

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

BVRTSC Boardroom – 221 Beaver Street, Banff, AB.

AGENDA

November 14, 2018 2:00-4:00pm

1. Call to Order
2. Approval of the Agenda
3. Minutes
 - Approval of the November 14, 2018 Regular Meeting Minutes (attached)
4. Old Business (including Standing Items)
 - a) CAO's Monthly Report (For Information)
 - b) Bring Forward List of Pending Items (For Information)
 - c) Transit Service Monthly Statistics (For Information)
5. New Business
 - a) Approval of ICIP and ACT grant applications (Motion Required)
 - b) In Camera (CAO Review)
6. Adjournment
7. Holiday and 10-Year Anniversary Reception

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

Ian Mackie Boardroom – 221 Beaver Street, Banff, AB

MINUTES

November 14, 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
Dave Schebek, ID#9

BOARD MEMBERS ABSENT

BVRTSC ADMINISTRATION PRESENT

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

ADMINISTRATION PRESENT

Adrian Field, Town of Banff
Jacob Johnson, Town of Canmore
Greg Danchuk, Parks Canada

ADMINISTRATION ABSENT

Danielle Morine, ID#9
Alex Kolesch, Parks Canada

1. Call to Order

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

2. Approval of the Agenda

Davina makes addition to Agenda:

- *In camera HR Discussion at the end of the meeting.*
- *New Business item 5 f) 10 Year Anniversary Discussion.*

BVRTSC18-81 Davina Bernard moves to approve agenda as amended.

CARRIED UNANIMOUSLY

3. Minutes

Approval of the October 10, 2018 Regular Meeting Minutes (attached)

BVRTSC18-82 Davina Bernard moves to approve minutes as presented.

CARRIED UNANIMOUSLY

Approval of the October 10, 2018 AOM Meeting Minutes (attached)

BVRTSC18-83 Davina Bernard moves to approve AOM minutes as presented.

CARRIED UNANIMOUSLY

4. Old Business (including Standing Items)

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

- *Add strollers and bikes to table on title page for Lake Louise.*

BVRTSC18-84 Davina Bernard moves that as of Jan 1 we add 3% to reflect industry standards to all regional route's ridership numbers to account for missed riders, to achieve reporting consistency. And, that historical information on all regional routes be increased as well, with adequate commentary on reports to reflect the historical adjustment.

CARRIED UNANIMOUSLY

5. New Business

a) OnIt Final Report (for information only)

- Joanna McCallum suggests consideration of Friday evening service in 2019.
- Chip Olver asks about advanced marketing regarding the service.

BVRTSC18-85 Davina Bernard moves to accept the OnIt Summer 2018 report for information

CARRIED UNANIMOUSLY

b) 3rd Quarter Financials and KPI's

c) Presentation of Fare Analysis Report

- *Davina Bernard suggested consideration of sharing this with other transit agencies.*
- *Joanna McCallum identified the need for fare review policy and suggested that this report serve as a template for future BVRTSC reporting.*

BVRTSC18-86 Davina Bernard moves to accept the Fare Analysis 2018 report for information

CARRIED UNANIMOUSLY

BVRTSC18-87 Davina Bernard moves that administration bring back in Feb 2019 Operational impacts of desired fare adjustments for the Board's consideration. For final approval in our March 2019 Strategic Planning session.

CARRIED UNANIMOUSLY

d) Board Self-Evaluation Discussion

Board self-evaluation to be completed and finalized at December meeting

e) Appointment of Board Chair and Vice Chair

Martin Bean calls for nominations for Chair of the BVRTSC. Called 3 times for other nominations – none received.

BVRTSC18-88 Joanna McCallum nominates Davina Bernard for Chair of the BVRTSC

CARRIED UNANIMOUSLY

Davina Bernard calls for nominations for Vice-Chair of the BVRTSC. Called 3 times for other nominations – none received.

BVRTSC18-89 Davina Bernard nominates Brian Standish to continue as Vice Chair

CARRIED UNANIMOUSLY

f) 10 Year Anniversary Celebration

Discussion of open house on December 14th immediately following regular meeting to celebrate 10 years of Roam Transit. (for information only)

BVRTSC18-90 Davina Bernard moves to go In Camera at 3:08 PM for HR Discussion.

CARRIED UNANIMOUSLY

BVRTSC18-91 Davina Bernard moves to come Out of Camera at 3:23 PM

CARRIED UNANIMOUSLY

6. Adjournment

BVRTSC18-92 Davina moves to adjourn at 3:23 PM

CARRIED UNANIMOUSLY

Bow Valley Regional Transit Services Commission



CAO Report

CAO Update – December 2018

- **Financial:**

- Andrea is reconciling accounts to be prepared for year end and do some pre-work for the upcoming March financial audit. Communication is ongoing with Avail and pre-audit checklists are being completed by early January.
- A full analysis is being completed of all grant funding received and outstanding and reconciling invoicing between ourselves, the Province and our municipal partners. GreenTRIP projects are to be completed by the end of 2020, with final invoicing to be submitted by March 31st of 2021 to be eligible for provincial funding.

- **LLB Regional Service:**

- Still seeing positive results from the service and compliments from Bow Valley residents and businesses on the implementation. See the quote below from BLLHA:
 - *“As expected, the HR group in Lake Louise all expressed positive reviews about the new route 8! We even had someone from AHS indicate that the availability of public transit has already had a positive effect on mental health in the employees in Lake Louise – so Yay Roam!”*
- Pass vendors are set up in Lake Louise, with passes being sold at Experience Lake Louise in the Samson mall and up at the Fairmont CLL.
- Paid service commenced on December 3rd, with an expected drop in ridership. The first few days of paid service saw around 100 riders per day, which we would consider a success for a new service such as this.
- The MCI demonstrator bus is in Banff for a month, allowing us the opportunity to operate it on both Lake Louise service and a few days on Canmore local service to showcase the vehicles that will be in service beginning next summer.

- **Banff Local Service:**

- Banff Centre has committed to getting together early in the New Year to discuss early successes and anything that should be changed to increase ridership. Minor

schedule adjustments and joint marketing campaigns have been identified as initial areas of discussion.

- The BVRTSC has recently provided quotations to additional hotels with the potential to have some new subscribers to the hotel partner program. As transit awareness continues to grow in the community, interest in involvement is elevated.
- Transit hub vandalism has been followed up by the Town with the RCMP and the video of the offender has been posted online.

- **CB Regional Service:**

- Ski racks have been designed for the CB Regional Service and are currently being fabricated to be installed in the next few weeks.
- Fat bike racks have been installed on the CB Regional buses and the LLB Regional buses to meet the needs of the Bow Valley in winter months. The fat bike racks are able to be used by regular bikes also.

- **Canmore Local Service:**

- Andrea is working with Canmore administration to finalize GreenTRIP claims and invoicing between the Commission and the Town for 2018 projects.
- Jacob is retiring, and the Commission will have a new representative from the Town of Canmore. Claire Ellick will be our new Canmore liaison and will be at the meetings this week and going forward.
- Canmore is putting forward a plan for significant bus stop upgrades in 2019 through GreenTRIP funding.
- Ridership levels on Canmore local are still increasing, with November being 12.6% over 2017. Ridership numbers in November were 8775 which is above November 2016, free transit in the first month of service when 8570 riders used Canmore local.

- **General:**

- Driver Recognition:

To: Roam Transit Information



Subject: Best driver ever

*Bart was so helpful and fun during our 3 day stay in Banff. From a small town and don't use public transportation so was nervous. But after we met Bart, we were happy to take the bus the whole time instead of our car. He's the best. I have a picture I'm trying to send. Might come in a different email. Technology isn't my friend.
Sent from my iPhone*

- Mandatory Entry Level Training (MELT) is being introduced by the Alberta Government for training requirements of new commercial drivers. This program will be in place for March 1st, 2019 and will significantly change the landscape for driver training across the province. Although the training requirements for bus drivers has not been announced as of yet, the truck driver program has been released. It requires 40.5 classroom, 15.5 hours in-yard vehicle training and 57 hours in-vehicle training for a total training requirement of 113 hours of training prior to licensing.
 - Steve Nelson attended the CUTA conference in Toronto in November and had the opportunity to sit on a panel sponsored by MCI talking about the new CRT LE coaches and our purchasing experience. BVRTSC was well represented!



Bow Valley *R*egional Transit Services Commission



Bring Forward List

BRING FORWARD LIST OF ITEMS PENDING (as of December 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	March 2019	Have been in contact with Banff Maintenance to provide input. To be finalized in the New Year.
BVRTSC18-87 Davina Bernard moves that administration bring back in Feb 2019 Operational impacts of desired fare adjustments for the Board's consideration. For final approval in our March 2019 Strategic Planning session.	Nov. 2018	Feb. 2019	
BVRTSC17-32 Review of success for child/youth pass and discuss any changes that should be implemented	Sept. 2017	Feb 2019	To coincide with dates for BVRTSC18-87 as above

Bow Valley Regional Transit Services Commission Ridership and Revenue Statistics



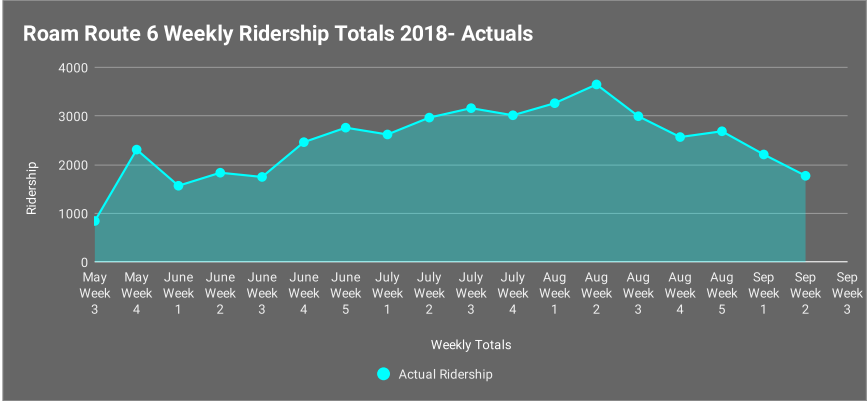
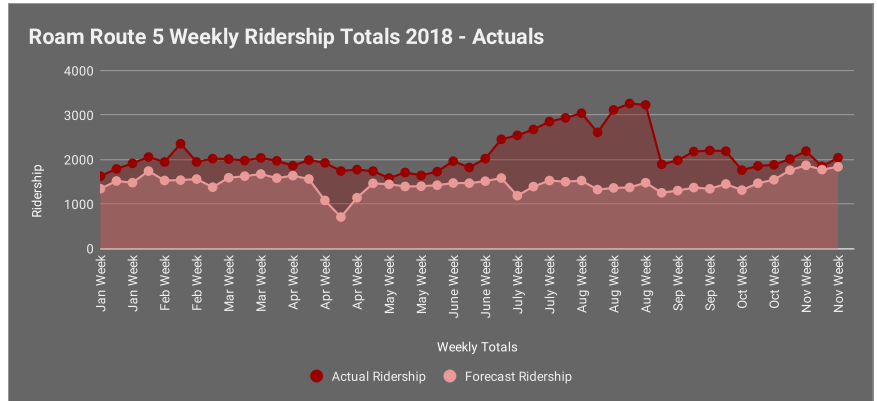
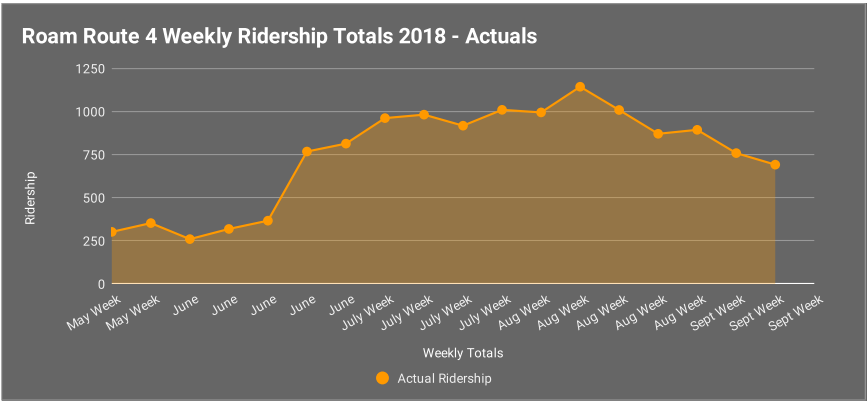
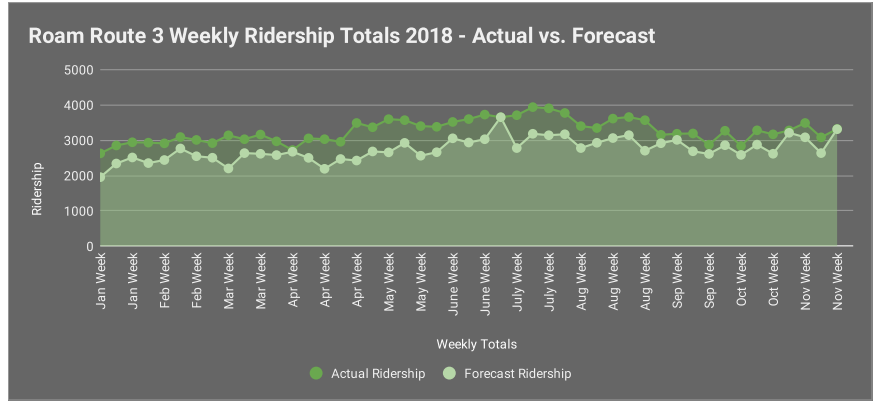
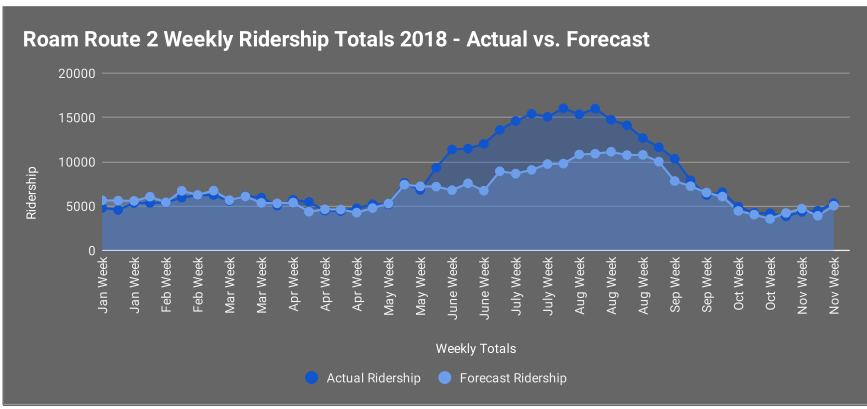
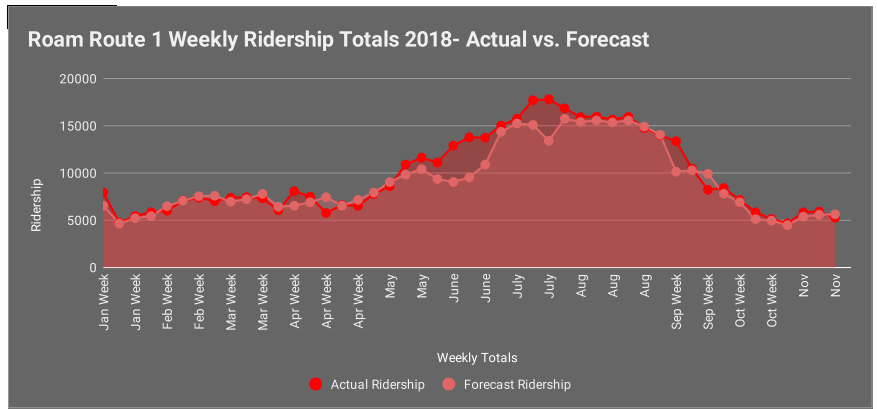
Month	Type	Banff Local	Canmore Local	Canmore - Banff Regional	Lake Louise - Banff Regional
November	Bikes	15	126	221	30
	Strollers	49	124	25	0
	Winter Sports	77	51	408	89

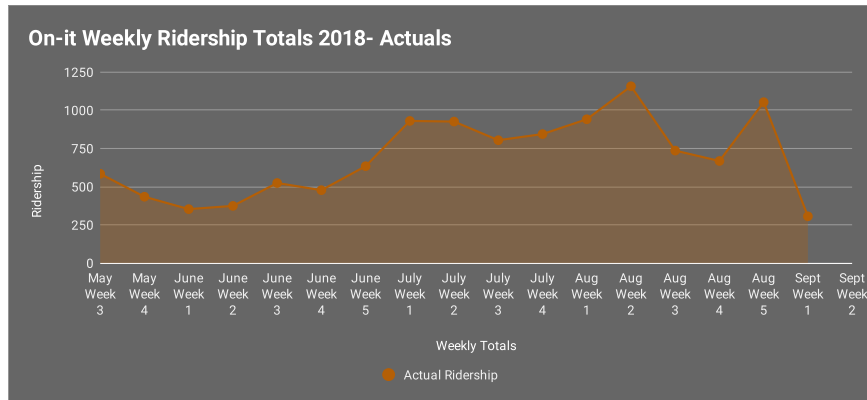
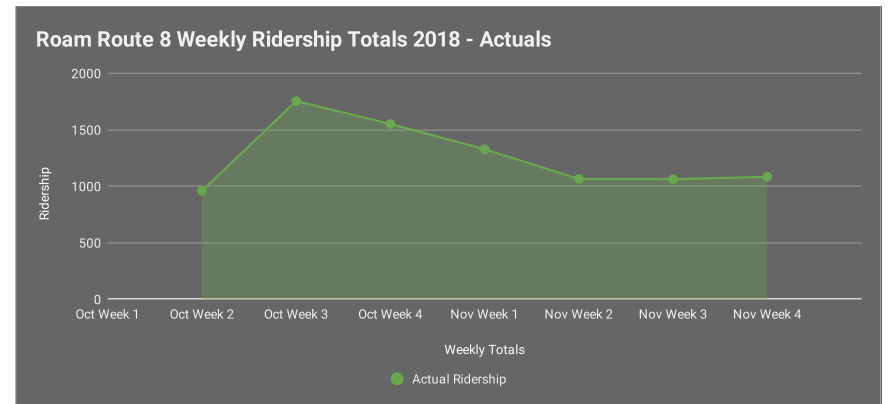
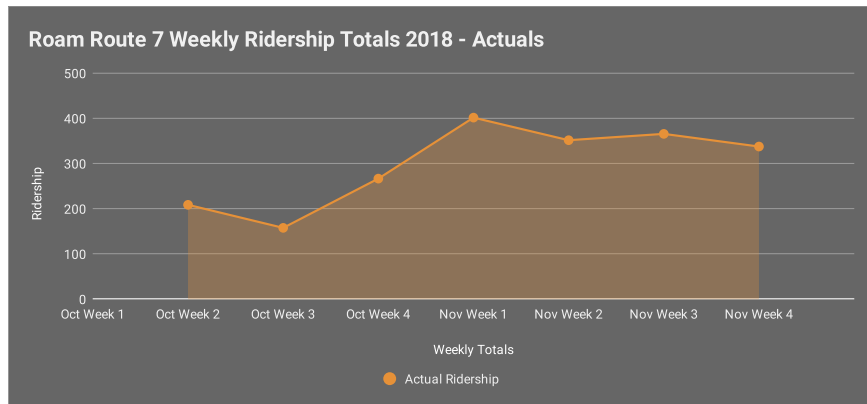
Observations:

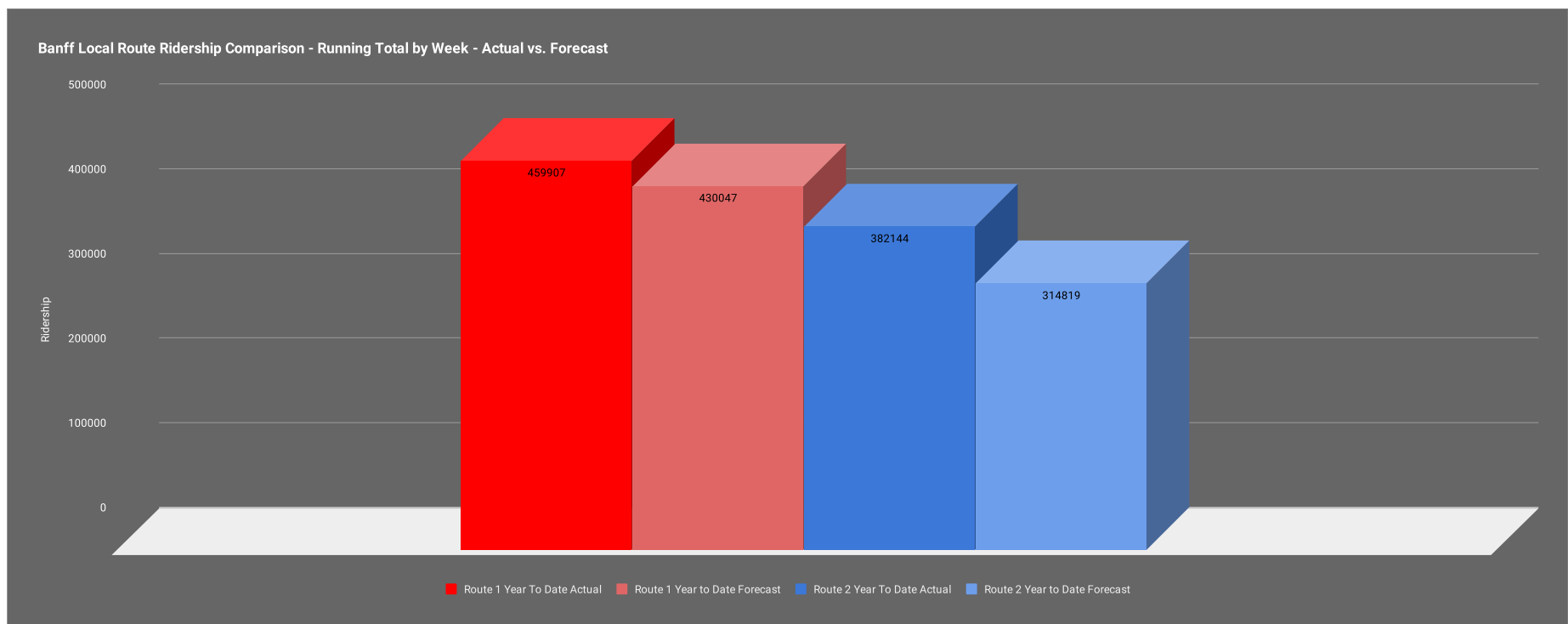
November Observations:

- Token Transit - Continued uptake in 'Token Trips'.
 - Banff local Routes 1 and 2 Token trips increase from 545 in October to 1,075 in November.
 - Banff Local Route 7 Token trips increased from 146 in October to 327 in November.
 - Canmore – Banff Regional Route 3 Token trips increased from 1,802 in October to 2,815 In November.
 - Canmore Route 5 Token trips increased from 861 in October to 1349 in November.

- Banff Local Routes combined up 10% over November 2017.
 - 5% increase on Route 1 ridership over November 2017.
 - 12% increase on Route 2 ridership over November 2017.
- Route 3 November ridership up 13% compared to November 2017.
 - Regional October revenue bump up compared to October 2017 - 18%.
- Route 5 November ridership up 12% compared to November 2017.
 - Highest Cash Fare revenue collected since Route 5 launch!
- Route 7 ridership at 1,581 for November with revenues at \$1,210.
- Route 8 ridership at 4,663 for November. No revenues to report in October as service is complimentary until December.



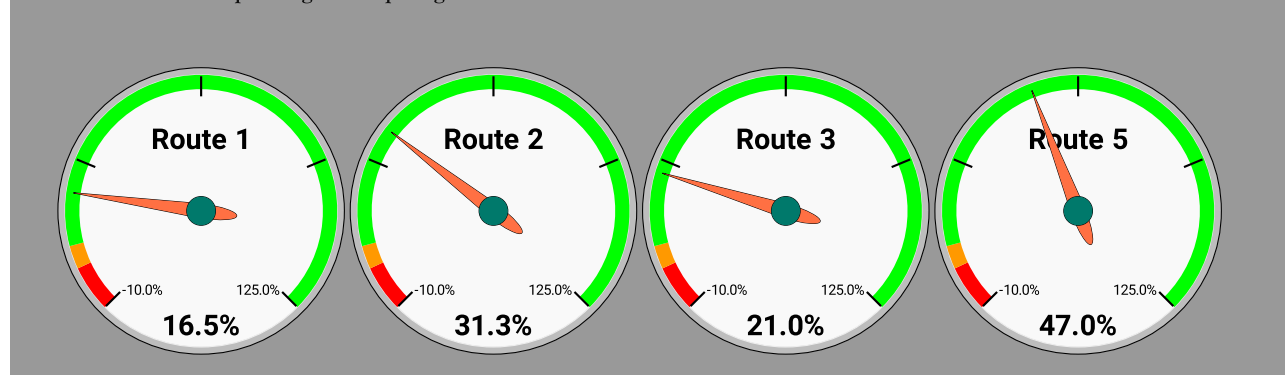




hg	Route 1 (Sulphur/Banff Ave)				Route 2 (Tunnel Mtn/Banff Springs Hotel)				Route 4 (Cave and Basin)				Banff Local Transit Totals	Banff Local Transit Totals	Banff Local Transit Totals (Routes 1, 2, 4)	Banff Local Transit Totals (Routes 1, 2, 4)	Banff Local Transit Totals (Routes 1, 2, 4) % Change
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	25,934	28,296	9.1%	15,358	16,819	21,439	27.5%		527			35,371	39,610	42,753	49,735	16.3%
November	20,240	22,239	23,397	5.2%	17,004	16,947	19,061	12.5%					33,785	37,244	38,513	42,458	10.2%
December	27,465	6,627	7,386	11.5%	23,551	5,599	5,239	-6.4%					44,156	51,016	52,818	12,625	
YTD	363,529	404,065	470,838	16.5%	278,262	296,908	389,968	31.3%	3,374	7,471	13,419	101.9%	618,025	641,791	750,452	874,225	23.4%

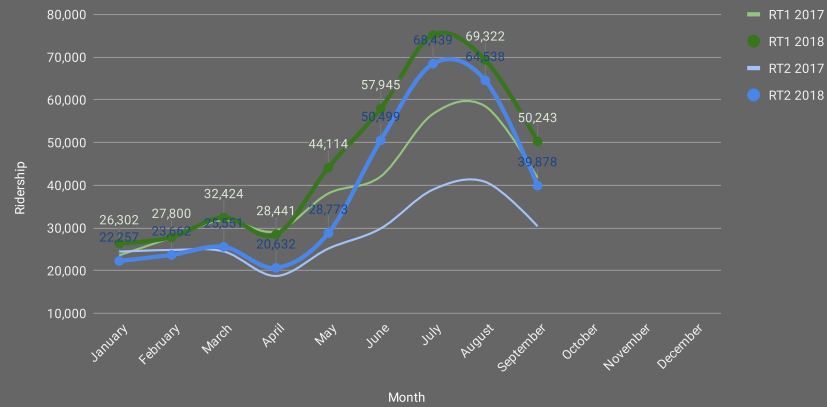
	Route 3 (CB Regional)				Route 5 (Canmore Local)				Route 6 (Minnewanka)			On-It (Calgary Regional)			Route 7 (Banff Centre)	Route 8 (Lake Louise)
Month	2016	2017	2018	% Change	2016	2017	2018	% Change	2017	2018	% Change	2017	2018	% Change	2018	2018
January	8,502	9,892	12,770	29.1%		6,551	8,392	28.1%								
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%	0	0
October	9,881	12,134	14,044	15.7%		6,442	8,739	35.7%							796	4,916
November	11,164	12,432	14,040	12.9%	8,570	7,791	8,775	12.6%							1,581	4,663
December	9,999	3,508	3,508	0.0%	7,597	2,045	2,527	23.6%							348	1,039
YTD	116,581	131,868	159,563	21.0%	16,167	70,920	104,248	47.0%	50,264	44,826	-10.8%	11,706	11,745	0.3%	2,725	10,618

Year to Date % Ridership Change - Comparing 2018 to 2017

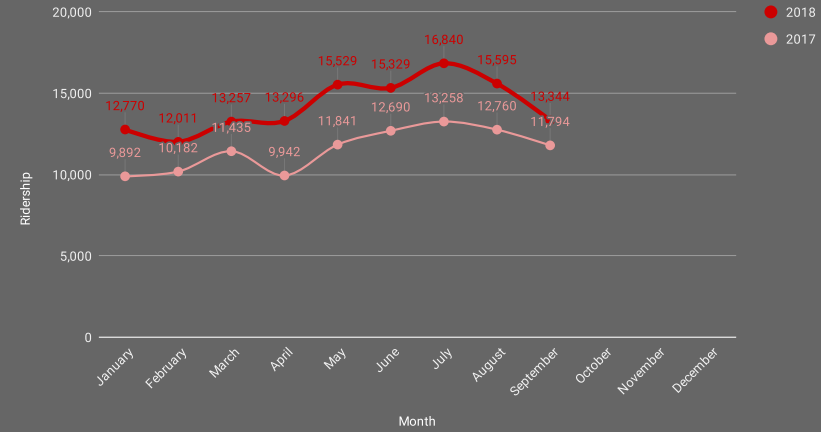


Banff Local Routes 1 and 2 Ridership Comparison

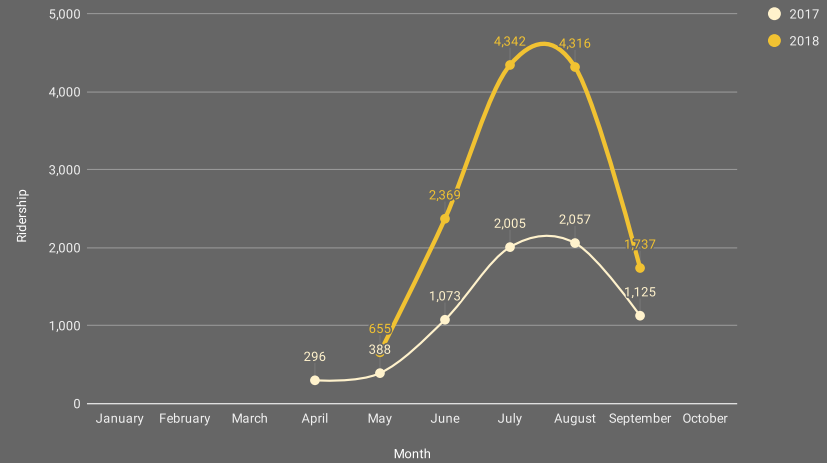
Comparing 2016 to 2017



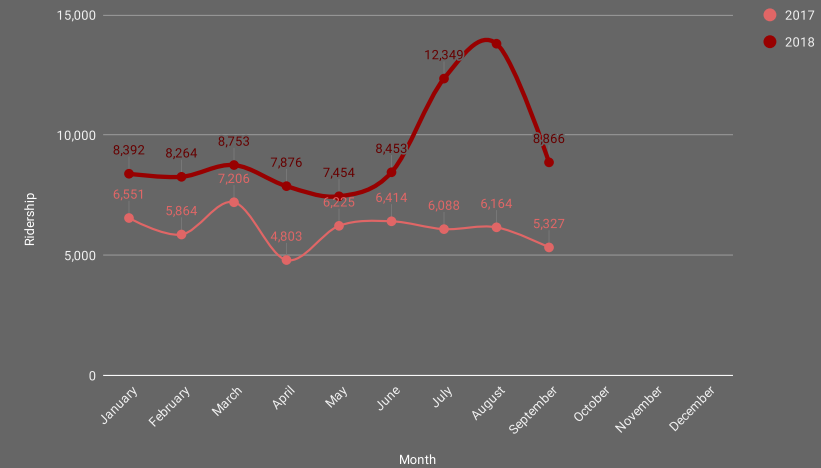
Canmore Banff Regional Route 3 Ridership



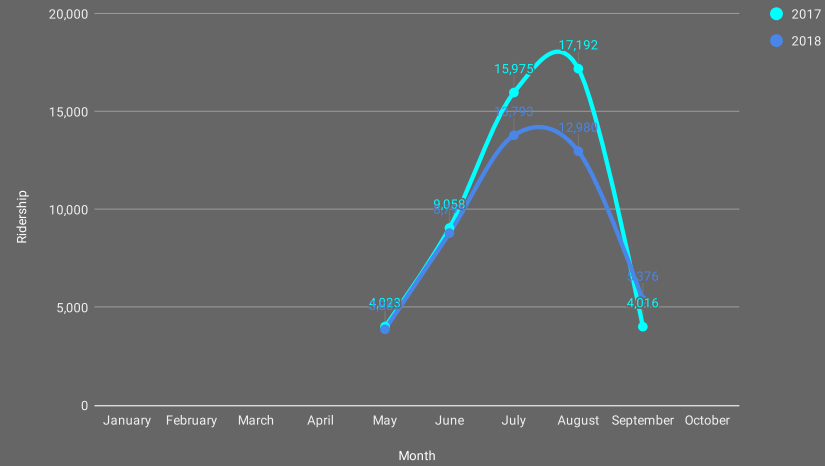
Banff Local Route 4 Ridership



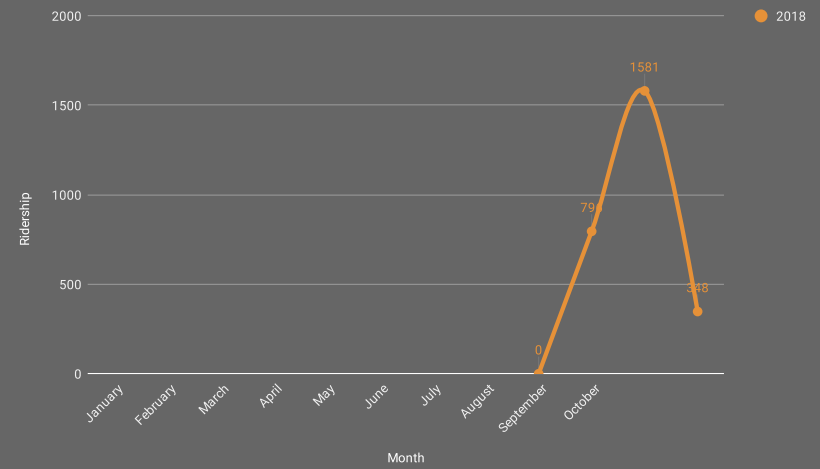
Canmore Local Route 5 Ridership



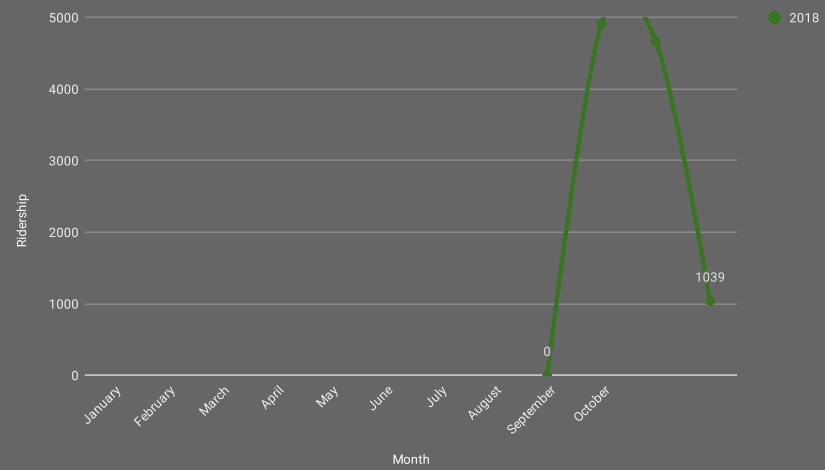
Minnewanka Route 6 Ridership



Banff Centre Route 7 Ridership



Lake Louise Banff Regional Route 8 Ridership



BANFF LOCAL TRANSIT REVENUE BREAKDOWN

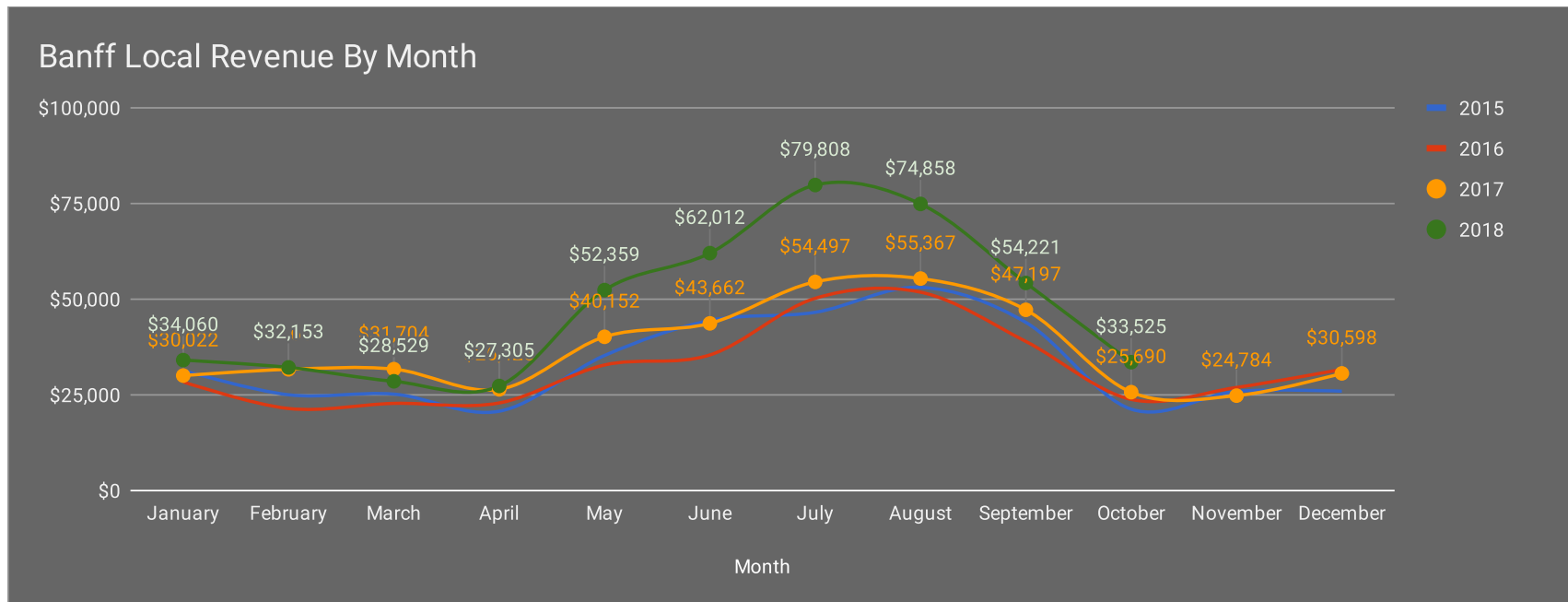
2018 Actual

Month	Fares	Passes	Other	Total	Budget	% Change from 2017 to 2018
January	\$26,116	\$7,944		\$34,060	\$36,443.00	13.45%
February	\$27,287	\$4,866		\$32,153	\$33,011.00	1.57%
March	\$24,883	\$3,646		\$28,529	\$36,443.00	-10.01%
April	\$25,043	\$2,262		\$27,305	\$35,131.00	3.33%
May	\$44,265	\$8,094		\$52,359	\$36,443.00	30.40%
June	\$58,727	\$3,285		\$62,012	\$44,246.00	42.03%
July	\$76,428	\$3,380		\$79,808	\$75,603.00	46.44%
August	\$71,572	\$3,286		\$74,858	\$75,603.00	35.20%
September	\$50,838	\$3,383		\$54,221	\$48,551.00	14.88%
October	\$24,627	\$8,898		\$33,525	\$36,443.00	30.50%
November				\$0	\$35,151.00	
December				\$0	\$36,702.00	
Totals:	\$429,786	\$49,044	\$0	\$478,830	\$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	\$74,858	\$313,486	\$391,084	\$77,598	\$19,491	26.0%
September	\$43,912	\$38,938	\$47,197	\$54,221	\$360,683	\$445,305	\$84,622	\$7,024	13.0%
October	\$21,253	\$23,802	\$25,690	\$33,525	\$386,373	\$478,830	\$92,457	\$7,835	23.4%
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	\$478,830	\$441,755	\$478,830			



CANMORE LOCAL TRANSIT REVENUE BREAKDOWN

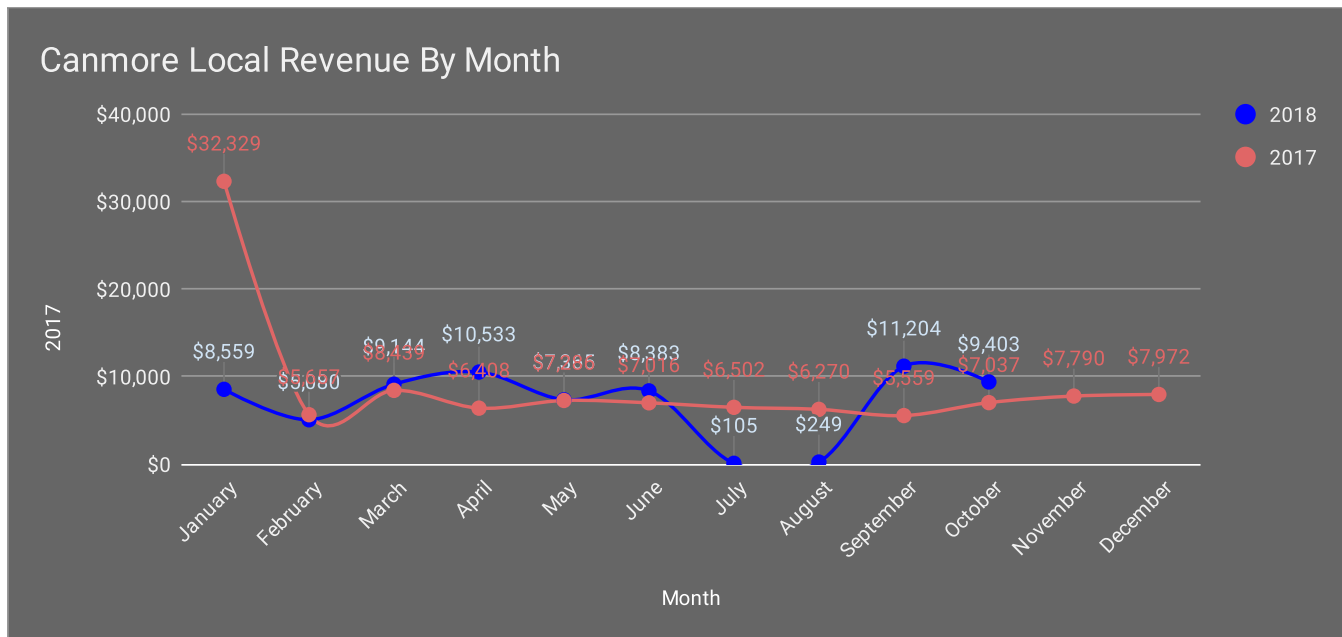
2018 Actual

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	\$5,725	\$5,479		\$11,204	\$13,750.00	101.55%
October	\$6,586	\$2,817		\$9,403	\$13,750.00	33.62%
November				\$0	\$13,750.00	
December				\$0	\$13,750.00	
Totals:	\$44,211	\$25,814	\$0	\$70,025	\$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	\$249	\$79,907	\$49,418	-\$30,489	-\$6,021	-2421.3%
September	\$5,559	\$11,204	\$85,466	\$60,622	-\$24,844	\$5,645	50.4%
October	\$7,037	\$9,403	\$92,503	\$70,025	-\$22,478	\$2,366	25.2%
November	\$7,790		\$100,293				
December	\$7,972		\$108,265				
Grand Total:	\$0	\$70,025	\$108,265				



CANMORE/BANFF REGIONAL TRANSIT REVENUE BREAKDOWN

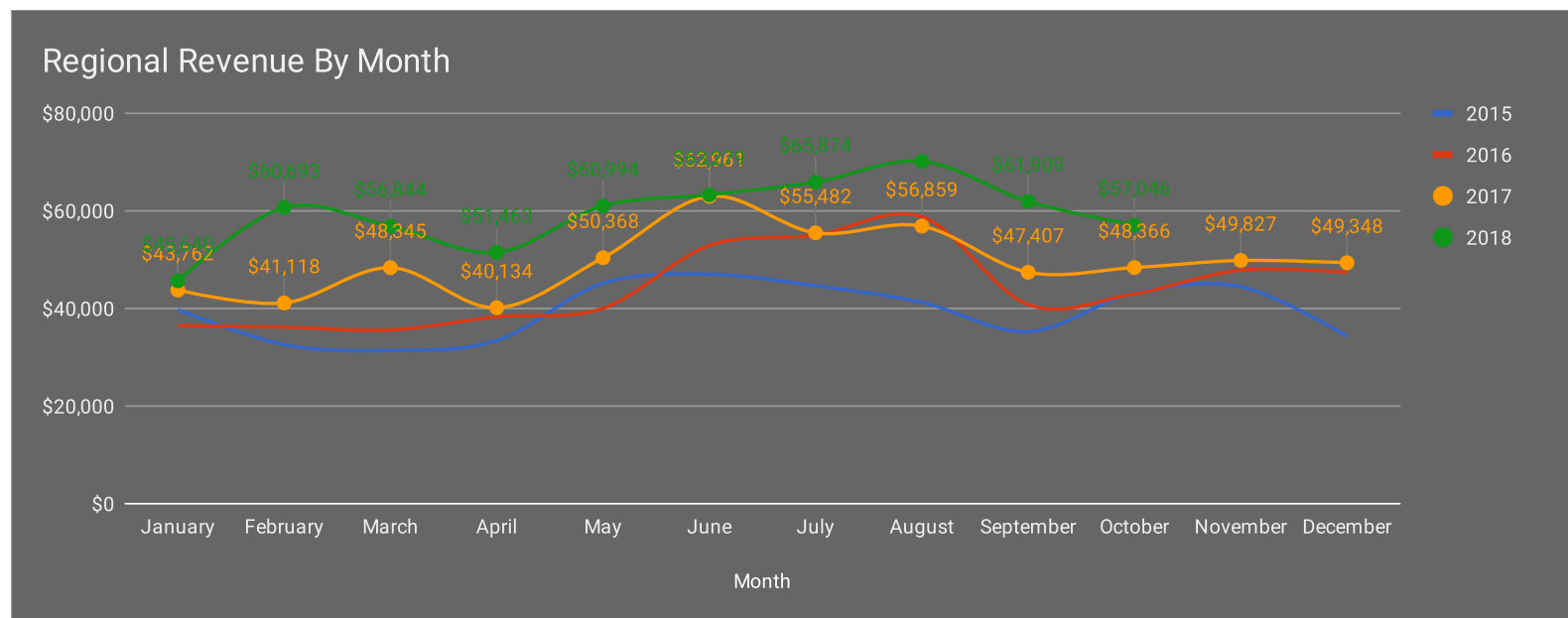
2018 Actual

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	\$37,987	\$23,922		\$61,909	\$47,756	30.59%
October	\$36,137	\$20,909		\$57,046	\$47,756	17.95%
November				\$0	\$47,756	
December				\$0	\$47,752	
Totals:	\$385,116	\$208,758	\$0	\$593,874	\$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
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	\$70,132	\$399,029	\$474,919	\$75,890	\$13,273	23.3%
September	\$35,253	\$40,801	\$47,407	\$61,909	\$446,436	\$536,828	\$90,392	\$14,502	30.6%
October	\$43,129	\$42,992	\$48,366	\$57,046	\$494,802	\$593,874	\$99,072	\$8,680	17.9%
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	\$593,874	\$593,977	\$1,187,748			



Bow Valley *Regional* Transit Services Commission



New Business

Report to the BVRTSC Board

(UPDATED Dec 2018) Report 2018-06.3 Report on Grant Funding Potential Project List

June 7, 2018 – Updated December 7, 2018

Original Report from June is at the end of this document

SUMMARY/ ISSUE

BVRTSC has been awarded grant funding from the Federal Government as part of their Investing in Canada Plan (ICIP) in the amount of \$6,865,504. This is the Federal contribution with Provincial contributions to supplement and the remainder will be the responsibility of the Municipality. Grant applications for the provincial Alberta Community Transit (ACT) fund are due December 31st and require a Commission motion.

Administration Recommendation:

That the Commission direct administration to apply for ICIP and ACT grants as outlined and agreed to by the municipal partners with the understanding that grant approval does not constitute final project approval by the Commission and municipalities.

INVESTIGATION

Funding under the ICIP federal stream does not have to be applied for immediately; the time line for applying for this funding is 7 years with the projects extending up to a 10-year period. The ACT funding has to be applied for by December 31st, 2018 and can be applied for independently or with the intent of receiving matching funding from ICIP. Projects approved under the ACT program must commence spending within 2 years of approval. Projects are not guaranteed to be approved by both programs.

The Alberta Community Transit fund does not have a specific allocation per municipality; rather all projects are assessed on their merit and ranked relative to other applications. There is a total provincial commitment of \$215 million dollars available through this fund. Applications received by December 31st, 2018 will be evaluated and ranked as described below, with decisions expected in Spring of 2019.

From the Alberta Government website:

The Alberta Community Transit Fund provides municipalities with funding to help:

- *expand Alberta's transit system*
- *green Alberta's transit fleet*
- *increase transit ridership*

Report to the BVRTSC Board

(UPDATED Dec 2018) Report 2018-06.3 Report on Grant Funding Potential Project List

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The program is merit-based. Projects will be evaluated on the level of regional collaboration that went into developing the project proposal and its environmental, social and economic benefits.

Projects are evaluated using the following criteria:

- *Regional collaboration: 30 points*
- *Environmental benefits: 25 points*
- *Economic benefits: 15 points*
- *Social benefits: 30 points*

Through discussions with and suggestions from our municipal partners, we have identified projects that we believe are beneficial to transit in the Bow Valley:

				ICIP Federal Funding Available Total Federal Funding Available \$ 6,865,504 per Service ICIP Remaining After Projects						
				Banff Local Service	38%	\$ 2,608,892	\$ 0			
				Canmore Local Service	18%	\$ 1,235,791	\$ 1,210,791			
				Canmore Banff Regional Service	20%	\$ 1,373,101	\$ 467,046			
				Lake Louise Banff Regional Service	24%	\$ 1,647,721	\$ 807,667			
Project Grant Funding Allocation				100%						
Banff	Canmore	CB Regional	LLB Regional	Projects	Project Total Cost	ICIP (Federal)	ACT (Provincial)	Project Year	Zero Emission Project	Municipal Contribution Required
100%	0%	0%	0%	Pedestrian Transit Connection	\$ 5,000,000	\$ 2,000,000	\$ 2,500,000	2021	Yes	\$ 500,000
54%	0%	23%	23%	Proterra Electric Transit Buses (2)	\$ 2,700,000	\$ 1,080,000	\$ 1,350,000	2020	Yes	\$ 270,000
0%	0%	55%	45%	Bio-Diesel Low Floor Commuter Coaches (3)	\$ 2,550,000	\$ 1,020,000	\$ 1,275,000	2021	Yes	\$ 255,000
25%	25%	25%	25%	Transit Driver Simulator/Training Centre	\$ 250,000	\$ 100,000	\$ 100,000	2020	No	\$ 50,000
0%	0%	40%	60%	Ticket Vending Machines (6)	\$ 450,000	\$ 180,000	\$ 180,000	2020	No	\$ 90,000
0%	100%	0%	0%	Bow Valley Trail Pathway Construction	\$ 3,770,000	\$ -	\$ 1,885,000	2021	Yes	\$ 1,885,000
0%	100%	0%	0%	Pedestrian Lighting for Transit Connections	\$ 500,000	\$ -	\$ 200,000	2021	No	\$ 300,000
0%	100%	0%	0%	Contribution to Railway Ave Transit Hub	\$ 1,000,000	\$ -	\$ 400,000	2021	No	\$ 600,000
				Total ICIP Funding Remaining to be applied for prior to 2027						
				\$ 2,485,504						
				ACT Zero Emission Project Funded at: 50%						
				ACT Low Emission Projects Funded at: 40%						

Report to the BVRTSC Board

(UPDATED Dec 2018) Report 2018-06.3 Report on Grant Funding Potential Project List

June 7, 2018 – Updated December 7, 2018

Proterra Electric Transit Buses (2)

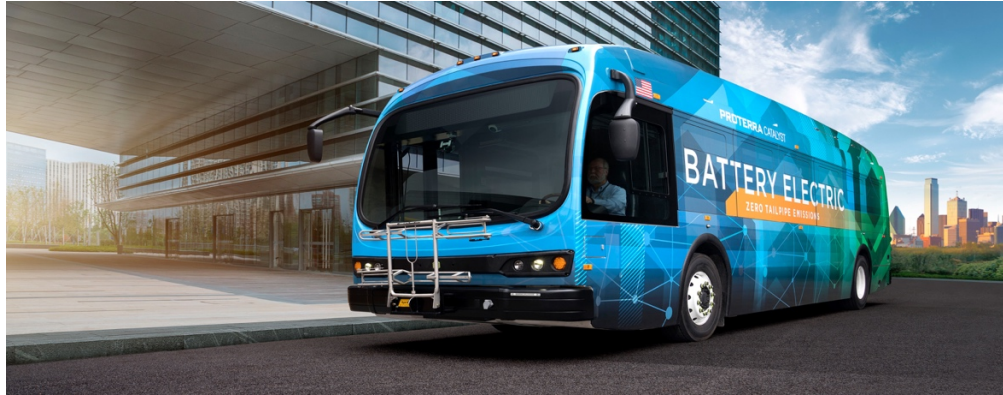
The upgrade from GreenTRIP approved diesel buses to Proterra electric is an important step in being involved in the rapidly evolving technology. As GreenTRIP has to be complete by the end of 2020, with all invoices finalized by March 31, 2021 we have submitted a request to Alberta Transportation to use surplus grant allocation funds that are unable to be used for Lake Louise local transit to supplement this upgrade. On the advice of Alberta Transportation, we are additionally applying for ACT funding in case the GreenTRIP ask does not get approved.

Although these buses will be primarily used to increase frequency on Banff local routes in 2020, they will be rotated through all services to assist in determining the feasibility of electric bus utilization throughout the Bow Valley. The grant funding allocation for these two buses is proposed to come primarily from Banff and a smaller amount from each regional service as laid out in the chart below.

Report to the BVRTSC Board

(UPDATED Dec 2018) Report 2018-06.3 Report on Grant Funding Potential Project List

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Proterra Electric
Transit Bus



Proterra 125KW Charging Station

Bio-Diesel Low Floor Commuter Buses

The Bio-Diesel Low Floor Commuter Bus project is intended to improve both capacity and safety on the Canmore-Banff Regional Route. The commuter coaches carry 52 people seated as compared to 32 on our current Nova buses. In addition, the seats are designed for highway travel and are fitted with seat belts for safety.

The intent would be to replace the current CB Regional buses and move those into other services (such as Lake Minnewanka or Banff Parking Shuttles) or dispose of them through sale should they not be needed. This project is proposed for commencing in 2021 with delivery for 2022, which is the latest time to use the funding. Should electric technology continue to advance rapidly, we would potentially be able to look at increasing the federal ask to support purchasing electric commuter coaches instead. This would give us a couple of years to evaluate electric technology and how it

Report to the BVRTSC Board

(UPDATED Dec 2018) Report 2018-06.3 Report on Grant Funding Potential Project List

June 7, 2018 – Updated December 7, 2018

operates in our environment. The opportunity for an upgrade would be contingent on a new provincial funding source being available.

By the end of 2020, the Commission will have accumulated the following amounts in replacement reserve for the CB Regional buses, which can be used to offset the municipal contribution for this proposed project:

	Bus	Engine	Transmission	Total
Moose	\$145,754 Replacement date 2030	\$32,164 – assuming engine not replaced in 2020 Replaced in 2016 & 2020 Replacement dates 2025	\$17,771 Replacement date 2021	\$195,689
Sheep	\$145,754 Replacement date 2030	\$32,164 Replaced in 2017 Replacement dates 2021, 2026	\$17,771 Replacement date 2021	\$195,689
Black Bear	\$61,157 Replacement date 2035	\$30,114 Replacement dates 2022, 2027, 2031	\$9,851 Replacement date 2026	\$101,122

Report to the BVRTSC Board

(UPDATED Dec 2018) Report 2018-06.3 Report on Grant Funding Potential Project List

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MCI Low Floor Accessible
Commuter Coach

Transit Driving Simulator/Training Centre

The transit driving simulator and training centre is proposed to be located in the new transit storage building should it be approved. The training centre and simulator would be designed to enable training on all types of buses and include intelligent transit hardware (ie. Farebox, DoubleMap etc..) for drivers to train on in an environment that enables them to learn through scenarios that are not easy to duplicate on the road. This will assist us in meeting the goals of Alberta Transportation's new training policies and help to attract and retain drivers.



TransitSim Simulator in
training room scenario

Report to the BVRTSC Board

(UPDATED Dec 2018) Report 2018-06.3 Report on Grant Funding Potential Project List

June 7, 2018 – Updated December 7, 2018

Ticket Vending Machines

Ticket vending machines have been discussed previously and are a viable option primarily for our regional transit applications in order to speed boarding time and reduce the need for change vouchers. The intent would be to have two in Lake Louise and two or three in Banff (depending on use of train station) and one in Canmore. Research and a full report would be provided in the next year to determine whether they would enhance our service offerings and improve customer experience.



VenTek Ticket
Vending Machines

The remaining projects relate to municipal infrastructure connecting to transit and applications are being filled out by municipal administration for submission by the BVRTSC.

Brand Standard

The projects being applied for all meet the brand standard as they will enhance transit offerings and encourage use of transit and alternative transportation. Fleet will be branded appropriately following the current brand standard.

Risks

The risk is minimal as the Commission is not committing to moving ahead with any of the projects through the application or grant approval process alone.

Report to the BVRTSC Board

(UPDATED Dec 2018) Report 2018-06.3 Report on Grant Funding Potential Project List

June 7, 2018 – Updated December 7, 2018

ORIGINAL REPORT FROM JUNE 2018

SUMMARY/ ISSUE

BVRTSC has been awarded grant funding from the Federal Government as part of their Investing in Canada Plan (ICIP) in the amount of \$6,865,504. This is the Federal contribution with Provincial contributions to supplement and the remainder will be the responsibility of the Municipality.

Funding parameters and project guidelines have not been fully finalized as of yet, however below are comments from Alberta Transportation with finalized guidelines to date:

Under the federal Investing in Canada Plan (ICP): Public Transit stream, BVRTSC has been allocated up to \$6,865,504, which represents the federal contribution only. Click [here](#) for the official, federal press release.

- *The federal government will cost share up to the following:*
 - *40% of eligible expenditures in Alberta for new construction and expansion of public transit and active transportation that connects citizens to their public transit systems*
 - *50% of eligible expenditures in Alberta for public transit rehabilitation projects*
 - *25% of eligible expenditures for-profit private sector projects (except in the Community, Culture and Recreation stream, where for-profit private sector proponents are not eligible).*
- *The bilateral agreement between Alberta and Canada can be found [here](#) online.*
- *The Government of Alberta will be cost-sharing at 33.33% of the total provincial allocation of \$2,096,548,228 (not project or municipality specific), which would be \$691,860,915. Essentially, flexibility has been built in to the bilateral agreement in terms of what transit projects the province will support, as long as the Province meets the 33% of the total allocation amount.*
- *If the province does not provide any matching to a project approved under the public transit stream, the municipality would be responsible for the rest of the project costs. We hope to release more information about the provincial transit funding over the next month, as we anticipate to announce our provincial ACT Fund shortly.*

Funding Allocation by Partner:

Based on the funding split approved by the Board and utilized for the last round of Federal spending, the approximate allocation of Federal dollars per service/municipality would be as below.

Report to the BVRTSC Board

(UPDATED Dec 2018) Report 2018-06.3 Report on Grant Funding Potential Project List

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2019 Anticipated Service Hours:

Banff Local	15,552	38%
Canmore Local	7,497	18%
CB Regional	7,953	19%
ID9	9,880	24%
Total	40,882	

IDEAS FOR POTENTIAL PROJECTS:

Please note that below are very preliminary ideas and there have been no project applications or analysis done on these as of yet.

The new round of funding is only for capital projects and does not include operational funding

Input from TOB:

- 2X \$500,000 to upgrade the 2020 biodiesel buses to electric*
- 2. \$5M pedestrian bridge and associated pathway improvements (the initial description seems to fit with this type of thing)*

This would be a total of \$6M; 40% is covered so we would have applied for \$2.4 out of the 2.6M available. I'm sure we can find a bit more somewhere – e-bus charging station upgrades perhaps?

If we can swing this then our \$5M pedestrian bridge could cost the town \$1.3M which might be within the realms of possibility. We'd be open to other ideas too.

Input from TOC:

There's still a lot of work to be done formalizing transit stops and ensuring they are accessible. Some possibilities for consideration beyond what's already approved under prior funding could be:

- \$420,000 - Shelters, lighting, NextBus, other amenities six key stops (\$70,000 each)*
- \$500,000 - Basic stop improvements, concrete work, accessibility, crossings etc. at ten stops (\$50,000 each)*
- \$750,000 - Bus Barn Improvements not performed in 2017*

Report to the BVRTSC Board

(UPDATED Dec 2018) Report 2018-06.3 Report on Grant Funding Potential Project List

June 7, 2018 – Updated December 7, 2018

- \$850,000 - Elk Run Boulevard pedestrian facility access to transit stops Canyon Road to Bow Meadows Crescent
- Other???

I think we need to be realistic about what's already approved under previous PTIF and GreenTRIP funding and our ability to follow through on delivering the projects.

Input from ID9:

By motion 14-10-05-2018, council MOVED that

that Administration present the following to the BVRTSC the following top priorities for ID9 council:

1. *See the fulfillment of the original BVRTSC mandate (trail heads and all entities in ID9). To support this mandate, the following is required (in priority order):*
 - a. *Buses*
 - b. *Infrastructure at all stops as needed*
 - c. *Storage facility/mechanical facility*
 - d. *IT Infrastructure*
 - e. *Accommodation*

BVRTSC Administration sees electric buses and potentially supplementing the transit storage building funding (if allowed by the program) as viable and fairly short-term projects that could be implemented. Staff accommodation is a very real issue going forward and is an idea that will be explored with the Province to determine if it would fit within the guidelines.

Proposed Next Steps:

- Board members to provide any additional ideas should they determine that they have a potential project they would like to add to the list.
- Municipal and BVRTSC Administration to meet and determine further which projects to recommend and obtain feedback to ensure they meet the program guidelines.
- BVRTSC to review final guidelines once the Province distributes them and determine which projects to present to the Board.
- Obtain Board and Municipal Council approval.
- Apply for projects.