

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

BVRTSC Boardroom – 221 Beaver Street, Banff, AB.

AGENDA

August 14, 2019 2:00 – 4:00 pm

1. Call to Order
2. Approval of the Agenda
3. Minutes
 - Approval of the June 12th, 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) Q2 Financial Results (For Information Only)
 - b) 2020 3-Yr. Operating and 10-Yr. Capital Budgets and KPIs
 - c) New Service Level Requests
 - Transit IT Systems Specialist
 - Health Spending Account (PT Employees)
 - Route 3 Additional Weekday Service
 - Additional Spare Bus
 - Roam Desk at External Location
 - Roam Driver Housing
6. Adjournment

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

BVRTSC Boardroom – 221 Beaver Street, Banff, AB.

MINUTES

June 12, 2019 2:00 – 4:00 pm

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

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

BVRTSC ADMINISTRATION PRESENT

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

BVRTSC ADMINISTRATION ABSENT

Andrea Stuart, Financial Controller

ADMINISTRATION PRESENT

Alex Kolesch, Parks Canada
Danielle Morine, ID9
Patti Youngberg, Parks Canada

1. Call to Order – Davina Bernard calls meeting to order at 2:01PM

2. Approval of the Agenda

Davina Bernard moves to approve Agenda as presented

CARRIED UNANIMOUSLY

3. Minutes

- Approval of the May 8, 2019 Regular Meeting Minutes (attached)

Davina Bernard moves to approve May 8, 2019 Regular Meeting Minutes as presented

CARRIED UNANIMOUSLY

4. Old Business (including Standing Items)

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

5. New Business

- a) 2019-06.01 Electric Bus Funding (RFD)

Davina Bernard moves to approve a transfer from the BVRTSC/Banff Operating Reserve for the purchase of two Electric Buses for Increased Frequency Phase II on the Banff Local routes to a maximum of \$334,000 if ICIP funding is not available at the time of purchase.

CARRIED UNANIMOUSLY

- b) Chair's Report on Budget Process (For Planning Purposes Only)

Davina Bernard to send out a revised schedule for Budget Meeting dates/times.

- c) Strategic Plan – Mid-Year Check In (For Information Only)
- d) Suggestion letter received - Chair verbal update (For Information Only)

Letter received from member of the public asking for route changes. All items addressed in the letter are Operational in nature and will be considered along with any other service changes as needed. Contact information of the author was not provided.

- e) Potential July Meeting Cancellation (RFD)

July Commission meeting for 2019 is cancelled.

6. Adjournment

Davina Bernard moves to adjourn the meeting at 2:54 PM

CARRIED UNANIMOUSLY

Bow Valley *Regional* Transit Services Commission




CAO Report

CAO Update – June 2019

- **Financial:**

- Through our communication with Alberta Transportation, we have confirmed that interest earned on the funds advanced by the Province is required to reduce the amount of the overall project. This will affect the overall scope of GreenTRIP projects; however all projects will still be positively impacted by the investment income earned.
- In conversation with Alberta Transportation, the Provincial Government is reviewing all projects initiated by the previous government. This may affect the ACT funding, approved earlier this year.
- Summer Super Pass sales – This day pass, which encompasses all services has been successful to date. With sales beginning on May 17th, the purchase quantities and revenue up to June 30th are listed below:

Bow Valley Regional Transit Services Commission 

SALES BY PRODUCT/SERVICE SUMMARY
January - June, 2019

	TOTAL					
	QUANTITY	AMOUNT	% OF SALES	AVG PRICE	COGS	GR
Super Summer Pass - 1 Day Adult	72.00	1,800.00	53.93 %	25.00		
Super Summer Pass - 1 Day Senior	19.00	237.50	7.12 %	12.50		
Super Summer Pass - 1 Day Youth (13-18)	7.00	87.50	2.62 %	12.50		
TT - Super Summer Pass - 1 Day Adult	46.00	1,150.00	34.46 %	25.00		
TT - Super Summer Pass - 1 Day Youth (13-18)	5.00	62.50	1.87 %	12.50		
TOTAL		\$3,337.50	100.00 %		\$0.00	

- **LLB Regional Service:**

- Ridership on the 8X is extremely strong, with some fully sold departures and passengers having to wait for the next bus. We have reached days with over 1000 passengers.
- Route 8S (LL Scenic) and 9 (Johnston Canyon) are seeing good ridership also. The majority of 8S riders are using the 8X to return or vice-versa.
- Challenges are occurring at the Lake Louise village pick up as people are parking in the Samson Mall parking lot or walking over from hotels and wanting to ride our buses up to the

lakefront. We are taking as many people as can be seated but there are numerous people wanting to go and being turned away. Parks Canada does not offer any service from the Village up to the Lakefront without going out to the Park and Ride. This needs to be addressed in the offseason to determine best course of action going forward.

- Route 8S (Lake Louise Scenic) and Route 9 (Johnston Canyon) are both seeing positive results since starting at the end of June.
- ID9 Council has committed to enhancing the upcoming Fall/Winter/Spring service with two additional departures per day, filling in the mid-day gap that was identified as a deficiency in the service. This is confirmed for the remainder of 2019 and has been entered in the BVRTSC budget for approval for the upcoming year.

- **Banff Local Service:**

- Banff local service is seeing strong ridership but not the increases of the previous years as no new service levels were implemented this year. 2020 will see increased frequency on routes 1 and 2 and further ridership increases are anticipated.
- Train station parking lot is scheduled to open in late August and we are anticipating running at least three weekends of shuttle service prior to the end of the season to be able to have some data to evaluate use.

- **CB Regional Service:**

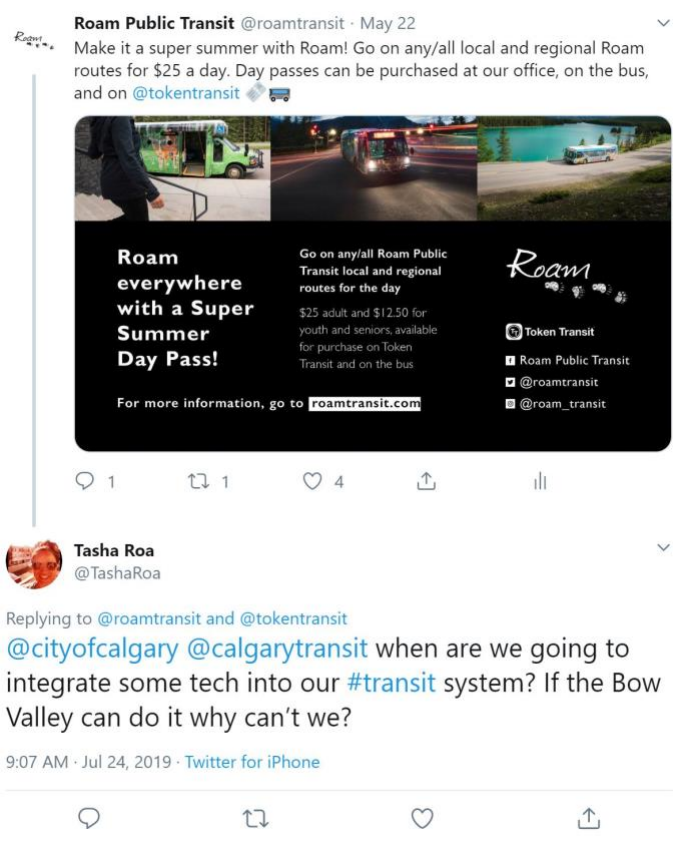
- With the tight timeframe on CB Regional service, it is growingly more difficult to stay on schedule and we are working to find a solution. We have implemented the buses using Banff Avenue for all arrivals after 10:00 during the summer to save on one train crossing and this is helping.
- The New Service Level request proposed for 2020 will assist in allowing us to address this challenge if approved.
- Loyal ridership is being tested through the current summer and needs to be addressed for retention and growth.

- **Canmore Local Service:**

- With the change of routing in Canmore, we are seeing more exposure to summer traffic and having significant challenges staying on schedule. We are working to find ways to compensate in the short term and will have to make adjustments to the schedule for future success.
- In addition to summer traffic, free transit creates the need to stop at almost every stop, further delaying the service.

- **General:**

- With the success of service and surpluses this summer, we are planning to continue the Banff local route and the Lake Louise 8X summer schedule for an additional week to ensure passenger demand is met. This operational decision is being made to avoid challenges with overloading and turning people away that occurred last year and is being anticipated this year on the Lake Louise service.
- Roam Transit's successes are being noticed and our continued gains in ridership can help to assure that continued success. With the recent transit cuts announced in Calgary, Roam has been identified as a model to follow:
 - [Star Calgary - Budget Cut Announcement](#)
 - <https://twitter.com/asadyyc/status/1153309187251691520?s=20>



- Driver Recruitment and Retention
 - We held a BBQ at the Banff Transit Garage in July as a mid-season thankyou to our drivers and to the TOB maintenance staff. It was held from 12-4pm and saw good turnout from both groups.
- Transit Ambassadors
 - We have Roam Transit Ambassadors at the transit hubs 7 days per week through the afternoon hours and rotating through the Lake Louise stops to provide customer service answers and assist in directing passengers to the correct buses. The program is being received well by the public and is appreciated by the Visitor Centre staff.
- Roam Incident
 - Unfortunately, Roam was involved in an incident that resulted in a black bear cub being killed. This was an unavoidable accident and has been investigated to ensure any learnings that can be gained are implemented. Our driver has been supported and media inquiries have been coordinated with Parks Canada.

Bow Valley *R*egional Transit Services Commission



Bring Forward List

BRING FORWARD LIST OF ITEMS PENDING (as of May 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	COMPLETE	COMPLETE
BVRTSC19-26 - Davina Bernard moves to direct Commission Administration to further investigate and report back by June Commission meeting 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.	April 2019	COMPLETE	Not applicable as GreenTRIP funding has not been approved for this project
BVRTSC19-27 - Davina Bernard moves to direct administration to prepare feasibility analysis on the cost of providing and operating staff accommodation for Roam employees on both an immediate and long-term basis.	April 2019	September 2019	To be presented with August package

Bow Valley Regional Transit Services Commission Ridership Statistics

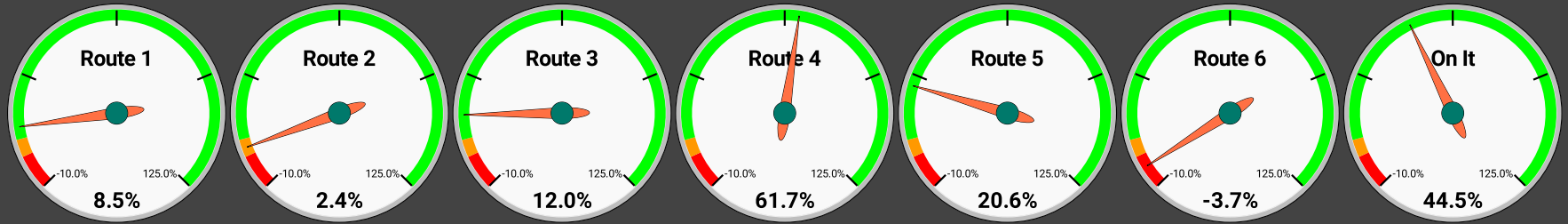


Month	Type	Banff Local	Canmore Local	Canmore - Banff Regional	Lake Louise - Banff Regional
July 2019	Bikes	329	528	1372	104
	Strollers	221	161	41	49
	Winter Sports	0	0	0	0

Observations – July 2019:

- Token Transit - Continued uptake in 'Token Trips'.
 - Adult uses - 11,440 rides
 - Youth uses - 482 rides
 - Senior uses - 296 rides
- **Banff Local Routes combined (1,2,4)** up **0.9%** over July 2018.
- **Canmore/Banff Regional Route 3** July ridership up 17.7% compared to July 2018
- **Canmore Local Route 5** July ridership up 13.5% over July 2018
- **Lake Minnewanka Route 6** Ridership decreased 16.9% over July 2018
- **Banff Centre Route 7** ridership at **1,334** for July
- **Lake Louise-Banff Route 8X** ridership at **24,544** in July, up from previous month by 61%.
- **Lake Louise-Banff Scenic Route 8S** ridership at **3,521** in its first full month of operation
- **Johnston Canyon Route 9** ridership at **3,943** in its first full month of operation

Year to Date % Ridership Change - Comparing 2018 to 2019



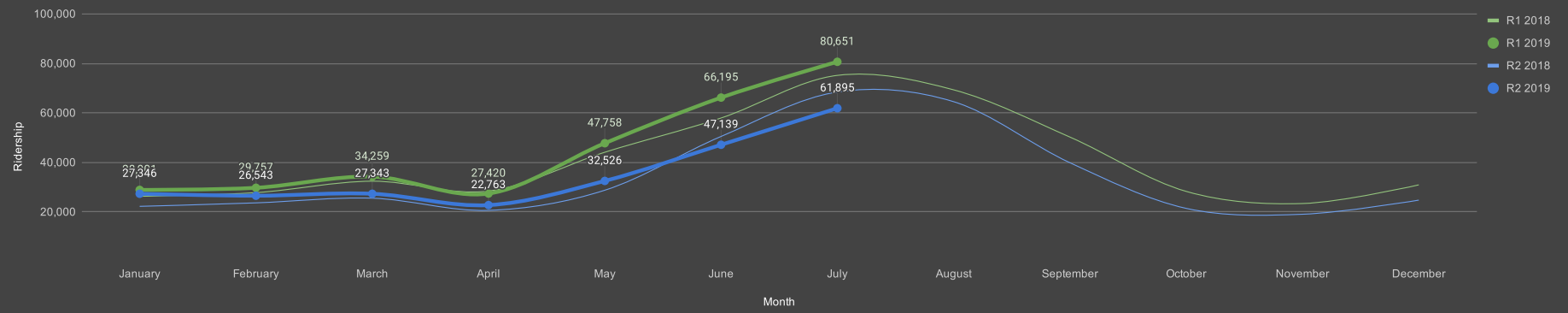
	Route 1 (Sulphur Mtn / Banff Ave)					Route 2 (Tunnel Mtn / Banff Springs Hotel)					Route 4 (Cave and Basin)					Banff Local Combined Totals (Routes 1, 2, 4)					
Month	2016	2017	2018	2019	% Change	2016	2017	2018	2019	% Change	2016	2017	2018	2019	% Change	2015	2016	2017	2018	2019	% Change
January	19,391	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	28,441	27,420	-3.6%	16,355	18,736	20,632	22,763	10.3%	0	296				37,483	34,581	47,953	49,073	50,183	2.3%
May	30,882	38,054	44,114	47,758	8.3%	22,549	25,146	28,773	32,526	13.0%	331	388	655	1,147	75.1%	52,462	53,762	64,807	73,542	81,431	10.7%
June	37,896	42,032	57,945	66,195	14.2%	26,196	29,851	50,499	47,139	-6.7%	586	1,073	2,369	4,002	68.9%	64,295	64,678	72,956	110,813	117,336	5.9%
July	50,540	56,676	75,168	80,651	7.3%	31,655	38,958	68,439	61,895	-9.6%	951	2,005	4,342	6,704	54.4%	79,171	83,146	97,639	147,949	149,250	0.9%
August	52,621	58,460	8,697	11,540	32.7%	32,553	40,767	8,628	8,885	3.0%	830	2,057	523	906	73.2%	81,401	86,004	101,284	17,848	21,331	19.5%
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	300,891	326,481	8.5%	278,262	315,187	248,441	254,440	2.4%	3,374	7,471	7,889	12,759	61.7%	618,025	641,791	750,452	557,221	593,680	6.5%

	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	13,655	14,982	9.7%		7,206	8,753	9,643	10.2%						1,579			3,306	
April	7,911	9,942	13,695	14,618	6.7%		4,803	7,876	9,144	16.1%						1,136			2,926	
May	9,753	11,841	15,995	16,850	5.3%		6,225	7,454	10,701	43.6%	4,023	3,882	3,836	-1.2%		1,281			5,455	
June	10,831	12,690	16,261	18,757	15.4%		6,414	8,919	12,151	36.2%	9,058	8,795	9,966	13.3%		1,390			15,224	
July	11,513	13,258	17,347	20,422	17.7%		6,088	12,349	14,011	13.5%	15,975	13,793	11,519	-16.5%		1,334			24,544	
August	11,089	12,760	1,851	2,886	55.9%		6,164	1,556	1,854	19.2%	17,192	1,780	1,885	5.9%		143			2,787	
September	9,720	11,794	0	0	0.0%		5,327	0	0	0.0%	4,016	0	0	0.0%		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	104,328	116,850	12.0%	16,167	75,809	63,563	76,642	20.6%	50,264	28,250	27,206	-3.7%	3,383	10,109	-100.0%	13,979	61,285	-100.0%

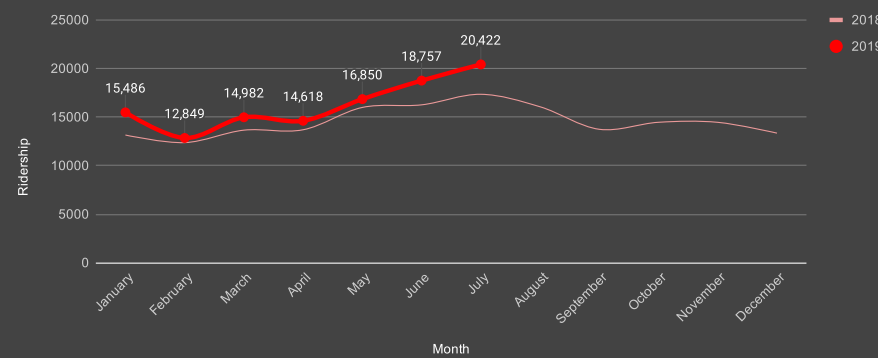
	Route 8S (Scenic Lake Louise - Banff Regional)		Route 9 (Johnston Canyon)		On-It (Calgary Regional)			
Month	2019	% Change	2019	% Change	2017	2018	2019	% Change
January								
February								
March								
April								
May								
June	795		1,129		1,197	1,018	1,271	24.9%
July	3,521		3,943		4,198	2,120	3,846	81.4%
August	724		811		4,789	3,746	4,847	29.4%
September	0		0		1,522	1,251	1,795	43.5%
October						0	0	0.0%
November								
December								
YTD	5,040	0.0%	5,883	0.0%	11,706	8,135	11,759	44.5%

Monthly Ridership Comparisons by Year

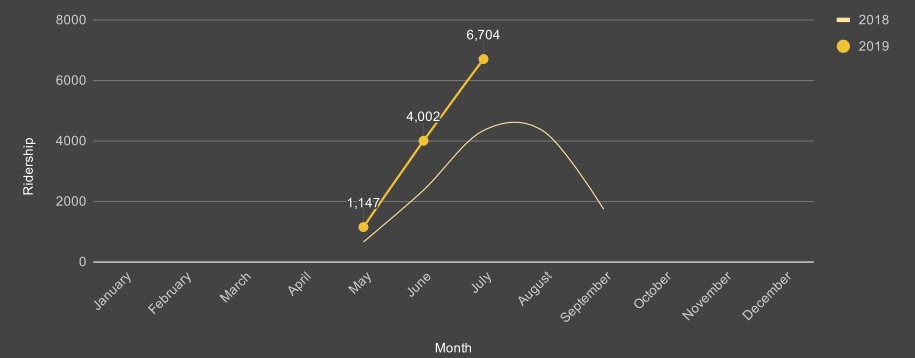
Banff Local (Routes 1 and 2) Ridership Comparison



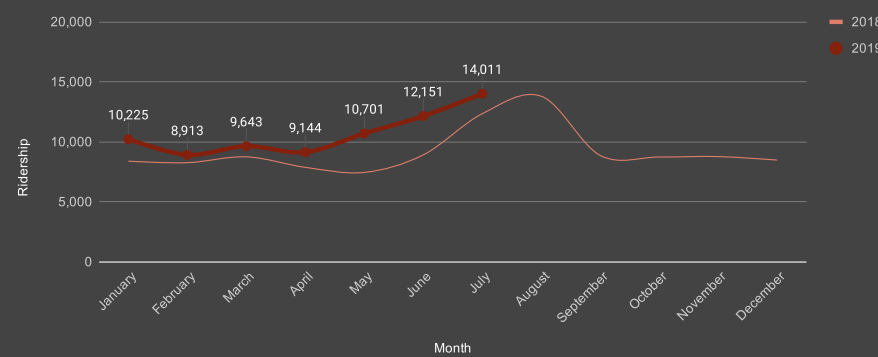
Canmore - Banff Regional (Route 3) Ridership Comparison



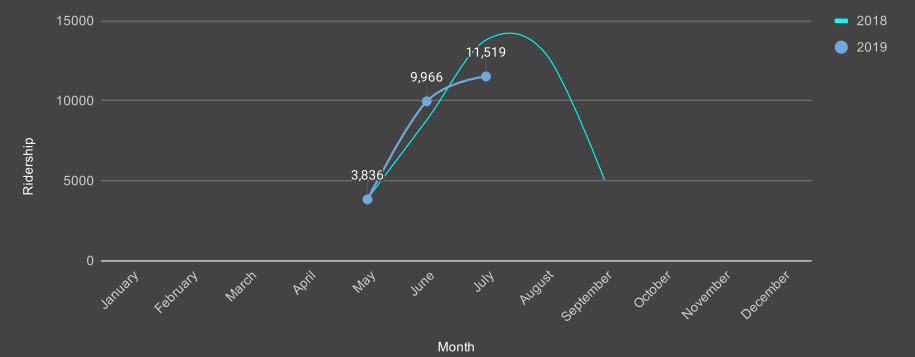
Banff Local (Route 4) Ridership Comparison

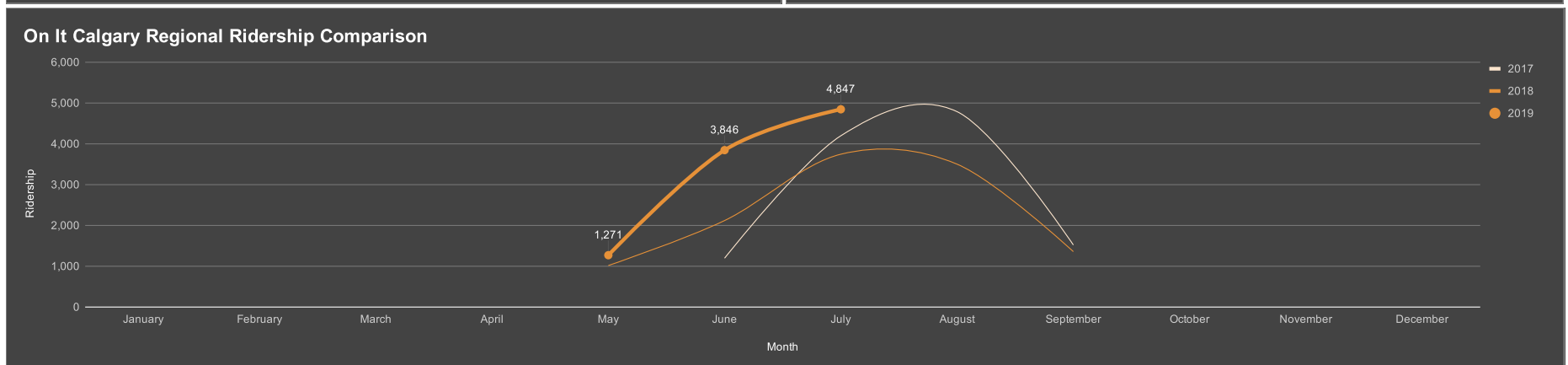
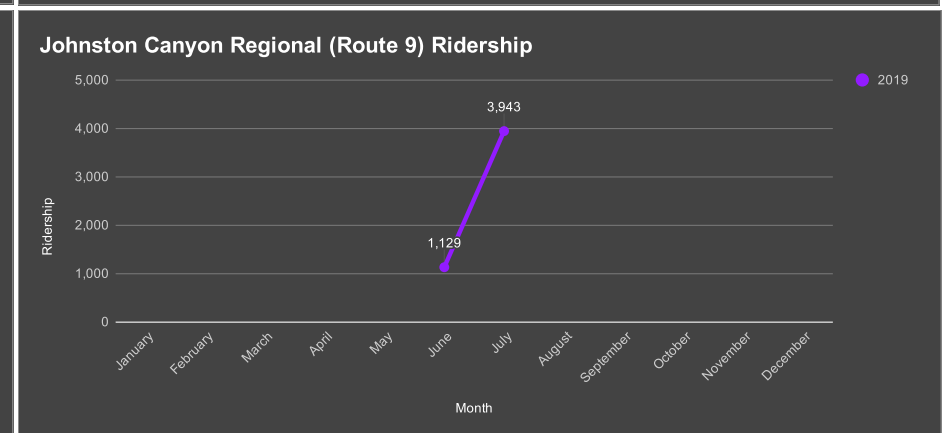
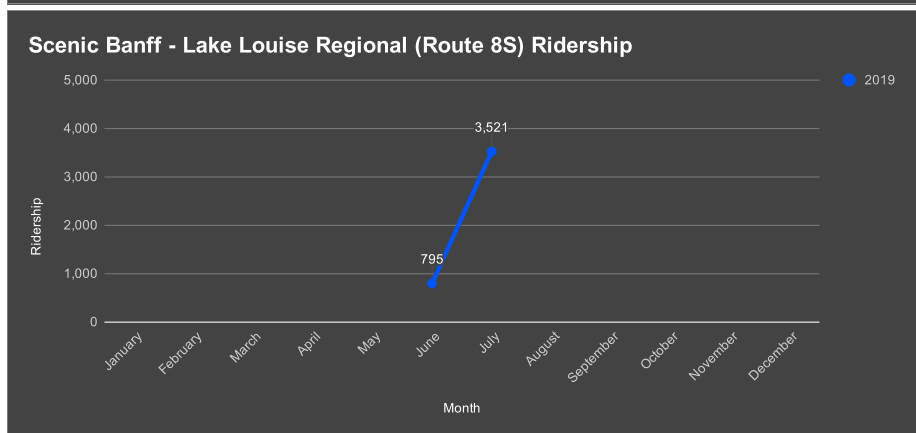
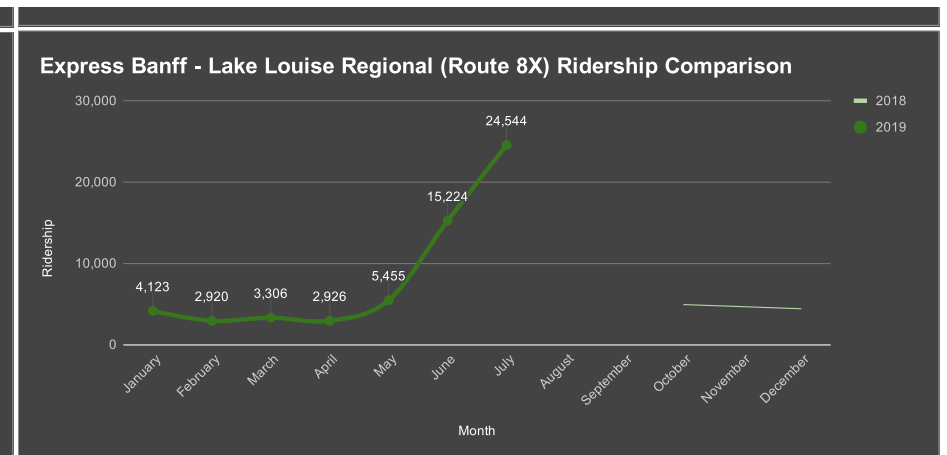
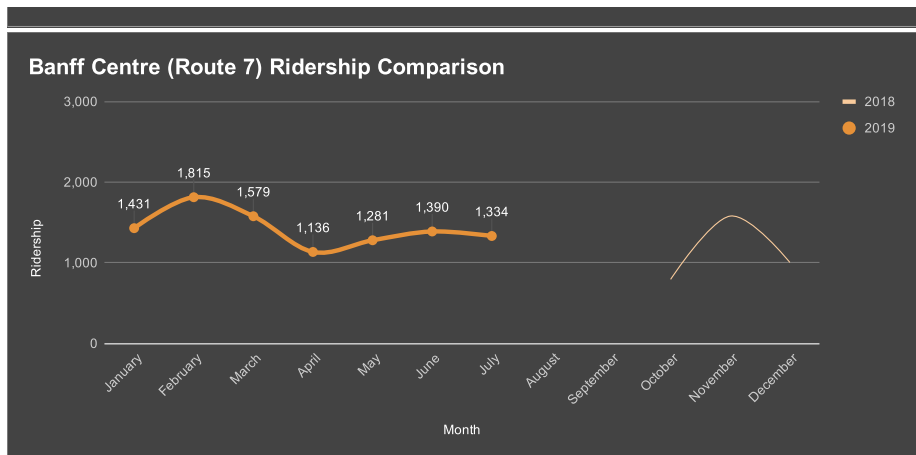


Canmore Local (Route 5) Ridership Comparison



Minnewanka (Route 6) Ridership Comparison





Bow Valley *R*egional Transit Services Commission



New Business - No reports to attach

Bow Valley *Regional* Transit Services Commission



Q2 BVRTSC Financial Results

Bow Valley Regional Transit Services Commission

All Routes - Actual vs Budget

January - June, 2019

	Administrative		Calgary-Banff		Intercept Lot Shuttle		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	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Income																
Bus Pass Sales	-						20,599	13,590	20,332	14,050	156,920	107,231	32		9,771	17,389
Farebox Revenue							100,709	114,764	98,515	102,205	213,505	208,697	3,361	3,252	23,667	32,296
Interest Revenue	6,018															
Marketing & Advertising Revenue							5,461	6,659	4,718	6,904	4,068	5,901			4,384	5,464
Other Income	657						3,306	545	2,028	562					72	
Partner Programs							170,656	170,760	42,799	40,002	1,624	3,000				
Recoveries - Operating (non-members)	5,100	31,144								5,000			25,824	20,905		
Requisitions - Operating	210,680	210,680			16,218	16,218	111,674	111,674	206,289	206,289	118,689	118,689			291,846	291,846
Total Income	222,455	241,824	-	-	16,218	16,218	412,404	417,992	374,681	375,012	494,805	443,518	29,218	24,157	329,740	346,995
Expenses																
Advertising & Marketing Expenses	2,161	261					9,467	14,167	8,726	13,721	6,734	15,850	553	841	9,699	10,806
Contracted Services / Professional Fees	23,049	36,446	49,807			16,218	6,605	12,714	6,173	11,542	5,283	13,353	753	173	5,069	9,043
Fuel Expense	-						39,865	50,868	29,685	45,085	77,007	78,673	1,519	1,121	38,482	39,746
General Operating Expenses	24,532	26,188					4,224	4,068	4,053	4,218	4,099	6,078	123		1,977	3,746
Infrastructure Maintenance							1,536	1,943	1,661	2,012	261	1,620	12		7,674	3,651
Insurance Expense	2,519	2,592					4,867	5,220	3,674	4,038	3,753	4,332	661	714	3,927	3,912
Software Fees & Licences	3,691	8,274					8,881	15,220	8,164	14,704	10,526	12,859	1,139	562	7,296	11,966
Training, Travel & Meals	11,619	14,890					705	472	605	487	697	1,808	59		676	1,337
Vehicle Expenses	1,328	776					72,057	91,533	66,773	86,364	43,501	86,957	7,458	4,575	60,140	56,212
Wages & Benefits	130,801	152,397					220,161	224,225	196,126	195,278	219,199	221,988	15,244	14,690	204,751	206,576
Total Expenses	199,701	241,824	49,807	-	-	16,218	368,368	420,430	325,639	377,449	371,061	443,518	27,521	22,676	339,692	346,995
Surplus / Deficiency Prior to Amortization	22,754	-	(49,807)	-	16,218	-	44,036	(2,438)	49,042	(2,437)	123,744	-	1,697	1,481	(9,952)	-
Amortization Expense	12,663	31,116					40,199	30,716	36,179	19,065	45,278	43,122	2,475		54,503	47,308
Net Income	10,091	(31,116)	(49,807)	-	16,218	-	3,837	(33,154)	12,862	(21,502)	78,466	(43,122)	(779)	1,481	(64,454)	(47,308)

	Bow Valley Regional Transit Services Commission														
	All Routes - Actual vs Budget														
	January - June, 2019														
	Rt 6 - Lake Minnewanka		Rt 7 - Banff Centre		Rt 8 - LLB Regional Winter		Rt 8S - LLB Regional Summer Scenic		Rt 8X - LLB Regional Summer Express		Rt 9 - Johnston Canyon		TOTAL		
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	% of Budget
Income															
Bus Pass Sales	182		-		23,542		475		23,946		558		256,355	152,260	168%
Farebox Revenue	13,586	13,934	5,562	6,786	91,507	30,263	2,917	24,200	97,983	101,640	4,059	36,960	655,371	674,997	97%
Interest Revenue									417				6,434	-	
Marketing & Advertising Revenue			187		845		152		145		152		20,111	24,928	81%
Other Income													6,064	1,107	548%
Partner Programs													215,079	213,762	101%
Recoveries - Operating (non-members)	65,886	73,282	107,071	104,387			19,776	9,240	104,502	25,008	18,345	3,962	346,504	272,928	127%
Requisitions - Operating					147,408	147,408		28,973	-	97,413		17,423	1,102,804	1,246,613	88%
Total Income	79,654	87,216	112,819	111,173	263,302	177,671	23,320	62,413	226,992	224,061	23,114	58,345	2,608,723	2,586,595	101%
Expenses															
Advertising & Marketing Expenses	1,482	2,291	1,473	2,530	7,793	5,492	1,454	2,363	10,484	8,064	1,246	2,208	61,272	78,594	78%
Contracted Services / Professional Fees	1,721	2,809	721	3,284	1,109	5,860	482	1,247	1,874	4,258	505	1,165	103,151	118,112	87%
Fuel Expense	12,855	11,637	7,651	15,177	30,921	32,730	1,189	7,989	30,060	29,123	1,001	7,468	270,235	319,617	85%
General Operating Expenses	330	698	530	864	732	1,810	52	1,085	731	3,711	51	1,017	41,434	53,483	77%
Infrastructure Maintenance	732	728	12	504	107	1,734	204	203	1,020	696		191	13,222	13,282	100%
Insurance Expense	1,556	1,500	882	1,530	903	2,250	1,114	1,963	2,039	6,701	1,114	1,835	27,009	36,587	74%
Software Fees & Licences	2,208	3,604	2,323	2,394	4,046	2,818	2,002	2,004	7,798	6,843	2,002	1,874	60,076	83,122	72%
Training, Travel & Meals	135	441	38	508	812	580	27	101	501	348	27	95	15,901	21,067	75%
Vehicle Expenses	3,410	15,083	22,491	22,758	16,189	36,626	3,771	14,464	12,266	51,552	3,863	13,520	313,247	480,420	65%
Wages & Benefits	55,224	48,425	64,690	58,230	84,170	87,771	13,026	30,994	160,219	112,765	13,305	28,972	1,376,915	1,382,311	100%
Total Expenses	79,654	87,216	100,812	107,779	146,782	177,671	23,320	62,413	226,992	224,061	23,114	58,345	2,282,463	2,586,595	88%
Surplus / Deficiency Prior to Amortization	-	-	12,008	3,394	116,520	-	-	-	-	-	-	-	326,261	-	
Amortization Expense	18,807		7,426		8,040	22,640	10,000	20,000	29,106	54,332	10,000	20,000	274,678	288,299	95%
Net Income	(18,807)	-	4,581	3,394	108,480	(22,640)	(10,000)	(20,000)	(29,106)	(54,332)	(10,000)	(20,000)	51,583	(288,299)	

Bow Valley Regional Transit Services Commission																
All Routes - Actual vs Prior Year																
January - June, 2019																
	Administrative		Calgary-Banff		Intercept Lot Shuttle		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	
	Jan - Jun, 2019	Jan - Jun, 2018 (PY)	Jan - Jun, 2019	Jan - Jun, 2018 (PY)	Jan - Jun, 2019	Jan - Jun, 2018 (PY)	Jan - Jun, 2019	Jan - Jun, 2018 (PY)	Jan - Jun, 2019	Jan - Jun, 2018 (PY)	Jan - Jun, 2019	Jan - Jun, 2018 (PY)	Jan - Jun, 2019	Jan - Jun, 2018 (PY)	Jan - Jun, 2019	Jan - Jun, 2018 (PY)
INCOME																
Bus Pass Sales	-	-					20,599	16,347	20,332	16,298	156,920	129,675	32		9,771	17,172
Farebox Revenue							100,709	94,271	98,515	104,271	213,505	196,649	3,361	2,631	23,667	30,692
Grant Revenue		3,258														
Interest Revenue	6,018	2,162														
Marketing & Advertising Revenue							5,461	7,265	4,718	7,576	4,068	6,164		375	4,384	4,441
Other Income	657	639					3,306	1,573	2,028	1,573		5,621			72	4,917
Partner Programs							170,656	167,084	42,799	41,955	1,624	400				
Recoveries - Operating (non-members)	5,100	6,337											25,824	27,995		
Requisitions - Operating	210,680	229,287			16,218		111,674	78,440	206,289	187,679	118,689	117,740			291,846	227,472
Total Income	222,455	241,682	-	-	16,218	-	412,404	364,980	374,681	359,352	494,805	456,249	29,218	31,000	329,740	284,694
EXPENSES																
Advertising & Marketing Expenses	2,161	678					9,467	6,335	8,726	6,491	6,734	7,925	553	1,891	9,699	8,910
Contracted Services / Professional Fees	23,049	28,603	49,807	89,240			6,605	7,893	6,173	7,840	5,283	5,149	753	350	5,069	6,358
Fuel Expense	-						39,865	40,912	29,685	29,143	77,007	77,789	1,519	1,149	38,482	38,120
General Operating Expenses	24,532	24,097					4,224	3,863	4,053	3,863	4,099	5,334	123	22	1,977	2,989
Infrastructure Maintenance		1,444					1,536	3,628	1,661	3,628	261	143	12	385	7,674	261
Insurance Expense	2,519	2,043					4,867	5,117	3,674	3,963	3,753	4,252	661	398	3,927	3,366
Software Fees & Licences	3,691	7,475					8,881	11,804	8,164	9,123	10,526	9,457	1,139	2,783	7,296	9,461
Training, Travel & Meals	11,619	7,890					705	293	605	264	697	250	59	15	676	344
Vehicle Expenses	1,328	1,431					72,057	79,964	66,773	77,801	43,501	77,401	7,458	5,248	60,140	63,211
Wages & Benefits	130,801	113,390		1,987			220,161	201,113	196,126	178,033	219,199	203,113	15,244	17,445	204,751	188,444
Total Expenses	199,701	187,053	49,807	91,227	-	-	368,368	360,921	325,639	320,151	371,061	390,813	27,521	29,685	339,692	321,463
Surplus / Deficiency Prior to Amortization	22,754	54,630	(49,807)	(91,227)	16,218	-	44,036	4,058	49,042	39,201	123,744	65,437	1,697	1,315	(9,952)	(36,769)
Amortization Expense	12,663	25,920					40,199	28,039	36,179	25,490	45,278	45,190	2,475	2,468	54,503	43,857
Net Income	10,091	28,709	(49,807)	(91,227)	16,218	-	3,837	(23,981)	12,862	13,711	78,466	20,246	(779)	(1,153)	(64,454)	(80,626)

	Bow Valley Regional Transit Services Commission														
	All Routes - Actual vs Prior Year														
	January - June, 2019														
	Rt 6 - Lake Minnewanka		Rt 7 - Banff Centre		Rt 8 - LLB Regional Winter		Rt 8S - LLB Regional Summer Scenic		Rt 8X - LLB Regional Summer Express		Rt 9 - Johnston Canyon		TOTAL		
	Jan - Jan, 2019	Jun, 2018 (PY)	Jan - Jan, 2019	Jun, 2018 (PY)	Jan - Jan, 2019	Jun, 2018 (PY)	Jan - Jan, 2019	Jun, 2018 (PY)	Jan - Jan, 2019	Jun, 2018 (PY)	Jan - Jan, 2019	Jun, 2018 (PY)	Jan - Jun, 2019	Jan - Jun, 2018 (PY)	Change
INCOME															
Bus Pass Sales	182		-		23,542		475		23,946		558		256,355	179,493	76,863
Farebox Revenue	13,586	13,744	5,562		91,507		2,917		97,983		4,059		655,371	442,257	213,115
Grant Revenue						448							-	3,706	(3,706)
Interest Revenue									417				6,434	2,162	4,273
Marketing & Advertising Revenue			187		845		152		145		152		20,111	25,821	(5,710)
Other Income		1,413											6,064	15,735	(9,671)
Partner Programs													215,079	209,439	5,640
Recoveries - Operating (non-members)	65,886	86,484	107,071				19,776		104,502		18,345		346,504	120,816	225,688
Requisitions - Operating					147,408				-				1,102,804	840,618	262,186
Total Income	79,654	101,641	112,819	-	263,302	448	23,320	-	226,992	-	23,114	-	2,608,723	1,840,047	768,677
EXPENSES															
Advertising & Marketing Expenses	1,482	1,773	1,473		7,793		1,454		10,484		1,246		61,272	34,003	27,269
Contracted Services / Professional Fees	1,721	1,683	721		1,109	895	482		1,874		505		103,151	148,011	(44,860)
Fuel Expense	12,855	11,684	7,651		30,921		1,189		30,060		1,001		270,235	198,797	71,438
General Operating Expenses	330	312	530		732		52		731		51		41,434	40,480	954
Infrastructure Maintenance	732	1,328	12		107		204		1,020				13,222	10,817	2,405
Insurance Expense	1,556	1,458	882		903		1,114		2,039		1,114		27,009	20,597	6,412
Software Fees & Licences	2,208	5,412	2,323	-	4,046	-	2,002		7,798		2,002		60,076	55,516	4,560
Training, Travel & Meals	135	15	38		812		27		501	889	27		15,901	9,959	5,941
Vehicle Expenses	3,410	7,473	22,491		16,189		3,771		12,266		3,863		313,247	312,530	717
Wages & Benefits	55,224	70,502	64,690	-	84,170	-	13,026		160,219	4,965	13,305		1,376,915	978,993	397,923
Total Expenses	79,654	101,641	100,812	-	146,782	895	23,320	-	226,992	5,854	23,114	-	2,282,463	1,809,702	472,760
Surplus / Deficiency Prior to Amortization	0	-	12,008	-	116,520	(448)	-	-	-	(5,854)	(0)	-	326,261	30,344	295,916
Amortization Expense	18,807	15,356	7,426	-	8,040	-	10,000		29,106		10,000		274,678	186,322	88,356
Net Income	(18,807)	(15,356)	4,581	-	108,480	(448)	(10,000)	-	(29,106)	(5,854)	(10,000)	-	51,583	(155,978)	207,561

Bow Valley Regional Transit Services Commission									
Administrative									
January - June, 2019									
	Jan - Mar, 2019			Apr - Jun, 2019			Total		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget
Income									
Interest Revenue	3,524			2,493			6,018	-	
Other Income	84			574			657	-	
Recoveries - Operating (non-members)	2,550	2,550	100%	2,550	28,594	9%	5,100	31,144	16%
Requisitions - Operating	120,927	120,927	100%	89,753	89,753	100%	210,680	210,680	100%
Total Income	127,085	123,477	103%	95,370	118,347	81%	222,455	241,824	92%
Expenses									
Advertising & Marketing Expenses	1,543	129	1196%	619	132	469%	2,161	261	828%
Contracted Services / Professional Fees	13,155	21,218	62%	9,894	15,228	65%	23,049	36,446	63%
General Operating Expenses	12,571	13,087	96%	11,961	13,101	91%	24,532	26,188	94%
Insurance Expense	1,260	1,296	97%	1,260	1,296	97%	2,519	2,592	97%
Software Fees & Licences	1,553	4,134	38%	2,138	4,140	52%	3,691	8,274	45%
Training, Travel & Meals	3,600	7,447	48%	8,019	7,443	108%	11,619	14,890	78%
Vehicle Expenses	-	389	0%	1,328	387	343%	1,328	776	171%
Wages & Benefits	73,543	75,777	97%	57,258	76,620	75%	130,801	152,397	86%
Total Expenses	107,225	123,477	87%	92,476	118,347	78%	199,701	241,824	83%
Surplus / Deficiency Prior to Amortization	19,861	-		2,894	-		22,754	-	
Amortization Expense	7,569	18,600	41%	5,094	12,516	41%	12,663	31,116	41%
Net Income	12,291	(18,600)		(2,200)	(12,516)		10,091	(31,116)	

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- 1) Interest Revenue is above budget due to a new banking arrangement where interest is earned on entire cash balance. This will allow the Commission to maximize earnings on operating cash balances. Interest earned is split between operating cash and deferred capital contributions with an additional \$21K interest earned from Jan-June and allocated to deferred capital contributions.
- 2) Advertising & Marketing Expenses are above budget due to purchase of promotional items such as Roam branded drinking glasses and pens.
- 3) Contracted Services are below budget due to a combination of timing of services used and use of internal staff to complete projects.
- 4) Software Fees & Licences are below budget due to timing of implementation of HR/Scheduling/Payroll software. Administration is continuing to search for software specific to Bus operations that is affordable for the size of the Commission.
- 5) Training/Travel/Meals is below budget based on the timing of training throughout the year.
- 6) Recoveries (non-members) is below budget based on the new style of contract signed with Parks Canada. Under the contribution agreements for Routes 4, 6, 8S, 8X & 9 Parks Canada pays contributions based on actual expenses incurred by the Routes. Administration has therefore moved the revenue out of administration and into each of the Routes. This is offset by wages / benefits to support these routes being moved out of the administration class and into each of the routes based on service hours.

Bow Valley Regional Transit Services Commission									
Route 1 - Banff Local Sulphur Mtn									
January - June, 2019									
	Jan - Mar, 2019			Apr - Jun, 2019			Total		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget
Income									
Bus Pass Sales	9,404	4,985	189%	11,195	8,605	130%	20,599	13,590	152%
Farebox Revenue	39,904	42,090	95%	60,804	72,674	84%	100,709	114,764	88%
Marketing & Advertising Revenue	2,480	2,443	102%	2,981	4,216	71%	5,461	6,659	82%
Other Income	1,001	202	495%	2,306	343	672%	3,306	545	607%
Partner Programs	85,153	85,380	100%	85,503	85,380	100%	170,656	170,760	100%
Requisitions - Operating	34,369	34,369	100%	77,305	77,305	100%	111,674	111,674	100%
Total Income	172,310	169,469	102%	240,094	248,523	97%	412,404	417,992	99%
Expenses									
Advertising & Marketing Expenses	3,700	5,199	71%	5,767	8,968	64%	9,467	14,167	67%
Contracted Services / Professional Fees	2,278	4,660	49%	4,327	8,054	54%	6,605	12,714	52%
Fuel Expense	16,132	18,654	86%	23,733	32,214	74%	39,865	50,868	78%
General Operating Expenses	1,968	1,495	132%	2,256	2,573	88%	4,224	4,068	104%
Infrastructure Maintenance	174	721	24%	1,362	1,222	111%	1,536	1,943	79%
Insurance Expense	2,441	2,610	94%	2,426	2,610	93%	4,867	5,220	93%
Software Fees & Licences	4,121	7,612	54%	4,760	7,608	63%	8,881	15,220	58%
Training, Travel & Meals	324	173	187%	381	299	127%	705	472	149%
Vehicle Expenses	33,551	36,775	91%	38,506	54,758	70%	72,057	91,533	79%
Wages & Benefits	83,715	92,414	91%	136,446	131,811	104%	220,161	224,225	98%
Total Expenses	148,404	170,313	87%	219,964	250,117	88%	368,368	420,430	88%
Surplus / Deficiency Prior to Amortization	23,906	(844)		20,130	(1,594)		44,036	(2,438)	
Amortization Expense	18,090	13,823	131%	22,110	16,893	131%	40,199	30,716	131%
Net Income	5,816	(14,667)		(1,980)	(18,487)		3,837	(33,154)	

1) Other income consists of warranty revenue.

2) Pass sales and farebox revenue are down \$7K from budget but up \$10K from prior year.

3) Contracted Services are below budget based on actual contracted services used to date.

4) Fuel is \$20K below budget but is tracking with 2018 expenditures. This will be analyzed for 2020 budget.

5) Software Fees & Licences are below budget due lower than anticipated costs on Smart Farebox Software, Bus Arrival Software, security camera software, GPS software, and luminator software. This is partially due to lags in when software companies increase invoices based on expansion of fleet and partially due to initial service fees being included in new bus purchases.

6) Vehicle expenses were below budget based on actual expense incurred.

Bow Valley Regional Transit Services Commission									
Route 2 - Banff Local Tunnel Mtn									
January - June, 2019									
	Jan - Mar, 2019			Apr - Jun, 2019			Total		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget
Income									
Bus Pass Sales	9,404	5,904	159%	10,928	8,146	134%	20,332	14,050	145%
Farebox Revenue	36,655	37,464	98%	61,860	64,741	96%	98,515	102,205	96%
Marketing & Advertising Revenue	2,285	2,901	79%	2,433	4,003	61%	4,718	6,904	68%
Other Income	1,001	236	424%	1,027	326	315%	2,028	562	361%
Partner Programs	21,370	20,001	107%	21,429	20,001	107%	42,799	40,002	107%
Recoveries - Operating (non-members)		-			5,000	0%	-	5,000	0%
Requisitions - Operating	101,122	101,122	100%	105,167	105,167	100%	206,289	206,289	100%
Total Income	171,836	167,628	103%	202,845	207,384	98%	374,681	375,012	100%
Expenses									
Advertising & Marketing Expenses	3,675	5,768	64%	5,051	7,953	64%	8,726	13,721	64%
Contracted Services / Professional Fees	2,278	4,849	47%	3,895	6,693	58%	6,173	11,542	53%
Fuel Expense	13,354	18,948	70%	16,331	26,137	62%	29,685	45,085	66%
General Operating Expenses	1,966	1,774	111%	2,087	2,444	85%	4,053	4,218	96%
Infrastructure Maintenance	236	850	28%	1,425	1,162	123%	1,661	2,012	83%
Insurance Expense	1,845	2,019	91%	1,829	2,019	91%	3,674	4,038	91%
Software Fees & Licences	4,121	7,352	56%	4,042	7,352	55%	8,164	14,704	56%
Training, Travel & Meals	288	205	141%	316	282	112%	605	487	124%
Vehicle Expenses	33,551	38,210	88%	33,222	48,154	69%	66,773	86,364	77%
Wages & Benefits	84,230	88,496	95%	111,897	106,782	105%	196,126	195,278	100%
Total Expenses	145,544	168,471	86%	180,095	208,978	86%	325,639	377,449	86%
Surplus / Deficiency Prior to Amortization	26,292	(843)		22,750	(1,594)		49,042	(2,437)	
Amortization Expense	18,090	9,531	190%	18,090	9,534	190%	36,179	19,065	190%
Net Income	8,202	(10,374)		4,660	(11,128)		12,862	(21,502)	

1) Other income consists of warranty revenue.

2) Pass sales and farebox revenue are up \$2K from budget but down \$2K from prior year.

3) Advertising and Marketing expenses are below budget based on lower advertising and marketing revenue.

4) Contracted Services are below budget based on actual contracted services used to date.

5) Fuel is \$15K below budget but is tracking with 2018 expenditures. This will be analyzed for 2020 budget.

6) Software Fees & Licences are below budget due lower than anticipated costs on Smart Farebox Software, Bus Arrival Software, security camera software, GPS software, and luminator software. This is partially due to lags in when software companies increase invoices based on expansion of fleet and partially due to initial service fees being included in new bus purchases.

7) Vehicle expenses were below budget based on actual expense incurred.

Bow Valley Regional Transit Services Commission									
Route 3 - Canmore / Banff Regional									
January - June, 2019									
	Jan - Mar, 2019			Apr - Jun, 2019			Total		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget
Income									
Bus Pass Sales	82,204	51,819	159%	74,716	55,412	135%	156,920	107,231	146%
Farebox Revenue	92,210	100,853	91%	121,295	107,844	112%	213,505	208,697	102%
Marketing & Advertising Revenue	2,635	2,852	92%	1,433	3,049	47%	4,068	5,901	69%
Partner Programs	1,060	1,500	71%	564	1,500	38%	1,624	3,000	54%
Requisitions - Operating	61,555	61,555	100%	57,134	57,134	100%	118,689	118,689	100%
Total Income	239,664	218,579	110%	255,142	224,939	113%	494,805	443,518	112%
Expenses									
Advertising & Marketing Expenses	4,291	7,657	56%	2,443	8,193	30%	6,734	15,850	42%
Contracted Services / Professional Fees	2,333	6,456	36%	2,951	6,897	43%	5,283	13,353	40%
Fuel Expense	36,028	38,020	95%	40,979	40,653	101%	77,007	78,673	98%
General Operating Expenses	2,056	2,939	70%	2,043	3,139	65%	4,099	6,078	67%
Infrastructure Maintenance	211	783	27%	50	837	6%	261	1,620	16%
Insurance Expense	1,884	2,166	87%	1,869	2,166	86%	3,753	4,332	87%
Software Fees & Licences	4,523	6,428	70%	6,003	6,431	93%	10,526	12,859	82%
Training, Travel & Meals	413	874	47%	284	934	30%	697	1,808	39%
Vehicle Expenses	24,181	42,021	58%	19,320	44,936	43%	43,501	86,957	50%
Wages & Benefits	108,697	111,235	98%	110,502	110,753	100%	219,199	221,988	99%
Total Expenses	184,618	218,579	84%	186,443	224,939	83%	371,061	443,518	84%
Surplus / Deficiency Prior to Amortization	55,046	-		68,698	-		123,744	-	
Amortization Expense	22,639	21,561	105%	22,639	21,561	105%	45,278	43,122	105%
Net Income	32,407	(21,561)		46,059	(21,561)		78,466	(43,122)	

1) Pass sales and farebox revenue are up \$54K from budget and up \$44K from prior year.

2) Advertising and Marketing expenses are below budget based on lower advertising and marketing revenue.

3) Contracted Services are below budget based on actual contracted services used to date.

4) Software Fees & Licences are below budget due lower than anticipated costs on Smart Farebox Software, Bus Arrival Software, security camera software, GPS software, and luminator software. This is partially due to lags in when software companies increase invoices based on expansion of fleet and partially due to initial service fees being included in new bus purchases.

5) Vehicle Expenses are below budget based on actual costs incurred.

Bow Valley Regional Transit Services Commission									
Route 4 - Cave & Basin									
January - June, 2019									
	Jan - Mar, 2019			Apr - Jun, 2019			Total		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget
Income									
Bus Pass Sales	-			32			32	-	
Farebox Revenue	-	-		3,361	3,252	103%	3,361	3,252	103%
Recoveries - Operating (non-members)		-		25,824	20,905	124%	25,824	20,905	124%
Total Income	-	-		29,218	24,157	121%	29,218	24,157	121%
Expenses									
Advertising & Marketing Expenses		-		553	841	66%	553	841	66%
Contracted Services / Professional Fees	169	-		584	173	338%	753	173	435%
Fuel Expense	-	-		1,519	1,121	135%	1,519	1,121	135%
General Operating Expenses				123			123	-	
Infrastructure Maintenance				12			12	-	
Insurance Expense	-	-		661	714	93%	661	714	93%
Software Fees & Licences		-		1,139	562	203%	1,139	562	203%
Training, Travel & Meals				59			59	-	
Vehicle Expenses	-	-		7,458	4,575	163%	7,458	4,575	163%
Wages & Benefits	-	-		15,244	14,690	104%	15,244	14,690	104%
Total Expenses	169	-		27,352	22,676	121%	27,521	22,676	121%
Surplus / Deficiency Prior to Amortization	(169)	-		1,866	1,481		1,697	1,481	
Amortization Expense				2,475			2,475	-	
Net Income	(169)	-		(610)	1,481		(779)	1,481	

- 1) Recoveries (non-members) are above budget based on the new style of contract signed with Parks Canada. Under the contribution agreements for Routes 4, 6, 8S, 8X & 9 Parks Canada pays contributions based on actual expenses incurred by the Routes. Administration has therefore moved the revenue out of administration and into each of the Routes. This is offset by wages / benefits, software & contracted services to support these routes being moved out of the administration class and into each of the routes as incurred.
- 2) Fuel expense is greater than budget based on actual consumption and rates.

Bow Valley Regional Transit Services Commission									
Route 5 - Canmore Local									
January - June, 2019									
	Jan - Mar, 2019			Apr - Jun, 2019			Total		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget
Income									
Bus Pass Sales	8,902	8,667	103%	869	8,722	10%	9,771	17,389	56%
Farebox Revenue	15,558	16,099	97%	8,109	16,197	50%	23,667	32,296	73%
Marketing & Advertising Revenue	2,430	2,723	89%	1,954	2,741	71%	4,384	5,464	80%
Other Income				72			72	-	
Requisitions - Operating	148,589	148,589	100%	143,257	143,257	100%	291,846	291,846	100%
Total Income	175,480	176,078	100%	154,260	170,917	90%	329,740	346,995	95%
Expenses									
Advertising & Marketing Expenses	3,093	5,386	57%	6,607	5,420	122%	9,699	10,806	90%
Contracted Services / Professional Fees	2,663	4,507	59%	2,406	4,536	53%	5,069	9,043	56%
Fuel Expense	20,571	19,811	104%	17,910	19,935	90%	38,482	39,746	97%
General Operating Expenses	1,020	1,870	55%	957	1,876	51%	1,977	3,746	53%
Infrastructure Maintenance	174	1,820	10%	7,500	1,831	410%	7,674	3,651	210%
Insurance Expense	1,971	1,956	101%	1,956	1,956	100%	3,927	3,912	100%
Software Fees & Licences	3,959	5,981	66%	3,337	5,985	56%	7,296	11,966	61%
Training, Travel & Meals	413	666	62%	262	671	39%	676	1,337	51%
Vehicle Expenses	27,055	28,017	97%	33,085	28,195	117%	60,140	56,212	107%
Wages & Benefits	101,981	106,064	96%	102,770	100,512	102%	204,751	206,576	99%
Total Expenses	162,901	176,078	93%	176,790	170,917	103%	339,692	346,995	98%
Surplus / Deficiency Prior to Amortization	12,578	-		(22,530)	-		(9,952)	-	
Amortization Expense	27,251	23,653	115%	27,251	23,655	115%	54,503	47,308	115%
Net Income	(14,673)	(23,653)		(49,781)	(23,655)	2.10448	(64,454)	(47,308)	

1) Farebox revenue and Pass Sales are below budget based on Canmore introducing free local transit until Dec 31, 2019.

2) Contracted Services are below budget based on actual contracted services used to date.

3) Infrastructure Maintenance is over budget based on the cost of changing over signage for new routing. However is inline with Jan-Dec 2019 total budget of \$7,350.

4) Software Fees & Licences are below budget due lower than anticipated costs on Smart Farebox Software, Bus Arrival Software, security camera software, GPS software, and luminator software. This is partially due to lags in when software companies increase invoices based on expansion of fleet and partially due to initial service fees being included in new bus purchases.

Bow Valley Regional Transit Services Commission									
Route 6 - Lake Minnewanka									
January - June, 2019									
	Jan - Mar, 2019			Apr - Jun, 2019			Total		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget
Income									
Bus Pass Sales	-			182			182	-	
Farebox Revenue	-	-		13,586	13,934	98%	13,586	13,934	98%
Recoveries - Operating (non-members)		-		65,886	73,282	90%	65,886	73,282	90%
Total Income	-	-		79,654	87,216	91%	79,654	87,216	91%
Expenses									
Advertising & Marketing Expenses		-		1,482	2,291	65%	1,482	2,291	65%
Contracted Services / Professional Fees	468	-		1,253	2,809	45%	1,721	2,809	61%
Fuel Expense	-	-		12,855	11,637	110%	12,855	11,637	110%
General Operating Expenses	-	-		330	698	47%	330	698	47%
Infrastructure Maintenance		-		732	728	101%	732	728	101%
Insurance Expense	-	-		1,556	1,500	104%	1,556	1,500	104%
Software Fees & Licences		-		2,208	3,604	61%	2,208	3,604	61%
Training, Travel & Meals		-		135	441	31%	135	441	31%
Vehicle Expenses	-	-		3,410	15,083	23%	3,410	15,083	23%
Wages & Benefits	-	-		55,224	48,425	114%	55,224	48,425	114%
Total Expenses	468	-		79,186	87,216	91%	79,654	87,216	91%
Surplus / Deficiency Prior to Amortization	(468)	-		468	-		0	-	
Amortization Expense				18,807			18,807	-	
Net Income	(468)	-		(18,339)	-		(18,807)	-	

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1) Recoveries (non-members) is below budget based on the new style of contract signed with Parks Canada. Under the contribution agreements for Routes 4, 6, 8S, 8X & 9 Parks Canada pays contributions based on actual expenses incurred by the Routes. Administration has therefore moved the revenue out of administration and into each of the Routes. This is offset by wages / benefits, software & contracted services to support these routes being moved out of the administration class and into each of the routes as incurred.

Route 6 ends up being below budget due to other actual savings such as vehicle expenses.

2) Fuel expense is greater than budget based on actual consumption and rates.

3) Vehicles expense are less than budget based on expenses incurred to date.

Bow Valley Regional Transit Services Commission									
Route 7 - Banff Centre									
January - June, 2019									
	Jan - Mar, 2019			Apr - Jun, 2019			Total		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget
Income									
Farebox Revenue	3,149	3,373	93%	2,413	3,413	71%	5,562	6,786	82%
Marketing & Advertising Revenue				187			187	-	
Recoveries - Operating (non-members)	52,749	51,917	102%	54,322	52,470	104%	107,071	104,387	103%
Total Income	55,898	55,290	101%	56,922	55,883	102%	112,819	111,173	101%
Expenses									
Advertising & Marketing Expenses	713	1,259	57%	760	1,271	60%	1,473	2,530	58%
Contracted Services / Professional Fees	287	1,632	18%	434	1,652	26%	721	3,284	22%
Fuel Expense	3,675	7,545	49%	3,977	7,632	52%	7,651	15,177	50%
General Operating Expenses	250	432	58%	280	432	65%	530	864	61%
Infrastructure Maintenance		249	0%	12	255	5%	12	504	2%
Insurance Expense	441	765	58%	441	765	58%	882	1,530	58%
Software Fees & Licences	1,245	1,197	104%	1,078	1,197	90%	2,323	2,394	97%
Training, Travel & Meals		254	0%	38	254	15%	38	508	7%
Vehicle Expenses	14,422	11,315	127%	8,069	11,443	71%	22,491	22,758	99%
Wages & Benefits	31,499	28,955	109%	33,191	29,275	113%	64,690	58,230	111%
Total Expenses	52,531	53,603	98%	48,281	54,176	89%	100,812	107,779	94%
Surplus / Deficiency Prior to Amortization	3,367	1,687		8,641	1,707		12,008	3,394	
Amortization Expense	3,713			3,713			7,426	-	
Net Income	(346)	1,687		4,928	1,707		4,581	3,394	

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1) Wages and benefits are greater than budget due to under budgeting of driver wages. This is fully offset by savings in fuel expense and will be updated in 2020 budget. No impact anticipated on net income rather a reallocation of expense line items.

Bow Valley Regional Transit Services Commission									
Route 8 - Lake Louise / Banff Regional - Winter									
January - June, 2019									
	Jan - Mar, 2019			Apr - Jun, 2019			Total		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget
Income									
Bus Pass Sales	13,715			9,827			23,542	-	
Farebox Revenue	63,843	19,881	321%	27,664	10,382	266%	91,507	30,263	302%
Marketing & Advertising Revenue	360			485			845	-	
Requisitions - Operating	96,932	96,932	100%	50,476	50,476	100%	147,408	147,408	100%
Total Income	174,850	116,813	150%	88,453	60,858	145%	263,302	177,671	148%
Expenses									
Advertising & Marketing Expenses	1,634	3,701	44%	6,160	1,791	344%	7,793	5,492	142%
Contracted Services / Professional Fees	860	3,847	22%	249	2,013	12%	1,109	5,860	19%
Fuel Expense	20,434	21,502	95%	10,487	11,228	93%	30,921	32,730	94%
General Operating Expenses	430	1,188	36%	303	622	49%	732	1,810	40%
Infrastructure Maintenance	95	1,139	8%	12	595	2%	107	1,734	6%
Insurance Expense	605	1,500	40%	298	750	40%	903	2,250	40%
Software Fees & Licences	1,809	1,406	129%	2,237	1,412	158%	4,046	2,818	144%
Training, Travel & Meals	728	382	191%	84	198	42%	812	580	140%
Vehicle Expenses	13,999	24,060	58%	2,190	12,566	17%	16,189	36,626	44%
Wages & Benefits	53,956	58,088	93%	30,214	29,683	102%	84,170	87,771	96%
Total Expenses	94,548	116,813	81%	52,234	60,858	86%	146,782	177,671	83%
Surplus / Deficiency Prior to Amortization	80,301	-		36,219	-		116,520	-	
Amortization Expense	6,030	11,321	53%	2,010	11,319	18%	8,040	22,640	36%
Net Income	74,271	(11,321)		34,209	(11,319)	-3.022254	108,480	(22,640)	

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1) Farebox Revenue and pass sales of \$115K are very strong compared to budgeted amount of \$30K and contribute to \$85K of the \$115K Q2/2019 surplus for Route 8

2) Vehicle expense are lower than budget in line with Routes 1 & 2 as Banff Local vehicles were used during this time period as new MCIs would only be arriving in time for summer services.

Bow Valley Regional Transit Services Commission									
Route 8S - Lake Louise / Banff Regional - Summer Scenic									
January - June, 2019									
	Jan - Mar, 2019			Apr - Jun, 2019			Total		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget
Income									
Bus Pass Sales				475			475	-	
Farebox Revenue		-		2,917	24,200	12%	2,917	24,200	12%
Marketing & Advertising Revenue				152			152	-	
Recoveries - Operating (non-members)		151	0%	19,776	9,089	218%	19,776	9,240	214%
Requisitions - Operating		474	0%		28,499	0%	-	28,973	0%
Total Income	-	625	0%	23,320	61,788	38%	23,320	62,413	37%
Expenses									
Advertising & Marketing Expenses	625	625	100%	829	1,738	48%	1,454	2,363	62%
Contracted Services / Professional Fees	122	-		360	1,247	29%	482	1,247	39%
Fuel Expense		-		1,189	7,989	15%	1,189	7,989	15%
General Operating Expenses		-		52	1,085	5%	52	1,085	5%
Infrastructure Maintenance		-		204	203	100%	204	203	100%
Insurance Expense		-		1,114	1,963	57%	1,114	1,963	57%
Software Fees & Licences	1,250	-		752	2,004	38%	2,002	2,004	100%
Training, Travel & Meals		-		27	101	27%	27	101	27%
Vehicle Expenses		-		3,771	14,464	26%	3,771	14,464	26%
Wages & Benefits		-		13,026	30,994	42%	13,026	30,994	42%
Total Expenses	1,997	625	320%	21,323	61,788	35%	23,320	62,413	37%
Surplus / Deficiency Prior to Amortization	(1,997)	-		1,997	-		-	-	
Amortization Expense		-		10,000	20,000	50%	10,000	20,000	50%
Net Income	(1,997)	-		(8,003)	(20,000)		(10,000)	(20,000)	

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1) Revenues and expense are lower than budget due to the late start of Route 8S based on paving work done on the Bow Valley Parkway.

2) Recoveries (non-members) are above budget based on the new style of contract signed with Parks Canada. Under the contribution agreements for Routes 4, 6, 8S, 8X & 9 Parks Canada pays contributions based on actual expenses incurred by the Routes. Based on this, administration also needed to adjust the split of how ID#9 and Parks Canada paid for these routes moving transfers into maintenance reserves out of the Parks Canada funding and into the ID#9 funding.

Bow Valley Regional Transit Services Commission
Route 8X - Lake Louise / Banff Regional - Summer Express

January - June, 2019

	Jan - Mar, 2019			Apr - Jun, 2019			Total		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget
Income									
Bus Pass Sales				23,946			23,946	-	
Farebox Revenue		-		97,983	101,640	96%	97,983	101,640	96%
Interest Revenue	417						417	-	
Marketing & Advertising Revenue				145			145	-	
Recoveries - Operating (non-members)	54,105	584	9265%	50,397	24,424	206%	104,502	25,008	418%
Requisitions - Operating	-	2,275	0%		95,138	0%	-	97,413	0%
Total Income	54,521	2,859	1907%	172,471	221,202	78%	226,992	224,061	101%
Expenses									
Advertising & Marketing Expenses	3,809	2,859	133%	6,675	5,205	128%	10,484	8,064	130%
Contracted Services / Professional Fees	722	-		1,152	4,258	27%	1,874	4,258	44%
Fuel Expense		-		30,060	29,123	103%	30,060	29,123	103%
General Operating Expenses	13	-		718	3,711	19%	731	3,711	20%
Infrastructure Maintenance		-		1,020	696	147%	1,020	696	147%
Insurance Expense	-	-		2,039	6,701	30%	2,039	6,701	30%
Software Fees & Licences	5,000	-		2,798	6,843	41%	7,798	6,843	114%
Training, Travel & Meals		-		501	348	144%	501	348	144%
Vehicle Expenses		-		12,266	51,552	24%	12,266	51,552	24%
Wages & Benefits	47,946	-		112,272	112,765	100%	160,219	112,765	142%
Total Expenses	57,490	2,859	2011%	169,503	221,202	77%	226,992	224,061	101%
Surplus / Deficiency Prior to Amortization	(2,968)	-		2,968	-		0	-	
Amortization Expense		-		29,106	54,332	54%	29,106	54,332	54%
Net Income	(2,968)	-		(26,138)	(54,332)	0.48107	(29,106)	(54,332)	

1) Pass Sales are above budget based on actual sales.

2) Recoveries (non-members) are above budget based on the new style of contract signed with Parks Canada. Under the contribution agreements for Routes 4, 6, 8S, 8X & 9 Parks Canada pays contributions based on actual expenses incurred by the Routes. Based on this, administration also needed to adjust the split of how ID#9 and Parks Canada paid for these routes moving transfers into maintenance reserves out of the Parks Canada funding and into the ID#9 funding.

3) Insurance expense is below budget based on actual expenditures.

4) Vehicle expense is below budget based on actual expenditures (new vehicles).

Bow Valley Regional Transit Services Commission									
Route 9 - Johnston Canyon									
January - June, 2019									
	Jan - Mar, 2019			Apr - Jun, 2019			Total		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget
Income									
Bus Pass Sales				558			558	-	
Farebox Revenue		-		4,059	36,960	11%	4,059	36,960	11%
Marketing & Advertising Revenue				152			152	-	
Recoveries - Operating (non-members)		108	0%	18,345	3,854	476%	18,345	3,962	463%
Requisitions - Operating		475	0%		16,948	0%	-	17,423	0%
Total Income	-	583	0%	23,114	57,762	40%	23,114	58,345	40%
Expenses									
Advertising & Marketing Expenses	583	583	100%	663	1,625	41%	1,246	2,208	56%
Contracted Services / Professional Fees	138	-		367	1,165	32%	505	1,165	43%
Fuel Expense		-		1,001	7,468	13%	1,001	7,468	13%
General Operating Expenses		-		51	1,017	5%	51	1,017	5%
Infrastructure Maintenance		-			191	0%	-	191	0%
Insurance Expense		-		1,114	1,835	61%	1,114	1,835	61%
Software Fees & Licences	1,250	-		752	1,874	40%	2,002	1,874	107%
Training, Travel & Meals		-		27	95	29%	27	95	29%
Vehicle Expenses		-		3,863	13,520	29%	3,863	13,520	29%
Wages & Benefits		-		13,305	28,972	46%	13,305	28,972	46%
Total Expenses	1,971	583	338%	21,143	57,762	37%	23,114	58,345	40%
Surplus / Deficiency Prior to Amortization	(1,971)	-		1,971	-		(0)	-	
Amortization Expense		-		10,000	20,000	50%	10,000	20,000	50%
Net Income	(1,971)	-		(8,029)	(20,000)	0.40145	(10,000)	(20,000)	

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1) Revenues and expense are lower than budget due to the late start of Route 9 based on paving work done on the Bow Valley Parkway.

2) Recoveries (non-members) are above budget based on the new style of contract signed with Parks Canada. Under the contribution agreements for Routes 4, 6, 8S, 8X & 9 Parks Canada pays contributions based on actual expenses incurred by the Routes. Based on this, administration also needed to adjust the split of how ID#9 and Parks Canada paid for these routes moving transfers into maintenance reserves out of the Parks Canada funding and into the ID#9 funding.

June 2019 Capital Project Summary:

Description	Project # / GL Code	Budget	Actual	Remaining Budget	
Banff Local Route Assets					
Wolf Battery Pack Replacement	18-6103	55,000.00		55,000.00	
Wolf Bus Refurbishment	18-6104	80,000.00	62,621.53	17,378.47	
Goat Bus Refurbishment	18-6105	80,000.00	62,023.76	17,976.24	
Grizzly Bear Bus Refurbishment	18-6106	80,000.00	58,409.02	21,590.98	
Wolf Bus Transmission	19-6101	40,600.00		40,600.00	
Goat Bus Transmission	19-6102	40,600.00		40,600.00	
Grizzly Bear Bus Transmission	19-6103	40,600.00		40,600.00	
Goat Battery Pack Replacement	19-6104	55,825.00		55,825.00	
Smart Card Stock	19-6105	8,000.00	3,729.00	4,271.00	
		480,625.00	186,783.31	293,841.69	
Canmore Local Route Assets					
Arrival Prediction Signs - Canmore	18-6209	60,000.00		60,000.00	
Smart Card Stock	19-6207	2,500.00		2,500.00	
		62,500.00	0.00	62,500.00	
Canmore/Banff Regional Route Assets					
Moose Bus Refurbishment	19-6308	80,000.00	70,155.39	9,844.61	
Sheep Bus Refurbishment	19-6309	80,000.00	72,353.25	7,646.75	
Smart Card Stock	19-6310	2,500.00		2,500.00	
		162,500.00	142,508.64	19,991.36	
Lake Louise/Banff Regional Route Assets					
7 New Buses (4 MCI & 3 Nova)	19-6411	5,069,000.00	5,047,060.30	21,939.70	
Service Vehicle for Lake Louise	19-6412	15,000.00	13,034.00	1,966.00	
SeaCan Container	19-6413	15,000.00	11,100.00	3,900.00	
		5,099,000.00	5,071,194.30	27,805.70	
Commission General Assets					
Fleet Next Bus Replacement (DoubleMap)	18-6014	152,000.00	183,115.64	(31,115.64)	1
Bus Tools	19-6014	20,000.00		20,000.00	
Dispatch Software	19-6015	50,000.00		50,000.00	
eBIKE	19-6016	4,000.00	2,109.97	1,890.03	
Fox Bus Wrap	19-6017	10,150.00		10,150.00	
Deer Bus Wrap	19-6018	10,150.00		10,150.00	
Office Equipment, Furniture, Renovations	19-6019	10,000.00	624.96	9,375.04	
Office IT, Computers, Wiring, Telephones	19-6020	4,000.00	0.00	4,000.00	
Website and IT	19-6021	20,000.00	8,217.29	11,782.71	
		280,300.00	194,067.86	86,232.14	
TOTAL		6,084,925.00	5,594,554.11	490,370.89	
1) 2018 Fleet NextBus Replacement & 2018 Mobile Ticketing amounts combined for Fleet Nextbus Replacement Eligible for 2/3 grant funding					

Bow Valley Regional Transit Services Commission
2019 Quarterly KPIs with 2018 Actuals

All Routes	Q2 2019 YTD			
	2019 Q2	2019 Q2	Q2	2018 Q2
	ACTUAL	BUDGET	COMP	ACTUAL
			%	
Revenue per Service Hour	\$ 53.14	\$ 47.64	11.5%	\$ 50.62
Gross Cost per Service Hour	\$ 115.27	\$ 127.63	-9.7%	\$ 111.78
Direct Operating Cost per Service Hour	\$ 92.35	\$ 102.63	-10.0%	\$ 88.71
Overhead per Service Hour	\$ 8.90	\$ 10.80	-17.6%	\$ 10.32
Lease/Amortization per Service Hour	\$ 14.03	\$ 14.21	-1.3%	\$ 12.76
Net Cost per Service Hour (CUTA)	\$ 48.11	\$ 65.78	-26.9%	\$ 48.40
% Cost Recovery (CUTA)	52%	42%		51%
Ridership	638,379	584,964	9.1%	535,485
Service Hours	21,694	22,398	-3.1%	16,929
Ridership per Service Hour	29	26	12.7%	32

Bow Valley Regional Transit Services Commission
2019 Quarterly KPIs with 2018 Actuals

Route 1 - Banff Local Sulphur Mtn	Q2 2019 YTD			
	2019 Q2	2019 Q2	Q2	2018 Q2
	ACTUAL	BUDGET	COMP %	ACTUAL
			%	
Revenue per Service Hour	\$ 70.99	\$ 72.36	-1.9%	\$ 67.67
Gross Cost per Service Hour	\$ 105.93	\$ 118.76	-10.8%	\$ 104.21
Direct Operating Cost per Service Hour	\$ 83.46	\$ 95.77	-12.9%	\$ 82.19
Overhead per Service Hour	\$ 8.90	\$ 10.80	-17.6%	\$ 10.32
Lease/Amortization per Service Hour	\$ 13.57	\$ 12.19	11.3%	\$ 11.71
Net Cost per Service Hour (CUTA)	\$ 21.37	\$ 34.21	-37.5%	\$ 24.84
% Cost Recovery (CUTA)	77%	68%		73%
Ridership	234,920	219,196	7.2%	217,026
Service Hours	4,236	4,233	0.1%	4,211
Ridership per Service Hour	55	52	7.1%	52

Bow Valley Regional Transit Services Commission
2019 Quarterly KPIs with 2018 Actuals

Route 2 - Banff Local Tunnel Mtn	Q2 2019 YTD			
	2019 Q2	2019 Q2	Q2	2018 Q2
	ACTUAL	Budget	COMP %	ACTUAL
			%	
Revenue per Service Hour	\$ 45.70	\$ 44.32	3.1%	\$ 46.32
Gross Cost per Service Hour	\$ 107.67	\$ 119.52	-9.9%	\$ 105.97
Direct Operating Cost per Service Hour	\$ 84.35	\$ 98.11	-14.0%	\$ 83.15
Overhead per Service Hour	\$ 8.90	\$ 10.80	-17.6%	\$ 10.32
Lease/Amortization per Service Hour	\$ 14.42	\$ 10.61	35.9%	\$ 12.51
Net Cost per Service Hour (CUTA)	\$ 47.55	\$ 64.59	-26.4%	\$ 47.14
% Cost Recovery (CUTA)	49%	41%		50%
Ridership	183,660	173,088	6.1%	171,374
Service Hours	3,685	3,694	-0.3%	3,672
Ridership per Service Hour	50	47	6.4%	47

Bow Valley Regional Transit Services Commission
2019 Quarterly KPIs with 2018 Actuals

Route 3 - Canmore / Banff Regional	Q2 2019 YTD			
	2019 Q2	2019 Q2	Q2	2018 Q2
	ACTUAL	Budget	COMP	ACTUAL
			%	
Revenue per Service Hour	\$ 93.05	\$ 79.58	16.9%	\$ 82.48
Gross Cost per Service Hour	\$ 112.48	\$ 131.41	-14.4%	\$ 119.88
Direct Operating Cost per Service Hour	\$ 91.80	\$ 108.66	-15.5%	\$ 96.83
Overhead per Service Hour	\$ 8.90	\$ 10.80	-17.6%	\$ 10.32
Lease/Amortization per Service Hour	\$ 11.79	\$ 11.95	-1.4%	\$ 12.73
Net Cost per Service Hour (CUTA)	\$ 7.65	\$ 39.87	-80.8%	\$ 24.67
% Cost Recovery (CUTA)	92%	67%		77%
Ridership	93,542	83,014	12.7%	82,192
Service Hours	4,042	4,082	-1.0%	4,036
Ridership per Service Hour	23	20	13.8%	20

Bow Valley Regional Transit Services Commission
2019 Quarterly KPIs with 2018 Actuals

Route 4 - Cave & Basin	Q2 2019 YTD			
	2019 Q2	2019 Q2	Q2	2018 Q2
	ACTUAL	Budget	COMP	ACTUAL
			%	
Revenue per Service Hour	\$ 11.91	\$ 11.41	4.3%	\$ 10.91
Gross Cost per Service Hour	\$ 114.73	\$ 91.75	25.0%	\$ 128.56
Direct Operating Cost per Service Hour	\$ 96.57	\$ 79.56	21.4%	\$ 107.75
Overhead per Service Hour	\$ 8.90	\$ 10.80	-17.6%	\$ 10.32
Lease/Amortization per Service Hour	\$ 9.27	\$ 1.39	567.2%	\$ 10.49
Net Cost per Service Hour (CUTA)	\$ 93.56	\$ 78.95	18.5%	\$ 107.16
% Cost Recovery (CUTA)	11%	13%		9%
Ridership	7,168	3,084	132.4%	3,024
Service Hours	285	285	0.0%	276
Ridership per Service Hour	25	11	132.4%	11

Bow Valley Regional Transit Services Commission
2019 Quarterly KPIs with 2018 Actuals

Route 5 - Canmore Local	Q2 2019 YTD			
	2019 Q2	2019 Q2	Q2	2018 Q2
	ACTUAL	Budget	COMP	ACTUAL
			%	
Revenue per Service Hour	\$ 10.18	\$ 14.32	-28.9%	\$ 14.05
Gross Cost per Service Hour	\$ 115.39	\$ 114.55	0.7%	\$ 110.00
Direct Operating Cost per Service Hour	\$ 91.27	\$ 90.08	1.3%	\$ 86.37
Overhead per Service Hour	\$ 8.90	\$ 10.80	-17.6%	\$ 10.32
Lease/Amortization per Service Hour	\$ 15.23	\$ 13.67	11.4%	\$ 13.31
Net Cost per Service Hour (CUTA)	\$ 89.98	\$ 86.56	4.0%	\$ 82.63
% Cost Recovery (CUTA)	10%	14%		15%
Ridership	60,777	50,348	20.7%	49,192
Service Hours	3,722	3,852	-3.4%	3,722
Ridership per Service Hour	16	13	24.9%	13

Bow Valley Regional Transit Services Commission
2019 Quarterly KPIs with 2018 Actuals

Route 6 - Lake Minnewanka	Q2 2019 YTD			
	2019 Q2	2019 Q2	Q2	2018 Q2
	ACTUAL	Budget	COMP	ACTUAL
			%	
Revenue per Service Hour	\$ 13.30	\$ 13.77	-3.4%	\$ 13.58
Gross Cost per Service Hour	\$ 104.61	\$ 98.37	6.3%	\$ 127.46
Direct Operating Cost per Service Hour	\$ 76.96	\$ 86.18	-10.7%	\$ 100.44
Overhead per Service Hour	\$ 8.90	\$ 10.80	-17.6%	\$ 10.32
Lease/Amortization per Service Hour	\$ 18.75	\$ 1.39	1250.0%	\$ 16.71
Net Cost per Service Hour (CUTA)	\$ 72.56	\$ 83.21	-12.8%	\$ 97.17
% Cost Recovery (CUTA)	15%	14%		12%
Ridership	13,802	12,931	6.7%	12,677
Service Hours	1,035	1,012	2.3%	1,012
Ridership per Service Hour	13	13	4.4%	13

Bow Valley Regional Transit Services Commission
2019 Quarterly KPIs with 2018 Actuals

Route 7 - Banff Centre	Q2 2019 YTD			
	2019 Q2	2019 Q2	Q2	2018 Q2
	ACTUAL	Budget	COMP	ACTUAL
			%	
Revenue per Service Hour	\$ 4.54	\$ 5.17	-12.3%	\$ -
Gross Cost per Service Hour	\$ 94.91	\$ 94.32	0.6%	\$ -
Direct Operating Cost per Service Hour	\$ 79.57	\$ 82.13	-3.1%	\$ -
Overhead per Service Hour	\$ 8.90	\$ 10.80	-17.6%	\$ -
Lease/Amortization per Service Hour	\$ 6.45	\$ 1.39	363.9%	\$ -
Net Cost per Service Hour (CUTA)	\$ 83.93	\$ 87.76	-4.4%	\$ -
% Cost Recovery (CUTA)	5%	6%		0%
Ridership	8,632	13,575	-36.4%	0
Service Hours	1,267	1,312	-3.4%	0
Ridership per Service Hour	7	10	-34.1%	0

Bow Valley Regional Transit Services Commission
2019 Quarterly KPIs with 2018 Actuals

Route 8 - Lake Louise / Banff Regional Winter	Q2 2019 YTD			
	2019 Q2	2019 Q2	Q2	2018 Q2
	ACTUAL	Budget	COMP	ACTUAL
			%	
Revenue per Service Hour	\$ 71.01	\$ 18.54	283.0%	\$ -
Gross Cost per Service Hour	\$ 104.35	\$ 134.93	-22.7%	\$ -
Direct Operating Cost per Service Hour	\$ 89.94	\$ 108.87	-17.4%	\$ -
Overhead per Service Hour	\$ 8.90	\$ 10.80	-17.6%	\$ -
Lease/Amortization per Service Hour	\$ 5.51	\$ 15.26	-63.9%	\$ -
Net Cost per Service Hour (CUTA)	\$ 27.82	\$ 101.12	-72.5%	\$ -
% Cost Recovery (CUTA)	72%	15%		0%
Ridership	15,232	5,485	177.7%	0
Service Hours	1,632	1,632	0.0%	0
Ridership per Service Hour	9	3	177.7%	0

Bow Valley Regional Transit Services Commission
2019 Quarterly KPIs with 2018 Actuals

Route 8S - Lake Louise / Banff Regional Scenic - Summer	Q2 2019 YTD			
	2019 Q2	2019 Q2	Q2	2018 Q2
	ACTUAL	Budget	COMP	ACTUAL
			%	
Revenue per Service Hour	\$ 36.35	\$ 56.61	-35.8%	\$ -
Gross Cost per Service Hour	\$ 351.22	\$ 204.97	71.4%	\$ -
Direct Operating Cost per Service Hour	\$ 239.18	\$ 146.00	63.8%	\$ -
Overhead per Service Hour	\$ 8.90	\$ 10.80	-17.6%	\$ -
Lease/Amortization per Service Hour	\$ 103.15	\$ 48.17	114.1%	\$ -
Net Cost per Service Hour (CUTA)	\$ 211.72	\$ 100.18	111.3%	\$ -
% Cost Recovery (CUTA)	15%	36%		0%
Ridership	795	1,613	-50.7%	0
Service Hours	98	428	-77.2%	0
Ridership per Service Hour	8	4	116.1%	0

Bow Valley Regional Transit Services Commission
2019 Quarterly KPIs with 2018 Actuals

Route 8X - Lake Louise / Banff Regional Express - Summer	Q2 2019 YTD			
	2019 Q2	2019 Q2	Q2	2018 Q2
	ACTUAL	Budget	COMP	ACTUAL
			%	
Revenue per Service Hour	\$ 76.68	\$ 68.97	11.2%	\$ -
Gross Cost per Service Hour	\$ 169.79	\$ 201.09	-15.6%	\$ -
Direct Operating Cost per Service Hour	\$ 142.09	\$ 152.03	-6.5%	\$ -
Overhead per Service Hour	\$ 8.90	\$ 10.80	-17.6%	\$ -
Lease/Amortization per Service Hour	\$ 18.80	\$ 38.26	-50.8%	\$ -
Net Cost per Service Hour (CUTA)	\$ 74.31	\$ 93.86	-20.8%	\$ -
% Cost Recovery (CUTA)	51%	42%		0%
Ridership	18,722	18,745	-0.1%	0
Service Hours	1,598	1,474	8.4%	0
Ridership per Service Hour	12	13	-7.9%	0

Bow Valley Regional Transit Services Commission
2019 Quarterly KPIs with 2018 Actuals

Route 9 - Johnston Canyon	Q2 2019 YTD			
	2019 Q2	2019 Q2	Q2	2018 Q2
	ACTUAL	Budget	COMP	ACTUAL
			%	
Revenue per Service Hour	\$ 50.20	\$ 93.87	-46.5%	\$ -
Gross Cost per Service Hour	\$ 358.05	\$ 211.16	69.6%	\$ -
Direct Operating Cost per Service Hour	\$ 243.30	\$ 148.18	64.2%	\$ -
Overhead per Service Hour	\$ 8.90	\$ 10.80	-17.6%	\$ -
Lease/Amortization per Service Hour	\$ 105.85	\$ 52.18	102.8%	\$ -
Net Cost per Service Hour (CUTA)	\$ 202.00	\$ 65.11	210.3%	\$ -
% Cost Recovery (CUTA)	20%	59%		0%
Ridership	1,129	3,885	-70.9%	0
Service Hours	95	394	-75.9%	0
Ridership per Service Hour	12	10	20.4%	0

Bow Valley *Regional* Transit Services Commission



Draft 2020 3 Yr. Operating and 10 Yr. Capital Budgets
(August)

The 2020 budget has been presented with the same level of service as 2019 with the exception of the previously approved NSLRs Increased Frequency on Rt 1 & 2, Intercept Parking lot services, extension of all summer services hours by one extra week (from September 13 to September 20, 2020), and extension of Rt 8 Winter hours. These are discussed in further detail below.

PROPOSED REQUISITION SUMMARY

The requisitions in this budget are based on the following:

- Banff Local (Rt 1 & 2) Town of Banff
- Canmore Local (Rt 5) Town of Canmore
- CB Regional (Rt 3) ½ Town of Banff, ½ Town of Canmore
- Banff Centre (Rt 7) Banff Centre
- LLB Regional Winter (Rt 8) – ID#9
- LLB Regional Summer Express & Scenic (Rt 8X & 8S) – ID#9 & Parks
- Johnston Canyon (Rt 9) – ID#9 & Parks
- Administrative/Commission – 1/3 Town of Banff, 1/3 Town of Canmore, 1/3 ID9

The following is a summary of proposed requisitions, see attached operating and capital budgets for details:

Requisitions - 2020 to 2022						
	2019	2020	2021	2020	2021	2022
Banff	Budget	Previously Approved Budget		Proposed Budget		
Operating	\$ 950,050	\$ 1,257,348	\$ 1,409,931	\$ 1,118,455	\$ 1,285,102	\$ 1,310,801
Capital	\$ 312,900	\$ 317,300	\$ 413,900	\$ 320,100	\$ 491,200	\$ 534,800
	\$ 1,262,950	\$ 1,574,648	\$ 1,823,831	\$ 1,438,555	\$ 1,776,302	\$ 1,845,601
Canmore	2019	2020	2021	2020	2021	2022
	Budget	Previously Approved Budget		Proposed Budget		
Operating	\$ 831,322	\$ 849,379	\$ 866,371	\$ 838,612	\$ 867,330	\$ 884,677
Capital	\$ 192,300	\$ 195,100	\$ 197,700	\$ 195,300	\$ 198,500	\$ 201,500
	\$ 1,023,622	\$ 1,044,479	\$ 1,064,071	\$ 1,033,912	\$ 1,065,830	\$ 1,086,177
ID #9	2019	2020	2021	2020	2021	2022
	Budget	Previously Approved Budget		Proposed Budget		
Operating	\$ 721,003	\$ 728,594	\$ 731,754	\$ 382,826	\$ 417,359	\$ 426,615
Capital	\$ 50,007	\$ 50,900	\$ 51,599	\$ 357,724	\$ 366,328	\$ 371,781
	\$ 771,010	\$ 779,494	\$ 783,353	\$ 740,550	\$ 783,687	\$ 798,396
Parks Canada	2019	2020	2021	2020	2021	2022
Rt 8S/8X/9	Budget	Previously Approved Budget		Proposed Budget		
Operating	\$ 131,962	\$ 123,638	\$ 195,882	\$ 424,754	\$ 457,077	\$ 465,302
Capital	\$ 299,320	\$ 306,824	\$ 314,729	\$ -	\$ -	\$ -
	\$ 431,282	\$ 430,462	\$ 510,611	\$ 424,754	\$ 457,077	\$ 465,302

BVRTSC NEW SERVICE LEVEL REQUESTS

In addition to the operating and capital budgets presented, administration is requesting the Board consider the following new service level requests:

- Healthcare Spending Account for PT Drivers
- External Location Customer Service Position
- Driver Housing
- **Martin's position**
- BVRTSC Spare Cutaway Style Bus
- Increased service hours for Rt 3 (Motion to approve in theory as it would need to be approved by Town of Banff & Town of Canmore through their budget process prior to being included in the BVRTSC budget)

OPERATING BUDGET DETAILED DISCUSSION

Banff Local – Route 1

Variance from previously approved 2020 budget is predominantly based on the following:

- Reduction of farebox revenue of \$14K
- Increase in pass sales revenue of \$9K
- Reduction of Fuel Costs of \$34K (partially due to truing up budget based on actual costs, and partially due to the decision to purchase electric buses instead of the originally planned diesel buses for enhanced frequency phase II)
- Reduction of software cost of \$14K (partially due to savings from moving from NextBus to DoubleMap, partially due to truing up budget costs based on actual costs, and partially due to efficiency savings based on larger fleet numbers)
- Increase in wages \$25K

Ridership targets are based on a 2% increase in ridership from 2019 with a 15% increase in the summer based on the increased frequency phase II.

Banff Local – Route 2

Variance from previously approved 2020 budget is predominantly based on the following:

- Increase in farebox revenue of \$42K
- Increase in pass sales revenue of \$10K
- Reduction of Fuel Costs of \$36K (partially due to truing up budget based on actual costs, and partially due to the decision to purchase electric buses instead of the originally planned diesel buses for enhanced frequency phase II)
- Reduction of software cost of \$13K (partially due to savings from moving from NextBus to DoubleMap, partially due to truing up budget costs based on actual costs, and partially due to efficiency savings based on larger fleet numbers)
- Increase in wages \$20K
- Increase in Parks Contribution for Campground Summer Service of \$11K

Ridership targets are based on a 2% increase in ridership from 2019 with a 15% increase in the summer based on the increased frequency phase II.

Canmore / Banff Regional – Route 3

Variance from previously approved 2020 budget is predominantly based on the following:

- Increase in farebox revenue of \$20K
- Increase in pass sales revenue of \$53K

Ridership targets are based on a 2% increase in ridership from 2019.

Canmore Local – Route 5

Budget had been prepared assuming regular transit fares for 2020-2022. If Town of Canmore approves fare-free transit for 2020, fare revenue and pass sales would drop to \$0.

Variance from previously approved 2020 budget is predominantly based on the following:

- Increase in vehicle maintenance expenses of \$12K
- Increase in fuel expense of \$6K (note that Rt 5 is the only Roam route that does not purchase fuel from Parks Canada)
- Increase in bus cleaning costs of \$7K
- Reduction of software cost of \$9K (partially due to savings from moving from NextBus to DoubleMap, partially due to truing up budget costs based on actual costs, and partially due to efficiency savings based on larger fleet numbers)

Ridership targets are based on a 2% increase in ridership from 2019.

Lake Louise / Banff Regional (Winter) – Route 8

Budget has been prepared assuming the increased service level approved by ID#9 on August 8, 2019 which brings service hours from 12 to 16.5 hrs per day.

Variance from previously approved 2020 budget is predominantly based on the following:

- Increase in farebox revenue of \$109K
- Increase in pass sales of \$36K
- Increase in Wages of \$70K
- Increase in Fuel of \$22K
- Increase in Vehicle Expenses of \$22K

Ridership targets are based on a 2% increase in ridership from 2019.

Cave & Basin – Route 4 and Minnewanka - Route 6

Routes 4 & 6 have been budgeted assuming the same level of service as 2019 with an inflationary increase and an extra week of operation in September. The operating contract with Parks Canada for Route 4 & 6 for the 2019, 2020 and 2021 operating season is now a contribution style contract with a preset maximum amount over the 3 years. The main difference from the previous contract is that it is a reimbursement of actual costs arrangement rather than a set price. Based on this, the BVRTSC is now allocating full costs incurred to each route rather than using a portion of the revenues to offset general

administrative costs. The net result is that there are reduced Non-Member Operating Recovery revenues hitting the administrative budget, as these revenues with their corresponding costs are allocated to each route separately.

Ridership targets are based on a 2% increase in ridership from 2019 for Route 4 and a 1% increase in ridership from 2019 for Route 6 based on observed changes in ridership during 2019 from previous years.

Lake Louise / Banff Regional (Summer) – Route 8X, 8S & 9

Route 8X, 8S & 9 have been budgeted assuming the same level of budgeted service in 2019 with an inflationary increase and an extra week of service in September. The operating contract with Parks Canada for Routes 8X, 8S & 9 for the 2019, 2020 and 2021 operating season is a contribution style contract with a preset maximum amount over the 3 years. This means that the contract is for a reimbursement of actual costs rather than a set price. Based on this, the BVRTSC is now allocating full costs incurred to each route rather than using a portion of the revenues to offset general administrative costs. The net result is that there are reduced Non-Member Operating Recovery revenues hitting the administrative budget, as these revenues with their corresponding costs are allocated to each route separately. Additionally, as Parks Canada cannot make payments towards reserve contributions, the amounts have been shifted between the ID#9 and Parks Canada contributions to the routes with ID#9 paying a larger amount of capital contributions with a reduced amount of operating contributions and Parks doing the opposite.

Variances from previously approved 2020 budget is predominantly based on the following:

- Increase in pass sales of \$69K
- Reduction in farebox revenue of \$6K

Ridership targets are based on a 2% increase in ridership from.

CAPITAL BUDGET DETAILED DISCUSSION

- 4 x Ticket Vending Machines have been added to the capital budget based on ACT & ICP funding.
 - Purchases will be delayed until official documentation has been received to confirm grant funding as this has been delayed with the changeover of the Provincial government.
 - Non-grant portion will be paid out of reserves and reimbursed through capital contributions (Banff Local – 1 unit, CB Regional – 1 unit, LLB Regional – 2 units)
- Driver Training Equipment has been added to the capital budget based on ACT & ICP funding.
 - Purchases will be delayed until official documentation has been received to confirm grant funding as this has been delayed with the changeover of the Provincial government.

- Non-grant portion will be paid out of reserves and reimbursed through capital contributions (LLB Regional)
- Banff Local capital contributions have been updated to reflect purchase of Electric buses for Increased frequency Phase II. Changes include reducing estimated useful life from 18 years to 15 years and adding in a replacement of battery packs ½ through the useful life of the bus. The increase in capital requisition to replace battery packs is offset by reduced fuel costs in the operating budget
- Full 10-year capital replacement plans are now setup for the LLB Regional routes. Prior years capital budget only included the first 3 years

Bow Valley Regional Transit Services Commission
2020-2022 Proposed Operating Budget

ALL ROUTES									
	2018 Actual	Q2 2019 Actual	2019 Forecast	2019 Budget	2020 Previously Approved Budget	2020 Proposed Budget	2021 Proposed Budget	2022 Proposed Budget	
INCOME									
Advertising & Marketing Revenue									
4200 Advertising & Marketing	\$ 46,529	\$ 19,343	\$ 38,686	\$ 52,418	\$ 53,466	\$ 53,000	\$ 54,060	\$ 55,141	
4201 Print Fees Revenue	\$ 775	\$ 768	\$ 1,536	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Advertising & Marketing Revenue	\$ 47,304	\$ 20,111	\$ 40,222	\$ 52,418	\$ 53,466	\$ 53,000	\$ 54,060	\$ 55,141	
Farebox Revenue									
4100 Farebox Income	\$ 1,070,133	\$ 697,102	\$ 1,502,747	\$ 1,549,013	\$ 1,579,186	\$ 1,737,941	\$ 1,772,700	\$ 1,808,154	(Includes voucher refunds for proposed 2020-2022)
4110 Transit Voucher Reimbursement	\$ (59,776)	\$ (41,730)	\$ (2,324)	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Farebox Revenue	\$ 1,010,356	\$ 655,371	\$ 1,500,423	\$ 1,549,013	\$ 1,579,186	\$ 1,737,941	\$ 1,772,700	\$ 1,808,154	
Grant Revenue									
4900 Grant Income	\$ 18,780	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Grant Revenue	\$ 18,780	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Interest Revenue									
4810 Interest Income	\$ 2,455	\$ 6,434	\$ 10,417	\$ -	\$ -	\$ 12,000	\$ 12,240	\$ 12,485	
Total Interest Revenue	\$ 2,455	\$ 6,434	\$ 10,417	\$ -	\$ -	\$ 12,000	\$ 12,240	\$ 12,485	
Other Income									
4700 Charter Sales	\$ 1,623	\$ 903	\$ 1,228	\$ 2,000	\$ 2,020	\$ 2,000	\$ 2,040	\$ 2,080	
4750 Route Detour Fee	\$ 60	\$ -	\$ -	\$ 400	\$ 404	\$ 400	\$ 408	\$ 416	
4820 Foreign Exchange Rev/Exp	\$ 1,888	\$ (163)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
4830 Warranty Income	\$ 31,859	\$ 5,157	\$ 5,157	\$ -	\$ -	\$ -	\$ -	\$ -	
4840 Other Revenue	\$ -	\$ 168	\$ 168	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Other Income	\$ 35,430	\$ 6,064	\$ 6,553	\$ 2,400	\$ 2,424	\$ 2,400	\$ 2,448	\$ 2,496	
Partner Programs									
4300 Partner Program Revenue	\$ 419,040	\$ 215,079	\$ 430,158	\$ 427,524	\$ 436,074	\$ 438,586	\$ 447,358	\$ 456,305	
Total Partner Programs	\$ 419,040	\$ 215,079	\$ 430,158	\$ 427,524	\$ 436,074	\$ 438,586	\$ 447,358	\$ 456,305	
Pass Sales									
4150 Pass Revenue	\$ 388,769	\$ 270,988	\$ 473,248	\$ 313,031	\$ 319,292	\$ 512,557	\$ 522,808	\$ 533,265	(Includes smart card fees and vendor discounts for proposed 2020-2022)
4600 SmartCard Fee	\$ 11,531	\$ 3,444	\$ (234)	\$ -	\$ -	\$ -	\$ -	\$ -	
5710 Vendor Discounts - Pass Purchase	\$ (15,889)	\$ (18,077)	\$ (1,182)	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Pass Sales	\$ 384,412	\$ 256,355	\$ 471,833	\$ 313,031	\$ 319,292	\$ 512,557	\$ 522,808	\$ 533,265	
TOTAL INCOME BEFORE REQUISITIONS	\$ 1,917,776	\$ 1,159,415	\$ 2,459,605	\$ 2,344,386	\$ 2,390,442	\$ 2,756,484	\$ 2,811,614	\$ 2,867,846	

**Bow Valley Regional Transit Services Commission
2020-2022 Proposed Operating Budget**

ALL ROUTES										
	2018 Actual	Q2 2019 Actual	2019 Forecast	2019 Budget	2020 Previously Approved Budget	2020 Proposed Budget	2021 Proposed Budget	2022 Proposed Budget		
Recoveries - Operating (non-members)										
4500 Recoveries - Operating (non-memb)	\$ 481,649	\$ 346,504	\$ 810,266	\$ 667,473	\$ 450,185	\$ 1,017,546	\$ 1,083,900	\$ 1,104,661		
Total Recoveries - Operating (non-members)	\$ 481,649	\$ 346,504	\$ 810,266	\$ 667,473	\$ 450,185	\$ 1,017,546	\$ 1,083,900	\$ 1,104,661		
Requisitions - Capital										
4410-1 Capital Requisition - TOB	\$ 10,839	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
4410-2 Capital Requisition - TOC	\$ 5,830	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
4410-5 Capital Requisition - ID9	\$ 5,830	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Total Requisitions - Capital	\$ 22,499	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Requisitions - Operating										
4420-1 Operating Requisition - TOB	\$ 1,012,166	\$ 463,751	\$ 950,050	\$ 950,050	\$ 1,257,348	\$ 1,118,455	\$ 1,285,102	\$ 1,310,801		
4420-2 Operating Requisition - TOC	\$ 735,669	\$ 421,418	\$ 831,322	\$ 831,322	\$ 849,379	\$ 838,612	\$ 867,330	\$ 884,677		
4420-5 Operating Requisition - ID9	\$ 239,153	\$ 217,635	\$ 390,703	\$ 721,003	\$ 728,594	\$ 382,826	\$ 417,359	\$ 426,615		
Total Requisitions - Operating	\$ 1,986,989	\$ 1,102,804	\$ 2,172,075	\$ 2,502,375	\$ 2,835,321	\$ 2,339,892	\$ 2,569,790	\$ 2,622,093		
TOTAL INCOME	\$ 4,408,914	\$ 2,608,723	\$ 5,441,946	\$ 5,514,234	\$ 5,675,948	\$ 6,113,922	\$ 6,465,304	\$ 6,594,600		
EXPENSES										
Advertising & Marketing Expenses										
5226 Drivers recruitment	\$ 7,354	\$ 13,743	\$ 20,550	\$ 15,518	\$ 15,709	\$ 22,546	\$ 22,997	\$ 23,457		
5616 Recruitment Costs - Admin	\$ 1,105	\$ 120	\$ 240	\$ 3,540	\$ 3,610	\$ 3,618	\$ 3,690	\$ 3,764		
5700 Advertising and Marketing	\$ 79,992	\$ 47,409	\$ 92,263	\$ 132,560	\$ 140,831	\$ 146,099	\$ 149,020	\$ 152,001		
5715 Commission	\$ 4,574	\$ -	\$ -	\$ 12,818	\$ 13,075	\$ 15,000	\$ 15,300	\$ 15,605		
Total Advertising & Marketing Expenses	\$ 93,025	\$ 61,272	\$ 113,053	\$ 164,436	\$ 173,225	\$ 187,263	\$ 191,007	\$ 194,827		
Contracted Services / Professional Fees										
5200 Operating Contracts	\$ 30,519	\$ 16,215	\$ 43,720	\$ 78,890	\$ 82,725	\$ 123,815	\$ 126,292	\$ 128,817		
5364 Brinks service fees	\$ 8,031	\$ 4,868	\$ 10,026	\$ 10,034	\$ 10,235	\$ 22,892	\$ 23,351	\$ 23,820		
5611 Accounting Fees	\$ 31,424	\$ 11,500	\$ 12,027	\$ 12,000	\$ 12,240	\$ 12,490	\$ 12,740	\$ 12,995		
5612 Payroll service fee	\$ 3,861	\$ 2,228	\$ 5,054	\$ 3,696	\$ 3,768	\$ 3,927	\$ 4,006	\$ 4,085		
5615 Legal Fees	\$ 987	\$ -	\$ -	\$ 4,884	\$ 4,786	\$ 4,989	\$ 5,090	\$ 5,191		
5623 Security Fee	\$ 5,040	\$ 3,115	\$ 9,000	\$ 14,700	\$ 14,994	\$ 15,032	\$ 15,332	\$ 15,640		

**Bow Valley Regional Transit Services Commission
2020-2022 Proposed Operating Budget**

ALL ROUTES									
	2018 Actual	Q2 2019 Actual	2019 Forecast	2019 Budget	2020 Previously Approved Budget	2020 Proposed Budget	2021 Proposed Budget	2022 Proposed Budget	
5624 IT Support	\$ 5,829	\$ 3,088	\$ 7,223	\$ 12,985	\$ 12,225	\$ 12,789	\$ 13,044	\$ 13,305	
5629 Contract Work	\$ 216,001	\$ 62,137	\$ 41,962	\$ 108,750	\$ 140,977	\$ 131,866	\$ 261,492	\$ 266,722	Moved \$9K into Customer Service
Total Contracted Services / Professional Fees	\$ 301,691	\$ 103,151	\$ 129,012	\$ 245,939	\$ 281,950	\$ 327,800	\$ 461,347	\$ 470,575	Wages & Benefits
Fuel Expense									
5270 Fuel	\$ 441,167	\$ 270,235	\$ 596,835	\$ 695,906	\$ 717,398	\$ 691,173	\$ 687,194	\$ 700,936	
Total Fuel Expense	\$ 441,167	\$ 270,235	\$ 596,835	\$ 695,906	\$ 717,398	\$ 691,173	\$ 687,194	\$ 700,936	
General Operating Expenses									
5351 Office Supplies	\$ 28,924	\$ 4,345	\$ 9,398	\$ 17,915	\$ 17,784	\$ 18,427	\$ 18,796	\$ 19,171	
5352 Bank Service Charges	\$ 6,304	\$ 3,738	\$ 8,093	\$ 8,960	\$ 8,640	\$ 10,274	\$ 10,478	\$ 10,688	
5353 Janitorial Supplies & Services	\$ 520	\$ -	\$ 300	\$ 1,000	\$ 1,020	\$ 1,020	\$ 1,040	\$ 1,061	
5354 Postage and Office Delivery	\$ 721	\$ 251	\$ 501	\$ 2,769	\$ 2,627	\$ 2,836	\$ 2,894	\$ 2,952	
5355 Miscellaneous Expense	\$ 633	\$ 0	\$ 401	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,100	\$ 5,202	
5357 Cell Phone	\$ 12,138	\$ 5,423	\$ 14,108	\$ 17,480	\$ 17,880	\$ 20,307	\$ 20,713	\$ 21,127	
5358 Office Phone	\$ 7,899	\$ 3,601	\$ 7,344	\$ 10,160	\$ 9,843	\$ 10,403	\$ 10,611	\$ 10,825	
5359 Board meeting expense	\$ 436	\$ 48	\$ 200	\$ 1,300	\$ 1,326	\$ 1,326	\$ 1,353	\$ 1,380	
5360 Cash over/short	\$ 0	\$ 1	\$ 1	\$ -	\$ -	\$ -	\$ -	\$ -	
5361 Bad debts	\$ 3,311	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
5626 Office Rent	\$ 38,866	\$ 19,549	\$ 39,098	\$ 41,000	\$ 41,820	\$ 41,820	\$ 49,363	\$ 50,351	
5627 Copier	\$ 3,732	\$ 2,376	\$ 4,751	\$ 3,200	\$ 3,264	\$ 3,663	\$ 3,736	\$ 3,811	
5630 Utilities	\$ 4,353	\$ 2,104	\$ 4,209	\$ 4,340	\$ 4,427	\$ 4,427	\$ 4,516	\$ 4,606	
Total General Operating Expenses	\$ 107,837	\$ 41,435	\$ 88,403	\$ 113,124	\$ 113,631	\$ 119,503	\$ 128,600	\$ 131,174	
Infrastructure Maintenance									
5430 Parks Canada Land Rent	\$ 350	\$ 200	\$ 275	\$ 400	\$ 409	\$ 400	\$ 406	\$ 412	
5632 Infrastructure Maintenance Expense	\$ 24,636	\$ 13,022	\$ 26,093	\$ 27,910	\$ 31,702	\$ 33,779	\$ 34,454	\$ 35,143	
Total Infrastructure Maintenance	\$ 24,986	\$ 13,222	\$ 26,368	\$ 28,310	\$ 32,111	\$ 34,179	\$ 34,860	\$ 35,555	
Insurance Expense									
5310 General Liability Insurance	\$ 3,630	\$ 2,203	\$ 4,407	\$ 4,500	\$ 4,590	\$ 4,590	\$ 4,682	\$ 4,776	
5320 Fleet insurance	\$ 41,020	\$ 24,806	\$ 54,026	\$ 76,652	\$ 75,344	\$ 77,519	\$ 79,070	\$ 80,651	
Total Insurance Expense	\$ 44,650	\$ 27,009	\$ 58,433	\$ 81,152	\$ 79,934	\$ 82,109	\$ 83,752	\$ 85,427	
Software Fees & Licences									
5362 Software and License Fees	\$ 25,100	\$ 19,545	\$ 42,013	\$ 32,654	\$ 32,453	\$ 61,640	\$ 62,873	\$ 64,130	

Bow Valley Regional Transit Services Commission

2020-2022 Proposed Operating Budget

ALL ROUTES									
	2018 Actual	Q2 2019 Actual	2019 Forecast	2019 Budget	2020 Previously Approved Budget	2020 Proposed Budget	2021 Proposed Budget	2022 Proposed Budget	
5617 Website	\$ 6,025	\$ 2,636	\$ 4,970	\$ 10,550	\$ 10,260	\$ 12,500	\$ 12,750	\$ 13,002	
5620 Smart Farebox Software	\$ 34,416	\$ 15,046	\$ 32,916	\$ 86,867	\$ 91,551	\$ 63,000	\$ 64,260	\$ 65,544	
5622 Bus Prediction Software	\$ 45,003	\$ 22,849	\$ 52,013	\$ 44,254	\$ 48,207	\$ 24,998	\$ 25,498	\$ 26,008	
Total Software Fees & Licences	\$ 110,544	\$ 60,076	\$ 131,912	\$ 174,325	\$ 182,471	\$ 162,138	\$ 165,381	\$ 168,684	
Training, Travel & Meals									
5171 Conference Fees	\$ 3,218	\$ 2,494	\$ 4,988	\$ 7,354	\$ 7,501	\$ 7,501	\$ 7,651	\$ 7,804	
5172 Meals	\$ 6,317	\$ 1,399	\$ 2,928	\$ 14,183	\$ 14,467	\$ 14,471	\$ 14,760	\$ 15,054	
5173 Training	\$ 1,975	\$ 985	\$ 2,071	\$ 2,025	\$ 1,555	\$ 2,075	\$ 2,117	\$ 2,160	
5180 Travel Expense	\$ 5,808	\$ 3,137	\$ 6,274	\$ -	\$ -	\$ -	\$ -	\$ -	
5181 Mileage	\$ 4,205	\$ 1,097	\$ 2,194	\$ 9,926	\$ 9,611	\$ 10,146	\$ 10,350	\$ 10,557	
5227 Driver Training	\$ 1,890	\$ 3,829	\$ 8,810	\$ 3,101	\$ 3,163	\$ 3,172	\$ 3,235	\$ 3,300	
5356 Memberships	\$ 4,565	\$ 2,884	\$ 5,769	\$ 4,813	\$ 4,909	\$ 4,909	\$ 5,007	\$ 5,107	
5619 Business Hosting Expenses	\$ 97	\$ 75	\$ 150	\$ 1,576	\$ 1,608	\$ 1,608	\$ 1,640	\$ 1,673	
Total Training, Travel & Meals	\$ 28,075	\$ 15,901	\$ 33,184	\$ 42,978	\$ 42,814	\$ 43,882	\$ 44,760	\$ 45,655	
Vehicle Expenses									
5225 Drivers uniforms	\$ 18,426	\$ 6,740	\$ 11,515	\$ 32,657	\$ 33,031	\$ 33,075	\$ 33,737	\$ 34,412	
5228 Driver recognition	\$ 2,455	\$ 490	\$ 980	\$ 2,402	\$ 2,451	\$ 2,454	\$ 2,504	\$ 2,554	
5250 Parts	\$ 192,561	\$ 73,922	\$ 268,328	\$ 310,602	\$ 308,775	\$ 349,523	\$ 356,515	\$ 363,644	
5251 Parts - Accident Related	\$ 1,648	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
5252 Replacement Bus For Maintenance Days	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	
5255 Vehicle Supplies	\$ 27,141	\$ 11,534	\$ 32,698	\$ 42,543	\$ 54,006	\$ 55,004	\$ 56,103	\$ 57,224	
5260 Maintenance Labour	\$ 329,560	\$ 168,828	\$ 495,873	\$ 535,749	\$ 555,125	\$ 596,121	\$ 608,043	\$ 620,203	
5410 Bus Lease	\$ 59,250	\$ 29,625	\$ 60,000	\$ 60,000	\$ 61,200	\$ 61,380	\$ 62,608	\$ 63,860	
5420 Bus Storage	\$ 42,262	\$ 22,109	\$ 50,194	\$ 64,074	\$ 71,296	\$ 73,897	\$ 188,583	\$ 192,355	
5628 Bus wrap repair	\$ 695	\$ -	\$ 4,173	\$ 9,171	\$ 8,855	\$ 9,388	\$ 9,576	\$ 9,767	
Total Vehicle Expenses	\$ 673,997	\$ 313,247	\$ 933,760	\$ 1,057,198	\$ 1,094,739	\$ 1,180,842	\$ 1,317,669	\$ 1,344,019	
Wages & Benefits - Administrative									
5110 Wages - Administrative	\$ 303,344	\$ 171,337	\$ 370,604	\$ 380,317	\$ 382,780	\$ 462,189	\$ 471,432	\$ 480,858	(Includes benefits for proposed 2020-2022)
5131 CPP & EI	\$ 13,277	\$ 10,810	\$ 19,354	\$ 14,883	\$ 15,180	\$ -	\$ -	\$ -	
5133 Health Benefits	\$ 12,023	\$ 5,894	\$ 10,351	\$ 11,701	\$ 11,935	\$ -	\$ -	\$ -	
5134 LAPP	\$ 32,282	\$ 16,714	\$ 28,950	\$ 37,182	\$ 37,926	\$ -	\$ -	\$ -	

Bow Valley Regional Transit Services Commission

2020-2022 Proposed Operating Budget

ALL ROUTES									
	2018 Actual	Q2 2019 Actual	2019 Forecast	2019 Budget	2020 Previously Approved Budget	2020 Proposed Budget	2021 Proposed Budget	2022 Proposed Budget	
5135 WCB - Admin	\$ 4,775	\$ 2,280	\$ 3,958	\$ 5,628	\$ 5,741	\$ -	\$ -	\$ -	
Total Wages & Benefits - Administrative	\$ 365,702	\$ 207,035	\$ 433,218	\$ 449,711	\$ 453,562	\$ 462,189	\$ 471,432	\$ 480,858	
Wages & Benefits - Customer Support									
5631 Wages - Customer Centre Support	\$ 57,324	\$ 38,727	\$ 90,859	\$ 90,652	\$ 92,647	\$ 132,838	\$ 135,495	\$ 138,206	(Includes benefits for proposed 2020-2022)
5633 Customer Centre Support - CPP&EI	\$ 4,182	\$ 3,101	\$ 4,994	\$ 11,928	\$ 12,167	\$ -	\$ -	\$ -	
5634 Customer Centre Support - WCB	\$ 982	\$ 600	\$ 973	\$ 1,125	\$ 1,148	\$ -	\$ -	\$ -	Offset by a decrease in Contracted Services
5682 Customer Service - LAPP	\$ -	\$ 621	\$ 872	\$ -	\$ -	\$ -	\$ -	\$ -	
5683 Health Benefits - Customer Service	\$ 265	\$ 1,594	\$ 2,467	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Wages & Benefits - Customer Support	\$ 62,754	\$ 44,642	\$ 100,164	\$ 103,705	\$ 105,962	\$ 132,838	\$ 135,495	\$ 138,206	
Wages & Benefits - Drivers									
5221 Drivers Wages	\$ 1,250,913	\$ 731,367	\$ 1,768,773	\$ 1,725,989	\$ 1,757,769	\$ 2,220,863	\$ 2,265,282	\$ 2,310,590	(Includes benefits for proposed 2020-2022)
5223 Drivers Wages - Training	\$ 57,317	\$ 106,135	\$ 116,137	\$ 84,250	\$ 82,769	\$ 161,279	\$ 164,504	\$ 167,794	
5231 Drivers CPP & EI	\$ 90,356	\$ 58,239	\$ 72,204	\$ 83,508	\$ 100,784	\$ -	\$ -	\$ -	
5232 LAPP - Drivers	\$ 74,783	\$ 44,229	\$ 72,765	\$ 85,662	\$ 81,303	\$ -	\$ -	\$ -	
5233 Health Benefits - Drivers	\$ 57,442	\$ 33,290	\$ 55,265	\$ 65,097	\$ 61,763	\$ -	\$ -	\$ -	
5234 WCB - Drivers	\$ 22,192	\$ 11,148	\$ 19,767	\$ 23,039	\$ 21,843	\$ -	\$ -	\$ -	
Total Wages & Benefits - Drivers	\$ 1,553,003	\$ 984,408	\$ 2,104,911	\$ 2,067,545	\$ 2,106,231	\$ 2,382,142	\$ 2,429,786	\$ 2,478,384	
Wages & Benefits - Operations									
5220 Wages - Operations	\$ 170,257	\$ 115,046	\$ 247,059	\$ 252,430	\$ 253,696	\$ 307,864	\$ 314,021	\$ 320,300	(Includes benefits for proposed 2020-2022)
5281 Operations - CPP & EI	\$ 7,492	\$ 8,251	\$ 13,839	\$ 7,645	\$ 7,799	\$ -	\$ -	\$ -	
5282 Operations - LAPP	\$ 17,622	\$ 11,277	\$ 18,994	\$ 19,894	\$ 20,291	\$ -	\$ -	\$ -	
5283 Operations - Health Benefits	\$ 6,405	\$ 4,723	\$ 7,912	\$ 7,061	\$ 7,202	\$ -	\$ -	\$ -	
5284 Operations - WCB	\$ 2,814	\$ 1,532	\$ 2,652	\$ 2,875	\$ 2,932	\$ -	\$ -	\$ -	
Total Wages & Benefits - Operations	\$ 204,589	\$ 140,829	\$ 290,455	\$ 289,905	\$ 291,920	\$ 307,864	\$ 314,021	\$ 320,300	
TOTAL OPERATING EXPENSES	\$ 4,012,018	\$ 2,282,463	\$ 5,039,708	\$ 5,514,234	\$ 5,675,948	\$ 6,113,922	\$ 6,465,304	\$ 6,594,600	
SURPLUS / DEFICIENCY PRIOR TO AMORTIZATION	\$ 396,895	\$ 326,260	\$ 402,238	\$ -	\$ -	\$ -	\$ -	\$ -	
Amortization Expense									
5900 Amortization Exp	\$ 380,322	\$ 274,678	\$ 600,102	\$ 626,159	\$ 702,547	\$ 823,219	\$ 945,485	\$ 976,151	
Total Amortization Expense	\$ 380,322	\$ 274,678	\$ 600,102	\$ 626,159	\$ 702,547	\$ 823,219	\$ 945,485	\$ 976,151	
NET INCOME	\$ 16,573	\$ 51,583	\$ (197,864)	\$ (626,159)	\$ (702,547)	\$ (823,219)	\$ (945,485)	\$ (976,151)	

Municipal Requisitions - 2020 to 2022

	2019	2020	2021	2020	2021	2022	% Change	% Change	% Change	% Change
	Budget	Previously Approved Budget		Proposed Budget			20-20	21-21	20-20	21-21
Town of Banff:										
Banff Local - Route 1	\$ 256,984	\$ 396,401	\$ 404,328	\$ 378,817	\$ 392,073	\$ 399,912	-4.4%	-3.0%	\$ (17,584)	\$ (12,255)
Banff Local - Route 2	\$ 400,862	\$ 543,585	\$ 554,902	\$ 449,100	\$ 459,913	\$ 469,110	-17.4%	-17.1%	\$ (94,485)	\$ (94,989)
Intercept Shuttle	\$ 43,250	\$ 62,000	\$ 190,230	\$ 62,000	\$ 190,230	\$ 194,035	0.0%	0.0%	\$ -	\$ -
CB Regional (1/2)	\$ 117,435	\$ 119,785	\$ 122,182	\$ 85,843	\$ 97,337	\$ 99,285	-28.3%	-20.3%	\$ (33,943)	\$ (24,846)
Administrative (1/3)	\$ 131,519	\$ 135,577	\$ 138,289	\$ 142,695	\$ 145,549	\$ 148,459	5.3%	5.2%	\$ 7,118	\$ 7,260
	\$ 950,050	\$ 1,257,348	\$ 1,409,931	\$ 1,118,455	\$ 1,285,102	\$ 1,310,801	-11.0%	-8.9%	\$ (138,894)	\$ (124,830)
Town of Canmore										
Canmore Local - Route 5	\$ 582,368	\$ 594,017	\$ 605,900	\$ 610,074	\$ 624,444	\$ 636,933	2.7%	3.1%	\$ 16,057	\$ 18,544
CB Regional (1/2)	\$ 117,435	\$ 119,785	\$ 122,182	\$ 85,843	\$ 97,337	\$ 99,285	-28.3%	-20.3%	\$ (33,943)	\$ (24,846)
Administrative (1/3)	\$ 131,519	\$ 135,577	\$ 138,289	\$ 142,695	\$ 145,549	\$ 148,459	5.3%	5.2%	\$ 7,118	\$ 7,260
	\$ 831,322	\$ 849,379	\$ 866,371	\$ 838,612	\$ 867,330	\$ 884,677	-1.3%	0.1%	\$ (10,768)	\$ 959
Improvement District #9										
Administrative (1/3)	\$ 131,519	\$ 135,577	\$ 138,289	\$ 142,695	\$ 145,549	\$ 148,459	5.3%	5.2%	\$ 7,118	\$ 7,260
LLB Regional - Winter	\$ 259,184	\$ 262,417	\$ 262,865	\$ 240,079	\$ 256,310	\$ 261,434	-8.5%	-2.5%	\$ (22,338)	\$ (6,555)
LLB Regional - Rt 8S	\$ 68,021	\$ 68,741	\$ 67,762	\$ 11	\$ 3,350	\$ 3,614	-100.0%	-95.1%	\$ (68,730)	\$ (64,412)
LLB Regional - Rt 8X	\$ 226,080	\$ 226,642	\$ 226,290	\$ 35	\$ 10,314	\$ 11,127	-100.0%	-95.4%	\$ (226,607)	\$ (215,976)
JCB Regional - Rt 9	\$ 36,199	\$ 35,217	\$ 36,548	\$ 6	\$ 1,836	\$ 1,981	-100.0%	-95.0%	\$ (35,211)	\$ (34,712)
LLB Regional Reserve	\$ -	\$ -	\$ -	\$ 306,824	\$ 314,729	\$ 319,450			\$ 306,824	\$ 314,729
	\$ 721,003	\$ 728,594	\$ 731,754	\$ 689,650	\$ 732,088	\$ 746,065	-5.3%	0.0%	\$ (38,944)	\$ 334
Parks Canada										
Rt 8S	\$ 29,920	\$ 28,330	\$ 44,245	\$ 93,519	\$ 98,796	\$ 100,573	230.1%	123.3%	\$ 65,189	\$ 54,551
Rt 8X	\$ 86,119	\$ 80,795	\$ 127,774	\$ 283,039	\$ 304,140	\$ 309,613	250.3%	138.0%	\$ 202,244	\$ 176,366
Rt 9	\$ 15,923	\$ 14,513	\$ 23,863	\$ 48,196	\$ 54,141	\$ 55,116	232.1%	126.9%	\$ 33,683	\$ 30,278
LLB Regional Reserve	\$ 299,320	\$ 306,824	\$ 314,729	\$ -	\$ -	\$ -	-100.0%	-100.0%	\$ (306,824)	\$ (314,729)
	\$ 431,282	\$ 430,462	\$ 510,611	\$ 424,754	\$ 457,077	\$ 465,302	-1.3%	-10.5%	\$ (5,708)	\$ (53,534)

BOW VALLEY REGIONAL TRANSIT SERVICES COMMISSION

All Routes

KPI	2019	2019	2020	2020	2021	2022
			Previously			
	YTD		Approved	Proposed	Proposed	Proposed
	Jan - June	BUDGET	Budget	Budget	Budget	Budget
Revenue per Service Hour	\$ 52.87	\$ 47.45	\$ 48.40	\$ 50.39	\$ 51.39	\$ 52.42
Gross Cost per Service Hour	\$ 115.27	\$ 123.53	\$ 128.01	\$ 126.11	\$ 132.45	\$ 135.32
Direct Operating Cost per Service Hour	\$ 92.35	\$ 100.02	\$ 102.73	\$ 101.99	\$ 105.91	\$ 108.02
Overhead per Service Hour	\$ 8.90	\$ 9.61	\$ 9.80	\$ 7.87	\$ 8.02	\$ 8.18
Lease/Amortization per Service Hour	\$ 14.03	\$ 13.90	\$ 15.48	\$ 16.25	\$ 18.52	\$ 19.11
Net Cost per Service Hour (CUTA)	\$ 48.38	\$ 62.18	\$ 64.14	\$ 59.47	\$ 62.54	\$ 63.79
% Cost Recovery (CUTA)	52%	43%	43%	46%	45%	45%
Ridership	638,379	1,389,973	1,447,006	1,565,789	1,581,445	1,597,260
Service Hours	21,694	49,359	49,342	54,421	54,421	54,421
Ridership per Service Hour	29	28	29	29	29	29

Route 1 - Banff Local Sulphur Mountain

KPI	2019	2019	2020	2020	2021	2022
			Previously			
	YTD		Approved	Proposed	Proposed	Proposed
	Jan - June	BUDGET	Budget	Budget	Budget	Budget
Revenue per Service Hour	\$ 70.21	\$ 68.41	\$ 60.91	\$ 57.74	\$ 58.90	\$ 60.07
Gross Cost per Service Hour	\$ 105.93	\$ 114.46	\$ 118.94	\$ 111.78	\$ 118.38	\$ 120.42
Direct Operating Cost per Service Hour	\$ 83.46	\$ 93.46	\$ 95.42	\$ 88.99	\$ 91.28	\$ 93.10
Overhead per Service Hour	\$ 8.90	\$ 9.61	\$ 9.80	\$ 7.87	\$ 8.02	\$ 8.18
Lease/Amortization per Service Hour	\$ 13.57	\$ 11.39	\$ 13.71	\$ 14.93	\$ 19.08	\$ 19.13
Net Cost per Service Hour (CUTA)	\$ 22.15	\$ 34.66	\$ 44.31	\$ 39.11	\$ 40.40	\$ 41.21
% Cost Recovery (CUTA)	76%	66%	58%	60%	59%	59%
Ridership	234,920	502,327	543,239	568,572	574,257	580,000
Service Hours	4,236	9,352	10,713	11,180	11,180	11,180
Ridership per Service Hour	55	54	51	51	51	52

BOW VALLEY REGIONAL TRANSIT SERVICES COMMISSION

Route 2 - Banff Local Tunnel Mountain

KPI	2019	2019	2020	2020	2021	2022
			Previously			
	YTD		Approved	Proposed	Proposed	Proposed
	Jan - June	BUDGET	Budget	Budget	Budget	Budget
Revenue per Service Hour	\$ 45.15	\$ 46.45	\$ 40.43	\$ 44.73	\$ 45.62	\$ 46.53
Gross Cost per Service Hour	\$ 107.67	\$ 116.07	\$ 120.90	\$ 115.24	\$ 122.25	\$ 124.34
Direct Operating Cost per Service Hour	\$ 84.35	\$ 96.40	\$ 98.13	\$ 91.11	\$ 93.13	\$ 94.99
Overhead per Service Hour	\$ 8.90	\$ 9.61	\$ 9.80	\$ 7.87	\$ 8.02	\$ 8.18
Lease/Amortization per Service Hour	\$ 14.42	\$ 10.06	\$ 12.97	\$ 16.26	\$ 21.10	\$ 21.16
Net Cost per Service Hour (CUTA)	\$ 48.10	\$ 59.56	\$ 67.50	\$ 54.25	\$ 55.53	\$ 56.64
% Cost Recovery (CUTA)	48%	44%	37%	45%	45%	45%
Ridership	183,660	408,818	444,014	453,768	458,305	462,888
Service Hours	3,685	7,869	9,219	9,599	9,599	9,599
Ridership per Service Hour	50	52	48	47	48	48

Route 3 - Canmore / Banff Regional

KPI	2019	2019	2020	2020	2021	2022
			Previously			
	YTD		Approved	Proposed	Proposed	Proposed
	Jan - June	BUDGET	Budget	Budget	Budget	Budget
Revenue per Service Hour	\$ 93.05	\$ 79.57	\$ 81.96	\$ 90.51	\$ 92.32	\$ 94.17
Gross Cost per Service Hour	\$ 112.48	\$ 129.06	\$ 132.60	\$ 130.66	\$ 135.41	\$ 137.89
Direct Operating Cost per Service Hour	\$ 91.80	\$ 107.86	\$ 111.11	\$ 111.35	\$ 115.96	\$ 118.27
Overhead per Service Hour	\$ 8.90	\$ 9.61	\$ 9.80	\$ 7.87	\$ 8.02	\$ 8.18
Lease/Amortization per Service Hour	\$ 11.79	\$ 11.59	\$ 11.69	\$ 11.44	\$ 11.44	\$ 11.44
Net Cost per Service Hour (CUTA)	\$ 7.65	\$ 37.90	\$ 38.95	\$ 28.71	\$ 31.65	\$ 32.29
% Cost Recovery (CUTA)	92%	68%	68%	76%	74%	74%
Ridership	93,542	176,781	178,549	193,966	195,905	197,864
Service Hours	4,042	8,301	8,220	8,238	8,238	8,238
Ridership per Service Hour	23	21	22	24	24	24

BOW VALLEY REGIONAL TRANSIT SERVICES COMMISSION

Route 4 - Cave & Basin

KPI	2019	2019	2020	2020	2021	2022
			Previously			
	YTD		Approved	Proposed	Proposed	Proposed
	Jan - June	BUDGET	Budget	Budget	Budget	Budget
Revenue per Service Hour	\$ 11.91	\$ 11.41	\$ 11.64	\$ 11.58	\$ 11.81	\$ 12.05
Gross Cost per Service Hour	\$ 114.73	\$ 89.74	\$ 91.51	\$ 110.74	\$ 115.69	\$ 117.88
Direct Operating Cost per Service Hour	\$ 96.57	\$ 78.93	\$ 80.51	\$ 96.71	\$ 101.51	\$ 103.54
Overhead per Service Hour	\$ 8.90	\$ 9.61	\$ 9.80	\$ 7.87	\$ 8.02	\$ 8.18
Lease/Amortization per Service Hour	\$ 9.27	\$ 1.20	\$ 1.20	\$ 6.16	\$ 6.16	\$ 6.16
Net Cost per Service Hour (CUTA)	\$ 93.56	\$ 77.12	\$ 78.67	\$ 93.00	\$ 97.72	\$ 99.67
% Cost Recovery (CUTA)	11%	13%	13%	11%	11%	11%
Ridership	7,168	8,481	8,566	20,306	20,509	20,714
Service Hours	285	1,017	1,017	1,083	1,083	1,083
Ridership per Service Hour	25	8	8	19	19	19

Route 5 - Canmore Local

KPI	2019	2019	2020	2020	2021	2022
			Previously			
	YTD		Approved	Proposed	Proposed	Proposed
	Jan - June	BUDGET	Budget	Budget	Budget	Budget
Revenue per Service Hour	\$ 10.16	\$ 14.32	\$ 14.60	\$ 13.96	\$ 14.24	\$ 14.52
Gross Cost per Service Hour	\$ 115.39	\$ 112.44	\$ 114.43	\$ 114.61	\$ 116.89	\$ 118.94
Direct Operating Cost per Service Hour	\$ 91.27	\$ 89.43	\$ 91.22	\$ 92.30	\$ 94.43	\$ 96.32
Overhead per Service Hour	\$ 8.90	\$ 9.61	\$ 9.80	\$ 7.87	\$ 8.02	\$ 8.18
Lease/Amortization per Service Hour	\$ 15.23	\$ 13.40	\$ 13.40	\$ 14.44	\$ 14.44	\$ 14.44
Net Cost per Service Hour (CUTA)	\$ 90.00	\$ 84.72	\$ 86.42	\$ 86.21	\$ 88.21	\$ 89.98
% Cost Recovery (CUTA)	10%	14%	14%	14%	14%	14%
Ridership	60,777	103,408	104,442	137,031	138,401	139,785
Service Hours	3,722	7,753	7,753	7,787	7,787	7,787
Ridership per Service Hour	16	13	13	18	18	18

BOW VALLEY REGIONAL TRANSIT SERVICES COMMISSION

Route 6 - Lake Minnewanka

KPI	2019	2019	2020	2020	2021	2022
			Previously			
	YTD		Approved	Proposed	Proposed	Proposed
	Jan - June	BUDGET	Budget	Budget	Budget	Budget
Revenue per Service Hour	\$ 13.30	\$ 13.77	\$ 14.04	\$ 15.23	\$ 15.54	\$ 15.85
Gross Cost per Service Hour	\$ 104.61	\$ 96.62	\$ 98.53	\$ 122.47	\$ 128.08	\$ 130.31
Direct Operating Cost per Service Hour	\$ 76.96	\$ 85.82	\$ 87.53	\$ 98.31	\$ 103.77	\$ 105.84
Overhead per Service Hour	\$ 8.90	\$ 9.61	\$ 9.80	\$ 7.87	\$ 8.02	\$ 8.18
Lease/Amortization per Service Hour	\$ 18.75	\$ 1.20	\$ 1.20	\$ 16.29	\$ 16.29	\$ 16.29
Net Cost per Service Hour (CUTA)	\$ 72.56	\$ 81.65	\$ 83.29	\$ 90.95	\$ 96.25	\$ 98.18
% Cost Recovery (CUTA)	15%	14%	14%	14%	14%	14%
Ridership	13,802	56,183	56,744	43,778	44,216	44,658
Service Hours	1,035	2,783	2,783	2,967	2,967	2,967
Ridership per Service Hour	13	20	20	15	15	15

Route 7 - Banff Centre

KPI	2019	2019	2020	2020	2021	2022
			Previously			
	YTD		Approved	Proposed	Proposed	Proposed
	Jan - June	BUDGET	Budget	Budget	Budget	Budget
Revenue per Service Hour	\$ 4.54	\$ 5.17	\$ -	\$ 4.68	\$ 4.78	\$ 4.87
Gross Cost per Service Hour	\$ 94.91	\$ 92.92	\$ -	\$ 107.95	\$ 113.39	\$ 115.54
Direct Operating Cost per Service Hour	\$ 79.57	\$ 82.11	\$ -	\$ 93.85	\$ 99.13	\$ 101.11
Overhead per Service Hour	\$ 8.90	\$ 9.61	\$ -	\$ 7.87	\$ 8.02	\$ 8.18
Lease/Amortization per Service Hour	\$ 6.45	\$ 1.20	\$ -	\$ 6.24	\$ 6.24	\$ 6.24
Net Cost per Service Hour (CUTA)	\$ 83.93	\$ 86.55	\$ -	\$ 97.03	\$ 102.38	\$ 104.42
% Cost Recovery (CUTA)	5%	6%	0%	5%	4%	4%
Ridership	8,632	27,375	0	16,576	16,742	16,909
Service Hours	1,267	2,646	0	2,562	2,562	2,562
Ridership per Service Hour	7	10	0	6	7	7

BOW VALLEY REGIONAL TRANSIT SERVICES COMMISSION

Route 8 - Lake Louise / Banff Regional - Winter

KPI	2019	2019	2020	2020	2021	2022
			Previously			
	YTD		Approved	Proposed	Proposed	Proposed
	Jan - June	BUDGET	Budget	Budget	Budget	Budget
Revenue per Service Hour	\$ 71.01	\$ 18.41	\$ 20.25	\$ 52.22	\$ 53.26	\$ 54.33
Gross Cost per Service Hour	\$ 104.35	\$ 133.20	\$ 136.34	\$ 135.28	\$ 140.63	\$ 143.17
Direct Operating Cost per Service Hour	\$ 89.94	\$ 106.93	\$ 109.87	\$ 113.61	\$ 118.81	\$ 121.18
Overhead per Service Hour	\$ 8.90	\$ 9.61	\$ 9.80	\$ 7.87	\$ 8.02	\$ 8.18
Lease/Amortization per Service Hour	\$ 5.51	\$ 16.66	\$ 16.66	\$ 13.80	\$ 13.80	\$ 13.80
Net Cost per Service Hour (CUTA)	\$ 27.82	\$ 98.13	\$ 99.43	\$ 69.26	\$ 73.57	\$ 75.04
% Cost Recovery (CUTA)	72%	16%	17%	43%	42%	42%
Ridership	15,232	9,800	10,780	26,380	26,644	26,911
Service Hours	1,632	2,928	2,928	3,911	3,911	3,911
Ridership per Service Hour	9	3	4	7	7	7

Route 8S - Lake Louise / Banff Regional - Summer Scenic

KPI	2019	2019	2020	2020	2021	2022
			Previously			
	YTD		Approved	Proposed	Proposed	Proposed
	Jan - June	BUDGET	Budget	Budget	Budget	Budget
Revenue per Service Hour	\$ 36.35	\$ 55.95	\$ 58.19	\$ 59.21	\$ 60.39	\$ 61.60
Gross Cost per Service Hour	\$ 351.22	\$ 184.21	\$ 185.71	\$ 181.63	\$ 189.83	\$ 192.82
Direct Operating Cost per Service Hour	\$ 239.18	\$ 131.37	\$ 132.67	\$ 133.57	\$ 141.61	\$ 144.44
Overhead per Service Hour	\$ 8.90	\$ 9.61	\$ 9.80	\$ 7.87	\$ 8.02	\$ 8.18
Lease/Amortization per Service Hour	\$ 103.15	\$ 43.23	\$ 43.23	\$ 40.20	\$ 40.20	\$ 40.20
Net Cost per Service Hour (CUTA)	\$ 211.72	\$ 85.03	\$ 84.29	\$ 82.23	\$ 89.24	\$ 91.02
% Cost Recovery (CUTA)	15%	40%	41%	42%	40%	40%
Ridership	795	12,100	12,584	13,091	13,222	13,354
Service Hours	98	1,190	1,190	1,258	1,258	1,258
Ridership per Service Hour	8	10	11	10	11	11

BOW VALLEY REGIONAL TRANSIT SERVICES COMMISSION

Route 8X - Lake Louise / Banff Regional - Summer Express

KPI	2019	2019	2020	2020	2021	2022
			Previously			
	YTD		Approved	Proposed	Proposed	Proposed
	Jan - June	BUDGET	Budget	Budget	Budget	Budget
Revenue per Service Hour	\$ 76.42	\$ 64.09	\$ 66.65	\$ 76.73	\$ 78.26	\$ 79.83
Gross Cost per Service Hour	\$ 169.79	\$ 171.18	\$ 172.65	\$ 173.93	\$ 182.42	\$ 185.51
Direct Operating Cost per Service Hour	\$ 142.09	\$ 129.23	\$ 130.51	\$ 138.11	\$ 146.45	\$ 149.38
Overhead per Service Hour	\$ 8.90	\$ 9.61	\$ 9.80	\$ 7.87	\$ 8.02	\$ 8.18
Lease/Amortization per Service Hour	\$ 18.80	\$ 32.34	\$ 32.34	\$ 27.95	\$ 27.95	\$ 27.95
Net Cost per Service Hour (CUTA)	\$ 74.57	\$ 74.75	\$ 73.66	\$ 69.25	\$ 76.21	\$ 77.73
% Cost Recovery (CUTA)	51%	46%	48%	53%	51%	51%
Ridership	18,722	50,820	52,853	76,930	77,700	78,477
Service Hours	1,598	4,362	4,362	4,612	4,612	4,612
Ridership per Service Hour	12	12	12	17	17	17

Route 9 - Johnston Canyon

KPI	2019	2019	2020	2020	2021	2022
			Previously			
	YTD		Approved	Proposed	Proposed	Proposed
	Jan - June	BUDGET	Budget	Budget	Budget	Budget
Revenue per Service Hour	\$ 50.20	\$ 87.70	\$ 91.20	\$ 90.25	\$ 92.06	\$ 93.90
Gross Cost per Service Hour	\$ 358.05	\$ 179.98	\$ 181.42	\$ 178.70	\$ 187.00	\$ 189.92
Direct Operating Cost per Service Hour	\$ 243.30	\$ 126.03	\$ 127.28	\$ 129.59	\$ 137.74	\$ 140.49
Overhead per Service Hour	\$ 8.90	\$ 9.61	\$ 9.80	\$ 7.87	\$ 8.02	\$ 8.18
Lease/Amortization per Service Hour	\$ 105.85	\$ 44.34	\$ 44.34	\$ 41.24	\$ 41.24	\$ 41.24
Net Cost per Service Hour (CUTA)	\$ 202.00	\$ 47.94	\$ 45.88	\$ 47.20	\$ 53.70	\$ 54.77
% Cost Recovery (CUTA)	20%	65%	67%	66%	63%	63%
Ridership	1,129	33,880	35,235	15,391	15,544	15,700
Service Hours	95	1,159	1,159	1,226	1,226	1,226
Ridership per Service Hour	12	29	30	13	13	13

**Proposed 2020-2029 10 Year Capital Plan
Summary Totals Capital Page**

Commission 2020-2029 Capital Budget Summary

	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Banff											
Opening Deferred Capital Contribution Balance	\$ 1,197,419	\$ 855,011	\$ 1,042,716	\$ 1,351,745	\$ 1,794,229	\$ 2,295,038	\$ 2,630,341	\$ 3,091,998	\$ 2,476,109	\$ 1,745,975	\$ 1,960,453
Anticipated Grant Funding	-	2,273,333	613,333	1,220,000	-	-	-	971,600	-	-	-
Municipal Contribution to New Assets	-	566,667	306,667	610,000	-	-	-	-	-	-	-
Banff Capital Requisition											
Banff Local Capital Replacement	232,400	236,700	406,300	448,600	455,300	462,100	469,000	476,000	483,200	490,400	497,700
Canmore / Banff Regional Capital Replacement	58,100	60,800	62,100	63,100	64,000	65,000	65,900	66,900	67,900	68,900	69,900
Commission Capital Replacement	22,400	22,600	22,800	23,100	23,300	23,500	23,700	24,000	24,200	24,500	24,700
Total Banff Capital Requisition	312,900	320,100	491,200	534,800	542,600	550,600	558,600	566,900	575,300	583,800	592,300
Capital Projects											
Banff New Capital Assets	-	(2,862,500)	(920,000)	(1,830,000)	-	-	-	-	-	-	-
Banff Local Capital Replacement	(480,625)	(57,662)	(87,076)	(32,841)	(24,162)	(71,527)	(26,526)	(2,064,734)	(1,249,023)	(360,768)	(78,156)
Canmore / Banff Regional Capital Replacement	(81,250)	(45,232)	(90,428)	(51,711)	(5,886)	(11,434)	(36,570)	(84,987)	(44,235)	(500)	(6,390)
Commission Capital Replacement	(93,433)	(7,000)	(4,667)	(7,765)	(11,742)	(132,336)	(33,847)	(4,667)	(12,177)	(8,054)	(4,667)
Total Capital Projects	(655,308)	(2,972,395)	(1,102,171)	(1,922,316)	(41,790)	(215,297)	(96,943)	(2,154,388)	(1,305,434)	(369,322)	(89,212)
Closing Deferred Capital Contribution Balance	\$ 855,011	\$ 1,042,716	\$ 1,351,745	\$ 1,794,229	\$ 2,295,038	\$ 2,630,341	\$ 3,091,998	\$ 2,476,109	\$ 1,745,975	\$ 1,960,453	\$ 2,463,541

Canmore											
Opening Deferred Capital Contribution Balance	\$ 515,723	\$ 470,839	\$ 607,907	\$ 685,312	\$ 608,475	\$ 741,055	\$ 575,502	\$ 656,988	\$ 665,785	\$ 804,574	\$ 1,014,320
Anticipated Grant Funding	-	-	-	-	-	-	-	-	-	522,243	-
Canmore Project Capital Contributions	-	-	-	-	-	-	-	-	-	522,243	-
Canmore Capital Requisition											
Canmore Local Capital Replacement	111,800	111,900	113,600	115,300	117,000	118,700	120,500	122,300	124,100	125,900	127,800
Canmore / Banff Regional Capital Replacement	58,100	60,800	62,100	63,100	64,000	65,000	65,900	66,900	67,900	68,900	69,900
Commission Capital Replacement	22,400	22,600	22,800	23,100	23,300	23,500	23,700	24,000	24,200	24,500	24,700
Total Canmore Capital Requisition	192,300	195,300	198,500	201,500	204,300	207,200	210,100	213,200	216,200	219,300	222,400
Capital Projects											
Canmore Project Capital Expenditures	(60,000)	(5,000)	(10,000)	(30,000)	(10,000)	-	(35,000)	(30,000)	(20,000)	-	-
Canmore Operating Capital Expenditures	(2,500)	(1,000)	(16,000)	(188,861)	(44,091)	(228,983)	(23,197)	(84,749)	(1,000)	(1,045,487)	(1,000)
Canmore / Banff Regional Capital Replacement	(81,250)	(45,232)	(90,428)	(51,711)	(5,886)	(11,434)	(36,570)	(84,987)	(44,235)	(500)	(6,390)
Commission Capital Replacement	(93,433)	(7,000)	(4,667)	(7,765)	(11,742)	(132,336)	(33,847)	(4,667)	(12,177)	(8,054)	(4,667)
Total Capital Projects	(237,183)	(58,232)	(121,095)	(278,337)	(71,720)	(372,753)	(128,614)	(204,402)	(77,411)	(1,054,041)	(12,056)
Closing Deferred Capital Contribution Balance	\$ 470,839	\$ 607,907	\$ 685,312	\$ 608,475	\$ 741,055	\$ 575,502	\$ 656,988	\$ 665,785	\$ 804,574	\$ 1,014,320	\$ 1,224,663

**Proposed 2020-2029 10 Year Capital Plan
Summary Totals Capital Page**

	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
ID#9											
Opening Deferred Capital Contribution Balance	\$ 217,961	\$ 434,855	\$ 690,580	\$ 1,052,240	\$ 1,400,570	\$ 1,766,038	\$ 1,423,419	\$ 1,683,788	\$ 2,073,198	\$ 2,460,848	\$ 1,639,288
Anticipated Grant Funding	3,360,000	380,000	-	-	-	-	-	-	-	-	-
Parks Canada Capital Contribution	1,500,000	-	-	-	-	-	-	-	-	-	-
Maintenance & Replacement Contributions	299,320	306,825	314,728	319,449	324,241	329,104	334,041	339,051	344,137	349,299	354,539
ID#9 Capital Contribution	200,000	-	-	-	-	-	-	-	-	-	-
ID#9 Capital Requisition											
Lake Louise / Banff Regional Capital Replacement	27,607	28,300	28,799	29,231	29,669	30,114	30,566	31,025	31,490	31,962	32,442
Commission Capital Replacement	22,400	22,600	22,800	23,100	23,300	23,500	23,700	24,000	24,200	24,500	24,700
Total ID#9 Capital Requisition	50,007	50,900	51,599	52,331	52,969	53,614	54,266	55,025	55,690	56,462	57,142
Capital Projects											
LLB Regional Capital Expenditures	(5,099,000)	(475,000)	-	(15,685)	-	(593,002)	(94,091)	-	-	(1,219,268)	(112,233)
Commission Capital Replacement	(93,433)	(7,000)	(4,667)	(7,765)	(11,742)	(132,336)	(33,847)	(4,667)	(12,177)	(8,054)	(4,667)
Total Capital Projects	(5,192,433)	(482,000)	(4,667)	(23,450)	(11,742)	(725,337)	(127,938)	(4,667)	(12,177)	(1,227,322)	(116,900)
Closing Deferred Capital Contribution Balance	\$ 434,855	\$ 690,580	\$ 1,052,240	\$ 1,400,570	\$ 1,766,038	\$ 1,423,419	\$ 1,683,788	\$ 2,073,198	\$ 2,460,848	\$ 1,639,288	\$ 1,934,069

ALL PARTNERS											
Opening Deferred Capital Contribution Balance	\$ 1,931,103	\$ 1,760,705	\$ 2,341,203	\$ 3,089,297	\$ 3,803,274	\$ 4,802,131	\$ 4,629,262	\$ 5,432,774	\$ 5,215,093	\$ 5,011,398	\$ 4,614,061
Anticipated Grant Funding	3,360,000	2,653,333	613,333	1,220,000	-	-	-	971,600	-	522,243	-
Proposed Annual Contributions	2,554,527	1,439,792	1,362,694	1,718,080	1,124,110	1,140,519	1,157,007	1,174,176	1,191,327	1,731,105	1,226,381
Capital Projects	(6,084,925)	(3,512,627)	(1,227,933)	(2,224,103)	(125,253)	(1,313,388)	(353,495)	(2,363,457)	(1,395,022)	(2,650,685)	(218,168)
Remaining Unspent End of Year	\$ 1,760,705	\$ 2,341,203	\$ 3,089,297	\$ 3,803,274	\$ 4,802,131	\$ 4,629,262	\$ 5,432,774	\$ 5,215,093	\$ 5,011,398	\$ 4,614,061	\$ 5,622,273

Banff 2020 - 2029 Capital Budget

					2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Banff	Life Cycle	In Service Year	Replace Date	Historic Cost											
NEW															
Increased Frequency Phase I (3 Buses)	18	2018	2036												
Increased Frequency Phase II (2 Buses)	15	2020	2035			\$ 2,750,000									
Intercept Lot Electric Shuttle Buses (2 Buses)	15	2021	2036				\$ 920,000								
Park N Ride Shuttles - 2nd Lot (3 Buses)	18	2022	2040					\$ 1,830,000							
Ticket Vending Machine (1 unit)	10	2020	2030			\$ 112,500									
NEW TOTAL					\$ -	\$ 2,862,500	\$ 920,000	\$ 1,830,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FLEET REPLACEMENT															
Wolf Bus	18	2008	2026	\$ 575,000								\$ 647,733			
Goat Bus	18	2008	2026	\$ 575,000								\$ 647,733			
Bear Bus	18	2008	2026	\$ 575,000								\$ 647,733			
Elk Bus	18	2017	2035	\$ 575,000											
Coyote Bus	18	2018	2036	\$ 575,000											
Mule Deer Bus	18	2018	2036	\$ 575,000											
Beaver Bus	18	2018	2036	\$ 575,000											
Increased Frequency Phase II (Electric Bus #1)	15	2020	2035	\$ 1,375,000											
Increased Frequency Phase II (Electric Bus #2)	15	2020	2035	\$ 1,375,000											
Intercept Lot Electric Shuttle Buses (2 Buses)	15	2021	2036	\$ 920,000											
FLEET REPLACEMENT TOTAL					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,943,200	\$ -	\$ -	\$ -
FLEET COMPONENT REPLACEMENT															
Engines: (1 replacement during lifecycle)															
Wolf Engine	9	2016	2026	\$ 65,000								Bus Repl.			
Goat Engine	9	2018	2026	\$ 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		
Increased Frequency Phase II (Electric Bus #1) Engine	8	2020	2028	\$ 65,000										\$ 75,435	
Increased Frequency Phase II (Electric Bus #2) Engine	8	2020	2028	\$ 65,000										\$ 75,435	
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						\$ 13,546
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					
Increased Frequency Phase II (Electric Bus #1) Wrap	5	2020	2025	\$ 11,500							\$ 12,763				
Increased Frequency Phase II (Electric Bus #2) Wrap	5	2020	2025	\$ 11,500							\$ 12,763				

Banff 2020 - 2029 Capital Budget

					2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
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										\$ 46,422	
Mule Deer Transmission	10	2018	2028	\$ 40,000										\$ 46,422	
Beaver Transmission	10	2018	2028	\$ 40,000										\$ 46,422	
Increased Frequency Phase II (Bus #1)	10	2020	2030	\$ 40,000											
Increased Frequency Phase II (Bus #2)	10	2020	2030	\$ 40,000											
Battery Pack:															
Wolf - Hybrid Battery	10	2008	2018	\$ 55,000								Bus Repl.			
Goat - Hybid Battery	11	2008	2019	\$ 55,000	\$ 55,825							Bus Repl.			
Bear - Hybrid Battery	12	2008	2020	\$ 55,000		\$ 56,662						Bus Repl.			
Increased Frequency Phase II (Electric Bus #1) Battery	7	2020	2027	\$ 396,900									\$ 440,497		
Increased Frequency Phase II (Electric Bus #2) Battery	7	2020	2027	\$ 396,900									\$ 440,497		
Bus Refurbishment (GreenTrip Eligible)															
Wolf	10	2008	2018									Bus Repl.			
Goat	10	2008	2018									Bus Repl.			
Bear	10	2008	2018									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	
Increased Frequency Phase II (Electric Bus #1)	10	2020	2030	\$ 20,000											
Increased Frequency Phase II (Electric Bus #2)	10	2020	2030	\$ 20,000											
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		
Increased Frequency Phase II (Electric Bus #1)	9	2020	2029	\$ 2,000											\$ 2,356
Increased Frequency Phase II (Electric Bus #2)	9	2020	2029	\$ 2,000											\$ 2,356
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		
Increased Frequency Phase II (Electric Bus #1)	9	2020	2029	\$ 20,000											\$ 23,559
Increased Frequency Phase II (Electric Bus #2)	9	2020	2029	\$ 20,000											\$ 23,559

Banff 2020 - 2029 Capital Budget

					2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Bus Security Camera Replacement:															
Wolf Camera	6	2016	2022	\$10,000				\$ 10,614				Bus Repl.			
Goat Camera	6	2016	2022	\$10,000				\$ 10,614				Bus Repl.			
Bear Camera	6	2016	2022	\$10,000				\$ 10,614				Bus Repl.			
Elk Camera	6	2017	2023	\$10,000					\$ 10,773						\$ 11,779
Coyote Camera	6	2018	2024	\$10,000						\$ 10,934					
Mule Deer Camera	6	2018	2024	\$10,000						\$ 10,934					
Beaver Camera	6	2018	2024	\$10,000						\$ 10,934					
Increased Frequency Phase II (Electric Bus #1)	6	2020	2026	\$10,000								\$ 11,265			
Increased Frequency Phase II (Electric Bus #2)	6	2020	2026	\$10,000								\$ 11,265			
FLEET COMPONENT REPLACEMENT TOTAL					\$ 177,625	\$ 56,662	\$ 36,076	\$ 31,841	\$ 23,162	\$ 70,527	\$ 25,526	\$ 120,535	\$ 1,248,023	\$ 359,768	\$ 77,156
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	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Mobile Ticketing Software															
Ticket Vending Machine (1 unit)	10	2020	2030	\$112,500											
NON FLEET REPLACEMENT TOTAL					\$ 8,000	\$ 1,000	\$ 51,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
NEW CAPITAL ASSETS					\$ -	\$ 2,862,500	\$ 920,000	\$ 1,830,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
REPLACEMENT OF CAPITAL ASSETS					\$ 185,625	\$ 57,662	\$ 87,076	\$ 32,841	\$ 24,162	\$ 71,527	\$ 26,526	\$ 2,064,734	\$ 1,249,023	\$ 360,768	\$ 78,156
TOTAL					\$ 185,625	\$ 2,920,162	\$ 1,007,076	\$ 1,862,841	\$ 24,162	\$ 71,527	\$ 26,526	\$ 2,064,734	\$ 1,249,023	\$ 360,768	\$ 78,156
Municipal Capital Contribution						\$ 566,667	\$ 306,667	\$ 610,000							
Grant Funding (GreenTRIP 3)						\$ 833,333	\$ 613,333	\$ 1,220,000							
Grant Funding (PTIF)															
Grant Funding (IICP)						\$ 645,000									
Grant Funding (ACT)						\$ 795,000									
Projected Future Grant Funding												\$ 971,600	\$ -	\$ -	\$ -

Canmore 2020 - 2029 Capital Budget

					2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Canmore	Life Cycle	In Service Year	Replace Date	Historic Cost											
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			

Canmore 2020 - 2029 Capital Budget

					2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
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					2,500	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Subtotal:					2,500	1,000	16,000	188,861	44,091	228,983	23,197	84,749	1,000	1,045,487	1,000
Project Capital															
Bike Trailers					10,000										
Arrival Prediction signs	8years							30,000			30,000	30,000	20,000		
Mobile Ticketing Software															
Bus Stop and Transit Wayfinding Signs						5,000	10,000		10,000		5,000				
Project Capital Subtotal					10,000	5,000	10,000	30,000	10,000	0	35,000	30,000	20,000	0	0

GRANT FUNDING:

Approved Grant Funding (GreenTRIP 2)															
Approved Grant Funding (GreenTRIP 3)															
Approved Grant Funding (PTIF)															
Projected Future Grant Funding for Bus Replacement (50%)														522,243	

Canmore / Banff Regional 2020-2029 Capital Budget

					2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Canmore / Banff Regional	Life Cycle	In Service Year	Replace Date	Historic Cost											
NEW															
Ticket Vending Machine (1 unit)	10	2020	2030	112,500		112,500									
NEW TOTAL					\$ -	\$ 112,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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			

Canmore / Banff Regional 2020-2029 Capital Budget

					2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Bus Security Camera Replacement:															
Moose Camera	6	2016	2022	\$10,000				\$ 10,614							
Sheep Camera	6	2016	2022	\$10,000				\$ 10,614							
Black Bear Camera	6	2017	2023	\$10,000					\$ 10,773						\$ 11,779
FLEET COMPONENT REPLACEMENT TOTAL					\$ 160,000	\$ 66,965	\$ 179,857	\$ 102,422	\$ 10,773	\$ 21,869	\$ 72,140	\$ 168,974	\$ 87,469	\$ -	\$ 11,779
NON-FLEET CAPITAL REPLACEMENT															
Regional Smart Cards stock - Replenish					2,500	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Mobile Ticketing Software															
Ticket Vending Machine (1 unit)	10	2020	2030	\$112,500											
NON FLEET REPLACEMENT TOTAL					\$ 2,500	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
NEW CAPITAL ASSETS					\$ -	\$ 112,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
REPLACEMENT OF CAPITAL ASSETS					\$ 162,500	\$ 67,965	\$ 180,857	\$ 103,422	\$ 11,773	\$ 22,869	\$ 73,140	\$ 169,974	\$ 88,469	\$ 1,000	\$ 12,779
TOTAL					\$ 162,500	\$ 180,465	\$ 180,857	\$ 103,422	\$ 11,773	\$ 22,869	\$ 73,140	\$ 169,974	\$ 88,469	\$ 1,000	\$ 12,779
Approved Funding (GreenTRIP 3)					\$ 106,667										
Approved Grant Funding (PTIF)															
Grant Funding (IICP)						\$ 45,000									
Grant Funding (ACT)						\$ 45,000									
Projected Future Grant Funding															

Lake Louise / Banff Regional 2020-2029 Capital Budget

					2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Lake Louise / Banff Regional	Life Cycle	In Service Year	Replace Date	Historic Cost											
Fleet Replacement															
New Bus (MCI) #1	18	2019	2037	\$ 815,000	815,000										
New Bus (MCI) #2	18	2019	2037	\$ 815,000	815,000										
New Bus (MCI) #3	18	2019	2037	\$ 815,000	815,000										
New Bus (MCI) #4	18	2019	2037	\$ 815,000	815,000										
New Bus (Nova) #1	18	2019	2037	\$ 600,000	600,000										
New Bus (Nova) #2	18	2019	2037	\$ 600,000	600,000										
New Bus (Nova) #3	18	2019	2037	\$ 600,000	600,000										
Service Vehicle	3	2019	2022	\$ 15,000	15,000			15,685			16,402			17,151	
SeaCan Container	10	2019	2029	\$ 15,000	15,000										17,408
Ticket Vending Machine (2 units)	10	2020	2030	\$ 225,000		225,000									
Driver Training Equipment	10	2020	2030	\$ 250,000		250,000									
NEW FLEET TOTAL					5,090,000	475,000	-	15,685	-	-	16,402	-	-	17,151	17,408
FLEET COMPONENT REPLACEMENT															
Engine Replacement															
New Bus (MCI) #1	4.5	2019	2023.5	\$ 65,000						72,140				76,567	
New Bus (MCI) #2	4.5	2019	2023.5	\$ 65,000						72,140				76,567	
New Bus (MCI) #3	4.5	2019	2023.5	\$ 65,000						72,140				76,567	
New Bus (MCI) #4	4.5	2019	2023.5	\$ 65,000						72,140				76,567	
New Bus (Nova) #1	4.5	2019	2023.5	\$ 65,000						72,140				76,567	
New Bus (Nova) #2	4.5	2019	2023.5	\$ 65,000						72,140				76,567	
New Bus (Nova) #3	4.5	2019	2023.5	\$ 65,000						72,140				76,567	
Bus Wrap Replacement															
New Bus (MCI) #1	5	2019	2024	\$ 11,500						12,575					13,546
New Bus (MCI) #2	5	2019	2024	\$ 11,500						12,575					13,546
New Bus (MCI) #3	5	2019	2024	\$ 11,500						12,575					13,546
New Bus (MCI) #4	5	2019	2024	\$ 11,500						12,575					13,546
New Bus (Nova) #1	5	2019	2024	\$ 11,500						12,575					13,546
New Bus (Nova) #2	5	2019	2024	\$ 11,500						12,575					13,546
New Bus (Nova) #3	5	2019	2024	\$ 11,500						12,575					13,546
Bus Transmission Replacement															
New Bus (MCI) #1	9	2019	2028	\$ 40,000										46,422	
New Bus (MCI) #2	9	2019	2028	\$ 40,000										46,422	
New Bus (MCI) #3	9	2019	2028	\$ 40,000										46,422	
New Bus (MCI) #4	9	2019	2028	\$ 40,000										46,422	
New Bus (Nova) #1	9	2019	2028	\$ 40,000										46,422	
New Bus (Nova) #2	9	2019	2028	\$ 40,000										46,422	
New Bus (Nova) #3	9	2019	2028	\$ 40,000										46,422	

Lake Louise / Banff Regional 2020-2029 Capital Budget

					2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Bus Refurbishment															
New Bus (MCI) #1	9	2019	2028	\$ 20,000										23,211	
New Bus (MCI) #2	9	2019	2028	\$ 20,000										23,211	
New Bus (MCI) #3	9	2019	2028	\$ 20,000										23,211	
New Bus (MCI) #4	9	2019	2028	\$ 20,000										23,211	
New Bus (Nova) #1	9	2019	2028	\$ 20,000										23,211	
New Bus (Nova) #2	9	2019	2028	\$ 20,000										23,211	
New Bus (Nova) #3	9	2019	2028	\$ 20,000										23,211	
Bus Bike Rack Replacement															
New Bus (MCI) #1	9	2019	2028	\$ 2,000										2,321	
New Bus (MCI) #2	9	2019	2028	\$ 2,000										2,321	
New Bus (MCI) #3	9	2019	2028	\$ 2,000										2,321	
New Bus (MCI) #4	9	2019	2028	\$ 2,000										2,321	
New Bus (Nova) #1	9	2019	2028	\$ 2,000										2,321	
New Bus (Nova) #2	9	2019	2028	\$ 2,000										2,321	
New Bus (Nova) #3	9	2019	2028	\$ 2,000										2,321	
Bus Security Camera Replacement															
New Bus (MCI) #1	6	2019	2025	\$ 10,000							11,098				
New Bus (MCI) #2	6	2019	2025	\$ 10,000							11,098				
New Bus (MCI) #3	6	2019	2025	\$ 10,000							11,098				
New Bus (MCI) #4	6	2019	2025	\$ 10,000							11,098				
New Bus (Nova) #1	6	2019	2025	\$ 10,000							11,098				
New Bus (Nova) #2	6	2019	2025	\$ 10,000							11,098				
New Bus (Nova) #3	6	2019	2025	\$ 10,000							11,098				
Bus Farebox Replacement															
New Bus (MCI) #1	9	2019	2028	\$ 20,000										23,211	
New Bus (MCI) #2	9	2019	2028	\$ 20,000										23,211	
New Bus (MCI) #3	9	2019	2028	\$ 20,000										23,211	
New Bus (MCI) #4	9	2019	2028	\$ 20,000										23,211	
New Bus (Nova) #1	9	2019	2028	\$ 20,000										23,211	
New Bus (Nova) #2	9	2019	2028	\$ 20,000										23,211	
New Bus (Nova) #3	9	2019	2028	\$ 20,000										23,211	
FLEET COMPONENT REPLACEMENT TOTAL					\$ -	\$ -	\$ -	\$ -	\$ -	\$ 593,002	\$ 77,689	\$ -	\$ -	\$ 1,202,117	\$ 94,825
NEW CAPITAL ASSETS					5,090,000	475,000	-	15,685	-	-	16,402	-	-	17,151	17,408
REPLACEMENT OF CAPITAL ASSETS					-	-	-	-	-	593,002	77,689	-	-	1,202,117	94,825
TOTAL					5,090,000	475,000	-	15,685	-	593,002	94,091	-	-	1,219,268	112,233
Parks Canada Funding					1,500,000										
ID#9 Funding					200,000										
Approved Grant Funding (GreenTRIP)					3,360,000										
Grant Funding (IICP)						190,000									
Grant Funding (ACT)						190,000									
Projected Future Grant Funding															

Commission 2020 - 2029 Capital Budget

					2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Commission	Life Cycle	In Service Year	Replace Date	Historic Cost											
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					\$ 10,000	\$ 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,					\$ 4,000	\$ 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	\$ 20,000				\$21,227				\$22,530		
Office phones	5	2016	2021			\$ 7,000					\$ 7,541				
Fleet Arrival Prediction Replacement	5	2020	2025								\$ 80,000				
NON-FLEET CAPITAL TOTAL					\$ 34,000	\$ 21,000	\$14,000	\$14,000	\$35,227	\$ 14,000	\$101,541	\$14,000	\$36,530	\$14,000	\$14,000
ALL PROJECTS TOTAL					\$128,300	\$ 21,000	\$14,000	\$23,294	\$35,227	\$ 397,007	\$101,541	\$14,000	\$36,530	\$24,163	\$14,000
Municipal Funding															
Grant Funding (IICP)															
Grant Funding (ACT)															
Projected Future Grant Funding										\$ 191,504					

Bow Valley *Regional* Transit Services Commission



New Service Level Requests

1. Transit IT Systems Specialist
2. Health Spending Account
3. Route 3 Additional Weekday Service
4. Additional Spare Bus
5. Roam Desk at External Location
6. Roam Driver Housing

Bow Valley *Regional* Transit Services Commission

NEW SERVICE LEVEL REQUEST

Requestor: Martin Bean

Date of Request: August 9, 2019

Title of Initiative: Transit IT Systems Specialist

Objective:

BVRTSC as an organization has been growing in service hours operated, fleet and drivers employed. With this growth, a need for Intelligent Systems management is needed to meet quality of service and operational needs. Our operation is vibrant 7 days per week, 20 hours per day and with a fleet of 26 buses for 2020. This position would be key in ensuring that our fleet is ready to operate effectively, collecting and disseminating the data that is crucial to the Roam operation.

Recommendation:

Administration recommends that the Board approve the new position of Transit IT Systems Specialist to begin in early 2020 as outlined in this New Service Level Request.

Summary:

- Intelligent Transit systems are integral in providing an efficient service to residents and visitors as well as gathering the data required to make future transit decisions. As we have grown from a fleet of 7 vehicles in 2015 to 26 vehicles in 2020, the need for ongoing maintenance on these systems has grown exponentially.
- With the addition of the Lake Louise Regional service in 2019, the total service hours operated by Roam Transit will be in excess of 43,000.
- Roam has invested significantly in data systems to record and analyze ridership data. These systems are all managed in-house, with current resources being overtaxed and unable to keep up due to the growth of the organization. Current major Intelligent Transit Systems in place are:
 - 25 Trapeze EZFare Fareboxes – need daily repairs and updates, including fixing coin jams, bill jams, software updates etc..

- 7 Seon Cameras on each bus – need software updates and other regular maintenance to ensure we are able to record critical video of all bus operations
 - DoubleMap system – Daily updates and minor system tweaks to ensure we have accurate GPS on all buses, guaranteeing passengers and operations have the best information possible
 - DoubleMap passenger announcement systems – regular updates and monitoring to ensure correct announcements are being presented to passengers
 - 26 External bus stop signs – regular maintenance and troubleshooting required
 - Automatic Passenger Counters – this system is in place, however has not been widely utilized due to lack of resources available for monitoring and ensuring bus systems are operational.
 - Luminator Destination Signs – regular updates required
 - Luminator monitors inside buses – regular updates required
- Service excellence is a key to the brand and quick and efficient response is required to any technical issues, seven days per week. This new position would be supplemented by the Operations Manager and others to ensure that systems are working 7 days per week.
 - Employee retention and satisfaction require an adequate amount of time away from the office and work-related cell phone calls. This is becoming extremely difficult to achieve given the current operational volumes.
 - The skill set to be recruited for this position would allow for other fleet related items, such as early bus pre-trip inspections in winter and other non-mechanical bus items (such as interior bike rack repairs or interior brochure holder installations).
 - The Town of Banff provides all maintenance services for the Roam fleet and a significant portion of this time is spent working on fareboxes and other IT systems. It varies by week but a rough approximate would be 10 hours per week spent on these non-maintenance items. This position would serve the dual purpose of freeing up mechanics time to ensure deficient buses are back on the road sooner, thereby improving fleet reliability, and cost savings. Estimated time that TOB mechanics spend on IT related issues:
 - 8 hours per week x \$87 = \$870 x 52 = \$36,192
 - 1-hour overtime x \$130 = \$130 x 52 = \$ 6,760
 - Total of **\$42,952** estimated annual maintenance cost savings

Cost to Implement:

Recruitment \$500
Computer/Phone \$3,000
Misc. Tools \$1,000
Total: \$4,500

Ongoing Operational Cost per year:

Salary:	\$58,240
Benefits:	\$15,660
IT/Computer/Phone:	\$1,000
Mileage	\$1,000
Total	\$75,900

Anticipate TOB maintenance savings **(\$42,952)**

Net ongoing Operational Cost: **\$32,948**

Resources Required to Implement:

Training required to expose new employee to the specific hardware and software that Roam utilizes.
Existing office space can be utilized within BVRTSC compound office

Resources Required to Maintain:

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

Return on Investment:

Ensuring a high standard of customer service, with enhanced reliability. Free up time currently spent by Operations Manager to allow increased focus on future projects, data analysis and improving delivery of existing services.

Brand Standard Impact:

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

Estimated Delivery Date: January 2020

Commission Strategic Priority? Yes/No

Bow Valley Regional Transit Services Commission

NEW SERVICE LEVEL REQUEST

Requestor: Andrea Stuart

Date of Request: August 14, 2019

Title of Initiative: Healthcare Spending Account for PT / Seasonal Drivers

Objective:

BVRTSC as an organization has been growing in service hours operated, fleet and drivers employed. This growth is primarily in the summer months, and therefore necessitates a large number of PT and seasonal drivers for the summer. With the unique housing and cost of living challenges in the Bow Valley, it is difficult to recruit for these PT and seasonal positions. The introduction of a HSA (Healthcare Spending Account) for PT and seasonal positions would provide an additional tool for the recruiting process as well as provide an additional incentive for PT employees to stay with Roam Transit.

Administration Recommendation:

That the BVRTSC Board approve the Healthcare Spending Account for PT Seasonal Drivers and add total annual costs of \$34,650 to each year of the 2020-2022 budget allocated to each route based on total service hours.

Summary:

- The addition of the Lake Louise Regional service and Banff Centre services in 2018/19 increased the total service hours operated by Roam Transit by an excess of 11,000 hours which is approximately a 30% increase in service hours.
- Our driver base in 2020 will be approximately 65 employees of which only approximately 20 are FT.
- Recruiting and training for 2019 required an effort of 4 months prior to the operational season and we were just able to hire enough drivers. 2020 will need additional drivers due to the service level increase on Route 1 & Route 2 (an additional 2,760 service hours from 2019).
- Service excellence is a key to the brand and our transit drivers are the face of Roam Transit.
- The current Health/Dental package that is available to our FT employees is not available to PT or seasonal employees based on restrictions from our Healthcare Benefit provider which is consistent with Healthcare Benefit providers in general.

- myHSA is a standalone plan that the BVRTSC could offer to PT and seasonal drivers as an extra incentive during recruiting. The plan is customizable for the dollar amount of the benefit and for the type of expense covered. Eligible expenses are based on definitions provided by the Canada Revenue agency and are tax-free to employees.
- Expenses and associated administrative fees are based on actual claims submitted, therefore the proposed cost of \$34,650 would represent the maximum cost.
- A copy of the myHSA handbook has been included as Appendix I as a reference.

Costs:

HCSA Costs	\$1,200 x 15 employees (PT year-round) = \$18,000 \$500 x 30 employees (PT seasonal) = \$15,000
Administrative Fees	5% of costs = \$1,650
Total	\$34,650 (annual cost)

Cost recovery on the above will come from all routes based on total service hours as follows:

	% of Service Hrs	HCSA Cost (\$)
Rt 1 Banff Local - Sulphur Mtn	21%	\$7,150
Rt 2 Banff Local - Tunnel Mtn	18%	\$6,150
Rt 3 Canmore/Banff Regional	16%	\$5,480
Rt 4 Cave & Basin	2%	\$680
Rt 5 Canmore Local	15%	\$5,190
Rt 6 Lake Minnewanka	5%	\$1,870
Rt 7 Banff Centre	5%	\$1,710
Rt 8 Lake Louise / Banff Regional – Winter	6%	\$1,950
Rt 8S Lake Louise / Banff Regional – Summer Scenic	8%	\$2,910
Rt 8X Lake Louise / Banff Regional – Summer Express	2%	\$790
Rt 9 Johnston Canyon	2%	\$770
TOTAL	100%	\$34,650

Resources Required to Implement:

No additional resources required. The myHSA is webbased.

Resources Required to Maintain:

Administrative work will be required from the Accounting/Payroll administrator for approximately 15 minutes per enrollment / de-enrollment of employees, and 1 hour per month for reconciliation of the HCSA balance. This can be accomplished with existing staffing levels.

Brand Standard Impact:

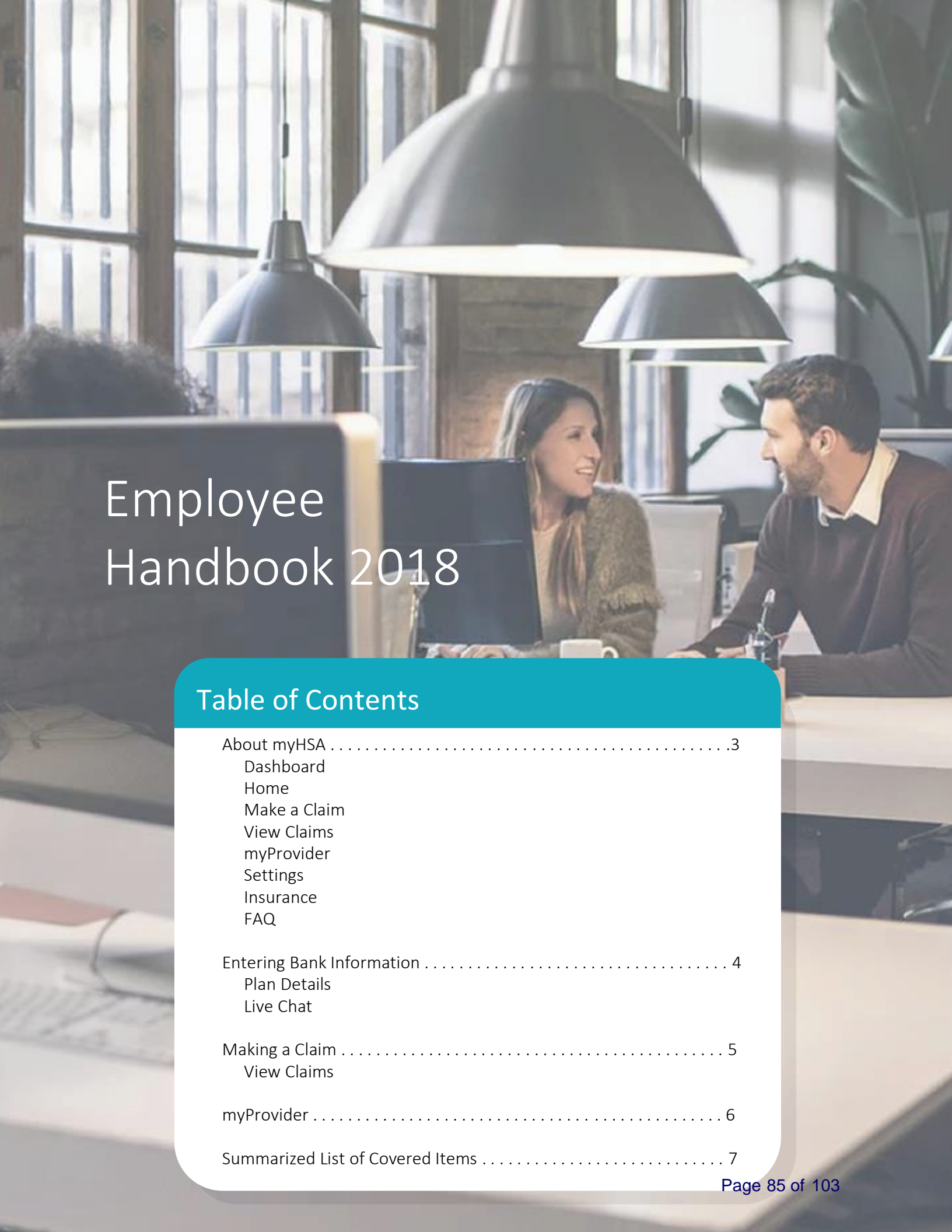
Positive Brand Standard impact through continued operational excellence through hiring and retention of strong drivers.

Estimated Delivery Date: January 2020

Commission Strategic Priority? ☒ Yes/No



Employee Handbook 2018



Employee Handbook 2018

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About myHSA

A Health Spending Account (HCSA/HSA) is a non-taxable spending account used to reimburse plan members for eligible expenses defined by the Canada Revenue Agency (CRA). The HSA can be provided as a standalone plan or used to supplement a traditional benefits plan.

Receipts for employee's medical/dental expenses are paid out-of-pocket then submitted online or through the mobile application using the login provided to the employee by your plan administrator.

Dashboard

HOME

View balance information and your plan details.

MAKE A CLAIM

Claims should be entered by patient, you may submit multiple same-service expenses in one claim. Use the search function to search our comprehensive list quickly.

VIEW CLAIMS

View past claims and their status.

myPROVIDER

Browse through hundreds of local practitioners with reviews.

SETTINGS

Change your password, add family member(s) and edit banking information.

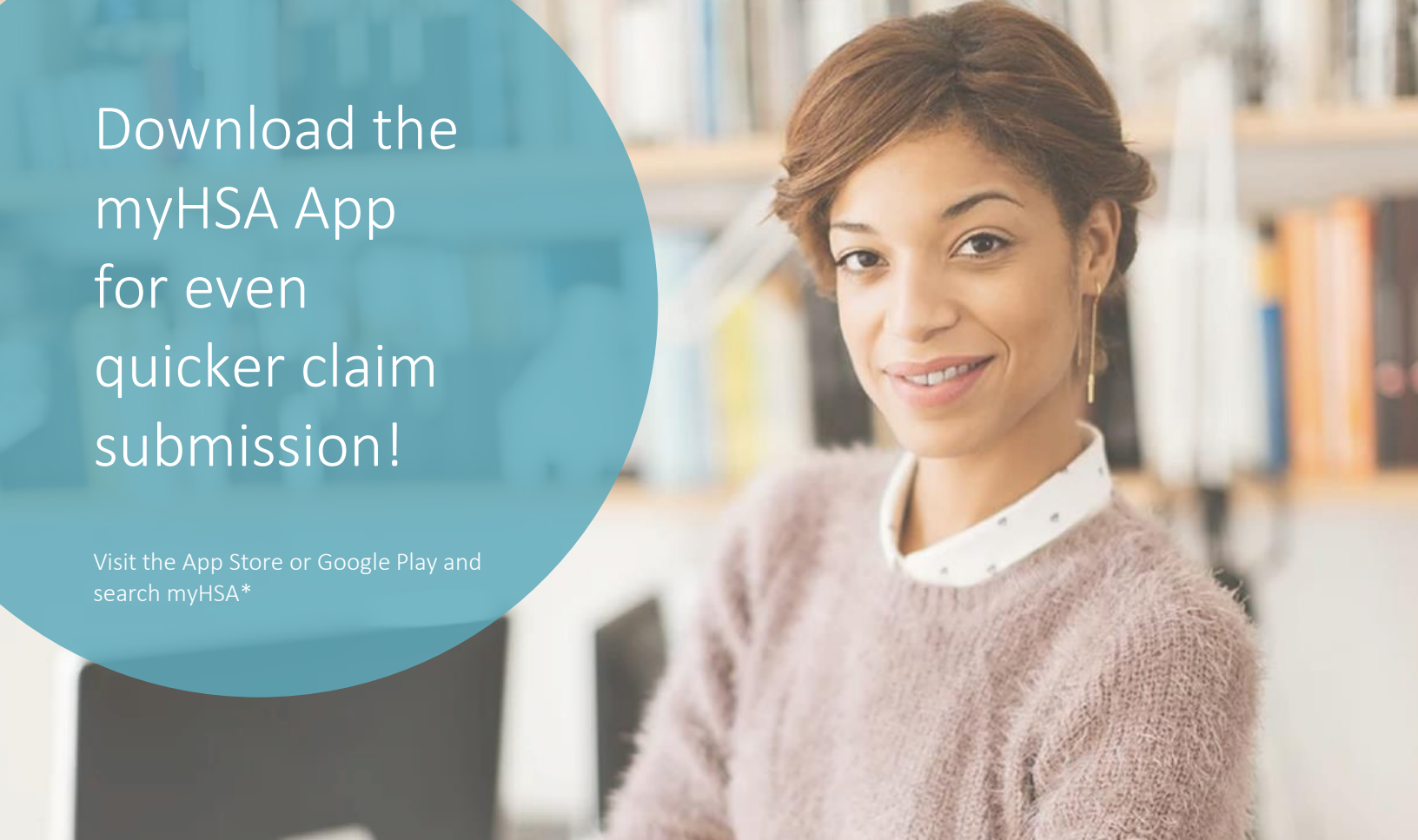
INSURANCE

If your plan includes Travel & Catastrophic Insurance, you will find your travel card and policy details here

FAQ

Search the Frequently Asked Questions or use Chat for help with your benefits





Download the
myHSA App
for even
quicker claim
submission!

Visit the App Store or Google Play and
search myHSA*

Entering Bank Information

If you don't have a cheque, you can contact your financial institution for your account information. On the bottom of your cheque, you will find your direct deposit information. The first 3 digits should not be included; this is the cheque number. The transit number is 5 digits; institution number is 3 digits; and your account number is 5+ and should include all leading and lagging zeros.

Plan Details

Viewing your plan details On your HOME dashboard near the bottom, you'll find a drop down menu that says "View Plan". Here you will find your plan information including: which class you belong to, your renewal date and your prorate type. Prorate types include monthly, quarterly, semi-annual and yearly. This is how often you will receive an allocation/deposit of funds from your employer to your health,

* NOTE: the app is not available for Plan Administrator

Live Chat

Live Chat myHSA™ offers a Live Chat feature that is run in-house by our experienced team. We offer technical support to our users and answer any questions you may have about using the site or your account.

Making a Claim



1. Enter the FULL cost to you (include tax) for the service. If your expense item has a gratuity do not include this, as this is not eligible.
2. Select patient name (if claim is for spouse or dependant).
3. Enter the service date that will be found on the receipt. This is the date the service was done, not payment date.
4. Upload a copy of receipt and review to ensure it is legible. This upload can be a PDF, JPEG, PNG or a scanned copy.
5. You can add additional notes should you need to further explain a claim or receipt.
6. Click submit. If you are unsure if your claim is allowable use the “Chat” feature or contact your advisor.

View Claims

Click on “View Claims” on the left hand side, this page will show you all claims being processed. Claims are either pending, approved, paid or denied.

- When a claim is first submitted, it is “Pending” meaning it is waiting for an adjudicator to approve your claim.
- If claim is “Approved”, it means it has been accepted but has not gone through a bank transfer.
- If claim is “Approved for payment” it is on the Bank File to be processed for payment. Bank Files get processed on Wednesday and Friday every week and payment is directly deposited to employee’s account later that day or the next.
- If claim is “Denied” it means it is not covered or insufficient information was provided.



The myProvider tab will take you to a marketplace built by real users with real ratings on the providers they love. It is available to employees through the dashboard and mobile phone app. Simply type in what you are searching for or select a category from the dropdown menu. We will give you a list of practitioners in your area with directions, ratings and website links. Finding a healthcare provider can be that simple!

Acupuncturist Search here Go

- Calgary Acupuncture And Health Centre**
 12427 Bonaventure Dr SE #202, Calgary, AB T2J 3N8, Canada
 (403) 253-3103
<http://acupuncturehealthcalgary.com/>
- Calgary College of Traditional Chinese Medicine and Acupuncture**
 4014 Macleod Trail SE #107, Calgary, AB T2G 2R7, Canada
 (403) 287-8688
<http://www.cctcma.com/>
- Calgary Acupuncture Centre**
 4020 16 St SW, Calgary, AB T2T 4H4, Canada
 (403) 455-0880
<http://www.calgaryacupuncturecentre.com/>
- Harvest Hills Acupuncture & Herbs Clinic**
 178 96 Ave NE unit# 205, Calgary, AB T3K 6G4, Canada
 (403) 226-1082
<http://acupuncturecalgary.com/>
- Eric Stretch Acupuncture**
 110, 530 8 Ave SW, Calgary, AB T2P 3S8, Canada
 (403) 474-7792
<http://www.ericstretch.ca/>
- Alberta College of Acupuncture & Traditional Chinese Medicine 阿尔伯塔省中医学院**
 1910 20 Ave NW Suite #102, Calgary, AB T2M 1H5, Canada
 (403) 286-8788

Summarized List of Covered Items

PROFFESIONAL SERVICES

Acupuncturist (qualified medical practitioner)	Pediatrician
Chiropodist	Physician
Chiropractor	Physiotherapist
Christian Science Practitioner	Plastic Surgeon
Dental Mechanic	Podiatrist
Dentist	Practical Nurse (medical services only)
Dermatologist	Psychiatrist
Gynecologist	Psychoanalyst
Massage (Provincially Registered Therapist)	Psychologist Registered
Naturopaths	Midwife Registered
Neurologist	Nurse
Obstetrician	Speech Therapist (pathological or audiological impediments only)
Optician	Surgeon
Optometrist	
Orthopedist	
Osteopath	

DENTAL

Cleaning, polishing, oral hygiene instruction	Orthodontics
Dental Checkups	Extracting Teeth
Dental X-rays	Filling Teeth including root canal
Dentures	Fluoride treatments Gum Treatment

HOSPITAL

Anesthetist	Oxygen Masks/
Hospital Bills	Tent Vaccines
Outpatient Services	X-ray Technician

VISION

Artificial Eye	Laser Eye surgery
Eye glasses or Contact Lens (prescribed)	Optician Optometrist

MEDICINES

Any medicine or drug purchased (prescribed by a medical practitioner or dentist and recorded by a licensed pharmacist)	Oxygen Tapes or tablets for sugar content tests by diabetics, if the procedure has been required by a physician
Insulin or Substitutes	Vitamin B12 - for pernicious anemia
Liver Extract - injectable for pernicious anemia	

PREMIUMS

Premium paid to a non-government medical or hospital care plan (Ex. Blue Cross, Manulife Flexcare, Sun Life Affinity)

NEW SERVICE LEVEL REQUEST

Updated Report 2019-08.01 (Previously 2018-09.01) – Regional Service Frequency

SUMMARY/ ISSUE

Banff/Canmore Regional Service has been extremely successful through its' initial few years however it was identified that the service may not needs of some residents and there may be an opportunity to further increase ridership. It has been identified by both Banff and Canmore administration that enhancing the service to every 30 minutes during the middle of the day would be desirable.

PREVIOUS COMMISSION DIRECTION/POLICY

Administration Recommendation:

That the Commission direct Administration to increase Regional service in 2020 to achieve increased frequency and reliability through operating two buses on Route 3 weekdays from the hours of approximately 6:00am until 7:00pm

INVESTIGATION

- The Hargroup study of 2014 identified the service parameters that would further meet the needs of residents and encourage further use of Regional Roam:

Influences	% of Respondents		
	Total (n=263)	Banff (n=87)	Canmore (n=176)
More frequent service (more than every hour)	49	43	52
Bus service ending later in the evening	47	45	48
More bus stops throughout Banff/Canmore	41	40	42
If it was cheaper to take the Roam regional transit compared to driving a personal vehicle	35	37	34
Bus service starting earlier in the morning	14	14	14
If there was a charge for parking at my destination	5	7	5
Seats were always available when using the Roam regional transit	2	3	1
I would not start using Roam regional transit (more often)	6	11	4
Other	7	8	6

- Frequency was the key attribute that was identified by the 2014 Hargroup Study as influencing the behaviour of potential riders.
- Frequency in 2018 has been shown to be a key motivator to influencing transit ridership on the Banff local service, with increases of over 40% this summer since additional buses were added.

Currently

- Service is hourly throughout the mid-day period and every 30 minutes during the peak commuter service hours. Weekends are hourly, other than summer months where peak daytime service is every 30 minutes.
- In the summer months, the CB Regional service is unable to remain on time on a regular basis due to traffic increases and general congestion. This has the effect of providing a lower level of customer service and potentially affects customer loyalty due to a lack of consistency.

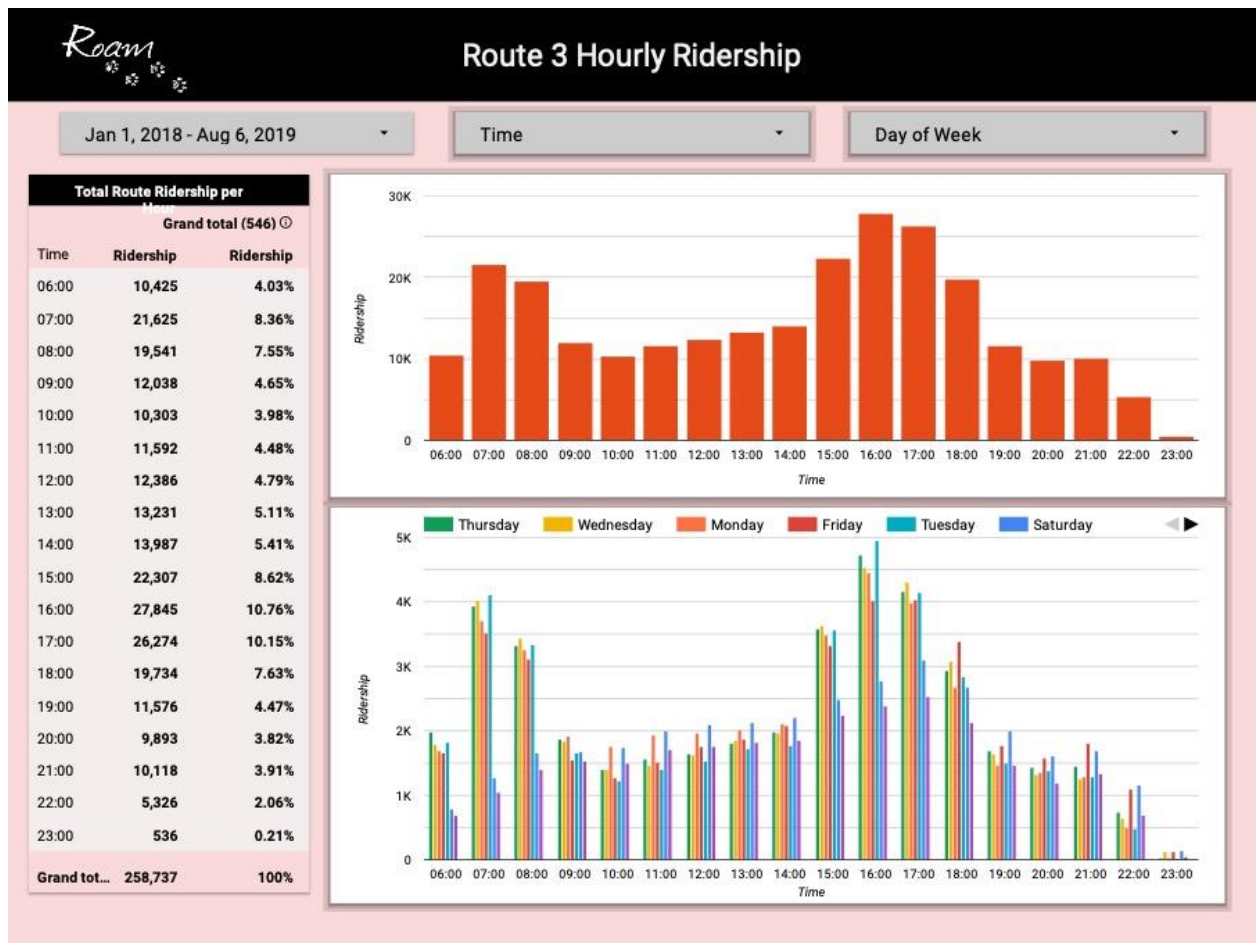
Proposed

- Add service between the hours of 9:30am and 3:30pm for a total of 6 additional service hours per day Monday to Friday.
- During the summer months, staggered breaks in service would be introduced to allow the CB Regional service remain on time for the majority of service

Investigation:

- The Bow Valley enjoys a unique demographic with a significant portion of residents employed in the tourism industry, operating on a 7 day per week schedule with varying start times. Offering 30-minute frequency throughout the day will provide more options for employers and employees to move throughout the Bow Valley.
- Service enhancements being provided that meet the growing needs of workers, residents and visitors in traveling between communities.
- On time performance improvements. These service enhancements allow flexibility through the summer months to adjust the schedule to regain time during the busy congestion days.
- Added transfer options to and from local services.
- Further meeting the goals of livable communities in enabling access to more community programs, entertainment and reducing the dependence on automobiles.

- Demand for regular service throughout the day exists, as evidenced by the chart below which shows hourly ridership trends from the beginning of 2018:



BUSINESS PLAN/ BUDGET IMPLICATIONS

- Operating:
 - The gross cost estimate for increasing the regional service as per the chart below is \$149,790 in 2020, with net cost of **\$99,990**. This is based on achieving a similar ridership increase of 25% of the mid-day traffic that was seen with the increased service when peak enhancements were implemented.
- The estimated cost recovery calculation is shown below:

Regional Weekday Second Bus Supplement								
Year	Total Days per Year	Additional Hours per Day	Total Additional Hours	Average of Direct Operating and Fuel, Driver, Maint.	Gross Operating Cost	Anticipated Cost Recovery	Net Impact to Operating	Cost to Each Municipality
2020	250	6	1500	\$ 99.86	\$ 149,790	\$ 49,800.00	\$ 99,990	\$ 49,995
2021	250	6	1500	\$ 104.24	\$ 156,353	\$ 52,692.38	\$ 103,660	\$ 51,830
2022	250	6	1500	\$ 106.32	\$ 159,473	\$ 52,917.24	\$ 106,555	\$ 53,278

Ridership Calculation						
Year	Ridership Percentage Between 9:30 and 3:30	Total Riders Weekdays	Riders Between 9:30 and 3:30	Ridership Gain at 25%	Average Fare on Regional	Anticipated Cost Recovery
2020	32%	166,000	53,120	13,280	\$ 3.75	\$ 49,800
2021	32%	169,320	54,182	13,546	\$ 3.89	\$ 52,692
2022	32%	172,706	55,266	13,817	\$ 3.83	\$ 52,917

- This amount would be split equally between Banff and Canmore, equating to \$49,995 per municipality in 2020, \$51,830 in 2021 and \$53,278 in 2022.
- Capital:
 - Minimal capital impact as current fleet will be utilized with additional hours added at the proposed times. Components may need replacing at a slightly shorter interval due to increased service hours on vehicles.

BRAND IMPACT:

- Brand consistency is achieved as these changes only serve to enhance the Roam product and no increases to fares are being considered.

OPTIONS:

- Add additional weekend service through the winter to equal the weekend service currently provided in the summer months (8 hours per day from 10:00am to 6:00pm).
 - Should the Commission choose to add a second bus to **weekends** for 8 hours per day on a year-round basis, the additional cost would be based on an extra 75 days, as the 40 weekend days through the summer months are approved and budgeted already. This would equate to a cost of \$59,916 less \$15,000 in recoveries for a total of **\$44,916**

- This option would be recommended by Administration however is not as necessary as the weekday additional service.
- Add the second bus for summer season only. This would result in a cost of approximately \$35,000. This is not being recommended as it does not meet the goal of growth of service and providing a consistent, well rounded service for locals and visitors. Additionally, does not achieve the gain of driver retention and further stresses the ability to hire enough employees for the summer.

RISKS

- Financial risk of ridership not increasing as expected and cost recovery targets not being achieved.
- Replacement of components may be required at slightly earlier intervals due to increased hours of service.

Bow Valley Regional Transit Services Commission

NEW SERVICE LEVEL REQUEST

Requestor: Andrea Stuart

Date of Request: August 14, 2019

Title of Initiative: BVRTSC Spare Bus

Objective:

With the increases in service experienced over the last few years, the spare capacity of Roam has decreased significantly. With the fleet continuing to grow and the additional service area traveled regularly (Canmore and Lake Louise), our current spare capacity is inadequate.

This proposal seeks to obtain an electric shuttle bus to allow for additional capacity on local routes that currently use our two cutaway buses as well as being a backup for other routes. This meets the goal of investing in new technology (electric) and ensuring reliability.

Administration Recommendation:

The Board direct administration to begin the procurement process through RFP to purchase an accessible electric transit shuttle bus to act as a spare for all routes to be delivered in Spring 2020 and funded as outlined up to a maximum dollar value of \$460,000

Summary:

Our spare capacity policy allows for our spare ratio to be at 25% minimum to 40% maximum, not including the smaller cutaway buses. This was based on a time when the cutaways were not used on regular routes and were available as a last resort backup for other routes.

- Currently Route 4 (Cave and Basin) operates 7 days per week throughout the majority of the summer. In years prior to 2018, Route 4 only operated 3 days per week, allowing maintenance to be done on the non-service days. There is no backup bus for this route.
- Route 7 (Banff Centre) is a new route and is anticipated to continue. This route utilizes a cutaway and has no backup.
- Currently we are operating an older bus purchased for Calgary transit on these routes regularly due to maintenance issues.
- Canmore local service has one spare bus. On numerous occasions, two Canmore buses have been out of service, necessitating the need for a cutaway or a full-size bus to go to Canmore.
- In the summer of 2019, we have currently seen 22 days without an operational spare bus (or using a highway MCI on a route other than 8X).
- Additionally, we have used the Town of Banff Seniors bus on two occasions due to no alternative other than canceling services. This does not meet the Roam Brand Standard and is not feasible on an ongoing basis.

- With the older fleet buses, we are seeing more repairs requiring longer term fixes and being towed or driven to Calgary for repairs at Cummins, Big Rig or other suppliers.
- Spare ratio including the cutaway buses is at 33% and this has proven to be insufficient with our current fleet make up
- Spare ratio for next year with the addition of the Proterra electric buses will be at 30%.
- If the cutaways and the older Calgary Transit bus are not included in the calculation, our spare ratio will be at 27.7% (5 spares for 18 daily route buses). The addition of this spare would put the ratio up to 33.3%

Cost to Implement

Bus Purchase	\$460,000
Greentrip Funding	<u>\$(306,666)</u>
Net Cost	\$153,334

Net cost could be funded initially through the Commission Capital Reserve and then reimbursed through capital requisitions over the lifetime of the Spare bus.

Resources Required to Implement

- Administration time to prepare and administer RFP, monitor production and accept delivery of the bus.
- Maintenance time to prepare bus for service once delivered.

Resources Required to Maintain

	2020	2021	2022
Annual Capital Requisition ToB	\$8,605	\$8,734	\$8,865
Annual Capital Requisition ToC	\$8,605	\$8,734	\$8,865
Annual Capital Requisition ID#9	\$8,605	\$8,734	\$8,865
Total	\$25,815	\$26,202	\$26,596

	2020	2021	2022
Insurance (split over routes by service hrs)	\$2,000	\$2,000	\$2,000
Maintenance (split over routes by service hrs)	\$10,000	\$10,000	\$15,000
Total	\$12,000	\$12,000	\$12,000

Brand Standard Impact:

Positive brand impact through additional exposure to Roam Brand by having an additional new bus on the road.

Positive brand impact through further investment in electric technology

Estimated Delivery Date:

Purchase to commence upon approval of Commission budget, with delivery anticipated to be in April of 2020

Commission Strategic Priority?

Yes

Meets priority of providing excellent customer service and also investing in new technology.

Bow Valley Regional Transit Services Commission

NEW SERVICE LEVEL REQUEST

Requestor: Andrea Stuart

Date of Request: August 14, 2019

Title of Initiative: Roam Customer Service at an External Location

Objective:

BVRTSC as an organization has been growing in service hours operated, fleet and drivers employed. This growth is primarily in the summer months, and therefore necessitates increasing numbers of staff both in the operations and administrative functions. Administration has been in talks with a 3rd party to setup a Roam desk at an external visitor facing location in Banff.

Administration Recommendation:

That the BVRTSC Board approve either \$62,000 in annual funding for year-round Roam external customer service or \$31,200 in annual funding for summer Roam external customer service to be added to the 2020-2022 operating budget and funded from individual routes based on % of total service hours.

That the BVRTSC Board approve \$8,600 of startup costs to be funded from the Commission General Capital Contributions.

Summary:

- The addition of the Lake Louise Regional service and Banff Centre services in 2018/19 increased the total service hours operated by Roam Transit by an excess of 11,000 hours which is approximately a 30% increase in service hours. Service hours will continue to increase in 2020 with the increased frequency on Route 1 & 2.
- Service excellence is a key to the brand and our customer service team & drivers are the face of Roam Transit.
- Vendors are less willing to process change vouchers due to the higher volume based on extended summer service hours. Administration has offered a commission program to incentivize vendors to continue processing change vouchers but we have lost two locations this summer.
- Having Roam staff in a visitor facing location would not only reduce the burden on our participating vendors, but provide more exposure to Roam as a viable transportation option within the Bow Valley.

Cost to Implement

• Computer	\$2,500
• Trapeze printer/unit	\$4,000
• Uniform	\$100
• Desk	\$500
• Signage	\$1,000
• Office supplies	\$500
Total	\$8,600

Resources Required to Implement:

External location can be setup utilizing current resources.

Resources Required to Maintain:

Coverage at an external location based on the following hours:

Jan 1 – May 15 9am to 5pm (8.5 hrs / 7 days per week)

May 16 – Sep 30 8am to 8pm (13 hrs / 7 days per week)

Oct 1 – Dec 31 9am to 5 pm (8.5 hrs / 7 days per week)

Option 1:

Wages & Benefits (Year Round – 366 days)	\$75,000
Estimated Increase in Fare Revenue*	<u>\$(13,000)</u>
Net Cost	\$62,000

Option 2

Wages & Benefits (Summer Only – 139 days)	\$36,200
Estimated Increase in Fare Revenue*	<u>\$(5,000)</u>
Net Cost	\$31,200

**Assumed 20 new riders per day at average fare of \$1.75*

Cost recovery on the above will come from all routes based % of total service hours.

Brand Standard Impact:

Positive Brand Standard impact through increased service locations for visitors, and more opportunities to create awareness of Roam's operations in the Bow Valley.

Estimated Delivery Date: January 2020 or May 15 2020

Commission Strategic Priority? Yes/No

Bow Valley Regional Transit Services Commission

NEW SERVICE LEVEL REQUEST

Requestor: Andrea Stuart

Date of Request: August 14, 2019

Title of Initiative: Driver Housing

Objective:

BVRTSC as an organization has been growing in service hours operated, fleet and drivers employed. This growth is primarily in the summer months, and therefore necessitates increasing numbers of staff both in the operations and administrative functions. One of the main challenges in recruiting drivers to come and work in the Bow Valley is the lack of housing. Administration has explored several options within the housing spectrum.

Summary:

Option 1 – Enter into a rental agreement and sublet to drivers

Option 2 – Purchase apartment units or a house to rent to drivers

Administration Recommendation:

That the BVRTSC Board direct administration to continue the process of applying for a rental unit in the Peaks apartment complex.

That the BVRTSC Board direct administration to bring back a pricing model in September 2020 based on cost recovery or below market rates and summer occupancy or maximizing occupancy.

Cost to Implement

Option 1 – Rental:

Administration has reached out to several property management companies in the Bow Valley. PEKA does not rent to companies for staff accommodation purposes, Asset West manages units on behalf of owners and as such would require an owner's signoff to allow a staff accommodation arrangement. The most promising result was "The Peaks" apartment complex managed by Northview Apartment Reit. They offer 5-bedroom units which can be rented by businesses to be used as staff accommodation. A floor plan is included as Appendix I.

Advantages to rental would include limited exposure to maintenance costs, and a lower annual cost for the first 25 years. Disadvantages include lack of control of monthly rent costs, and not owning an asset after the initial mortgage period.

Option 2 – Purchase:

From review of what is currently on the Canmore market, administration has prepared an analysis of

the costs of purchasing/operating a 5 bedroom unit. This is based on a purchase of an \$800K building with \$40K as a down payment. See costs comparison below.

Advantages to purchasing would include owning the asset, therefore drop in operating expense once the mortgage was paid off. Disadvantages include additional risk of maintenance expenses and higher annual costs during the initial mortgage period. Additional maintenance expertise/oversight would also be required.

The following is a comparison of annual costs:

	Rental Unit	Purchase Unit
Rent / Mortgage Pmts	\$42,000	\$43,200
Insurance	\$0 (Tenant liability insurance is included in our insurance currently purchased through AMSC)	\$2,300
Water / Sewer / Garbage	\$ (included in rent)	\$1,500
Heat / Gas	\$ (included in rent)	\$3,000
Electricity	\$2,400	\$2,400
Maintenance	\$5,000	\$15,000
Cleaning	\$2,400	\$2,400
PT Administrative	\$12,000	\$12,000
Total	\$63,800	\$85,778

For both the rental or the purchase unit, cost recovery varies based on rental rates, and occupancy levels. Administration is requesting direction from the Board on the following:

1. Is the Board interested in cost recovery for staff housing or is subsidized housing the goal?
2. Is the Board interested in leaving rooms open for recruiting summer drivers, or is maximizing occupancy the goal?

The following is a summary of the range of potential cost recoveries through rental income:

	Maximizing Cost Recovery	Minimizing Rent Prices and Keeping Rooms Available for Summer recruiting
Room Rate	\$1,000 / month	\$850
# Rooms	5	5
Months Rented	12	6
Total Rental Revenue	\$60,000	\$25,500

Administration has also discussed the possibilities of maximizing rental revenue such as offering units to PT seasonal drivers with the stipulation that remaining in staff accommodation at the start of the summer season would require the driver to return to Roam as a summer driver.

Resources Required to Implement:

Current administrative staff could seek out and setup rental or purchase staff accommodation unit.

Resources Required to Maintain:

Additional administrative hours would be required to maintain staff housing, collect rent, deal with move ins/outs, estimated 0.25 FTE position at \$12,000 per year is included in total costing above.

Cost recovery on the above will come from all routes based % of total service hours.

Brand Standard Impact:

Positive Brand Standard impact through continued operational excellence through hiring and retaining strong drivers.

Estimated Delivery Date: 2020

Commission Strategic Priority? Yes/No

Appendix I