$ 9,180	\$ 9,364	20.7%	\$ 1,630	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	\$ 93,899	\$ 94,011	\$ 95,894	-2.7%	\$ (2,581)		

[Working Papers\General Operating Expenses Working Papers.xlsx](#)

**Bow Valley Regional Transit Services Commission
Proposed 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	
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	\$ 21,820	\$ 25,460	\$ 25,969	9.9%	\$ 1,971	
Total Infrastructure Maintenance	\$ 34,148	\$ 19,744	\$ 9,946	\$ 20,683	\$ 20,138	\$ 22,220	\$ 25,869	\$ 26,387	10.3%	\$ 2,082	
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	\$ 44,652	\$ 42,424	\$ 43,274	10.7%	\$ 4,300	
Total Insurance Expense	\$ 33,972	\$ 44,634	\$ 20,442	\$ 44,366	\$ 45,452	\$ 49,152	\$ 47,014	\$ 47,956	8.1%	\$ 3,700	
Software Fees & Licences											Additional \$1,250 to each partner route for dispatch software \$5K
5362 Software and License Fees	\$ 12,623	\$ 8,600	\$ 2,504	\$ 6,648	\$ 8,816	\$ 29,354	\$ 29,943	\$ 30,541	233.0%	\$ 20,538	HR Consultant (Commission NSLR) \$8K
5617 Website	\$ 1,614	\$ 4,820	\$ 3,638	\$ 6,875	\$ 4,938	\$ 7,520	\$ 7,149	\$ 7,292	52.3%	\$ 2,582	
5620 Web hosting and Software License (annual fee - Trapeze)	\$ 61,753	\$ 59,383	\$ 17,576	\$ 39,359	\$ 60,642	\$ 68,777	\$ 73,399	\$ 74,866	13.4%	\$ 8,135	
5622 Arrival Prediction Solution	\$ 48,603	\$ 65,799	\$ 22,235	\$ 50,575	\$ 69,919	\$ 36,224	\$ 39,946	\$ 40,745	-48.2%	\$ (33,695)	Moving from NextBus to Arrival Prediction Solution
Total Software Fees & Licences	\$ 124,594	\$ 138,602	\$ 45,953	\$ 103,457	\$ 144,315	\$ 141,875	\$ 150,437	\$ 153,444	-1.7%	\$ (2,440)	
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	\$ -	\$ 510	\$ -	\$ -		\$ 510	
5180 Travel Expense	\$ 597	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
5181 Mileage	\$ 2,450	\$ 7,918	\$ 1,713	\$ 7,978	\$ 8,102	\$ 8,912	\$ 8,571	\$ 8,742	10.0%	\$ 810	
5227 Driver Training	\$ 2,793	\$ 8,050	\$ 834	\$ 8,606	\$ 8,101	\$ 3,101	\$ 3,163	\$ 3,226	-61.7%	\$ (5,000)	In house training reflected below in Driver Wages - training
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	\$ 40,449	\$ 40,219	\$ 41,022	-8.3%	\$ (3,680)	
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,240	\$ -	\$ -		\$ 12,240	
5250 Parts	\$ 236,032	\$ 171,913	\$ 81,608	\$ 155,911	\$ 175,836	\$ 204,842	\$ 212,685	\$ 216,939	16.5%	\$ 29,006	Updated based on 2017 actuals and 2018 forecasted spending
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	Updated based on 2017 actuals and 2018 forecasted spending
5260 Maintenance Labour	\$ 293,510	\$ 315,225	\$ 163,179	\$ 327,150	\$ 322,093	\$ 368,649	\$ 383,510	\$ 391,178	14.5%	\$ 46,556	Updated based on 2017 actuals and 2018 forecasted spending
5410 Bus Lease	\$ 59,250	\$ 60,731	\$ 29,625	\$ 59,250	\$ 62,250	\$ 60,000	\$ 61,200	\$ 62,424	-3.6%	\$ (2,250)	Pending finalization of bus lease/ownership with TOB
5420 Bus Storage	\$ 34,800	\$ 56,142	\$ 20,515	\$ 42,274	\$ 57,245	\$ 54,754	\$ 61,738	\$ 62,972	-4.4%	\$ (2,491)	Updated Canmore local bus storage to reflect actuals
5628 Bus wrap repair	\$ 895	\$ 5,166	\$ 695	\$ 4,465	\$ 5,823	\$ 6,762	\$ 6,377	\$ 6,504	16.1%	\$ 939	
Total Vehicle Expenses	\$ 650,727	\$ 649,990	\$ 316,977	\$ 632,790	\$ 664,912	\$ 770,850	\$ 800,997	\$ 817,014	15.9%	\$ 105,938	

Bow Valley Regional Transit Services Commission
Proposed 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	
Wages & Benefits - Administrative											
5110 Wages - Administrative	\$ 201,404	\$ 342,975	\$ 128,914	\$ 293,818	\$ 351,550	\$ 360,898	\$ 368,116	\$ 375,479	2.7%	\$ 9,348	
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	\$ 430,292	\$ 438,898	\$ 447,677	-3.2%	\$ (14,032)	
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 moving PT to FT position
5634 Customer Centre Support WCB	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,125	\$ 1,148	\$ 1,171		\$ 1,125	
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	\$ 1,311,126	\$ 1,327,681	\$ 1,354,234	14.7%	\$ 167,814	
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	\$ 83,508	\$ 100,784	\$ 102,800	31.4%	\$ 19,952	Note that in 2018 operations and customer service benefits are booked to drivers benefits. This is split out in 2019 budget.
5232 LAPP (drivers and MO)	\$ 86,235	\$ 99,280	\$ 41,500	\$ 86,572	\$ 101,485	\$ 85,662	\$ 81,303	\$ 82,929	-15.6%	\$ (15,823)	
5233 Health Benefits (drivers and MO)	\$ 54,955	\$ 57,161	\$ 31,150	\$ 65,055	\$ 58,430	\$ 65,097	\$ 61,763	\$ 63,000	11.4%	\$ 6,667	Total Forecast
5234 WCB	\$ 24,533	\$ 30,086	\$ 11,231	\$ 23,365	\$ 30,751	\$ 23,039	\$ 21,843	\$ 22,281	-25.1%	\$ (7,712)	Total 2019 Budget
Total Wages & Benefits - Drivers	\$ 1,210,478	\$ 1,396,036	\$ 703,881	\$ 1,473,865	\$ 1,397,534	\$ 1,607,682	\$ 1,646,143	\$ 1,679,069	15.0%	\$ 210,148	\$ 1,682,567
Wages & Benefits - Operations											
5220 Wages - Operations	\$ 145,918	\$ 149,355	\$ 77,530	\$ 150,638	\$ 183,926	\$ 193,730	\$ 193,443	\$ 197,312	5.3%	\$ 9,804	Dispatcher (Commission NSLR) \$20K
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	\$ 231,205	\$ 231,667	\$ 236,301	25.7%	\$ 47,279	
Total Expenses Before Amortization	\$ 3,084,450	\$ 3,732,290	\$ 1,692,690	\$ 3,589,137	\$ 3,791,227	\$ 4,335,350	\$ 4,585,260	\$ 4,676,968	14.4%	\$ 544,123	
Surplus / Deficiency Prior to Amortization	\$ 175,453	\$ -	\$ 22,959	\$ 275,240	\$ (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 will flow through to Reserves and therefore will not affect operating budget.
4820 Foreign Exchange Gain/Loss	\$ (548)	\$ -	\$ 357	\$ -	\$ -	\$ -	\$ -	\$ -			
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)	\$ (124,486)	\$ (22,518)	\$ (345,049)	\$ (345,048)	\$ (345,048)	\$ (345,049)			

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

Commission 2019-2028 Capital Budget Summary

	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Banff											
Opening Deferred Capital Contribution Balance	\$ 889,583	\$ 970,750	\$ 1,027,341	\$ 1,240,580	\$ 1,452,826	\$ 1,846,914	\$ 2,292,033	\$ 2,587,188	\$ 3,029,502	\$ 2,323,955	\$ 2,398,465
Anticipated Grant Funding	1,885,000	-	1,646,667	1,220,000	-	-	-	-	983,558	-	-
Municipal Contribution to New Assets	-	-	823,333	610,000	-	-	-	-	-	-	-
Banff Capital Requisition											
Banff Local Capital Replacement		232,400	235,700	321,900	387,900	393,600	399,400	405,200	411,200	417,200	423,400
Canmore / Banff Regional Capital Replacement		58,100	59,000	59,800	60,700	61,600	62,500	63,400	64,400	65,300	66,300
Commission Capital Replacement		22,400	22,600	22,800	23,100	23,300	23,500	23,700	24,000	24,200	24,500
Total Banff Capital Requisition	379,000	312,900	317,300	404,500	471,700	478,500	485,400	492,300	499,600	506,700	514,200
Capital Projects											
Banff New Capital Assets	(1,725,000)	-	(2,470,000)	(1,830,000)	-	-	-	-	-	-	-
Banff Local Capital Replacement	(408,000)	(185,625)	(64,662)	(94,076)	(8,000)	(20,389)	(45,724)	(8,000)	(2,073,122)	(375,028)	(216,897)
Canmore / Banff Regional Capital Replacement	(22,500)	(27,917)	(34,732)	(91,178)	(41,847)	(1,250)	(12,184)	(37,320)	(85,737)	(44,985)	(1,250)
Commission Capital Replacement	(27,333)	(42,767)	(4,667)	(7,000)	(27,765)	(11,742)	(132,336)	(4,667)	(29,847)	(12,177)	(8,054)
Total Capital Projects	(2,182,833)	(256,308)	(2,574,061)	(2,022,254)	(77,612)	(33,381)	(190,244)	(49,987)	(2,188,705)	(432,189)	(226,202)
Closing Deferred Capital Contribution Balance	\$ 970,750	\$ 1,027,341	\$ 1,240,580	\$ 1,452,826	\$ 1,846,914	\$ 2,292,033	\$ 2,587,188	\$ 3,029,502	\$ 2,323,955	\$ 2,398,465	\$ 2,686,464

Canmore											
Opening Deferred Capital Contribution Balance	\$ 325,295	\$ 459,462	\$ 578,579	\$ 731,780	\$ 813,801	\$ 754,428	\$ 899,244	\$ 730,541	\$ 873,058	\$ 883,425	\$ 1,038,964
Anticipated Grant Funding	275,000	-	-	-	-	-	-	-	-	-	522,243
Canmore Project Capital Contributions	217,500	10,000	5,000	20,000	30,000	10,000	-	35,000	30,000	20,000	-
Canmore Capital Requisition											
Canmore Local Capital Replacement		111,800	113,500	115,100	116,800	118,500	120,300	122,100	123,800	125,700	127,500
Canmore / Banff Regional Capital Replacement		58,100	59,000	59,800	60,700	61,600	62,500	63,400	64,400	65,300	66,300
Commission Capital Replacement		22,400	22,600	22,800	23,100	23,300	23,500	23,700	24,000	24,200	24,500
Total Canmore Capital Requisition	192,000	192,300	195,100	197,700	200,600	203,400	206,300	209,200	212,200	215,200	218,300
Capital Projects											
Canmore Project Capital Expenditures	(492,500)	(10,000)	(5,000)	(20,000)	(30,000)	(10,000)	-	(35,000)	(30,000)	(20,000)	-
Canmore Operating Capital Expenditures	(8,000)	(2,500)	(2,500)	(17,500)	(190,361)	(45,591)	(230,483)	(24,697)	(86,249)	(2,500)	(1,046,987)
Canmore / Banff Regional Capital Replacement	(22,500)	(27,917)	(34,732)	(91,178)	(41,847)	(1,250)	(12,184)	(37,320)	(85,737)	(44,985)	(1,250)
Commission Capital Replacement	(27,333)	(42,767)	(4,667)	(7,000)	(27,765)	(11,742)	(132,336)	(4,667)	(29,847)	(12,177)	(8,054)
Total Capital Projects	(550,333)	(83,183)	(46,899)	(135,678)	(289,973)	(68,584)	(375,003)	(101,684)	(231,833)	(79,661)	(1,056,291)
Closing Deferred Capital Contribution Balance	\$ 459,462	\$ 578,579	\$ 731,780	\$ 813,801	\$ 754,428	\$ 899,244	\$ 730,541	\$ 873,058	\$ 883,425	\$ 1,038,964	\$ 723,216

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

	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
ID#9											
Opening Deferred Capital Contribution Balance	\$ 181,611	\$ 194,278	\$ 191,511	\$ 226,845	\$ 259,845	\$ 272,080	\$ 300,338	\$ 208,002	\$ 243,335	\$ 253,488	\$ 281,311
ID#9 Capital Requisition	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000
Capital Projects											
ID9 Projects	-	-	-	-	-	-	-	-	-	-	-
Commission Capital Replacement	(27,333)	(42,767)	(4,667)	(7,000)	(27,765)	(11,742)	(132,336)	(4,667)	(29,847)	(12,177)	(8,054)
Total Capital Projects	(27,333)	(42,767)	(4,667)	(7,000)	(27,765)	(11,742)	(132,336)	(4,667)	(29,847)	(12,177)	(8,054)
Closing Deferred Capital Contribution Balance	\$ 194,278	\$ 191,511	\$ 226,845	\$ 259,845	\$ 272,080	\$ 300,338	\$ 208,002	\$ 243,335	\$ 253,488	\$ 281,311	\$ 313,257

ALL PARTNERS											
Opening Deferred Capital Contribution Balance	\$ 1,396,490	\$ 1,624,490	\$ 1,797,431	\$ 2,199,204	\$ 2,526,472	\$ 2,873,422	\$ 3,491,614	\$ 3,525,731	\$ 4,145,895	\$ 3,460,868	\$ 3,718,740
Anticipated Grant Funding	2,160,000	-	1,646,667	1,220,000	-	-	-	-	983,558	-	522,243
Proposed Annual Contributions	828,500	555,200	1,380,733	1,272,200	742,300	731,900	731,700	776,500	781,800	781,900	772,500
Capital Projects	(2,760,500)	(382,258)	(2,625,627)	(2,164,933)	(395,350)	(113,707)	(697,583)	(156,337)	(2,450,385)	(524,027)	(1,290,547)
Remaining Unspent End of Year	\$ 1,624,490	\$ 1,797,431	\$ 2,199,204	\$ 2,526,472	\$ 2,873,422	\$ 3,491,614	\$ 3,525,731	\$ 4,145,895	\$ 3,460,868	\$ 3,718,740	\$ 3,722,937

Banff 2019 - 2028 Capital Budget

					2018	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Banff	Life Cycle	In Service Year	Replace Date	Historic Cost	Actual											
NEW FLEET																
Increased Frequency Phase I (3 Buses)	18	2018	2036		\$ 1,696,002	\$ 1,725,000										
Increased Frequency Phase II (2 Buses)	18	2020	2038					\$ 1,250,000								
Park N Ride Shuttles - Train Station Intercept Lot (2 Bus	18	2020	2038					\$ 1,220,000								
Park N Ride Shuttles - 2nd Lot (3 Buses)	18	2021	2039						\$ 1,830,000							
NEW FLEET TOTAL					\$ 1,696,002	\$ 1,725,000	\$ -	\$ 2,470,000	\$ 1,830,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FLEET REPLACEMENT																
Wolf Bus	18	2008	2026	\$ 565,000										\$ 655,706		
Goat Bus	18	2008	2026	\$ 565,000										\$ 655,706		
Bear Bus	18	2008	2026	\$ 565,000										\$ 655,706		
Elk Bus	18	2017	2035	\$ 565,000												
Coyote Bus (Increased Frequency Phase I)	18	2018	2036	\$ 575,000												
Mule Deer Bus (Increased Frequency Phase I)	18	2018	2036	\$ 575,000												
Beaver Bus (Increased Frequency Phase I)	18	2018	2036	\$ 575,000												
Increased Frequency Phase II (2 Buses)	18	2020	2038	\$ 1,250,000												
Park N Ride Shuttles - Liricon Lot (2 Buses)	18	2020	2038	\$ 1,220,000												
Park N Ride Shuttles - 2nd Lot (3 Buses)	18	2021	2039	\$ 1,830,000												
FLEET REPLACEMENT TOTAL					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,967,117	\$ -	\$ -
FLEET COMPONENT REPLACEMENT																
Engines: (1 replacement during lifecycle)																
Wolf Engine	9	2016	2025	\$ 65,000										Bus Repl.		
Goat Engine	9	2018	2027	\$ 65,000	\$ 55,000	\$ 65,000								Bus Repl.		
Bear Engine	9	2017	2026	\$ 65,000										Bus Repl.		
Elk Engine	9	2017	2026	\$ 65,000										\$ 73,222		
Coyote Engine	9	2018	2027	\$ 65,000											\$ 74,320	
Mule Deer Engine	9	2018	2027	\$ 65,000											\$ 74,320	
Beaver Engine	9	2018	2027	\$ 65,000											\$ 74,320	
Bus Wraps:																
Wolf Bus Wrap	6	2015	2021	\$ 11,500					\$ 12,025					Bus Repl.		
Goat Bus Wrap	6	2015	2021	\$ 11,500					\$ 12,025					Bus Repl.		
Bear Bus Wrap	6	2015	2021	\$ 11,500					\$ 12,025					Bus Repl.		
Elk Bus Wrap	6	2017	2023	\$ 11,500							\$ 12,389					
Coyote Bus Wrap	6	2018	2024	\$ 11,500								\$ 12,575				
Mule Deer Bus Wrap	6	2018	2024	\$ 11,500								\$ 12,575				
Beaver Bus Wrap	6	2018	2024	\$ 11,500								\$ 12,575				
Bus Transmission:																
Wolf Transmission	10	2008	2019	\$ 40,000			\$ 40,600							Bus Repl.		
Goat Transmission	10	2008	2019	\$ 40,000			\$ 40,600							Bus Repl.		
Bear Transmission	10	2008	2019	\$ 40,000			\$ 40,600							Bus Repl.		
Elk Transmission	10	2017	2027	\$ 40,000											\$ 45,736	
Coyote Transmission	10	2018	2028	\$ 40,000			041									\$ 46,422
Mule Deer Transmission	10	2018	2028	\$ 40,000												\$ 46,422
Beaver Transmission	10	2018	2028	\$ 40,000												\$ 46,422

Banff 2019 - 2028 Capital Budget

					2018	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Hybrid Bus Battery Pack:																
Wolf Battery Pack	10	2008	2018	\$ 55,000		\$ 55,000								Bus Repl.		
Goat Battery Pack	11	2008	2019	\$ 55,000			\$ 55,825							Bus Repl.		
Bear Battery Pack	12	2008	2020	\$ 55,000				\$ 56,662						Bus Repl.		
Bus Refurbishment (GreenTrip Eligible)																
Wolf	10	2008	2018			\$ 80,000								Bus Repl.		
Goat	10	2008	2018			\$ 80,000								Bus Repl.		
Bear	10	2008	2018			\$ 80,000								Bus Repl.		
Elk	10	2017	2027	\$ 20,000											\$ 22,868	
Coyote	10	2018	2028	\$ 20,000												\$ 23,211
Mule Deer	10	2018	2028	\$ 20,000												\$ 23,211
Beaver	10	2018	2028	\$ 20,000												\$ 23,211
Bus Bike Rack Replacement:																
Wolf Bike Rack	9	2008	2017	\$ 2,000										Bus Repl.		
Goat Bike Rack	9	2008	2017	\$ 2,000										Bus Repl.		
Bear Bike Rack	9	2008	2017	\$ 2,000										Bus Repl.		
Elk Bike Rack	9	2017	2026	\$ 2,000										\$ 2,253		
Coyote Bike Rack	9	2018	2027	\$ 2,000											\$ 2,287	
Mule Deer Bike Rack	9	2018	2027	\$ 2,000											\$ 2,287	
Beaver Bike Rack	9	2018	2027	\$ 2,000											\$ 2,287	
Bus Farebox Replacement:																
Wolf Farebox	9	2008	2017	\$ 20,000										Bus Repl.		
Goat Farebox	9	2008	2017	\$ 20,000										Bus Repl.		
Bear Farebox	9	2008	2017	\$ 20,000										Bus Repl.		
Elk Farebox	9	2017	2026	\$ 20,000										\$ 22,530		
Coyote Farebox	9	2018	2027	\$ 20,000											\$ 22,868	
Mule Deer Farebox	9	2018	2027	\$ 20,000											\$ 22,868	
Beaver Farebox	9	2018	2027	\$ 20,000											\$ 22,868	
FLEET COMPONENT REPLACEMENT TOTAL					\$ 55,000	\$ 360,000	\$ 177,625	\$ 56,662	\$ 36,076	\$ -	\$ 12,389	\$ 37,724	\$ -	\$ 98,005	\$ 367,028	\$ 208,897
NON-FLEET CAPITAL REPLACEMENT																
Banff - Arrival Prediction Signs	8	2013	2021						\$ 50,000							
Smart Card and Hotel Partner Card Stock	N/A	N/A	N/A			\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000
Mobile Ticketing Software						\$ 40,000										
NON FLEET REPLACEMENT TOTAL					\$ -	\$ 48,000	\$ 8,000	\$ 8,000	\$ 58,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000
NEW CAPITAL ASSETS					\$ 1,696,002	\$ 1,725,000	\$ -	\$ 2,470,000	\$ 1,830,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
REPLACEMENT OF CAPITAL ASSETS					\$ 55,000	\$ 408,000	\$ 185,625	\$ 64,662	\$ 94,076	\$ 8,000	\$ 20,389	\$ 45,724	\$ 8,000	\$ 2,073,122	\$ 375,028	\$ 216,897
TOTAL					\$ 1,751,002	\$ 2,133,000	\$ 185,625	\$ 2,534,662	\$ 1,924,076	\$ 8,000	\$ 20,389	\$ 45,724	\$ 8,000	\$ 2,073,122	\$ 375,028	\$ 216,897
Municipal Capital Contribution					\$ -	\$ -		\$ 823,333	\$ 610,000							
Approved Grant Funding (GreenTRIP 3)					\$ 848,001	\$ 1,022,500		\$ 1,646,667	\$ 1,220,000							
Approved Grant Funding (PTIF)					\$ 848,001	\$ 862,500										
Projected Future Grant Funding														\$ 983,558	\$ -	\$ -
Total Annual Capital Commitment					\$ 55,000	\$ 248,000	\$ 185,625	\$ 64,662	\$ 94,076	\$ 8,000	\$ 20,389	\$ 45,724	\$ 8,000	\$ 1,089,563	\$ 375,028	\$ 216,897

Canmore 2019 - 2028 Capital Budget

					2018	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Canmore	Life Cycle	In Service Year	Replace Date	Historic Cost	Actual											
OPERATING CAPITAL																
Fleet Replacement																
Cougar	12	2016	2028	\$450,000												522,243
Lynx	12	2016	2028	\$450,000												522,243
Summer Fox	12	2018	2030	\$450,000												
Driver Swap Vehicle	5	2016	2021						15,000					16,159		
Engine Replacement																
Cougar	6	2016	2022	\$65,000						68,989						Bus Repl
Lynx	6	2016	2022	\$65,000						68,989						Bus Repl
Summer Fox	6	2018	2024	\$65,000								71,074				
Bus Wrap Replacement																
Cougar	6	2016	2022	\$11,500						12,206						Bus Repl
Lynx	6	2016	2022	\$11,500						12,206						Bus Repl
Summer Fox	6	2018	2024	\$11,500								12,575				
Bus Transmission Replacement																
Cougar	8	2016	2024	\$40,000								43,738				Bus Repl
Lynx	8	2016	2024	\$40,000								43,738				Bus Repl
Summer Fox	8	2018	2026	\$40,000										45,060		
Bus Refurbishment																
Cougar	7	2016	2023	\$20,000							21,546					Bus Repl
Lynx	7	2016	2023	\$20,000							21,546					Bus Repl
Summer Fox	7	2018	2025	\$20,000									22,197			
Bus Bike Rack Replacement																
Cougar	6	2016	2022	\$2,000						2,123						Bus Repl
Lynx	6	2016	2022	\$2,000						2,123						Bus Repl
Summer Fox	6	2018	2024	\$2,000								2,187				
Bus Farebox Replacement																
Cougar	8	2016	2024	\$20,000								21,869				Bus Repl
Lynx	8	2016	2024	\$20,000								21,869				Bus Repl
Summer Fox	8	2018	2026	\$20,000										22,530		
Bus Security Cameras Replacement																
Cougar	6	2016	2022	\$10,000						10,614						Bus Repl
Lynx	6	2016	2022	\$10,000						10,614						Bus Repl
Summer Fox	6	2018	2024	\$10,000								10,934				
Smart Card Stock	3 Years					8,000	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500
Subtotal:					0	8,000	2,500	2,500	17,500	190,361	45,591	230,483	24,697	86,249	2,500	1,046,987

Canmore 2019 - 2028 Capital Budget

					2018	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Project Capital																
Spare Bus for Local Service	12 Years				\$ 372,232	\$ 360,000										
Electronic Fare Equipment	10years				\$ 18,300	\$ 25,000										
Bus Communications Equipment	8 yrs				\$ 2,500	\$ 2,500										
NextBus Initial Install On Buses					\$ 5,000	\$ 5,000										
Bus Security Cameras	6 Years				\$ 10,000	\$ 10,000										
Bus Wrap	5years				\$ 10,300	\$ 10,000										
Bike Trailers							10,000		10,000							
Arrival Prediction signs	8years					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			
Project Capital Subtotal					418,332	492,500	10,000	5,000	20,000	30,000	10,000	0	35,000	30,000	20,000	0
Approved Grant Funding (GreenTRIP 2)																
Approved Grant Funding (GreenTRIP 3)					278,888	275,000										
Approved Grant Funding (PTIF)																
Projected Future Grant Funding																522,243
Total Annual Project Capital Commitment					139,444	217,500	10,000	5,000	20,000	30,000	10,000	0	35,000	30,000	20,000	0

Canmore / Banff Regional 2019-2028 Capital Budget

					2018	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Canmore / Banff Regional	Life Cycle	In Service Year	Replace Date	Historic Cost	Actual											
NEW FLEET																
No current plans for additional fleet																
NEW FLEET TOTAL																
FLEET REPLACEMENT																
Moose Bus	18	2012	2030	\$ 565,000												
Sheep Bus	18	2012	2030	\$ 565,000												
Black Bear Bus	18	2017	2035	\$ 565,000												
FLEET REPLACEMENT TOTAL					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FLEET COMPONENT REPLACEMENT																
Engines (3 replacements during lifecycle):																
Moose Engine	4.5	2016	2020.5	\$ 65,000				\$ 66,965					\$ 72,140			
Sheep Engine	4.5	2017	2021.5	\$ 65,000				\$ 67,969						\$ 73,222		
Black Bear Engine	4.5	2017	2018	\$ 65,000						\$ 68,989					\$ 74,320	
Bus Wraps:																
Moose Bus Wrap	5	2016	2021	\$ 11,500					\$ 12,025					\$ 12,955		
Sheep Bus Wrap	5	2016	2021	\$ 11,500					\$ 12,025					\$ 12,955		
Black Bear Bus Wrap	5	2017	2022	\$ 11,500						\$ 12,206					\$ 13,149	
Bus Transmission:																
Moose Transmission	9	2012	2021	\$ 40,000					\$ 41,827							
Sheep Transmission	9	2012	2021	\$ 40,000					\$ 41,827							
Black Bear Transmission	9	2017	2026	\$ 40,000										\$ 45,060		
Bus Refurbishment (GreenTrip Eligible):																
Moose Refurb	7	2012	2019				\$ 80,000									
Sheep Refurb	7	2012	2019				\$ 80,000									
Black Bear Refurb	7	2017	2024	\$ 20,000								\$ 21,869				
Bus Bike Rack Replacement:																
Moose Bike Rack	9	2012	2021	\$ 2,000					\$ 2,091							
Sheep Bike Rack	9	2012	2021	\$ 2,000					\$ 2,091							
Black Bike Rack	9	2017	2026	\$ 2,000										\$ 2,253		
Bus Farebox Replacement:																
Moose Farebox	9	2017	2026	\$ 20,000										n/a		
Sheep Farebox	9	2017	2026	\$ 20,000										n/a		
Black Bear Farebox	9	2017	2026	\$ 20,000										\$ 22,530		
FLEET COMPONENT REPLACEMENT TOTAL					\$ -	\$ -	\$ 160,000	\$ 66,965	\$ 179,857	\$ 81,194	\$ -	\$ 21,869	\$ 72,140	\$ 168,974	\$ 87,469	\$ -

Canmore / Banff Regional 2019-2028 Capital Budget

					2018	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
NON-FLEET CAPITAL REPLACEMENT																
Regional Smart Cards stock - Replenish						5,000	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500
Mobile Ticketing Software						40,000										
NON FLEET REPLACEMENT TOTAL					\$ -	\$ 45,000	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
NEW CAPITAL ASSETS					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
REPLACEMENT OF CAPITAL ASSETS					\$ -	\$ 45,000	\$ 162,500	\$ 69,465	\$ 182,357	\$ 83,694	\$ 2,500	\$ 24,369	\$ 74,640	\$ 171,474	\$ 89,969	\$ 2,500
TOTAL					\$ -	\$ 45,000	\$ 162,500	\$ 69,465	\$ 182,357	\$ 83,694	\$ 2,500	\$ 24,369	\$ 74,640	\$ 171,474	\$ 89,969	\$ 2,500
Approved Grant Funding (GreenTRIP 2)																
Approved Funding (GreenTRIP 3)							106,667									
Approved Grant Funding (PTIF)																
Projected Future Grant Funding																
Total Annual Capital Commitment					0	45,000	55,833	69,465	182,357	83,694	2,500	24,369	74,640	171,474	89,969	2,500
Each Partners Share (1/2 Each TOB and TOC)					0	22,500	27,917	34,732	91,178	41,847	1,250	12,184	37,320	85,737	44,985	1,250

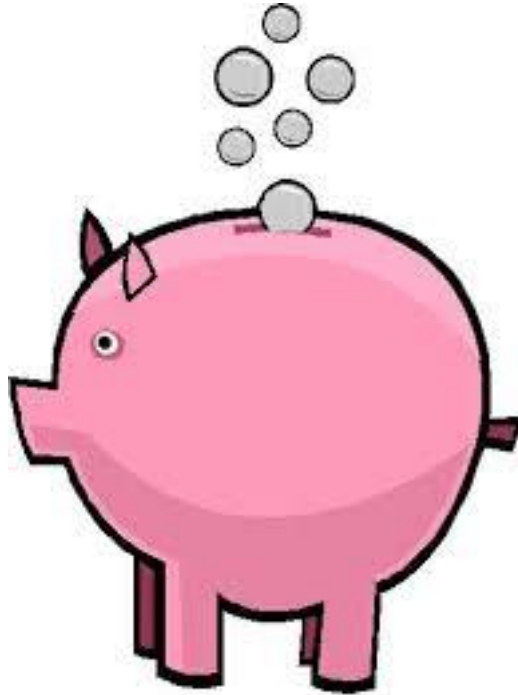
ID#9

					2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Improvement District #9	Life Cycle	In Service Year	Replace Date	Historic Cost											
ID9 Regional Expenditures					0	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	0

Commission 2019 - 2028 Capital Budget

					2018	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Commission	Life Cycle	In Service Year	Replace Date	Historic Cost	Actual											
NEW CAPITAL																
Bus Tools (Break pinion tool, AC tools, transmission reader)		2019					\$ 20,000									
Dispatch - Driver and Bus Scheduling Software Program		2019					\$ 50,000									
eBIKE		2019					\$ 4,000									
NEW CAPITAL TOTAL					\$ -	\$ -	\$ 74,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FLEET REPLACEMENT																
Fox Bus	12	2012	2024	\$170,000								\$191,504				
Deer Bus	12	2012	2024	\$170,000								\$191,504				
Office Vehicle	6	2016	2022	\$ 8,500						\$ 9,294						\$10,163
FLEET REPLACEMENT TOTAL					\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,294	\$ -	\$383,007	\$ -	\$ -	\$ -	\$10,163
FLEET COMPONENT REPLACEMENT																
Bus Wraps:																
Fox Bus	7	2012	2019	\$ 10,000			\$ 10,150					Bus Repl				
Deer Bus	7	2012	2019	\$ 10,000			\$ 10,150					Bus Repl				
FLEET COMPONENT REPLACEMENT TOTAL					\$ -	\$ -	\$ 20,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
NON-FLEET CAPITAL																
Office Equipment, Furniture, Renovations					\$ 2,919		\$ 10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$ 10,000	\$10,000	\$10,000	\$10,000	\$10,000
Office IT, Computers, Wiring, Telephones,					\$ 9,381	\$20,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000
Website and Information Technology	4	2015	2019	\$ 19,704		\$10,000	\$ 20,000				\$21,227				\$22,530	
Office phones	5	2016	2021						\$ 7,000					\$ 7,541		
Fleet Arrival Prediction Replacement						\$52,000				\$60,000				\$68,000		
NON-FLEET CAPITAL TOTAL					\$ 12,300	\$82,000	\$ 34,000	\$14,000	\$21,000	\$74,000	\$35,227	\$ 14,000	\$14,000	\$89,541	\$36,530	\$14,000
ALL PROJECTS TOTAL					\$ 12,300	\$82,000	\$128,300	\$14,000	\$21,000	\$83,294	\$35,227	\$397,007	\$14,000	\$89,541	\$36,530	\$24,163
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	34,000	14,000	21,000	74,000	35,227	14,000	14,000	89,541	36,530	14,000
Each Partners Share (1/3 each)					4,100	27,333	11,333	4,667	7,000	24,667	11,742	4,667	4,667	29,847	12,177	4,667

Bow Valley *Regional* Transit Services Commission



Improvement District 9 Deferred Capital Contribution Report

Report to the Bow Valley Regional Transit Services Commission – 2018.10.10

Request for Decision – ID#9 Deferred Capital Contributions

October 10, 2018

SUMMARY/ISSUE

From the establishment of the Commission, Improvement District 9 has contributed \$40,000 per year to Commission Capital as per Commission bylaws. This funding has been used to offset capital expenditures that affect all three voting partners. The capital contribution has an unspent balance, and administration requires a motion to clarify the use of these funds.

RECOMMENDATION

That the BVRTSC Board confirm that remaining ID#9 Capital Contributions made from the inception of the Transit Commission, which are not restricted for replacement of Commission general assets, be available for purchasing Capital assets to support ID#9 funded routes.

PREVIOUS COMMISSION DIRECTION/POLICY

BVRTSC incorporating Bylaw 2-2011 established the ability for the Commission to levy fees. Bylaw 3-2011 S. 9.1 established that the fees are to be based on Schedule A within Bylaw 3-2011. Per Schedule A, under the Capital Reserve Fund Heading within the original Bylaw:

- *The annual amount to be placed into the capital reserve fund will depend on present and future capital requirements (i.e., for infrastructure expansion and/or replacement). All of the bus hardware (e.g. fare collection equipment) the Commission will purchase will also be paid for through the capital reserve.*
- *If a contributing party is contributing less than \$50,000 to the direct operating costs of a given year, it will make a base level contribution of \$40,000 to the capital reserve. It will not have to make additional contributions to the capital reserve.*
- *If a contributing party is contributing \$50,000 or more to the direct operating costs of a given year, it will contribute \$10,000 plus a percentage of the remaining capital reserve budget, based on the percent share of revenue vehicle hours received.*

During the October 15, 2013 Town of Banff Council meeting, the following motion was carried:

COU13-245: Moved by Councillor Karlos that council forward the following comments at the 2013 Annual General Meeting of the Bow Valley Regional Transit Services Commission and ask the BVRTSC to return to Council with a response to the comments prior to approval of any funding requisition from the Town of Banff:

2. *The plan could also benefit from more clarity on what the ID#9 capital contribution can be used for. Based on the current contribution and split of commission related projects of 1/3 to each partner, it seems the contribution will*

Report to the Bow Valley Regional Transit Services Commission – 2018.10.10

Request for Decision – ID#9 Deferred Capital Contributions

October 10, 2018

likely never be spent. If it were to be spent there is no mechanism to levy additional dollars.

The Town of Banff motions were discussed at the Oct 16, 2013 AGM and the following Commission motion was carried:

BVRTSC13-61 Moved by Ian Mackie to approve capital budget as presented with direction for administration to provide written explanations to the Town of Banff Council on all the items they have presented at their Council meeting item (COU13-245, points 1 to 6) and present the Capital Plan accordingly based on the explanations provided.

The following written response was provided to the Commission at the December 11, 2013 meeting:

- 2. The plan could also benefit from more clarity on what the ID#9 capital contribution can be used for. Based on the current contribution and split of commission related projects of 1/3 to each partner, it seems the contribution will likely never be spent. If it were to be spent there is no mechanism to levy additional dollars.*

The Commission Board has determined that the ID #9 capital contributions will be set aside as funds for their use until such time that services will expand into the Lake Louise area and or other areas in ID #9. Projects specific to ID 9 will be identified once service is planned for the area. This direction was provided by the Commission Board in 2013. Additional funds may be levied from ID #9 similar to other funding partners where the annual requisition will be increased or decreased depending on the annual need.

In the approved minutes of the December 11, 2013 meeting, the following motion was passed by the Commission:

BVRTSC13-88 Moved by Joanna McCullum to accept administration's response to the Town of Banff motions as amended in the report and request the Chair to provide a letter to the Town of Banff Council with the response to the motions.

PROPOSAL

Administration is recommending that the Board pass a motion as detailed in the Recommendation section to confirm the use of non-restricted ID#9 Capital Contributions. Administration is not recommending any revisions to Bylaw 3-2011 related to this matter. When the Bylaw was amended in November 2017 the Capital Contribution Section was modified and the old wording was replaced with the following wording which stipulates that Capital Contribution Levies are based on the routes that partners pay DOC (direct operating cost) and in the equivalent proportions as DOC are paid. Based on this wording, with the current partners, Capital Contributions would not exceed each partners' 1/3 equivalent for Commission General assets + their equivalent for assets assigned to each route.

Appendix A, S. 2 (c) Re Capital Costs ("CC")

Report to the Bow Valley Regional Transit Services Commission – 2018.10.10

Request for Decision – ID#9 Deferred Capital Contributions

October 10, 2018

i. Each Voting Member or contracting party is responsible for the CC pertaining to the routes for which they pay DOC, and in equivalent proportions as DOC are paid. This CC includes, but is not limited to, rolling stock (including spares, or portion thereof), bus storage facilities, transit stop furnishings, signage, etc.

ii. CC are calculated based upon capital planning for purchase or replacement of capital assets, and is requisitioned based on an approved BVRTSC capital budget created after consultation with the Voting Members or other funding parties. The CC requisition takes into account any grant monies received or anticipated to be received.

iii. Any shortfalls in CC are the responsibility of the funding Voting Member or other party to which the capital funding pertains, and any surpluses through savings or cancelled capital projects or otherwise will accrue to the benefit of the party providing the CC to which the surplus pertains.

BRAND IMPACT:

There is no brand impact as this is a financial motion regarding Commission partners and does not have operational visibility

OPTIONS

The Board could choose to designate ID#9 non-restricted Capital Contributions to another use.

IMPLICATIONS

The Board's decision on the use of non-restricted Capital Contributions would affect ID#9's overall capital requirement to purchase transit assets for the upcoming Banff to Lake Louise Regional service.

BUSINESS PLAN/ BUDGET IMPLICATIONS

As part of the Capital Budget revisions undertaken for the 2019-2028 Capital budget, Commission partner capital contributions were revised to be based on a per asset amount for all categories. As part of this process administration undertook the process of reconciling the Deferred Capital Contributions of each BVRTSC partner on a per asset basis. This reconciliation has been attached as Appendix A and has been created with the assumption that the Board approves the recommended motion.

RISKS

As the original Bylaw 3-2011 is not explicit in how the \$40,000 ID#9 Capital Contribution is to be used, a documented motion from the Board will confirm the use of these accumulated funds and whether a portion of the funds should be restricted for the replacement of Commission General Capital Assets.

ATTACHMENTS

Appendix A – Deferred Capital Contribution Reconciliation

BOW VALLEY REGIONAL TRANSIT SERVICES COMMISSION

Deferred Capital Contributions

Deferred Capital Contributions	Balance Jan 1 / 2018	2018 Activity				Balance Dec 31 / 2018
		Banff Contributions	Canmore Contributions	ID#9 Contributions	Purchases	
Banff Local Route Assets	\$ 698,963	\$ 280,717				\$ 979,680
Canmore Local Route Assets	\$ 134,675		\$ 93,717			\$ 228,392
CB Regional Route Assets	\$ 215,990	\$ 68,846	\$ 68,846			\$ 353,682
Commission General Assets	\$ 247,875	\$ 29,437	\$ 29,437	\$ 29,437		\$ 336,186
ID #9 Future Route Assets	\$ 98,986			\$ 10,563		\$ 109,549
TOTAL	\$ 1,396,489	\$ 379,000	\$ 192,000	\$ 40,000	\$ -	\$ 2,007,489

Banff (2510-1)	\$ 889,583	\$ 379,000				\$ 1,268,583	\$ 1,268,583
Canmore (2510-2)	\$ 325,295		\$ 192,000			\$ 517,295	\$ 517,295
ID#9 (2510-5)	\$ 181,611			\$ 40,000		\$ 221,611	\$ 221,611
	\$ 1,396,489	\$ 379,000	\$ 192,000	\$ 40,000	\$ -	\$ 2,007,489	\$ 2,007,489

Allocation Check

Agreed to FS

Agreed to QB

BANFF LOCAL ROUTE ASSETS				
Assets	Balance Jan 1 / 2018	2018 Activity		Balance Dec 31 / 2018
		Banff Contributions	Purchases	
Buses:				
Wolf Bus	\$ 118,829	\$ 31,249		\$ 150,078
Goat Bus	\$ 118,829	\$ 31,249		\$ 150,078
Bear Bus	\$ 118,829	\$ 31,249		\$ 150,078
Elk Bus	\$ 18,027	\$ 21,866		\$ 39,893
Coyote Bus	\$ -	\$ 22,587		\$ 22,587
Mule Deer Bus	\$ -	\$ 22,587		\$ 22,587
Beaver Bus	\$ -	\$ 22,587		\$ 22,587
Engines:				
Wolf Bus	\$ (30,588)	\$ 6,825		\$ (23,763)
Goat Bus	\$ 34,425	\$ 6,825		\$ 41,250
Bear Bus	\$ (30,588)	\$ 6,825		\$ (23,763)
Elk Bus	\$ 3,575	\$ 6,825		\$ 10,400
Coyote Bus	\$ -	\$ -		\$ -
Mule Deer Bus	\$ -	\$ -		\$ -
Beaver Bus	\$ -	\$ -		\$ -
Bus Wraps:				
Wolf Bus	\$ 1,050	\$ 3,125		\$ 4,175
Goat Bus	\$ 1,050	\$ 3,125		\$ 4,175
Bear Bus	\$ 1,050	\$ 3,125		\$ 4,175
Elk Bus	\$ 1,100	\$ 3,125		\$ 4,225
Coyote Bus	\$ -	\$ -		\$ -
Mule Deer Bus	\$ -	\$ -		\$ -
Beaver Bus	\$ -	\$ -		\$ -
Bus Transmissions:				
Wolf Bus	\$ 16,125	\$ 5,119		\$ 21,244
Goat Bus	\$ 16,125	\$ 5,119		\$ 21,244
Bear Bus	\$ 16,125	\$ 5,119		\$ 21,244
Elk Bus	\$ 1,675	\$ 5,119		\$ 6,794
Coyote Bus	\$ -	\$ -		\$ -
Mule Deer Bus	\$ -	\$ -		\$ -
Beaver Bus	\$ -	\$ -		\$ -
Hybrid Bus Battery Pack:				
Wolf Bus	\$ 55,000	\$ 1,505		\$ 56,505
Goat Bus	\$ 55,000	\$ 1,505		\$ 56,505
Bear Bus	\$ 55,000	\$ 1,505		\$ 56,505
Bus Refurbishment:				
Wolf Bus	\$ 26,700	\$ 1,575		\$ 28,275
Goat Bus	\$ 26,700	\$ 1,575		\$ 28,275
Bear Bus	\$ 26,700	\$ 1,575		\$ 28,275
Elk Bus	\$ 1,125	\$ 1,575		\$ 2,700
Coyote Bus	\$ -	\$ -		\$ -
Mule Deer Bus	\$ -	\$ -		\$ -
Beaver Bus	\$ -	\$ -		\$ -

BANFF LOCAL ROUTE ASSETS				
Assets	Balance Jan 1 / 2018	2018 Activity		Balance Dec 31 / 2018
		Banff Contributions	Purchases	
Bike Rack:				
Wolf Bus	\$ -	\$ 263		\$ 263
Goat Bus	\$ -	\$ 263		\$ 263
Bear Bus	\$ -	\$ 263		\$ 263
Elk Bus	\$ 125	\$ 263		\$ 388
Coyote Bus	\$ -	\$ -		\$ -
Mule Deer Bus	\$ -	\$ -		\$ -
Beaver Bus	\$ -	\$ -		\$ -
Farebox:				
Wolf Bus	\$ (9,400)	\$ 2,625		\$ (6,775)
Goat Bus	\$ (9,400)	\$ 2,625		\$ (6,775)
Bear Bus	\$ (9,400)	\$ 2,625		\$ (6,775)
Elk Bus	\$ 1,175	\$ 2,625		\$ 3,800
Coyote Bus	\$ -	\$ -		\$ -
Mule Deer Bus	\$ -	\$ -		\$ -
Beaver Bus	\$ -	\$ -		\$ -
Banff Arrival Prediction Signs	\$ 32,000	\$ 5,250		\$ 37,250
Smart Card & Hotel Stock	\$ -	\$ 8,400		\$ 8,400
Mobile Ticketing Software	\$ 42,000	\$ 1,050		\$ 43,050
TOTAL	\$ 698,963	\$ 280,717	\$ -	\$ 979,680

CANMORE LOCAL ROUTE ASSETS

Assets	Balance Jan 1 / 2018	2018 Activity		Balance Dec 31 / 2018
		Canmore Contributions	Purchases	
Buses:				
Cougar	\$ 41,575	\$ 23,233		\$ 64,808
Lynx	\$ 41,575	\$ 23,233		\$ 64,808
Summer Fox	\$ -	\$ -		\$ -
Driver Swap Vehicle	\$ 5,875	\$ 1,576		\$ 7,451
Engines:				
Cougar	\$ 10,750	\$ 7,718		\$ 18,468
Lynx	\$ 10,750	\$ 7,718		\$ 18,468
Summer Fox	\$ -	\$ -		\$ -
Bus Wraps:				
Cougar	\$ 1,650	\$ 2,100		\$ 3,750
Lynx	\$ 1,650	\$ 2,100		\$ 3,750
Summer Fox	\$ -	\$ -		\$ -
Bus Transmissions:				
Cougar	\$ 5,075	\$ 4,200		\$ 9,275
Lynx	\$ 5,075	\$ 4,200		\$ 9,275
Summer Fox	\$ -	\$ -		\$ -
Bus Refurbishment:				
Cougar	\$ 3,350	\$ 4,200		\$ 7,550
Lynx	\$ 3,350	\$ 4,200		\$ 7,550
Summer Fox	\$ -	\$ -		\$ -
Bike Rack:				
Cougar	\$ 350	\$ -		\$ 350
Lynx	\$ 350	\$ -		\$ 350
Summer Fox	\$ -	\$ -		\$ -
Farebox:				
Cougar	\$ -	\$ -		\$ -
Lynx	\$ -	\$ -		\$ -
Summer Fox	\$ -	\$ -		\$ -
Security Cameras:				
Cougar	\$ 1,650	\$ 1,575		\$ 3,225
Lynx	\$ 1,650	\$ 1,575		\$ 3,225
Summer Fox	\$ -	\$ -		\$ -
Smart Card Stock	\$ -	\$ 6,090		
TOTAL	\$ 134,675	\$ 93,717	\$ -	\$ 222,302

BANFF / CANMORE REGIONAL ROUTE ASSETS

Assets	Balance Jan 1 / 2018	2018 Activity			Balance Dec 31 / 2018
		Banff Contributions	Canmore Contributions	Purchases	
Buses:					
Moose	\$ 83,725	\$ 11,370	\$ 11,370		\$ 106,465
Sheep	\$ 83,725	\$ 11,370	\$ 11,370		\$ 106,465
Black Bear	\$ -	\$ 10,934	\$ 10,934		\$ 21,868
Engines:					
Moose	\$ (4,400)	\$ 3,413	\$ 3,413		\$ 2,426
Sheep	\$ (2,350)	\$ 3,413	\$ 3,413		\$ 4,476
Black Bear	\$ 10,850	\$ 3,413	\$ 3,413		\$ 17,676
Bus Wraps:					
Moose	\$ (360)	\$ 1,190	\$ 1,190		\$ 2,020
Sheep	\$ (360)	\$ 1,190	\$ 1,190		\$ 2,020
Black Bear	\$ 1,660	\$ 1,190	\$ 1,190		\$ 4,040
Bus Transmissions:					
Moose	\$ 9,550	\$ 1,749	\$ 1,749		\$ 13,048
Sheep	\$ 9,550	\$ 1,749	\$ 1,749		\$ 13,048
Black Bear	\$ 1,650	\$ 1,749	\$ 1,749		\$ 5,148
Bus Refurbishment:					
Moose	\$ 6,175	\$ 2,363	\$ 2,363		\$ 10,901
Sheep	\$ 6,175	\$ 2,363	\$ 2,363		\$ 10,901
Black Bear	\$ 1,075	\$ 2,363	\$ 2,363		\$ 5,801
Bike Rack:					
Moose	\$ 650	\$ 210	\$ 210		\$ 1,070
Sheep	\$ 650	\$ 210	\$ 210		\$ 1,070
Black Bear	\$ 125	\$ 210	\$ 210		\$ 545
Farebox:					
Moose	\$ (14,500)	\$ 1,749	\$ 1,749		\$ (11,002)
Sheep	\$ (14,500)	\$ 1,749	\$ 1,749		\$ (11,002)
Black Bear	\$ 1,100	\$ 1,749	\$ 1,749		\$ 4,598
CB Regional Non-Fleet Assets					
Regional Smartcard Stock	\$ -	\$ 1,050	\$ 1,050		\$ 2,100
Mobile Ticketing Software	\$ 35,800	\$ 2,100	\$ 2,100		\$ 40,000
TOTAL	\$ 215,990	\$ 68,846	\$ 68,846	\$ -	\$ 353,682

COMMISSION GENERAL CAPITAL ASSETS

Assets	Balance Jan 1 / 2018	2018 Activity				Balance Dec 31 / 2018
		Banff Contributions	Canmore Contributions	ID# 9 Contributions	Purchases	
Buses:						
Fox Bus	\$ 45,750	\$ 4,848	\$ 4,848	\$ 4,848		\$ 60,294
Deer Bus	\$ 45,750	\$ 4,848	\$ 4,848	\$ 4,848		\$ 60,294
Office Vehicle	\$ 3,025	\$ 280	\$ 280	\$ 280		\$ 3,865
Bus Wraps:						
Fox Bus	\$ 4,850	\$ 263	\$ 263	\$ 263		\$ 5,639
Deer Bus	\$ 4,850	\$ 263	\$ 263	\$ 263		\$ 5,639
Commission Non-Fleet Assets						
Office Furniture & Equipment	\$ -	\$ 3,150	\$ 3,150	\$ 3,150		\$ 9,450
Office IT, Computers, Wiring, Telephones	\$ 20,000	\$ 1,750	\$ 1,750	\$ 1,750		\$ 25,250
Website and Information Technology	\$ 14,900	\$ 1,750	\$ 1,750	\$ 1,750		\$ 20,150
Office Phones	\$ 2,750	\$ 665	\$ 665	\$ 665		\$ 4,745
Fleet Arrival Prediction Replacement	\$ 52,000	\$ 3,920	\$ 3,920	\$ 3,920		\$ 63,760
Remix Software (1)		\$ 2,450	\$ 2,450	\$ 2,450		\$ 7,350
Other	\$ 54,000	\$ 5,250	\$ 5,250	\$ 5,250		\$ 69,750
TOTAL	\$ 247,875	\$ 29,437	\$ 29,437	\$ 29,437	\$ -	\$ 336,186

1) This line item is moved into operating budget as of 2019

IMPROVEMENT DISTRICT #9 FUTURE ROUTE ASSETS				
Assets	Balance Jan 1 / 2018	2018 Activity		Balance Dec 31 / 2018
		ID#9 Contributions	Purchases	
Future Assets	\$ 98,986	\$ 10,563		\$ 109,549
TOTAL	\$ 98,986	\$ 10,563	\$ -	\$ 109,549

Bow Valley *Regional* Transit Services Commission



Bus Storage Building Report

Report to the Bow Valley Regional Transit Services Commission

Report 2018-10.01 Transit Building Planning and Construction

October 5, 2018

SUMMARY/ ISSUE

In 2014, the BVRTSC recognized the growth that would be occurring in subsequent years and applied through the Provincial GreenTRIP funding source for a transit building project with an estimated price tag of \$7,000,000. This funding was approved, with the Province paying 2/3 of the cost. Our growth has materialized, and the planning is going into construction of this facility.

PREVIOUS COMMISSION DIRECTION/POLICY

The Commission has paid for storage of buses in the Town of Banff facility which included a maximum of 4 stalls for indoor storage.

Administration Recommendation:

That the Commission:

- Move to support the Town of Banff constructing a transit storage building utilizing existing GreenTRIP funding, with the understanding that the BVRTSC will be entering a long term lease on the entire building with operating costs being allocated amongst Commission partners.

INVESTIGATION

The Town of Banff storage facility and yard have become fully utilized with the current transit fleet and Town vehicles. Our growing transit fleet is operating primarily from a building that is over capacity and a parking area that is multi-use and over capacity. This is causing the majority of our fleet to be operated from external storage areas, which is not optimal due to operational inefficiencies. Transit requires a facility and parking area, along with a fully automatic bus wash system to be able to maintain our current fleet and allow for current and future growth.

The Commission bylaws direct that municipal infrastructure is owned by the municipality in which it is located. The Town of Banff is proposing to build the facility on Town owned land within Banff and lease the facility to the Commission. The operating costs of the facility, including loan payments for a 30-year loan would be the responsibility of the Commission and would be recovered from Commission members and other partners based on usage of the facility and land.

For the upcoming year, buses being used on Parks Canada services will be parked in the Parks Canada yard at the far end of the industrial area. This arrangement is necessary through a lack of space in the current facility and yard, however is operationally inconvenient from a driver, maintenance and dispatch perspective.

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The facility is scheduled to be planned in 2019 and constructed in 2020, with occupancy by the end of 2020 to meet GreenTRIP funding deadlines.

Current plan for occupancy is to build a facility large enough to park anticipated winter fleet inside (12 stalls), with other buses being maintained under a solar canopy outside (18 stalls). The canopy is intended to assist in the preservation of the fleet through weather protection and provide solar energy capability to create a zero-emission building.

The interior storage operational costs to be split by users need to account for services that we anticipate operating in the future. With any Roam transit services, there are no guarantees of future continuation of operation, therefore we need to be aware that the expenses associated with the building may need to be funded by Commission voting partners should services such as the Banff Centre route cease to operate in the future. The costs of the indoor storage are based on the following allocation of buses within the indoor storage area. Note that the cost of empty stalls is allocated 1/3 to each of the Commission partners:

2022 services:			Winter			
			Buses Running	Spares	Totals	%
Buses stored in Banff						
Route 1	Sulphur Mountain (Banff Local)	Banff (includes 2020 increases)	1	1	2	17%
Route 2	Tunnel Mountain (Banff Local)	Banff (includes 2020 increases)	1	1	2	17%
Route 3	Canmore-Banff Regional	Banff/Canmore Split	2	1.5	3.5	29%
Route 4	Cave and Basin (Banff Local)	Parks Canada	0	0	0	0%
Route 6	Minnewanka	Parks Canada	0	0	0	0%
Route 7	Banff Centre	Banff Centre	1	0.5	1.5	13%
Route 8	Regional Lake Louise -Banff Winter	ID9	1	1	2	17%
Route 8	Regional Lake Louise -Banff Summer	Parks Canada	0	0	0	0%
New	Train Stn Intercept Lot	Banff (new in 2021)	0	0	0	0%
New	Banff Ave Intercept Lot	Banff (new in 2022)	0	0	0	0%
	Subtotal		6	5	11	92%
		Empty Stalls			1	8%

IMPLICATIONS:

General

The implication of building a transit facility are positive on many levels, including:

- Increased bus life through operating

Report to the Bow Valley Regional Transit Services Commission

Report 2018-10.01 Transit Building Planning and Construction

October 5, 2018

- Lower maintenance cost
- Improved cleanliness of fleet
- Improved employee attraction and retention through elevated working conditions
- Increased customer satisfaction through cleaner and warm fleet in winter
- Increased responsiveness through having warm, ready spare buses parked inside

BUSINESS PLAN/ BUDGET IMPLICATIONS

The expense of this building, with operating costs being fully funded by the Commission, will be greater than the costs that the Commission is currently realizing. Rough calculations assuming a building with 12 indoor parking stalls and 18 outdoor parking stalls will increase the operating requisition of each of the partners as follows:

1. Town of Banff \$16,750 (difference from parking some buses outdoors)
2. Town of Canmore \$11,500 (difference from parking some regional buses outdoors)
3. ID#9 \$17,500 (difference from parking outdoors)
4. Parks Canada \$20,500 (difference from parking on own lot to BVRTSC building)

BRAND IMPACT:

- Brand consistency will be improved for the reasons stated above, including employee satisfaction, external brand improvement and increased customer satisfaction.

RISKS

- Financial risk of building operating cost for a period of 30 years or longer.

ATTACHMENTS