

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

**via: Zoom Video Meeting**

**AGENDA**

**April 8, 2020 1:00-3:00pm**

1. Call to Order
2. Approval of the Agenda
3. Minutes
  - Approval of the March 10, 2019 Regular Meeting Minutes (attached)
4. Old Business (including Standing Items)
  - a) CAO's Monthly Report (For Information)
  - b) Bring Forward List of Pending Items (For Information)
  - c) Transit Service Monthly Statistics (For Information)
5. New Business
  - a) Presentation of Audited Financial Results for 2019 (Calvin Scott, Partner, Avail CPA)  
(Request for Decision)
6. Adjournment

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

**Fenlands Recreation Centre, Banff AB.**

**MINUTES**

**March 10, 2020      1:00-3:00pm**

**BOARD MEMBERS PRESENT**

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

**BOARD MEMBERS ABSENT**

**BVRTSC ADMINISTRATION PRESENT**

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

**ADMINISTRATION PRESENT**

Patti Youngberg, Parks Canada  
Alex Kolesch, Parks Canada  
Adrian Field, Town of Banff  
Claire Ellick, Town of Canmore  
Danielle Morine, ID9

**ADMINISTRATION ABSENT**

1. Call to Order – Brian Standish calls the meeting to order at 1:00pm
2. Approval of the Agenda

**BVRTSC20-07**      Joanna McCallum moves to approve agenda.

**CARRIED UNANIMOUSLY**

**3. Minutes**

Approval of the February 12, 2020 Regular Meeting Minutes (attached)

**BVRTSC20-08** Chip Olver moves to approve as presented.

**CARRIED UNANIMOUSLY**

**4. Old Business (including Standing Items)**

a) CAO's Monthly Report (For Information)

*Chip Olver – we should consider an additional section within the CAO's monthly report on Health & Safety.*

*Davina Bernard – Would like updates frequently regarding Coronavirus and what Roam is doing to address them.*

b) Bring Forward List of Pending Items (For Information)

c) Transit Service Monthly Statistics (For Information)

**5. New Business**

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

**BVRTSC20-09** Chip Olver moves to approve the reserve transfers presented in the draft 2019 financial results as follows:

2019 Operating Surplus of \$1,117,576.80 to be transferred as follows:

- \$349,752.78 to the Town of Banff operating reserve
- \$80,327.57 to the Town of Canmore operating reserve
- \$392,075.87 to the ID#9 operating reserve
- \$40,285.32 to the BVRTSC operating reserve
- \$255,135.26 to the Capital reserve

**CARRIED UNANIMOUSLY**

b) Approval of amended 2020-2022 Operational Budget

**BVRTSC20-10** Davina Bernard moves to approve the amended 2020-2022 Operating Budget.

**CARRIED UNANIMOUSLY**

**6. Adjournment**

Brian Standish makes the motion to adjourn at 1:28PM.

**CARRIED UNANIMOUSLY**

# Bow Valley Regional Transit Services Commission



## CAO Report

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## CAO Update – April 2020

- **Financial:**

- Administration is working through various scenarios for summer service and reduced revenue to determine the budget impact that this crisis will potentially have by the end of the year.
- In discussions with all partners, the commitment is there to continue with planned service this summer once it is safe to do so. The level of service will be adjusted somewhat from the expansion plans that were in place for 2020.
- CUTA has presented a letter to the Federal Government asking for significant operational funding to offset lost revenues during this period. In the United States, a bill has been passed providing \$25billion for transit operations shortfalls, including lost revenues from farebox and advertising as well as increased cleaning costs.
- Audit is completed with Calvin Scott of Avail Partners presenting at this meeting.

- **LLB Regional Service:**

- Reduced schedule operating 3 trips per day each way.
  - 09:30am from Banff    10:30am from Lake Louise
  - 12:30pm from Banff    1:30pm from Lake Louise
  - 4:30pm from Banff    5:30pm from Lake Louise
- Roam messaging and updates are being shared with the Lake Louise community and shared through the Lake Louise Advisory Board updates that Davina is distributing regularly.

- **Banff Local Service:**

- Due to current slowdowns in production, delivery timeframes are delayed for the two Proterra buses to be in place for the upcoming summer. They are estimated currently to begin production in mid-May and delivered at some point through later

summer. The electric chargers are currently in the process of being delivered and will be installed temporarily in the current transit garage.

- Reduced service is in place in Banff, with service operating between the hours of 8am and 7pm to meet essential needs.
- **CB Regional Service:**
  - One bus is currently operating on CB Regional service between the hours of 6am and 8pm, moving essential workers between the communities as well as providing opportunities for attending necessary appointments etc..
- **Canmore Local Service:**
  - One bus is currently operating on Route 5, Canmore local service between the hours of 7am and 7pm.
- **General/Health and Safety**
  - The BVRTSC office is currently closed to the public, with one person working in there on reduced hours (5 per day) to handle customer inquiries and lost and found. Currently we are only working to return high value lost and found items such as cell phones and wallets. Regular lost and found will be held for an extended period of time and returned at a later date.
  - Additional cleaning protocols of all work areas, including buses are in place, with wipe downs of high touch areas through the bus operating times and nightly detailed cleaning.
  - BVRTSC operations staff are working both remotely and at the compound as needed, with safety protocols in place for communication with drivers and mechanics. We are limiting to one person in the drivers' room at a time.
  - OnIt service has been delayed to potentially start immediately prior to the Canada Day long weekend. Administration has been in contact with Southland Transportation and have agreed to adjust the contract to reflect this change. We will re-evaluate closer to the date.

# Bow Valley *Regional* Transit Services Commission



## BRING FORWARD LIST



### BRING FORWARD LIST OF ITEMS PENDING (as of March 2019)

ITEM	Date Initiated	Pending Date	Comments:
<b>BVRTSC19-47</b> Davina Bernard moves to direct Administration to connect with the three other town administrations to discuss the LITP to be funded at fair market value.	November 2019	July, 2020	Ongoing – initial meetings have occurred however follow up to happen in next couple of months

# Bow Valley Regional Transit Services Commission Ridership Statistics



Month	Type	Banff Local	Canmore Local	Canmore - Banff Regional	Lake Louise - Banff Regional
March 2020	Bikes	16	25	78	4
	Strollers	23	59	9	0
	Winter Sports	603	43	445	158

## Observations – March 2020

### Ridership by week

Route	March Wk1 2019/2020	March Wk2 2019/2020	March Wk3 2019/2020	March Wk4 2019/2020
Route 1	7797/8027 (+3%)	8217/7181 (-13%)	7333/2424 (-67%)	7067/842 (-88%)
Route 2	6605/7162 (+8%)	6443/5887 (-9%)	5867/3424 (-42%)	5735/1049 (-82%)
Route 3	3413/4164 (+22%)	3454/3469 (0%)	3593/1825 (-49%)	3439/1187 (-65%)
Route 5	2206/3579 (+62%)	232/3133 (+35%)	2227/1369 (-39%)	2284/857 (-63%)
Route 8X	723/1353 (+87%)	792/1337 (+69%)	864/870 (+1%)	694/321 (-54%)

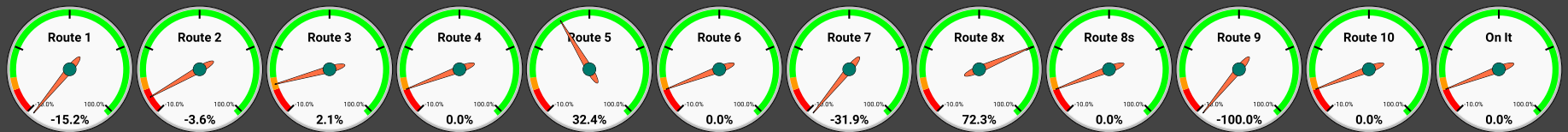
October	Route 1 (Inns of Banff/ Gondola)					Route 2 (Tunnel Mtn / Banff Springs Hotel)					Route 3 (Canmore-Banff Regional)					Banff Local Combined Totals (Routes 1, 2, 4, and 7)				
Month	2018	2019	2019 YTD	2020	% Change	2018	2019	2019 YTD	2020	% Change	2018	2019	2019 YTD	2020	% Change	2018	2019	2019 YTD	2020	% Change
January	26,302	28,912	28,912	29,158	0.9%	22,257	27,358	27,358	30,240	10.5%	13,153	15,486	14,938	17,784	19.1%	48,559	57,701	57,701	60,651	5.1%
February	27,800	29,757	29,757	29,827	0.2%	23,662	26,543	26,543	29,325	10.5%	12,371	12,849	12,849	14,547	13.2%	51,462	58,170	58,170	60,512	4.0%
March	32,424	34,329	34,329	19,873	-42.1%	25,551	27,413	27,413	18,827	-31.3%	13,655	15,057	15,057	11,409	-24.2%	57,975	63,321	63,321	39,411	-37.8%
April	28,441	27,420		0	0.0%	20,632	22,763		0	0.0%	13,695	14,618		0	0.0%	49,073	51,331	0	0	#DIV/0!
May	44,114	48,522		0	0.0%	28,773	32,526		0	0.0%	15,995	16,925		0	0.0%	73,542	83,476	0	0	#DIV/0!
June	57,945	66,195		0	0.0%	50,499	47,222		0	0.0%	16,261	18,924		0	0.0%	110,813	118,809	0	0	#DIV/0!
July	75,168	80,651		0	0.0%	68,439	61,895		0	0.0%	17,347	20,422		0	0.0%	147,949	150,584	0	0	#DIV/0!
August	69,322	81,196		0	0.0%	64,538	63,073		0	0.0%	16,063	20,105		0	0.0%	138,176	152,816	0	0	#DIV/0!
September	50,243	59,934		0	0.0%	39,878	45,951		0	0.0%	13,744	16,379		0	0.0%	91,739	110,337	0	0	#DIV/0!
October	28,296	28,982		0	0.0%	21,439	21,044		0	0.0%	14,465	15,563		0	0.0%	50,531	51,326	0	0	#DIV/0!
November	23,397	24,776		0	0.0%	19,061	20,300		0	0.0%	14,461	15,682		0	0.0%	44,039	46,535	0	0	#DIV/0!
December	30,941	28,935		0	0.0%	24,772	26,238		0	0.0%	13,348	15,994		0	0.0%	56,719	56,108	0	0	#DIV/0!
YTD	494,393	539,609	92,998	78,858	-15.2%	409,501	422,326	81,314	78,392	-3.6%	174,558	198,004	42,844	43,740	2.1%	920,577	1,000,514	179,192	160,574	-10.4%

	Route 5 Canmore					Route 7 (Banff Centre)					Route 8X (Express Lake Louise - Banff Regional)					Roam TOTAL Ridership (Not incl. Onlt or Parking Shuttles)						
Month	2018	2019	2019 YTD	2020	% Change	2018	2019	2019 YTD	2020	% Change	2018	2019	2019 YTD	2020	% Change	2018	2019	2019 YTD	2020	% Change		
January	8,392	10,225	10,225	14,620	43.0%		1,431	1,431	1,253	-12.4%		4,053	4,053	7,617	87.93%	70,104	87,465	86,917	100,672	15.8%		
February	8,264	8,913	8,913	14,327	60.7%		1,870	1,870	1,360	-27.3%		2,920	2,920	5,913	102.50%	72,097	82,852	82,852	95,299	15.0%		
March	8,753	9,759	9,759	9,321	-4.5%		1,579	1,579	711	-55.0%		3,310	3,310	4,187	26.50%	80,383	91,447	91,447	64,328	-29.7%		
April	7,876	9,144		0	0.0%		1,148		0	0.0%		2,926		0	0.00%	70,644	78,019		0	0	0.0%	
May	7,454	10,769		0	0.0%		1,281		0	0.0%		5,634		0	0.00%	100,873	120,789		0	0	0.0%	
June	8,919	12,852		0	0.0%		1,390		0	0.0%		15,224		0	0.00%	144,788	177,699		0	0	0.0%	
July	12,349	14,183		0	0.0%		1,334		0	0.0%		24,544		0	0.00%	191,438	228,998		0	0	0.0%	
August	13,800	13,675		0	0.0%		1,587		0	0.0%		24,743		0	0.00%	181,019	232,461		0	0	0.0%	
September	8,866	12,348		0	0.0%		1,306		0	0.0%		15,154		0	0.00%	118,832	161,465		0	0	0.0%	
October	8,739	14,180		0	0.0%		796	1,300		0		0.0%	4,916	5,581		0	0.00%	78,651	87,982		0	0.0%
November	8,775	13,841		0	0.0%		1,581	1,459		0		0.0%	4,663	4,715		0	0.00%	71,938	80,773		0	0.0%
December	8,481	13,526		0	0.0%		1,006	935		0		0.0%	4,400	6,645		0	0.00%	82,948	92,273		0	0.0%
YTD	110,668	143,415	28,897	38,268	32.4%	3,383	16,620	4,880	3,324	-31.9%	13,979	115,449	10,283	17,717	72.30%	1,263,715	1,522,223	261,216	260,299	-0.35%		

	Route 4 Cave and Basin					Route 6 (Minnewanka)					Route 8S (Scenic Lake Louise - Banff Regional)				Route 9 (Johnston Canyon)				Route 10 (Moraine Lake)					
Month	2018	2019	2019 YTD	2020	% Change	2018	2019	2019 YTD	2020	% Change	2019	2019 YTD	2020	% Change	2019	2019 YTD	2020	% Change	2019	2019 YTD	2020	% Change		
January																								
February																								
March																								
April																								
May	655	1,147		0	0.0%	3,882	3985		0	0.0%			0				0							
June	2,369	4,002		0	0.0%	8,795	9966		0	0.0%	795		0	0.0%	1,129		0	-100.00%						
July	4,342	6,704		0	0.0%	13,793	11801		0	0.0%	3,521		0	0.0%	3,943		0	-100.00%						
August	4,316	6,960		0	0.0%	12,980	12802		0	0.0%	4,058		0	0.0%	4,262		0	-100.00%						
September	1,618	3,146		0	0.0%	4,483	4184		0	0.0%	303		0	0.0%	1,659		0	-100.00%	1,101		0	0.0%		
October																					1,332		0	0.0%
November																								
December																								
YTD	13,300	21,959	0	0	0.0%	43,933	42,738	0	0	0.0%	8,677	0	0	0.0%	10,993	0	0	-100.00%	2,433	0	0	0.0%		

On-It (Calgary Regional)					Parking Lot Shuttle				
2018	2019	2019 YTD	2020	% Change	2019	2019 YTD	2020	% Change	
1908	1,271		0	0.0%					
3,846	3,846		0	0.0%					
4,847	4,847		0	0.0%					
6,282	6,282		0	0.0%	105		0	0.0%	
4,017	4,017		0	0.0%	712		0	0.0%	
18,992	20,263	0	0	0.0%	817	0	0	0.0%	

#### Year to Date % Ridership Change - Comparing 2019 to 2020



#### Banff Local (Routes 1 and 2) Ridership Comparison

