

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

BVRTSC Boardroom – 221 Beaver Street, Banff, AB.

AGENDA

April 10, 2019 2:00 – 4:00 pm

1. Call to Order
2. Approval of the Agenda
3. Minutes
 - Approval of the March 13, 2019 Regular Meeting Minutes (attached)
4. Old Business (including Standing Items)
 - a) CAO's Monthly Report
 - b) Bring Forward List of Pending Items
 - c) Transit Service Monthly Statistics (attached)
5. New Business
 - a) Presentation of 2018 audited financial statements (Calvin Scott, Avail LLP) (Request for Decision)
 - b) 2019-04.01 Briefing – Universal Pass Revenue Allocation (Request for Decision)
 - c) 2019-04.02 2018 Reserve Transfers (Request for Decision)
 - d) 2019-04.03 Staff Accommodation (Request for Decision)
 - e) 2019-04.04 Election Day Transportation (Request for Decision)
 - f) Formation of Committee for CAO remuneration review (verbal – Davina Bernard)
 - g) Discussion of potential strategic planning session (verbal – Davina Bernard)
6. Adjournment

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

BVRTSC Boardroom – 221 Beaver Street, Banff, AB.

MINUTES

March 13, 2019 2:00 – 4:00 pm

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

Chip Olver, Town of Banff

BVRTSC ADMINISTRATION PRESENT

Steve Nelson, Manager of Operations
Andrea Stuart, Financial Controller

BVRTSC ADMINISTRATION ABSENT

Martin Bean, Chief Administrative Officer

ADMINISTRATION PRESENT

Adrian Field, Town of Banff
Greg Danchuk, Parks Canada
Danielle Morine, ID9

ADMINISTRATION ABSENT

Claire Ellick, Town of Canmore
Jed Cochrane, Parks Canada
Alex Kolesch, Parks Canada

1. Call to Order

Davina Bernard calls meeting to order at 2:03pm

2. Approval of the Agenda

BVRTSC19-11 - Davina Bernard moves to approve the agenda

CARRIED UNANIMOUSLY

3. Minutes

Approval of the February 13, 2019 Regular Meeting Minutes (attached)

BVRTSC19-12 Davina Bernard moves to approve minutes as presented with administrative amendments.

CARRIED UNANIMOUSLY

4. Old Business (including Standing Items)

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

5. New Business

- a) Presentation of Q4 Results, KPIs and Proposed Transfer of Reserves (Request for Decision)

BVRTSC19-13 Davina Bernard moves to approve the reserve transfers presented in the 2018 financial results for the following items:

- 1) 2011/2012 Operating Surplus of \$95,843.49 to be transferred as follows
 - a. \$89,950.20 to the Town of Banff Operating Reserve
 - b. \$5,893.29 to the Town of Canmore Operating Reserve
- 2) 2017 Operating Deficit of \$792.82 to be transferred as follows:
 - a. \$657.32 to the Town of Banff Operating Reserve
 - b. \$762.09 from the Town of Canmore Operating Reserve
 - c. \$688.05 from the BVRTSC Operating Reserve
- 3) Banff Bus Phase I Expansion of \$22,695.56 from the Town of Banff Operating Reserve
- 4) Equity in TCA of \$0.44 to be transferred to the BVRTSC Operating Reserve.

CARRIED UNANIMOUSLY

- b) Revised Tangible Capital Asset Policy (Request for Decision)

BVRTSC19-14 Davina Bernard moves to approve the revised TCA Policy F-4, to be effective for the 2018 fiscal year and forward.

CARRIED UNANIMOUSLY

- c) Presentation of new LAPP Policy F-5 (Request for Decision)

BVRTSC19-15 Davina Bernard moves to approve LAPP Policy F-5, to be effective for the 2018 fiscal year and forward.

CARRIED UNANIMOUSLY

d) In-Camera Session (Finalize CAO Review)

BVRTSC19-16 Davina Bernard moves to go In Camera at 2:43 PM

CARRIED UNANIMOUSLY

BVRTSC19-17 Davina Bernard moves to come out of In Camera at 2:56 PM

CARRIED UNANIMOUSLY

BVRTSC19-18 Davina Bernard moves to approve the 2018 CAO Performance & Merit Review as presented, effective Jan 1, 2019.

CARRIED UNANIMOUSLY

6. Adjournment

BVRTSC19-19 Davina Bernard moves to adjourn the meeting at 2:57 PM

CARRIED UNANIMOUSLY

Bow Valley Regional Transit Services Commission



CAO Report

CAO Update – April 2019

- **Financial:**

- Alberta Community Transit (ACT) grant has been announced in March, with the BVRTSC getting approval for \$5.74 million in Provincial funding. The federal Investing in Canada Plan (ICIP) grant recipients have not been announced yet and no information will be coming prior to upcoming Provincial election.

- **LLB Regional Service:**

- MCI buses are in the process of being delivered, with some already in Banff and one in Calgary at YNOT for wrapping.
- MCI Operator and Maintenance training has been taught by MCI Training Technicians at the Banff facility, with a number of drivers and maintenance techs receiving pertinent aspects of the week long training.
- Lake Louise summer schedules have been finalized and are in the process of going to print in the Banff National Park transit guide and are also available on the Roam website.

- **Banff Local Service:**

- Initial half day session was held two weeks ago with Proterra Bus representatives to begin the purchasing process for two electric buses. The purchase will not be finalized until it is determined if the ICIP funding is received, however we are proceeding with the initial steps to ensure on time delivery in 2020.

- **CB Regional Service:**

- Social media focus for CB Regional will be switching to promoting cycling now that the Legacy Trail is open once again.

- The second Regional bus to be refurbished is part way through the process at Big Rig Collision in Calgary and will be back prior to the summer season in May.
- **Canmore Local Service:**
 - Currently finalizing routing and schedule changes with the intent of implementing proposed changes beginning in July.
 - A recent meeting has occurred with Alberta Parks to determine if there is a possibility of providing transit services to Alberta Parks areas near Canmore. This will continue to be explored and provide information.
- **General:**
 - Driver Recruitment
 - We have completed all of the steps to be a Driver Training School and are just awaiting the final approval and license. Once this is received, we will be qualified to teach drivers without a Class 2 license to enable their license upgrade.
 - The BVRTSC has had great success in utilizing a recruitment bonus for referrals. We are still recruiting and training however are close to being fully staffed for the upcoming summer.
 - DoubleMap has run into a challenge with converting the on-street signs from NextBus and we are working through a solution with them. We are currently keeping NextBus on a monthly basis and will potentially have new signs provided by DoubleMap.

Bow Valley *R*egional Transit Services Commission



Bring Forward List

BRING FORWARD LIST OF ITEMS PENDING (as of April, 2019)

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	Spring/ Summer 2019	Goal is to complete by May Meeting.
BVRTSC19-06 Davina Bernard makes a motion for Administration to proceed with a pilot universal summer day pass for \$25 from May 18 th to Sept 15 th ; Administration to bring back a report in April outlining revenue splitting options and recommendation.	February 2018	April 2018	

Bow Valley Regional Transit Services Commission Ridership and Revenue Statistics



Month	Type	Banff Local	Canmore Local	Canmore - Banff Regional	Lake Louise - Banff Regional
March	Bikes	13	47	150	14
	Strollers	65	162	22	1
	Winter Sports	2538	106	727	78

Observations:

March Observations:

- Token Transit - Continued uptake in 'Token Trips'.
 - Banff Local Routes 1 and 2 Token trips increase from 2,710 in February to 2,891 in March.
 - Canmore – Banff Regional Route 3 Token trips up from 2,763 in February to 3,056 in March
- Banff Local Routes combined up 6.3% over March 2018.
 - 6% increase on Route 1 ridership over March 2018
 - 7% increase on Route 2 ridership over March 2018.

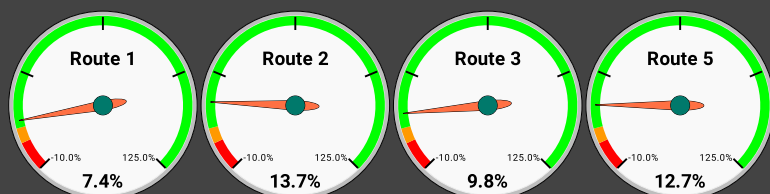
- Route 3 March ridership up 7% compared to March 2018.
 - Regional February revenue bump compared to February 2018 - 6%.
- Route 5 March ridership up 8.5% over March 2018.
 - February revenues up due to very low pass purchase in February of 2018.
- Route 7 ridership at 1,579 for March.
- Route 8 ridership at 3,306 for March, up from previous month at 2,920.

	Route 1 (Sulphur Mtn / Banff Ave)					Route 2 (Tunnel Mtn / Banff Springs Hotel)					Route 4 (Cave and Basin)					Banff Local Combined Totals (Routes 1, 2, 4)					
Month	2016	2017	2018	2019	% Change	2016	2017	2018	2019	% Change	2016	2017	2018	2019	% Change	2015	2016	2017	2018	2019	% Change
January	19,391	23,567	26,302	28,901	9.9%	22,261	24,429	22,257	27,346	22.9%						41,973	41,652	48,343	48,559	56,247	15.8%
February	20,973	27,697	27,800	29,757	7.0%	22,446	24,820	23,662	26,543	12.2%						41,240	43,419	52,517	51,462	56,300	9.4%
March	24,034	31,830	32,424	34,259	5.7%	23,928	24,474	25,551	27,343	7.0%						46,484	47,962	56,304	57,975	61,602	6.3%
April	18,226	29,233	0	0	0.0%	16,355	18,736	0	0	0.0%	0	296				37,483	34,581	47,953	0	0	0.0%
May	30,882	38,054	0	0	0.0%	22,549	25,146	0	0	0.0%	331	388	0	0	0.0%	52,462	53,762	64,807	0	0	0.0%
June	37,896	42,032	0	0	0.0%	26,196	29,851	0	0	0.0%	586	1,073	0	0	0.0%	64,295	64,678	72,956	0	0	0.0%
July	50,540	56,676	0	0	0.0%	31,655	38,958	0	0	0.0%	951	2,005	0	0	0.0%	79,171	83,146	97,639	0	0	0.0%
August	52,621	58,460	0	0	0.0%	32,553	40,767	0	0	0.0%	830	2,057	0	0	0.0%	81,401	86,004	101,284	0	0	0.0%
September	37,009	41,716	0	0	0.0%	24,406	30,362	0	0	0.0%	676	1,125	0	0	0.0%	60,204	62,091	74,565	0	0	0.0%
October	24,252	25,934	0	0	0.0%	15,358	16,819	0	0	0.0%		527				35,371	39,610	42,753	0	0	0.0%
November	20,240	22,239	0	0	0.0%	17,004	16,947	0	0	0.0%						33,785	37,244	38,513	0	0	0.0%
December	27,465	27,379	0	0	0.0%	23,551	23,878	0	0	0.0%						44,156	51,016	52,818	0	0	0.0%
YTD	363,529	424,817	86,526	92,917	7.4%	278,262	315,187	71,470	81,232	13.7%	3,374	7,471	0	0	0.0%	618,025	641,791	750,452	157,996	174,149	10.2%

	Route 3 (Canmore-Banff Regional)					Route 5 (Canmore Local)					Route 6 (Minnewanka)				Route 7 (Banff Centre)			Route 8X (Express Lake Louise - Banff Regional)					
Month	2016	2017	2018	2019	% Change	2016	2017	2018	2019	% Change	2017	2018	2019	% Change	2018	2019	% Change	2018	2019	% Change			
January	8,502	9,892	13,153	15,486	17.7%		6,551	8,392	10,225	21.8%						1,431				4,123			
February	8,081	10,182	12,371	12,849	3.9%		5,864	8,264	8,913	7.9%							1,815			2,920			
March	8,137	11,435	13,932	14,982	7.5%		7,206	8,884	9,643	8.5%							1,579			3,306			
April	7,911	9,942	0	0	0.0%		4,803	0	0	0.0%							0			0			
May	9,753	11,841	0	0	0.0%		6,225	0	0	0.0%						4,023	3,882	0		-100.0%	0		0
June	10,831	12,690	0	0	0.0%		6,414	0	0	0.0%						9,058	8,795	0		-100.0%	0		0
July	11,513	13,258	0	0	0.0%		6,088	0	0	0.0%						15,975	13,793	0		-100.0%	0		0
August	11,089	12,760	0	0	0.0%		6,164	0	0	0.0%						17,192	12,980	0		-100.0%	0		0
September	9,720	11,794	0	0	0.0%		5,327	0	0	0.0%						4,016	5,044	0		-100.0%			0
October	9,881	12,134	0	0	0.0%	6,442	0	0	0.0%					796	0	-100.0%	4,916	0	-100.0%				
November	11,164	12,432	0	0	0.0%	8,570	7,791	0	0					0.0%	1,581	0	-100.0%		4,663	0	-100.0%		
December	9,999	11,748	0	0	0.0%	7,597	6,934	0	0					0.0%		1,006	0	-100.0%		4,400	0	-100.0%	
YTD	116,581	140,108	39,456	43,317	9.8%	16,167	75,809	25,540	28,781	12.7%	50,264	44,494	0	-100.0%	3,383	4,825	-100.0%	13,979	10,349	-100.0%			

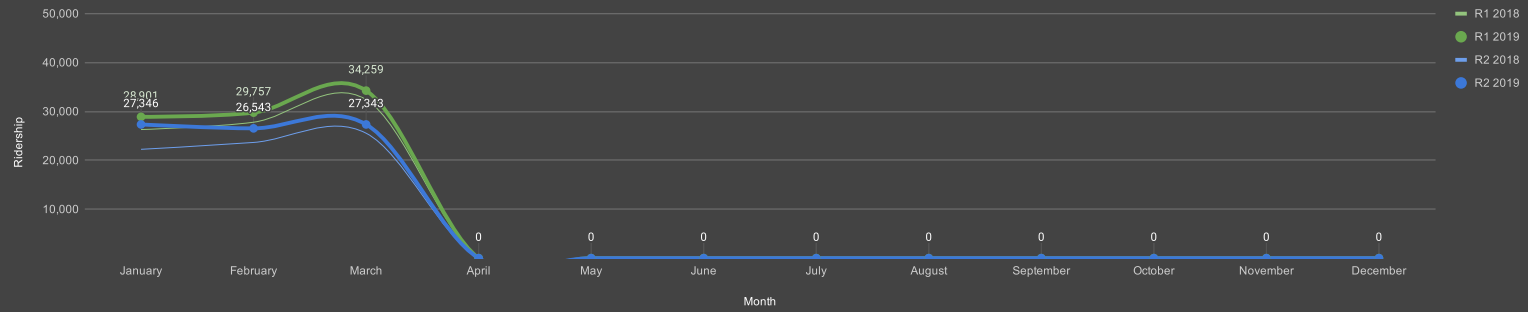
	Route 8S (Scenic Lake Louise - Banff Regional)		Route 9 (Johnston Canyon)		On-It (Calgary Regional)			
Month	2019	% Change	2019	% Change	2017	2018	2019	% Change
January								
February								
March								
April								
May					0	1,018	0	-100.0%
June	0		0		1,197	2,120	0	-100.0%
July	0		0		4,198	3,746	0	-100.0%
August	0		0		4,789	3,582	0	-100.0%
September	0		0		1,522	1,359	0	-100.0%
October								
November								
December								
YTD	0	0.0%	0	0.0%	11,706	10,727	0	-100.0%

Year to Date % Ridership Change - Comparing 2018 to 2019

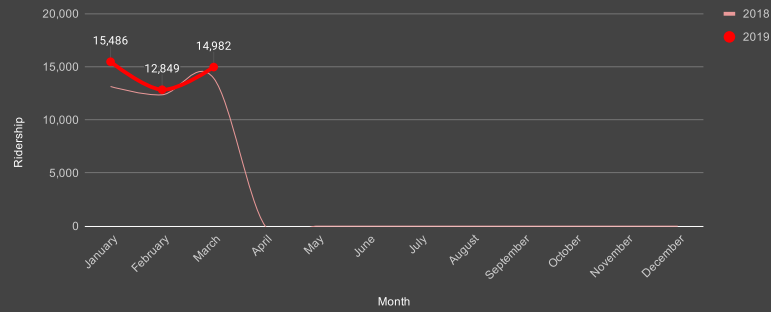


Monthly Ridership Comparisons by Year

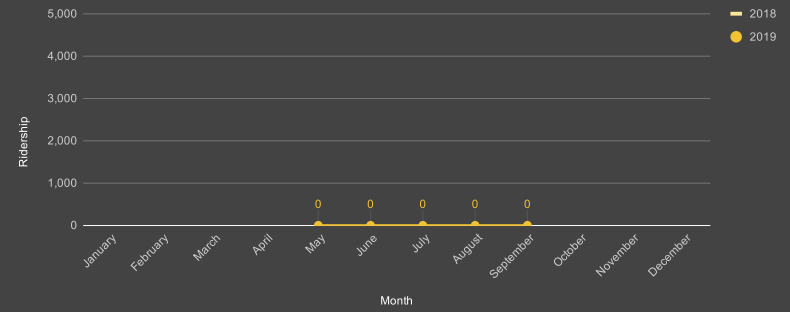
Banff Local (Routes 1 and 2) Ridership Comparison



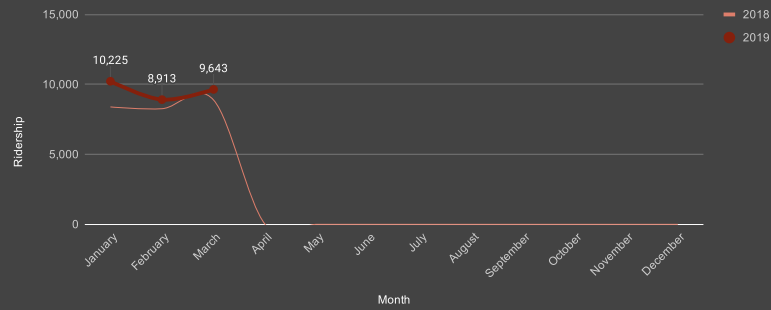
Canmore - Banff Regional (Route 3) Ridership Comparison



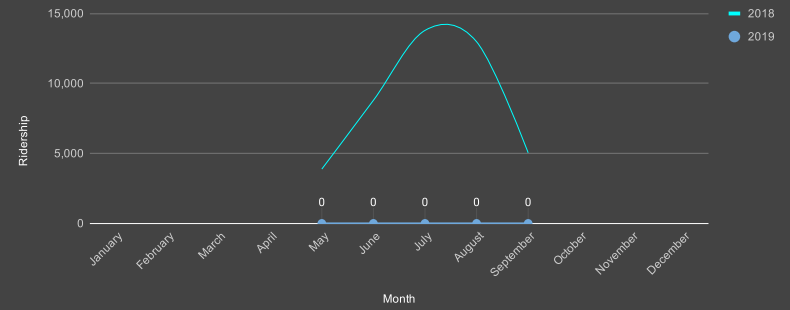
Banff Local (Route 4) Ridership Comparison



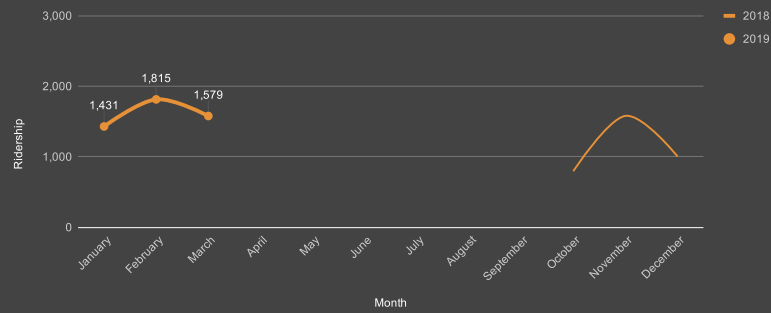
Canmore Local (Route 5) Ridership Comparison



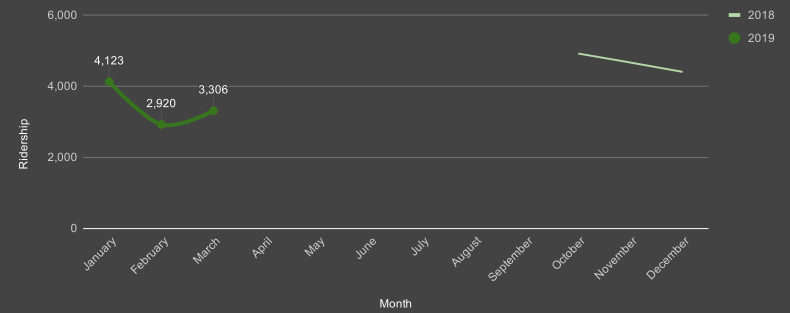
Minnewanka (Route 6) Ridership Comparison



Banff Centre (Route 7) Ridership Comparison



Express Banff - Lake Louise Regional (Route 8X) Ridership Comparison



Bow Valley *R*egional Transit Services Commission



New Business

Bow Valley *Regional* Transit Services Commission



Audited Financial Statements

Presented by Calvin Scott, Partner at Avail CPA

Proposed motion following presentation if acceptable (same as 2018 motion):

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

Bow Valley *R*egional Transit Services Commission



Pass Revenue Allocation

Report to the Bow Valley Regional Transit Services Commission

2019-04.01 Briefing – Universal Pass Revenue Allocation

March 13, 2019

SUMMARY/ ISSUE

Briefing to propose revenue allocation methodology for 2019 Pilot Universal Summer Pass.

PREVIOUS COMMISSION DIRECTION/POLICY

During the February 2019 meeting, the Board motioned to approve a trial of the Roam Universal 1 day pass for the summer of 2019, and for administration to bring back a report outlining the revenue split options:

BVRTSC19-06 Davina Bernard makes a motion for Administration to proceed with a pilot universal summer day pass for \$25 from May 18th to Sept 15th; Administration to bring back a report in April outlining revenue splitting options and recommendation.

Administration Recommendation:

That the Commission direct Administration to use Method 2 for the Universal pass revenue allocation for the summer of 2019.

INVESTIGATION

Upon reviewing the technology and systems currently in place, administration determined that there are two options to allocate the revenue generated by the universal pass sales:

Method 1: Setting a pre-determined % split between routes

The simplest method of splitting revenues would be to determine a % split of the universal pass and allocate all sales based on this pre-set %. Advantages to this are that it would be simple to implement. Disadvantages to this method is that the revenue split wouldn't accurately reflect how the pass was used. Additionally, as this is the first year of implementing this type of pass, administration does not have historical data to determine an accurate % split.

Method 2: Allocating pass revenue based on actual universal pass rides per route, pro-rated based on single ride costs of each route.

The BVRTSC's farebox/smart card software allows administration to pull reports on usage of specific cards. Therefore, it is possible to determine where the smart cards are being used and allocate revenue based on usage. This method would take the universal pass ridership for each route and then weight the revenue associated to each route by both the ridership and the single ride cost of that route.

For example, if a rider purchased a universal pass and rode each route in our system one time, the \$25 universal pass revenue would be split as follows:

Report to the Bow Valley Regional Transit Services Commission

2019-04.01 Briefing – Universal Pass Revenue Allocation

March 13, 2019

Route	1 Ride Cost	Rides	Standalone Cost	Pass Distribution
Route 1 - Banff Local Sulphur Mtn	\$2	1	\$2	\$1.32
Route 2 - Banff Local Tunnel Mtn	\$2	1	\$2	\$1.32
Route 3 - Canmore/Banff Regional	\$6	1	\$6	\$3.95
Route 4 - Cave & Basin	\$2	1	\$2	\$1.32
Route 5 - Canmore Local	\$2	1	\$2	\$1.32
Route 6 - Lake Minnewanka	\$2	1	\$2	\$1.32
Route 7 - Banff Centre	\$2	1	\$2	\$1.32
Route 8X - Lake Louise / Banff Regional Express	\$8	1	\$8	\$5.25
Route 8S - Lake Louise / Banff Regional Scenic	\$8	1	\$8	\$5.25
Route 9 - Johnson Canyon	\$4	1	\$4	\$2.63
			\$38	\$25.00

Another example using method 2 would be if the universal pass user rode selected routes, the \$25 universal pass revenue would be split as follows:

Route	1 Ride Cost	Rides	Standalone Cost	Pass Distribution
Route 1 - Banff Local Sulphur Mtn	\$2	1	\$2	\$2.27
Route 2 - Banff Local Tunnel Mtn	\$2			
Route 3 - Canmore/Banff Regional	\$6			
Route 4 - Cave & Basin	\$2			
Route 5 - Canmore Local	\$2			
Route 6 - Lake Minnewanka	\$2	2	\$4	\$4.55
Route 7 - Banff Centre	\$2			
Route 8X - Lake Louise / Banff Regional Express	\$8			
Route 8S - Lake Louise / Banff Regional Scenic	\$8	2	\$16	\$18.18
Route 9 - Johnson Canyon	\$4			
			\$22	\$25.00

IMPLICATIONS

Method 1 would be slightly easier to implement but would provide less accurate revenue allocations. Method 2 would be slightly more time consuming to implement but would provide very accurate revenue allocations.

Administration is recommending using Method 2 for the Universal pass revenue allocation for the summer of 2019.

Report to the Bow Valley Regional Transit Services Commission

2019-04.01 Briefing – Universal Pass Revenue Allocation

March 13, 2019

BRAND IMPACT:

- Brand consistency as this product is a supplement to existing fare products and has the potential to increase ridership and convenience for existing customers.

BUSINESS PLAN/ BUDGET IMPLICATIONS

N/A

RISKS

N/A

ATTACHMENTS

N/A

Bow Valley *R*egional Transit Services Commission



2018 Reserve Transfers

Report to the Bow Valley Regional Transit Services Commission

2019.04-02 Request for Decision – 2018 Reserve Transfers

March 13, 2019

SUMMARY/ ISSUE

Request for motion to approve the 2018 operating reserve transfers.

PREVIOUS COMMISSION DIRECTION/POLICY

BVRTSC operating Bylaw 3-2011 section 9 details cost allocation for operating requisitions as well as guidance on annual operating surpluses/deficits.

Recommended Motion:

The Board moves to approve the reserve transfers presented in the 2018 financial results for the following items:

- 1) 2018 Operating Surplus of \$396,895.37 to be transferred as follows
 - a. \$309,826.16 to the Town of Banff Operating Reserve
 - b. \$8,947.01 to the Town of Canmore Operating Reserve
 - c. \$77,172.20 to the ID#9 Operating Reserve
 - d. \$950.00 to the BVRTSC Operating Reserve

INVESTIGATION

Administration prepared the draft unaudited 2018 financial results for the Board's review in March 2019. Since the March 2019 meeting, the external auditors have completed their annual financial statement audit and found no changes to the preliminary results.

2018 Operating Surplus Transfers

Final 2018 results show a \$396,895 operating surplus based on the following:

- Administrative Surplus of \$101,447
- Route 1 Surplus of \$53,712
- Route 2 Surplus of \$138,089
- Route 3 Surplus of \$157,608
- Route 4 Surplus of \$5,722
- Route 5 Deficit of \$(103,356)
- Route 8 Surplus of \$43,673

2018 Financial Results with detailed explanations of the above surpluses/deficits are attached.

Based on the \$396,895 surplus the following 2018 reserve transfers are proposed:

Report to the Bow Valley Regional Transit Services Commission

2019.04-02 Request for Decision – 2018 Reserve Transfers

March 13, 2019

Operating Surplus Proposed Transfers	Administrative	Rt 1 - Banff Local (Sulphur Mtn)	Rt 2 - Banff Local (Tunnel Mtn)	Rt 3 - CB Regional	Rt 4 - Cave and Basin	Rt 5 - Canmore Local	Rt 8 - LLB Regional Winter	
Town of Banff Operating Reserve	33,499.08	53,712.11	138,089.35	78,803.95	5,721.67			\$ 309,826.16
Town of Canmore Operating Reserve	33,499.08			78,803.96		(103,356.03)		\$ 8,947.01
ID#9 Operating Reserve	33,499.07						43,673.13	\$ 77,172.20
BVRTSC Operating Reserve	950.00							\$ 950.00
	\$ 101,447.23	\$ 53,712.11	\$ 138,089.35	\$ 157,607.91	\$ 5,721.67	\$ (103,356.03)	\$ 43,673.13	\$ 396,895.37

The reserve transfers above are based on Bylaw 3-2011 that states

“For any Fare Revenue Surplus, the Commission shall put the funds in a reserve to the credit of each Customer whose service the Fare Revenue Surplus pertains to be used to cover future cost overruns and/or reduce the amount of future levies”

Within the administrative surplus there is \$950 of revenue which was contest winnings from a CUTA photography contest. Administration is proposing to move this \$950 into the BVRTSC operating reserve and restrict it for future scholarship payments.

The \$5,722 operating surplus in Route 4 Cave & Basin represents ½ of fare revenues collected. Per the agreement with Parks Canada on Route 4, ½ of fare revenues are used to offset the requisition to Parks Canada and ½ are kept by the BVRTSC to represent riders paying on Route 4 but then transferring to Town of Banff Local Routes 1 & 2.

IMPLICATIONS

Prior to the auditors finalizing the 2018 audit they require Board approval for reserve transfers. This is the final reserve transfer required to close the 2018 fiscal year.

BRAND IMPACT:

No impact on Brand as this is a procedural transfer only, following Commission Bylaws.

BUSINESS PLAN/ BUDGET IMPLICATIONS

N/A

RISKS

N/A

ATTACHMENTS

- 2018 Financial Results

Bow Valley *Regional* Transit Services Commission



Staff Accommodation Proposal

Report to the Bow Valley Regional Transit Services Commission

Report 2019-04.3 Transit Building Staff Accommodation

April 4, 2019

SUMMARY/ ISSUE

With the growth of Roam Transit over the past few years, an increased need for employee accommodation has materialized. The driver pool of the Commission has grown from 11 in 2015 to our current level of 57+ for the upcoming summer.

As a supplement to the new transit storage facility, the possibility of adding a staff accommodation component has been identified.

PREVIOUS COMMISSION DIRECTION/POLICY

The Commission has been able to find employees with their own accommodation in the Bow Valley, with a few commuting from outside the area. We have accepted that potential employees are lost due to not providing any staff accommodation.

Administration Recommendation:

That the Commission:

- Move to direct Commission Administration to further investigate and report back on the cost and feasibility of adding a staff accommodation component to the construction of the 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 transit storage 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 intent of Commission Administration is to further investigate funding opportunities and the feasibility of constructing staff accommodation in conjunction with the transit building. The staff accommodation would be above the inside storage portion of the building.

The Town of Banff planning department has confirmed that the Industrial Area is zoned for a however it must be built above the first-floor level. Discussions with the Town of Banff administration have

Report to the Bow Valley Regional Transit Services Commission

Report 2019-04.3 Transit Building Staff Accommodation

April 4, 2019

indicated that this project is potentially viable, however further investigation is needed prior to seeking Council approval.

It is recommended that the Commission target construction of a minimum of 10 rooms for Roam Transit driver use. Preliminary cost estimates provided by the Town of Banff based on past similar projects indicate that the cost for this project would be between \$1.25 and \$1.4 million, depending on the room numbers and configuration. See below example:

Room Type	Square Feet	Number of Units	Cost/Sq Foot	Total Square Feet	Total Cost
Studio	327	6	\$ 400	1962	\$ 784,800
1 Bedroom	437	0	\$ 400	0	\$ -
2 Bedroom	580	2	\$ 400	1160	\$ 464,000
Common Area	156	1	\$ 400	156	\$ 62,440
Totals:				3278	\$1,311,240
Cost Per Square Foot:			\$ 400		
Total Rooms Provided:			10		
Total Project Cost:			\$ 1,311,240		

This project anticipates a growing need for accommodation as a prerequisite for attracting and retaining staff in the Bow Valley. In 2019, we have been challenged to recruit enough drivers to meet operational needs.

The intent of the staff accommodation component will be to provide short term summer accommodation at a reduced cost to potential employees as well as longer term accommodation on a cost recovery basis for employees through the winter months.

The project as anticipated is reliant on an allowance from the Alberta Government to reallocate approved GreenTRIP funding from a second intercept lot to an expansion of the transit storage building project.

IMPLICATIONS:

General

The implication of building staff accommodation is positive on many levels, including:

- Increasing the ability to hire employees through the provision of temporary accommodation

Report to the Bow Valley Regional Transit Services Commission

Report 2019-04.3 Transit Building Staff Accommodation

April 4, 2019

- Improved employee morale through providing clean and quiet accommodation
- Enable the ability for Roam Transit to consider further expansion
- Widen the potential pool of drivers to draw from.

BUSINESS PLAN/ BUDGET IMPLICATIONS

The expense of this building, with operating costs being fully funded by the Commission, will increase the financial liability to the Commission with a long-term lease. Financial analysis will be completed on the project prior to moving forward in order to verify that cash flows from rent revenue will cover lease payments and other operating cost.

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.

Bow Valley *R*egional Transit Services Commission

NEED A RIDE TO THE POLLS?

Election Day Free Transit

Report to the Bow Valley Regional Transit Services Commission

Report 2019-04.04 Election Day Fares

April 5, 2019

SUMMARY/ ISSUE

Encouraging voter turnout is important for the upcoming municipal election and as an agency spanning multiple municipalities, the BVRTSC has an opportunity to assist in this endeavour through a free transit offering.

PREVIOUS COMMISSION DIRECTION/POLICY

Administration Recommendation:

That on Election Day, April 16th 2019, passengers traveling locally on Roam Transit services are given free passage for the purposes of voting upon request.

INVESTIGATION

- Free transit on election day has been used in many municipalities with the intention of increasing voter turnout and transit awareness.
- Cash ridership revenues from the same date in 2018 were \$1962 on all services and estimated revenue for Lake Louise is \$500 for a total in potential lost revenue of approximately \$2500 if all services are included
- Cash ridership revenues from the same date in 2018 for local services only were \$965
- 2017 Social Media:



Report to the Bow Valley Regional Transit Services Commission

Report 2019-04.04 Election Day Fares

April 5, 2019

Proposed

- Free transit being offered on local services for the Provincial election day, April 16, 2019

RISKS

- Potential loss in revenue of up to approximately \$2500 for all services
- Potential loss in revenue of up to approximately \$1000 for local services only

ATTACHMENTS

Saskatoon Free Transit Article: <http://globalnews.ca/news/3024809/free-saskatoon-transit-rides-to-vote-on-election-day/>

BC Transit Free Transit Article: <https://www.mycowichanvalleynow.com/38570/bc-transit-is-offering-free-service-on-election-day/>