

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

via: Zoom Video Meeting

AGENDA

May 13th, 2020 2:00-4:00pm

1. Call to Order
2. Approval of the Agenda
3. Minutes
 - Approval of the April 8, 2020 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 Q1 Financial Results and KPI's (For Information Only)
 - b) Presentation of Potential Budget Scenarios (For Information Only)
 - c) Presentation of Preliminary Transit Recovery Plan (Request for Decisions)
6. Adjournment

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

via: Zoom Video Meeting

MINUTES

April 8, 2020 2:00-3:00pm

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

BVRTSC ADMINISTRATION PRESENT

Martin Bean, Chief Administrative Officer
Steve Nelson, Manager of Operations
Mel Booth, Financial 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 2:04 PM
2. Approval of the Agenda –

Martin Bean recommends we switch the order to allow Calvin Scott from Avail CPA to present financial statements prior to other agenda items

BVRTSC20-12 Brian Standish moves to approve meeting agenda as amended

CARRIED UNANIMOUSLY

3. Minutes

- Approval of the March 10, 2020 Regular Meeting Minutes (attached)

BVRTSC20-13 Brian Standish moves to approve meeting minutes

CARRIED UNANIMOUSLY

4. New Business

- a) Presentation of Audited Financial Results for 2019 (Calvin Scott, Partner, Avail CPA)

BVRTSC20-14 Joanna McCallum moves to approve the Audited Financial Results as presented

CARRIED UNANIMOUSLY

5. Old Business (including Standing Items)

- a) CAO's Monthly Report (For Information)

- *Move weekly Board updates to weekly emails with a Zoom Update mid-month between Board meeting dates*
- *Regular Board Meeting Agendas are posted on the website along with information on how public can attend the Zoom meeting.*

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

- *Nothing due in April*

- c) Transit Service Monthly Statistics (For Information)

6. Adjournment

BVRTSC20-15 Brian Standish moves to adjourn the meeting at 2:38 PM

Bow Valley Regional Transit Services Commission



CAO Report

CAO Update – May 2020

- **Financial:**

- Summer revised budget potential scenarios have been prepared however a lot remains unknown as far as limitations on ridership, visitation dates and levels and safety protocols.
- 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 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. This is being pushed hard by CUTA and larger agencies as, to this point, the Federal Government has committed funding to other industries, including airlines but not to essential transportation providers. CUTA members, including the BVRTSC, have expressed support for this moving this financial initiative forward as expeditiously as possible. See below video message recorded May 7th by Marco D’Angelo, President and CEO of CUTA:

- <https://bit.ly/CUTAFederalGov>

- **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
- Ridership spikes on occasional days are creating some occasional refusal of service to some passengers. We are seeing a number of roommate or household groups that sit together and increase the bus capacity slightly. As the weather warms, we anticipate more challenges with the reduced operation.

- **Banff Local Service:**

- With the delayed delivery of the electric buses until Fall, we have made the decision not to install temporary infrastructure in the existing transit building for charging as this would be an additional fairly significant expense. The charging infrastructure will be installed directly into the new transit storage building currently under construction. The downside of this will be that the electric buses will not be in service until such time as the building is complete and occupied (March of 2021). For demo purposes, we could potentially look at renting a generator to operate them on an occasional basis in the interim.
- Reduced service is in place in Banff, with service operating between the hours of 8am and 7pm to meet essential needs.

- **CB Regional Service:**

- Ridership trends have changed somewhat with workplace reductions. Riders are frequenting the noon to 5:30 schedules more than the morning to attend appointments and grocery shopping. We are beginning to see some bike traffic also.
- Ridership spikes on occasional days are creating some occasional refusal of service to some passengers. We are seeing a number of roommate or household groups that sit together and increase the bus capacity slightly. As the weather warms, we anticipate more challenges with the reduced operation.

- **Canmore Local Service:**

- Canmore locals are continuing to use the service to get into town for groceries, pharmacy and other appointments.
- Canmore road construction created the need to divert through Spring Creek for a period and caused some minimal delays on the service. This construction is ongoing with the key intersection of Railway Avenue and Benchlands being closed again from May 14th to 22nd. Roam is adjusting by rerouting buses and placing temporary signage and continual social media messaging.

- **General/Health and Safety**

- Alberta Transportation is currently in the process of auditing our Mandatory Entry Level Training (MELT) program. As one of the first transit agencies in Alberta to be fully certified as a MELT facility, we are anticipating a great learning opportunity to come from this audit. This will allow us to adjust our processes and documentation to ensure we are able to deliver optimal training to new and existing operators.
- Additional cleaning protocols of all work areas, including buses are in place, with wipe downs of high touch areas through the bus operating times along with daily sanitization of buses. Due to the significant expense of the sanitization, we are reviewing the purchase of equipment to be able to complete this in a more cost effective and timely manner.
- BVRTSC operations staff are working both remotely and at the compound as needed, with safety protocols in place for communication with drivers and mechanics. With the remote operations in place, we held two Zoom Conference driver meetings last week to update drivers and answer any outstanding questions. The attendance was good at these meetings, however the majority of people attending were drivers that are currently not working or working a very minimal number of hours. Full time drivers currently working have been able to obtain information on a more regular basis.
- Construction of the transit storage building is continuing to move along, with archeological assessment having been recently completed. The site is now being fully stripped in preparation for digging for the foundation of the building.
- Roam issued messaging on social media and through all communication channels continues to emphasize travel only for essentially needed trips however with Alberta announcing the recovery strategy, we are getting a number of inquiries as to when Roam services will expand to allow others to travel. Our communications have also focused on thanking essential workers, including our own drivers. Roam social media examples:
 - *"The Government of Alberta continues to recommend only essential travel at this time. When taking Roam, this means to please use the bus for necessary travel to essential services and to avoid unnecessary travel. A heavy volume of passengers increases the likelihood of Roam drivers being forced to deny passengers entry if the two-metre separation regulation can't be adhered to. Please leave transit seats for people who really need them. Like you, we are closely following updates from the*

province, Parks Canada, and municipalities. We will inform our community when it's appropriate to take Roam for non-essential travel again".



- Our fleet of 24 buses has been reduced to 12 buses for a short time frame, reducing the maintenance cost impact. This may create some challenges as we resume a higher level of service as the ongoing maintenance that normally occurs will need to be caught up prior to the additional fleet going back into service.

Bow Valley *R*egional Transit Services Commission



BRING FORWARD LIST

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

ITEM	Date Initiated	Pending Date	Comments:
BVRTSC19-47 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
April 2020	Bikes	64	74	120	8
	Strollers	6	3	0	0
	Winter Sports	30	12	9	12

Observations – April 2020

Ridership by week

Route	April Wk1 2019/2020	April Wk2 2019/2020	April Wk3 2019/2020	April Wk4 2019/2020
Route 1	5149/658 (-87%)	5812/671 (-88%)	7304/554 (-93%)	6670/528 (-92%)
Route 2	5368/611 (-88%)	4783/716 (-85%)	5553/645 (-88)	5452/649 (-88)
Route 3	3358/882 (-74%)	3179/868 (-73%)	3184/872 (-73%)	3746/1006 (-73%)
Route 5	2218/627 (-72%)	2261/583 (-74%)	1965/531 (-73)	2036/558 (-73%)
Route 8X	560/220 (-61%)	654/265 (-60%)	682/279 (-59%)	750/273 (-64%)

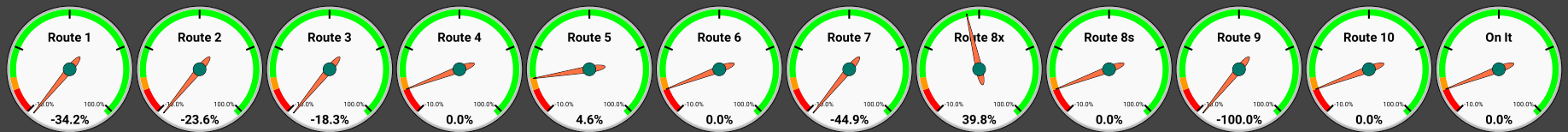
October	Route 1 (Inns of Banff/ Gondola)					Route 2 (Tunnel Mtn / Banff Springs Hotel)					Route 3 (Canmore-Banff Regional)					Banff Local Combined Totals (Routes 1, 2, 4, and 7)				
Month	2018	2019	2019 YTD	2020	% Change	2018	2019	2019 YTD	2020	% Change	2018	2019	2019 YTD	2020	% Change	2018	2019	2019 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	27,420	2,557	-90.7%	20,632	22,763	22,851	2,791	-87.8%	13,695	14,618	14,618	4,106	-71.9%	49,073	51,331	51,419	5,348	-89.6%
May	44,114	48,522	3,600	248	-93.1%	28,773	32,526	2,414	260	-89.2%	15,995	16,925	1,653	469	-71.6%	73,542	83,476	6,014	508	-91.6%
June	57,945	66,195	0	0	0.0%	50,499	47,222	0	0	0.0%	16,261	18,924	0	0	0.0%	110,813	118,809	0	0	#DIV/0!
July	75,168	80,651	0	0	0.0%	68,439	61,895	0	0	0.0%	17,347	20,422	0	0	0.0%	147,949	150,584	0	0	#DIV/0!
August	69,322	81,196	0	0	0.0%	64,538	63,073	0	0	0.0%	16,063	20,105	0	0	0.0%	138,176	152,816	0	0	#DIV/0!
September	50,243	59,934	0	0	0.0%	39,878	45,951	0	0	0.0%	13,744	16,379	0	0	0.0%	91,739	110,337	0	0	#DIV/0!
October	28,296	28,982	0	0	0.0%	21,439	21,044	0	0	0.0%	14,465	15,563	0	0	0.0%	50,531	51,326	0	0	#DIV/0!
November	23,397	24,776	0	0	0.0%	19,061	20,300	0	0	0.0%	14,461	15,682	0	0	0.0%	44,039	46,535	0	0	#DIV/0!
December	30,941	28,935	0	0	0.0%	24,772	26,238	0	0	0.0%	13,348	15,994	0	0	0.0%	56,719	56,108	0	0	#DIV/0!
YTD	494,393	539,609	124,018	81,664	-34.2%	409,501	422,326	106,579	81,443	-23.6%	174,558	198,004	59,115	48,315	-18.3%	920,577	1,000,514	236,625	166,430	-29.7%

	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	9,144	2,506	-72.6%		1,148	1,148	0	-100.0%		2,926	2,926	1,088	-62.82%	70,644	78,019	78,107	13,048	-83.3%		
May	7,454	10,769	1,127	188	-83.3%		1,281		0	0.0%		5,634	348	143	-58.91%	100,873	120,789	9,142	1,308	-85.7%		
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	0.0%
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	0.0%
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	0.0%
YTD	110,668	143,415	39,168	40,962	4.6%	3,383	16,620	6,028	3,324	-44.9%	13,979	115,449	13,557	18,948	39.77%	1,263,715	1,522,223	348,465	274,656	-21.18%		

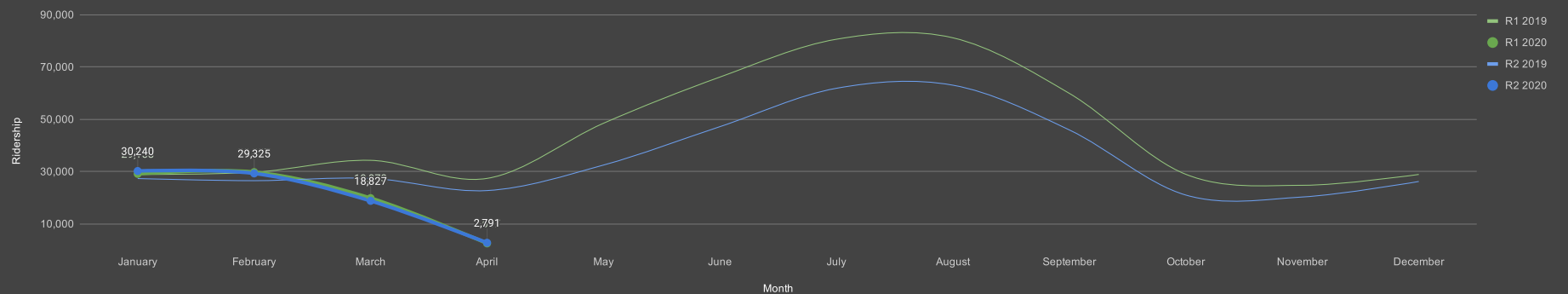
	Route 4 Cave and Basin					Route 6 (Minnewanka)					Route 8S (Scenic Lake Louise - Banff Regional)				Route 9 (Johnston Canyon)				Route 10 (Moraine Lake)					
Month	2018	2019	2019 YTD	2020	% Change	2018	2019	2019 YTD	2020	% Change	2019	2019 YTD	2020	% Change	2019	2019 YTD	2020	% Change	2019	2019 YTD	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%		

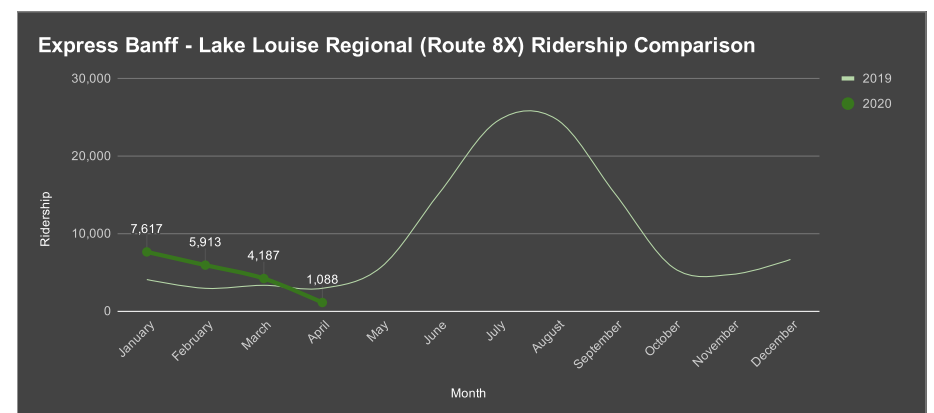
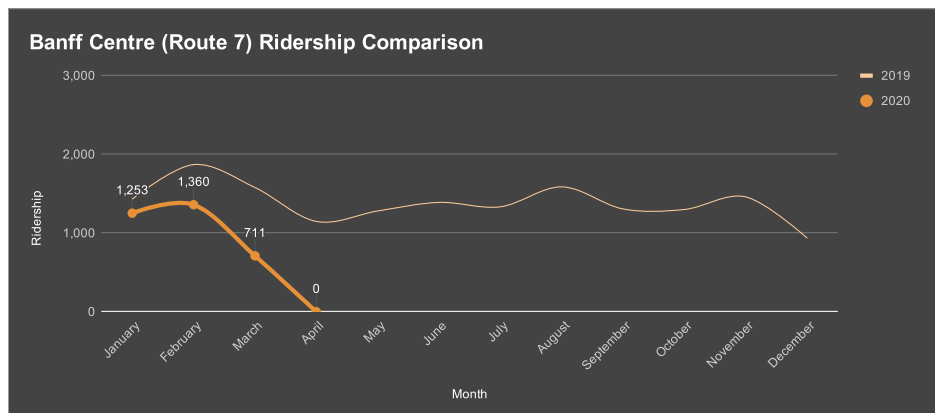
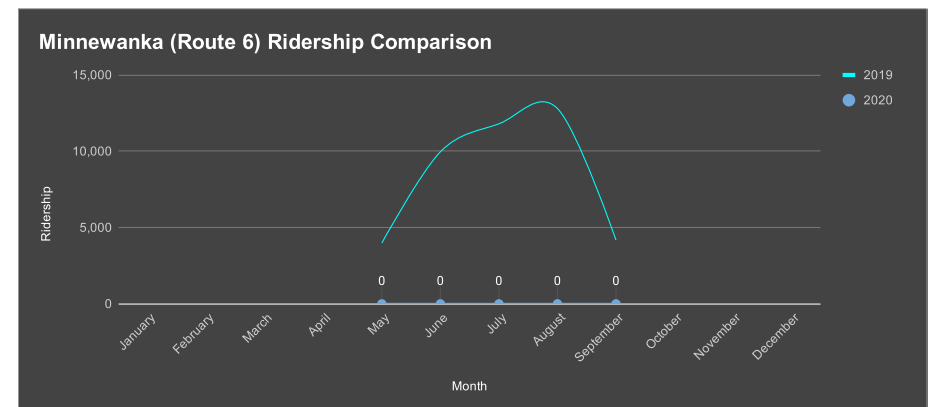
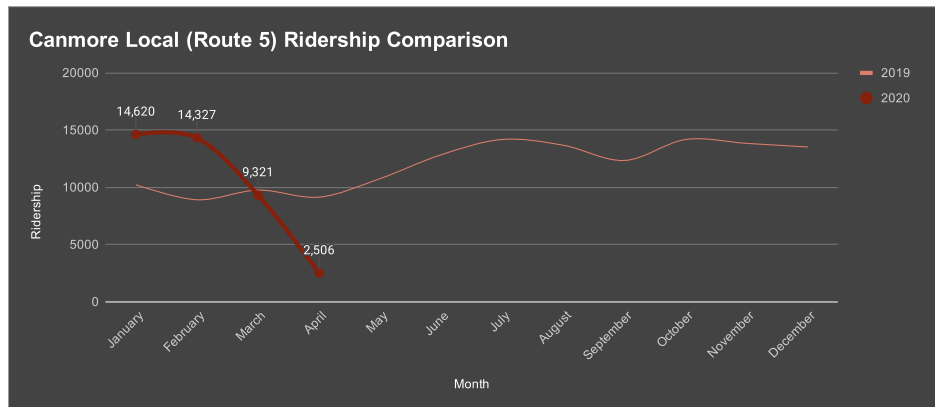
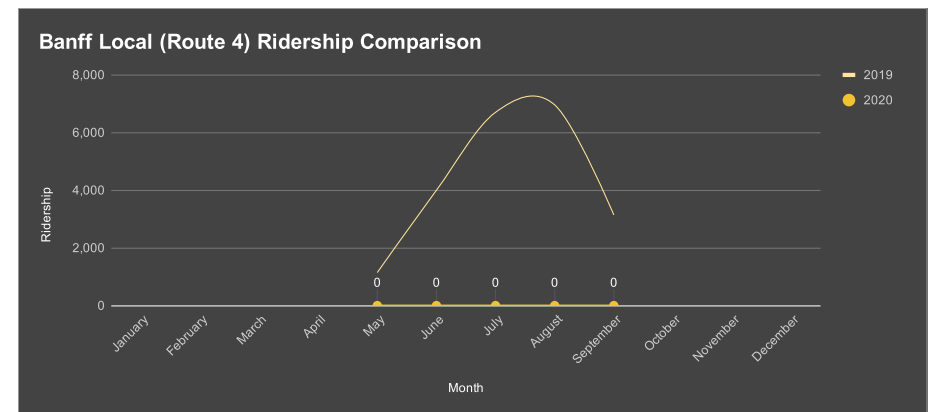
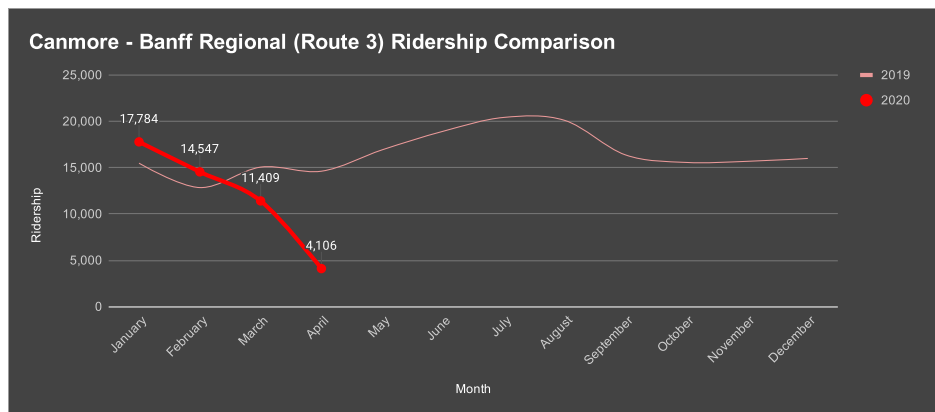
On-It (Calgary Regional)					Parking Lot Shuttle				
2018	2019	2019 YTD	2020	% Change	2019	2019 YTD	2020	% Change	
1908	1,271		0	0.0%					
3,846	3,846		0	0.0%					
4,847	4,847		0	0.0%					
6,282	6,282		0	0.0%	105		0	0.0%	
4,017	4,017		0	0.0%	712		0	0.0%	
18,992	20,263	0	0	0.0%	817	0	0	0.0%	

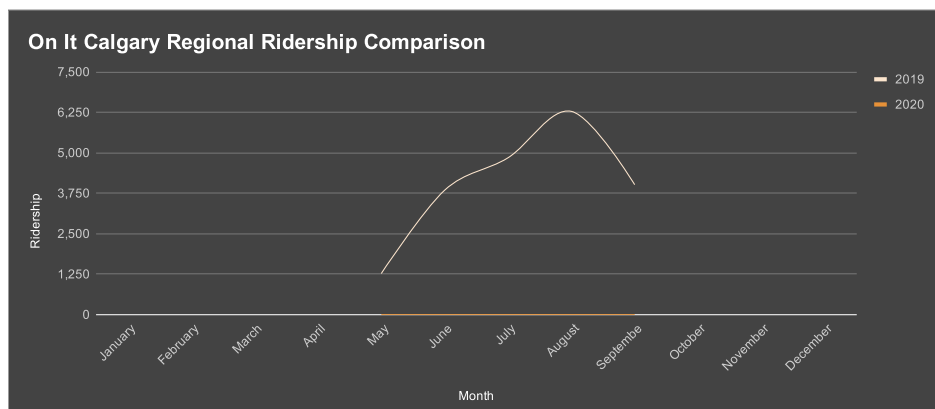
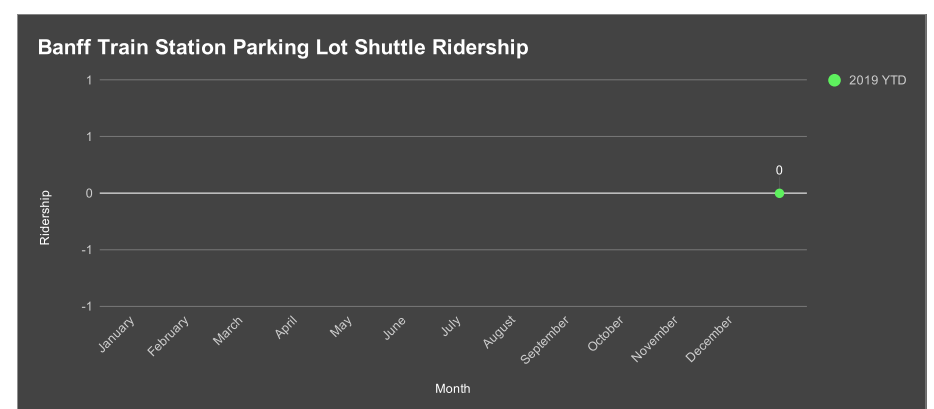
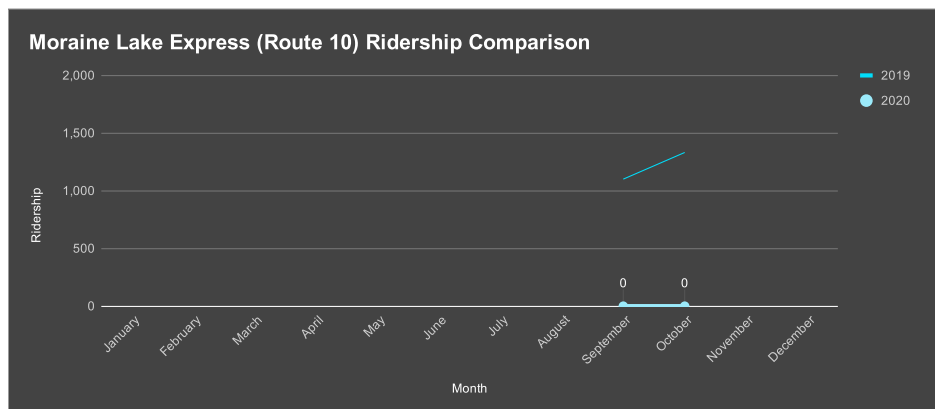
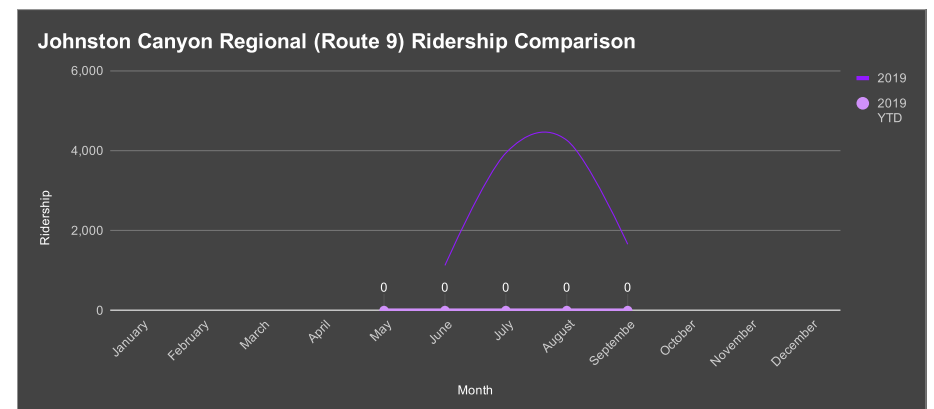
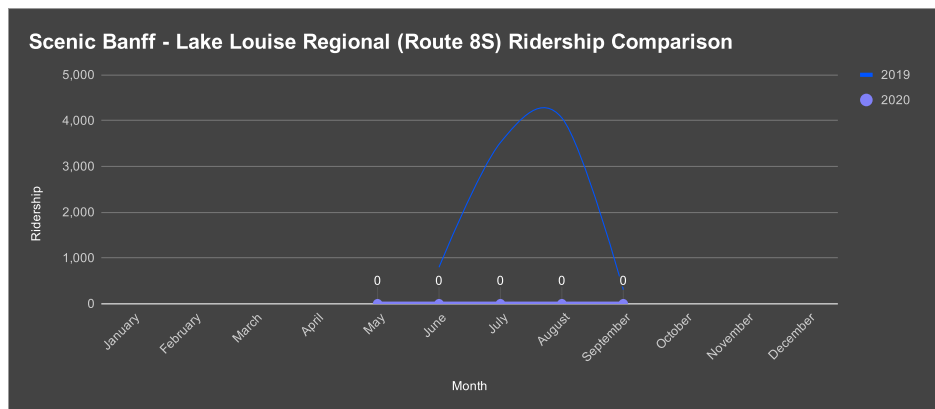
Year to Date % Ridership Change - Comparing 2019 to 2020



Banff Local (Routes 1 and 2) Ridership Comparison







Bow Valley *R*egional Transit Services Commission



New Business

Bow Valley *Regional* Transit Services Commission



Q1 BVRTSC Financial Results

	Bow Valley Regional Transit Services Commission All Routes - Actual vs Budget (pg 1/2) January - March 2020															
	Administrative		Rt 01 - Banff Local (Sulphur Mtn)		Rt 02 - Banff Local (Tunnel Mtn)		Rt 03 - CB Regional		Rt 04 - Cave and Basin		Rt 05 - Canmore Local		Rt 06 - Lake Minnewanka		Rt 07 - Banff Centre	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Income																
Bus Pass Sales	0		11,249	9,687	11,237	9,687	78,771	68,747	0		-4,255	8,925	0		8	
Farebox Revenue	0		34,293	41,200	30,002	37,200	82,122	107,665	-32	0	-3	15,614	-123	0	2,706	3,037
Interest Revenue	7,568	3,000														
Marketing & Advertising Revenue			3,527	2,109	2,902	2,451	4,250	2,895			1,499	2,741			280	
Other Income	64		800	170	1,020	195					1,060					
Partner Programs			70,286	86,595	18,537	21,550	448	1,500								
Recoveries - Operating (non-members)	2,586		4,887			0			12,594	4,576			10,723	13,325	48,592	57,963
Requisitions - Operating	126,750	126,750	30,257	30,257	97,732	97,732	81,149	81,144			157,860	157,860				
Total Income	\$ 136,969	\$ 129,750	\$ 155,300	\$ 170,018	\$ 161,431	\$ 168,815	\$ 246,740	\$ 261,951	\$ 12,562	\$ 4,576	\$ 156,161	\$ 185,140	\$ 10,600	\$ 13,325	\$ 51,586	\$ 61,000
Expenses																
Advertising & Marketing Expenses	-60	140	4,909	6,058	4,166	6,511	3,383	7,736	1,059	0	6,597	5,496	1,327	682	1,660	745
Contracted Services / Professional Fees	28,928	24,395	4,232	5,217	3,985	5,645	5,360	9,451	290	0	6,240	6,462	768	0	698	359
Fuel Expense	0		15,840	17,670	15,437	16,346	40,332	47,255		0	21,938	23,140		0	3,412	3,730
General Operating Expenses	13,745	14,053	2,944	1,357	1,987	1,516	2,480	3,307	0	0	940	1,938	0	0	296	205
Infrastructure Maintenance			163	928	226	928	129	820	0	0	1,240	1,874	0	0	0	186
Insurance Expense	1,235	1,319	3,042	2,829	2,286	2,202	2,122	2,212	0	0	2,367	2,110	0	0	647	498
Software Fees & Licences	1,458	4,753	4,841	5,403	4,841	5,573	4,605	5,210	0	0	3,891	3,718	0	0	1,146	992
Training, Travel & Meals	3,720	7,593	612	179	479	204	217	945	102	0	193	721	247	0	59	35
Vehicle Expenses	125	520	45,211	37,622	45,211	39,022	35,326	49,452	11,539	0	27,839	30,808	5,504	0	2,610	11,431
Wages & Benefits	74,710	76,977	84,314	92,755	84,232	90,868	120,486	135,568	2,212	4,576	105,846	108,873	6,110	12,643	37,352	39,108
Total Expenses	\$ 123,861	\$ 129,750	\$ 166,108	\$ 170,018	\$ 162,849	\$ 168,815	\$ 214,441	\$ 261,956	\$ 15,202	\$ 4,576	\$ 177,091	\$ 185,140	\$ 13,956	\$ 13,325	\$ 47,881	\$ 57,289
Surplus / Deficiency Prior to Amortization	\$ 13,108	\$ -	\$ (10,808)	\$ -	\$ (1,418)	\$ -	\$ 32,299	\$ (5)	\$ (2,641)	\$ -	\$ (20,930)	\$ -	\$ (3,356)	\$ -	\$ 3,705	\$ 3,711
Amortization Expense	6,024	6,024	32,817	32,809	30,288	30,292	22,650	22,642	0	0	27,246	27,250	0	0	3,705	3,711
Net Income	\$ 7,084	\$ (6,024)	\$ (43,625)	\$ (32,809)	\$ (31,706)	\$ (30,292)	\$ 9,649	\$ (22,647)	\$ (2,641)	\$ -	\$ (48,176)	\$ (27,250)	\$ (3,356)	\$ -	\$ -	\$ -

1

1) \$59K of \$75K surplus represents payments by non-parters to cover amortization expenses, therefore true Q1/2020 surplus is \$16K.

	Bow Valley Regional Transit Services Commission All Routes - Actual vs Budget (pg 2/2) January - March 2020												
	Rt 08 - LLB Regional Winter		Rt 08S - LLB Regional Summer Scenic		Rt 08X - LLB Regional Summer Express		Rt 09 - Johnston Canyon		Rt 10 - Moraine Lake		TOTAL		
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	% of Budget
Income													
Bus Pass Sales	28,727	13,575	0	0	0	0	-4	0	0		125,732	110,621	114%
Farebox Revenue	83,470	65,770	-50	0	-1,197	0	-25	0	-193		230,972	270,486	85%
Interest Revenue											7,568	3,000	252%
Marketing & Advertising Revenue	1,108		0		100		0				13,667	10,196	134%
Other Income							488				3,431	365	940%
Partner Programs											89,271	109,645	81%
Recoveries - Operating (non-members)			9,574	6,264	40,672	29,349	9,020	6,139			138,648	117,616	118%
Requisitions - Operating	92,375	92,375	3,060	3,060	14,334	14,334	2,997	2,998			606,514	606,510	100%
Total Income	\$ 205,680	\$ 171,720	\$ 12,585	\$ 9,324	\$ 53,909	\$ 43,683	\$ 12,475	\$ 9,137	\$ (193)	\$ -	\$ 1,215,805	\$ 1,228,439	99%
Expenses													
Advertising & Marketing Expenses	1,375	4,661	224	623	741	6,666	323	582	0		25,707	39,900	64%
Contracted Services / Professional Fees	3,812	7,071	326	0	1,194	0	317	0	0		56,150	58,600	96%
Fuel Expense	25,946	31,213		0		0		0			122,905	139,354	88%
General Operating Expenses	1,091	1,435	0	0	0	0	0	0			23,483	23,811	99%
Infrastructure Maintenance	80	1,211	0	0		0	0	0			1,838	5,947	31%
Insurance Expense	696	1,530		0	0	0		0			12,395	12,700	98%
Software Fees & Licences	2,173	1,703	1,250	0	5,000	0	1,250	0	0		30,456	27,352	111%
Training, Travel & Meals	147	431	105	0	207	0	102	0			6,192	10,108	61%
Vehicle Expenses	33,804	32,941	3,871	0	9,805	0	3,871	0	0		224,715	201,796	111%
Wages & Benefits	82,979	89,524	5,928	8,701	26,847	37,017	5,857	8,554	0		636,872	705,164	90%
Total Expenses	\$ 152,104	\$ 171,720	\$ 11,704	\$ 9,324	\$ 43,794	\$ 43,683	\$ 11,719	\$ 9,136	\$ -	\$ -	\$ 1,140,712	\$ 1,224,732	93%
Surplus / Deficiency Prior to Amortization	\$ 53,576	\$ -	\$ 881	\$ -	\$ 10,116	\$ -	\$ 756	\$ 1	\$ (193)	\$ -	\$ 75,093	\$ 3,707	
Amortization Expense	19,590	19,590		0		0		0			142,320	142,318	100%
Net Income	\$ 33,986	\$ (19,590)	\$ 881	\$ -	\$ 10,116	\$ -	\$ 756	\$ 1	\$ (193)	\$ -	\$ (67,227)	\$ (138,611)	

	Bow Valley Regional Transit Services Commission All Routes - Actual vs Prior Year (pg 1/2) January - March 2020													
	Administrative		Rt 01 - Banff Local (Sulphur Mtn)		Rt 02 - Banff Local (Tunnel Mtn)		Rt 03 - CB Regional		Rt 04 - Cave and Basin		Rt 05 - Canmore Local		Rt 06 - Lake Minnewanka	
	Jan - Mar, 2020	Jan - Mar, 2019 (PY)	Jan - Mar, 2020	Jan - Mar, 2019 (PY)	Jan - Mar, 2020	Jan - Mar, 2019 (PY)	Jan - Mar, 2020	Jan - Mar, 2019 (PY)	Jan - Mar, 2020	Jan - Mar, 2019 (PY)	Jan - Mar, 2020	Jan - Mar, 2019 (PY)	Jan - Mar, 2020	Jan - Mar, 2019 (PY)
INCOME														
Bus Pass Sales	0.00		11,248.77	9,403.79	11,237.34	9,403.79	78,770.87	82,123.95	0.00	0.00	-4,254.88	8,902.14	0.00	0.00
Farebox Revenue	0.00		34,293.01	39,904.18	30,002.40	36,655.07	82,121.91	92,210.12	-32.45	0.00	-3.19	15,558.46	-122.70	0.00
Grant Revenue														
Interest Revenue	7,568.47	3,524.35												
Marketing & Advertising Revenue			3,527.31	2,479.65	2,902.29	2,284.66	4,250.12	2,634.90			1,499.38	2,430.04		
Other Income	64.24	83.86	800.10	1,000.90	1,020.10	1,000.89					1,059.53			
Partner Programs			70,286.45	85,152.75	18,536.77	21,369.75	448.00	1,060.00						
Recoveries - Operating (non-members)	2,586.42	3,394.18	4,887.00						12,594.06				10,722.86	
Requisitions - Operating	126,750.00	120,927.00	30,257.00	34,369.00	97,732.00	101,122.00	81,149.00	61,555.00			157,860.00	148,589.00		
Total Income	136,969	127,929	155,300	172,310	161,431	171,836	246,740	239,584	12,562	-	156,161	175,480	10,600	-
EXPENSES														
Advertising & Marketing Expenses	-59.85	1,542.83	4,908.79	3,898.65	4,166.37	3,873.68	3,383.18	4,598.22	1,059.10		6,597.21	3,099.81	1,326.94	
Contracted Services / Professional Fees	28,927.92	13,154.87	4,232.14	2,165.42	3,984.79	2,143.33	5,360.07	2,600.91	290.00	169.00	6,239.85	2,378.72	768.00	468.00
Fuel Expense	0.00		15,840.10	16,132.15	15,437.05	13,353.83	40,331.64	36,028.49		0.00	21,938.04	20,571.32		0.00
General Operating Expenses	13,745.09	11,911.28	2,944.09	2,001.79	1,986.84	1,985.35	2,480.15	2,380.54	0.00		940.02	921.08	0.00	0.00
Infrastructure Maintenance			163.40	173.99	225.89	236.48	129.40	211.49	0.00		1,239.95	173.99	0.00	
Insurance Expense	1,234.80	1,259.74	3,042.33	2,560.71	2,285.97	1,927.11	2,122.05	1,941.46	0.00	0.00	2,366.73	2,023.85	0.00	0.00
Software Fees & Licences	1,458.46	1,972.35	4,840.52	4,496.35	4,840.55	4,496.38	4,605.43	4,573.70	0.00		3,891.30	4,280.39	0.00	
Training, Travel & Meals	3,720.39	3,400.99	611.87	475.21	479.47	439.73	217.11	564.72	102.12		193.27	564.72	247.25	
Vehicle Expenses	124.74	0.00	45,210.80	33,551.33	45,210.61	33,551.34	35,326.17	24,181.16	11,539.26	0.00	27,839.00	27,055.14	5,503.57	0.00
Wages & Benefits	74,709.91	72,943.05	84,314.07	86,332.69	84,231.82	85,589.89	120,485.97	108,902.59	2,211.83	3,326.97	105,845.81	101,980.88	6,110.44	9,204.09
Total Expenses	123,861	106,185	166,108	151,788	162,849	147,597	214,441	185,983	15,202	3,496	177,091	163,050	13,956	9,672
Surplus / Deficiency Prior to Amortization	13,108	21,744	(10,808)	20,522	(1,418)	24,239	32,299	53,601	(2,641)	(3,496)	(20,930)	12,430	(3,356)	(9,672)
Amortization Expense	6,024.00	4,790.10	32,817.00	20,117.91	30,288.00	20,117.91	22,650.00	24,898.38	0.00		27,246.00	27,696.66	0.00	
Net Income	7,084	16,954	(43,625)	404	(31,706)	4,121	9,649	28,702	(2,641)	(3,496)	(48,176)	(15,267)	(3,356)	(9,672)

1

1) \$59K of \$75K surplus represents payments by non-parters to cover amortization expenses, therefore true Q1/2020 surplus is \$16K.

	Bow Valley Regional Transit Services Commission All Routes - Actual vs Prior Year (pg 2/2) January - March 2020														
	Rt 07 - Banff Centre		Rt 08 - LLB Regional Winter		Rt 08S - LLB Regional Summer Scenic		Rt 08X - LLB Regional Summer Express		Rt 09 - Johnston Canyon		Rt 10 - Moraine Lake		TOTAL		
	Jan - Mar, 2020	Jan - Mar, 2019 (PY)	Jan - Mar, 2020	Jan - Mar, 2019 (PY)	Jan - Mar, 2020	Jan - Mar, 2019 (PY)	Jan - Mar, 2020	Jan - Mar, 2019 (PY)	Jan - Mar, 2020	Jan - Mar, 2019 (PY)	Jan - Mar, 2020	Jan - Mar, 2019 (PY)	Jan - Mar, 2020	Jan - Mar, 2019 (PY)	Change
INCOME															
Bus Pass Sales	7.61	0.00	28,726.60	13,714.65	0.00		0.00		-4.00		0.00		125,732	123,548	2,184
Farebox Revenue	2,706.47	3,148.51	83,470.41	63,843.01	-49.50		-1,196.80		-25.30		-192.50		230,972	251,319	-20,348
Grant Revenue													0	0	0
Interest Revenue							416.68						7,568	3,941	3,627
Marketing & Advertising Revenue	280.08		1,108.14	359.97	0.00		99.99		0.00				13,667	10,189	3,478
Other Income									487.50				3,431	2,086	1,346
Partner Programs													89,271	107,583	-18,311
Recoveries - Operating (non-members)	48,591.60	53,477.57			9,574.34	4,393.43	40,672.28	43,488.29	9,019.84	4,678.02	1,544.97		138,648	110,976	27,672
Requisitions - Operating			92,375.00	96,932.00	3,060.00		14,334.00	0.00	2,997.00				606,514	563,494	43,020
Total Income	51,586	56,626	205,680	174,850	12,585	4,393	53,909	43,905	12,475	4,678	\$ (193)	\$ 1,545	\$ 1,215,805	\$ 1,173,137	\$ 42,668
EXPENSES															0
Advertising & Marketing Expenses	1,660.46	713.11	1,375.39	2,472.13	224.40	625.00	741.49	3,808.80	323.11	583.00	0.00		25,707	25,215	491
Contracted Services / Professional Fees	697.73	308.24	3,812.25	1,100.98	326.00	122.00	1,194.00	722.00	317.00	138.00	0.00		56,150	25,471	30,678
Fuel Expense	3,411.82	3,674.54	25,946.15	20,434.06									122,905	110,194	12,710
General Operating Expenses	295.66	175.29	1,090.86	685.67	0.00		0.00	12.62	0.00				23,483	20,074	3,409
Infrastructure Maintenance	0.00		79.73	94.93	0.00				0.00				1,838	891	947
Insurance Expense	646.89	458.79	696.09	635.59		0.00	0.00	0.00		0.00			12,395	10,807	1,588
Software Fees & Licences	1,146.21	1,405.83	2,173.03	1,564.43	1,250.00	1,250.00	5,000.00	5,000.00	1,250.00	1,250.00	0.00		30,456	30,289	166
Training, Travel & Meals	59.22		147.10	828.86	104.81		206.93		102.13				6,192	6,274	-83
Vehicle Expenses	2,610.42	14,422.24	33,804.38	13,998.76	3,870.51		9,804.95	5,158.67	3,870.51		0.00		224,715	151,919	72,796
Wages & Benefits	37,352.35	31,498.65	82,979.30	53,955.56	5,927.88	2,396.43	26,846.58	24,583.43	5,856.52	2,707.02	0.00	1,544.97	636,872	584,966	51,906
Total Expenses	47,881	52,657	152,104	95,771	11,704	4,393	43,794	39,286	11,719	4,678	\$ -	\$ 1,545	\$ 1,140,712	\$ 966,101	\$ 174,610
Surplus / Deficiency Prior to Amortization	3,705	3,969	53,576	79,079	881	-	10,116	4,619	756	-	\$ (193)	\$ -	\$ 75,093	\$ 207,035	\$ (131,942)
Amortization Expense	3,705.00	3,969.39	19,590.00	6,705.96									142,320	108,296	
Net Income	-	-	33,986	72,373	881	-	10,116	4,619	756	-	(193)	-	(67,227)	98,739	(165,966)

Bow Valley Regional Transit Services Commission						
Route 1 - Banff Local Sulphur Mtn						
	Jan - Mar, 2020			Total		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget
Income						
Bus Pass Sales	11,249	9,687	116%	11,249	9,687	116%
Farebox Revenue	34,293	41,200	83%	34,293	41,200	83%
Marketing & Advertising Revenue	3,527	2,109	167%	3,527	2,109	167%
Other Income	800	170	471%	800	170	471%
Partner Programs	70,286	86,595	81%	70,286	86,595	81%
Recoveries - Operating (non-members)	4,887	-	-	4,887	-	-
Requisitions - Operating	30,257	30,257	100%	30,257	30,257	100%
Total Income	155,300	170,018	91%	155,300	170,018	91%
Expenses						
Advertising & Marketing Expenses	4,909	6,058	81%	4,909	6,058	81%
Contracted Services / Professional Fees	4,232	5,217	81%	4,232	5,217	81%
Fuel Expense	15,840	17,670	90%	15,840	17,670	90%
General Operating Expenses	2,944	1,357	217%	2,944	1,357	217%
Infrastructure Maintenance	163	928	18%	163	928	18%
Insurance Expense	3,042	2,829	108%	3,042	2,829	108%
Software Fees & Licences	4,841	5,403	90%	4,841	5,403	90%
Training, Travel & Meals	612	179	342%	612	179	342%
Vehicle Expenses	45,211	37,622	120%	45,211	37,622	120%
Wages & Benefits	84,314	92,755	91%	84,314	92,755	91%
Total Expenses	166,108	170,018	98%	166,108	170,018	98%
Surplus / Deficiency Prior to Amortization	(10,808)	-		(10,808)	-	
Amortization Expense	32,817	32,809	100%	32,817	32,809	100%
Net Income	(43,625)	(32,809)		(43,625)	(32,809)	

2

2

1

3

4

5

1) Other income consists of warranty revenue.

2) Pass sales and farebox revenue are down \$5K and \$3K from prior year.

3) Hotel partner credit for March for Fare free

4) Vehicle expenses were above budget based on actual expense incurred.

5) Wages lower than budget, Admin, Customer service and Ops close to budget levels. Driver wages approximately \$4K less

Bow Valley Regional Transit Services Commission						
Route 2 - Banff Local Tunnel Mtn						
	Jan - Mar, 2020			Total		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget
Income						
Bus Pass Sales	11,237	9,687	116%	11,237	9,687	116%
Farebox Revenue	30,002	37,200	81%	30,002	37,200	81%
Marketing & Advertising Revenue	2,902	2,451	118%	2,902	2,451	118%
Other Income	1,020	195	523%	1,020	195	523%
Partner Programs	18,537	21,550	86%	18,537	21,550	86%
Requisitions - Operating	97,732	97,732	100%	97,732	97,732	100%
Total Income	161,431	168,815	96%	161,431	168,815	96%
Expenses						
Advertising & Marketing Expenses	4,166	6,511	64%	4,166	6,511	64%
Contracted Services / Professional Fees	3,985	5,645	71%	3,985	5,645	71%
Fuel Expense	15,437	16,346	94%	15,437	16,346	94%
General Operating Expenses	1,987	1,516	131%	1,987	1,516	131%
Infrastructure Maintenance	226	928	24%	226	928	24%
Insurance Expense	2,286	2,202	104%	2,286	2,202	104%
Software Fees & Licences	4,841	5,573	87%	4,841	5,573	87%
Training, Travel & Meals	479	204	235%	479	204	235%
Vehicle Expenses	45,211	39,022	116%	45,211	39,022	116%
Wages & Benefits	84,232	90,868	93%	84,232	90,868	93%
Total Expenses	162,849	168,815	96%	162,849	168,815	96%
Surplus / Deficiency Prior to Amortization	(1,418)	-		(1,418)	-	
Amortization Expense	30,288	30,292	100%	30,288	30,292	100%
Net Income	(31,706)	(30,292)		(31,706)	(30,292)	

2

2

1

3

4

5

1) Other income consists of warranty revenue.

2) Pass sales and farebox revenue down approx \$5K from budget and prior year.

3) Hotel partner credit for March for Fare free

4) Vehicle expenses were above budget based on actual expense incurred.

5) Wages lower than budget, Admin, Customer service and Ops close to budget levels. Driver wages approximately \$3K less

Bow Valley Regional Transit Services Commission Route 3 - Canmore / Banff Regional						
	Jan - Mar, 2020			Total		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget
Income						
Bus Pass Sales	78,771	68,747	115%	78,771	68,747	115%
Farebox Revenue	82,122	107,665	76%	82,122	107,665	76%
Marketing & Advertising Revenue	4,250	2,895	147%	4,250	2,895	147%
Partner Programs	448	1,500	30%	448	1,500	30%
Requisitions - Operating	81,149	81,144	100%	81,149	81,144	100%
Total Income	246,740	261,951	94%	246,740	261,951	94%
Expenses						
Advertising & Marketing Expenses	3,383	7,736	44%	3,383	7,736	44%
Contracted Services / Professional Fees	5,360	9,451	57%	5,360	9,451	57%
Fuel Expense	40,332	47,255	85%	40,332	47,255	85%
General Operating Expenses	2,480	3,307	75%	2,480	3,307	75%
Infrastructure Maintenance	129	820	16%	129	820	16%
Insurance Expense	2,122	2,212	96%	2,122	2,212	96%
Software Fees & Licences	4,605	5,210	88%	4,605	5,210	88%
Training, Travel & Meals	217	945	23%	217	945	23%
Vehicle Expenses	35,326	49,452	71%	35,326	49,452	71%
Wages & Benefits	120,486	135,568	89%	120,486	135,568	89%
Total Expenses	214,441	261,956	82%	214,441	261,956	82%
Surplus / Deficiency Prior to Amortization	32,299	(5)		32,299	(5)	
Amortization Expense	22,650	22,642	100%	22,650	22,642	100%
Net Income	9,649	(22,647)		9,649	(22,647)	

1

1

2

3

4

5

1) Pass sales and farebox revenue are up \$15K from budget and down \$14K from prior year.

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

3) Fuel expenses lower than budget. NSLR for route 3 budgeted to start in January, but did not start till Feb.

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.

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

5) driver wages approximately \$10K below budget. NSLR for route 3 budgeted to start in January, but did not start till Feb.

Bow Valley Regional Transit Services Commission						
Route 4 - Cave & Basin						
	Jan - Mar, 2020			Total		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget
Income						
Farebox Revenue	-32	0		(32)	-	
Recoveries - Operating (non-members)	12,594	4,576	275%	12,594	4,576	275%
Total Income	12,562	4,576	275%	12,562	4,576	275%
Expenses						
Advertising & Marketing Expenses	1,059	0		1,059	-	
Contracted Services / Professional Fees	290	0		290	-	
Training, Travel & Meals	102	0		102	-	
Vehicle Expenses	11,539	0		11,539	-	
Wages & Benefits	2,212	4,576	48%	2,212	4,576	48%
Total Expenses	15,202	4,576	332%	15,202	4,576	332%
Surplus / Deficiency Prior to Amortization	(2,641)	-		(2,641)	-	
Amortization Expense				-	-	
Net Income	(2,641)	-		(2,641)	-	

1

2

2

3

2

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) Expenses incurred Q1 for summer routes - advertising, training etc.

3) Vehicle Expenses are above budget based on actual costs incurred.

Bow Valley Regional Transit Services Commission						
Route 5 - Canmore Local						
	Jan - Mar, 2020			Total		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget
Income						
Bus Pass Sales	-4,255	8,925	-48%	(4,255)	8,925	-48%
Farebox Revenue	-3	15,614	0%	(3)	15,614	0%
Marketing & Advertising Revenue	1,499	2,741	55%	1,499	2,741	55%
Other Income	1,060			1,060	-	
Requisitions - Operating	157,860	157,860	100%	157,860	157,860	100%
Total Income	156,161	185,140	84%	156,161	185,140	84%
Expenses						
Advertising & Marketing Expenses	6,597	5,496	120%	6,597	5,496	120%
Contracted Services / Professional Fees	6,240	6,462	97%	6,240	6,462	97%
Fuel Expense	21,938	23,140	95%	21,938	23,140	95%
General Operating Expenses	940	1,938	49%	940	1,938	49%
Infrastructure Maintenance	1,240	1,874	66%	1,240	1,874	66%
Insurance Expense	2,367	2,110	112%	2,367	2,110	112%
Software Fees & Licences	3,891	3,718	105%	3,891	3,718	105%
Training, Travel & Meals	193	721	27%	193	721	27%
Vehicle Expenses	27,839	30,808	90%	27,839	30,808	90%
Wages & Benefits	105,846	108,873	97%	105,846	108,873	97%
Total Expenses	177,091	185,140	96%	177,091	185,140	96%
Surplus / Deficiency Prior to Amortization	(20,930)	-		(20,930)	-	
Amortization Expense	27,246	27,250	100%	27,246	27,250	100%
Net Income	(48,176)	(27,250)		(48,176)	(27,250)	

1

1

2

3

1) Farebox revenue and Pass Sales are negative due to refunds for customers that had paid for passes prior to fare free.

2) Other Income consists of warranty reimbursements received.

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

Bow Valley Regional Transit Services Commission Route 6 - Lake Minnewanka						
	Jan - Mar, 2020			Total		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget
Income						
Farebox Revenue	-123	0		(123)	-	
Recoveries - Operating (non-members)	10,723	13,325	80%	10,723	13,325	80%
Total Income	10,600	13,325	80%	10,600	13,325	80%
Expenses						
Advertising & Marketing Expenses	1,327	682	195%	1,327	682	195%
Contracted Services / Professional Fees	768	0		768	-	
Training, Travel & Meals	247	0		247	-	
Vehicle Expenses	5,504	0		5,504	-	
Wages & Benefits	6,110	12,643	48%	6,110	12,643	48%
Total Expenses	13,956	13,325	105%	13,956	13,325	105%
Surplus / Deficiency Prior to Amortization	(3,356)	-		(3,356)	-	
Amortization Expense				-	-	
Net Income	(3,356)	-		(3,356)	-	

1

2

2

3

2

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) Expenses incurred Q1 for summer routes - advertising, training etc.

3) Vehicle Expenses are above budget based on actual costs incurred.

**Bow Valley Regional Transit Services Commission
Route 7 - Banff Centre**

	Jan - Mar, 2020			Total		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget
Income						
Bus Pass Sales	8			8	-	
Farebox Revenue	2,706	3,037	89%	2,706	3,037	89%
Marketing & Advertising Revenue	280			280	-	
Recoveries - Operating (non-members)	48,592	57,963	84%	48,592	57,963	84%
Total Income	51,586	61,000	85%	51,586	61,000	85%
Expenses						
Advertising & Marketing Expenses	1,660	745	223%	1,660	745	223%
Contracted Services / Professional Fees	698	359	194%	698	359	194%
Fuel Expense	3,412	3,730	91%	3,412	3,730	91%
General Operating Expenses	296	205	144%	296	205	144%
Infrastructure Maintenance	0	186	0%	-	186	0%
Insurance Expense	647	498	130%	647	498	130%
Software Fees & Licences	1,146	992	116%	1,146	992	116%
Training, Travel & Meals	59	35	169%	59	35	169%
Vehicle Expenses	2,610	11,431	23%	2,610	11,431	23%
Wages & Benefits	37,352	39,108	96%	37,352	39,108	96%
Total Expenses	47,881	57,289	84%	47,881	57,289	84%
Surplus / Deficiency Prior to Amortization	3,705	3,711		3,705	3,711	
Amortization Expense	3,705	3,711	100%	3,705	3,711	100%
Net Income	-	-		-	-	

1

2

1) Recoveries less due to credit for route not running from March 20th

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

Bow Valley Regional Transit Services Commission Route 8 - Lake Louise / Banff Regional Winter						
	Jan - Mar, 2020			Total		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget
Income						
Bus Pass Sales	28,727	13,575	212%	28,727	13,575	212%
Farebox Revenue	83,470	65,770	127%	83,470	65,770	127%
Marketing & Advertising Revenue	1,108			1,108	-	
Requisitions - Operating	92,375	92,375	100%	92,375	92,375	100%
Total Income	205,680	171,720	120%	205,680	171,720	120%
Expenses						
Advertising & Marketing Expenses	1,375	4,661	30%	1,375	4,661	30%
Contracted Services / Professional Fees	3,812	7,071	54%	3,812	7,071	54%
Fuel Expense	25,946	31,213	83%	25,946	31,213	83%
General Operating Expenses	1,091	1,435	76%	1,091	1,435	76%
Infrastructure Maintenance	80	1,211	7%	80	1,211	7%
Insurance Expense	696	1,530	45%	696	1,530	45%
Software Fees & Licences	2,173	1,703	128%	2,173	1,703	128%
Training, Travel & Meals	147	431	34%	147	431	34%
Vehicle Expenses	33,804	32,941	103%	33,804	32,941	103%
Wages & Benefits	82,979	89,524	93%	82,979	89,524	93%
Total Expenses	152,104	171,720	89%	152,104	171,720	89%
Surplus / Deficiency Prior to Amortization	53,576	-		53,576	-	
Amortization Expense	19,590	19,590	100%	19,590	19,590	100%
Net Income	33,986	(19,590)		33,986	(19,590)	

1

1

2

2

2

3

- 1) Farebox Revenue and pass sales of \$32K more than budget and \$35K more than prior year.
- 2) Expenses less than budget but based on actual services
- 3) Wages lower than budget, Admin, Customer service and Ops close to budget levels. Driver wages approximately \$6K less

Bow Valley Regional Transit Services Commission Route 8S - Lake Louise / Banff Regional Summer Scenic						
	Jan - Mar, 2020			Total		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget
Income						
Farebox Revenue	-50	0		(50)	-	
Recoveries - Operating (non-members)	9,574	6,264	153%	9,574	6,264	153%
Requisitions - Operating	3,060	3,060	100%	3,060	3,060	100%
Total Income	12,585	9,324	135%	12,585	9,324	135%
Expenses						
Advertising & Marketing Expenses	224	623	36%	224	623	36%
Contracted Services / Professional Fees	326	0		326	-	
Software Fees & Licences	1,250	0		1,250	-	
Training, Travel & Meals	105	0		105	-	
Vehicle Expenses	3,871	0		3,871	-	
Wages & Benefits	5,928	8,701	68%	5,928	8,701	68%
Total Expenses	11,704	9,324	126%	11,704	9,324	126%
Net Operating Income	881	-		881	-	
Amortization Expense		-		-	-	
Net Income	881	-		881	-	

1

2

3

3

3

4

3

5

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) Driver recruitment less than budget

3) Expenses incurred Q1 for summer routes - advertising, training etc.

4) Vehicle Expenses are above budget based on actual costs incurred.

5) Surplus of \$1K is not a true surplus, as it represents a payment for the amortization costs of the bus utilized for Rt 8S. Parks Canada's contribution agreement does not allow Capital Requisitions so payments are instead made to cover amortization expense, with the total amount being transferred to a capital reserve for future vehicle replacement.

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

	Jan - Mar, 2019			Total			
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	
Income							
Farebox Revenue	-1,197	0		(1,197)	-		
Marketing & Advertising Revenue	100			100	-		
Recoveries - Operating (non-members)	40,672	29,349	139%	40,672	29,349	139%	1
Requisitions - Operating	14,334	14,334	100%	14,334	14,334	100%	
Total Income	53,909	43,683	123%	53,909	43,683	123%	
Expenses							
Advertising & Marketing Expenses	741	6,666	11%	741	6,666	11%	2
Contracted Services / Professional Fees	1,194	0		1,194	-		3
Software Fees & Licences	5,000	0		5,000	-		3
Training, Travel & Meals	207	0		207	-		3
Vehicle Expenses	9,805	0		9,805	-		4
Wages & Benefits	26,847	37,017	73%	26,847	37,017	73%	3
Total Expenses	43,794	43,683	100%	43,794	43,683	100%	
Surplus / Deficiency Prior to Amortization	10,116	-		10,116	-		5
Amortization Expense		-		-	-		
Net Income	10,116	-		10,116	-		

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) Driver recruitment less than budget

3) Expenses incurred Q1 for summer routes - advertising, training etc.

4) Vehicle Expenses are above budget based on actual costs incurred.

5) Surplus of \$10K is not a true surplus, as it represents a payment for the amortization costs of the bus utilized for Rt 8X. Parks Canada's contribution agreement does not allow Capital Requisitions so payments are instead made to cover amortization expense, with the total amount being transferred to a capital reserve for future vehicle replacement.

Bow Valley Regional Transit Services Commission Route 9 - Johnson Canyon						
	Jan - Mar, 2020			Total		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget
Income						
Bus Pass Sales	-4	0		(4)	-	
Farebox Revenue	-25	0		(25)	-	
Other Income	488			488	-	
Recoveries - Operating (non-members)	9,020	6,139	147%	9,020	6,139	147%
Requisitions - Operating	2,997	2,998	100%	2,997	2,998	100%
Total Income	12,475	9,137	137%	12,475	9,137	137%
Expenses						
Advertising & Marketing Expenses	323	582	56%	323	582	56%
Contracted Services / Professional Fees	317	0		317	-	
Software Fees & Licences	1,250	0		1,250	-	
Training, Travel & Meals	102	0		102	-	
Vehicle Expenses	3,871	0		3,871	-	
Wages & Benefits	5,857	8,554	68%	5,857	8,554	68%
Total Expenses	11,719	9,136	128%	11,719	9,136	128%
Surplus / Deficiency Prior to Amortization	756	1		756	1	
Amortization Expense		-		-	-	
Net Income	756	1		756	1	

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) Driver recruitment less than budget

3) Expenses incurred Q1 for summer routes - advertising, training etc.

4) Vehicle Expenses are above budget based on actual costs incurred.

5) Surplus of \$1K is not a true surplus, as it represents a payment for the amortization costs of the bus utilized for Rt 9. Parks Canada's contribution agreement does not allow Capital Requisitions so payments are instead made to cover amortization expense, with the total amount being transferred to a capital reserve for future vehicle replacement.

2020 Capital Project Summary:

Description	Project # / GL Code	Budget	Actual	Remaining Budget	Notes	Comments
Banff Local Route Assets						
Wolf Battery Pack Replacement	18-6103	55,000.00		55,000.00	*	
Wolf Bus Refurbishment	18-6104	17,378.47		17,378.47	**	
Goat Bus Refurbishment	18-6105	14,364.71		14,364.71	**	
Grizzly Bear Bus Refurbishment	18-6106	21,590.98		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	*	
Bear Battery Pack Replacement	20-6101	56,662.00		56,662.00		
Smart Card Stock	20-6102	1,000.00		1,000.00		
Fleet increased frequency - Proterra electric busses	20-6103	2,750,000.00	735,591.33	2,014,408.67		25% deposit
Ticket vending machine (1unit)	20-6104	112,500.00	584.75	111,915.25		Moneris set up fees
		3,206,121.16	736,176.08	2,469,945.08		
Canmore Local Route Assets						
Bus Stop and Transit wayfinding signs	20-6205	5,000.00		5,000.00		
Smart Card Stock	20-6206	1,000.00		1,000.00		
		1,000.00	0.00	1,000.00		
Canmore/Banff Regional Route Assets						
Moose Bus Refurbishment	19-6308	9,844.61		9,844.61	**	
Sheep Bus Refurbishment	19-6309	7,646.75		7,646.75	**	
Moose engine	20-6307	66,965.00		66,965.00		
Ticket vending machine (1unit)	20-6308	112,500.00	584.75	111,915.25		Moneris set up fees
Smart Card Stock	20-6309	1,000.00		1,000.00		
		197,956.36	584.75	197,371.61		
Lake Louise/Banff Regional Route Assets						
Ticket vending machine (2 units)	20-6410	225,000.00	1,169.50	223,830.50		Moneris set up fees
Driver Training equipment	20-6411	250,000.00		250,000.00		
		475,000.00	1,169.50	473,830.50		
Commission General Assets						
Bus Tools	19-6014	14,591.60		14,591.60	***	
Dispatch Software	19-6015	50,000.00		50,000.00	***	
Deer Bus Wrap	19-6018	10,150.00		10,150.00	***	
Website and IT	19-6021	11,782.71			***	
Spare cutaway	20-6012	460,000.00				
Office Equipment, Furniture, Renovations	20-6013	10,000.00	460.00			
Office IT, Computers, Wiring	20-6014	4,000.00	4,578.00			
Office phones	20-6015	7,000.00				
		567,524.31	5,038.00	74,741.60		
TOTAL		4,447,601.83	742,968.33	3,216,888.79		

\$367,795 (25% deposit) paid for 3rd electric bus. Expected delivery not till Dec 2020 - will be a 2021 capital project.

* Keep in budget - wait for batter pack/transmission to go

** Refurbishment expenses carry forward from 2019

*** Carry forward of 2019 unspent balance

Bow Valley Regional Transit Services Commission
2020 Quarterly KPIs with 2019 Actuals

All Routes	Q1 2020 YTD			
	2020 Q1	2020 Q1	Q3	2019 Q1
	ACTUAL	BUDGET	COMP	ACTUAL
			%	
Revenue per Service Hour	\$ 50.16	\$ 52.30	-4.1%	\$ 56.66
Gross Cost per Service Hour	\$ 137.89	\$ 142.62	-3.3%	\$ 122.27
Direct Operating Cost per Service Hour	\$ 108.56	\$ 112.64	-3.6%	\$ 96.80
Overhead per Service Hour	\$ 12.31	\$ 13.54	-9.1%	\$ 11.36
Lease/Amortization per Service Hour	\$ 17.02	\$ 16.45	3.5%	\$ 14.10
Net Cost per Service Hour (CUTA)	\$ 70.71	\$ 73.87	-4.3%	\$ 51.51
% Cost Recovery (CUTA)	41%	41%		52%
Ridership	261,855	266,650	-1.8%	261,421
Service Hours	9,231	9,585	-3.7%	8,730
Ridership per Service Hour	28	28	2.0%	30

Bow Valley Regional Transit Services Commission
2020 Quarterly KPIs with 2019 Actuals

Route 1 - Banff Local Sulphur Mtn	Q1 2020 YTD			
	2020 Q1	2020 Q1	Q3	2019 Q1
	ACTUAL	BUDGET	COMP	ACTUAL
			%	
Revenue per Service Hour	\$ 77.78	\$ 89.03	-12.6%	\$ 88.85
Gross Cost per Service Hour	\$ 141.74	\$ 143.38	-1.1%	\$ 122.64
Direct Operating Cost per Service Hour	\$ 102.74	\$ 103.42	-0.7%	\$ 93.00
Overhead per Service Hour	\$ 12.31	\$ 13.54	-9.1%	\$ 11.36
Lease/Amortization per Service Hour	\$ 26.69	\$ 26.41	1.0%	\$ 18.28
Net Cost per Service Hour (CUTA)	\$ 37.26	\$ 27.93	33.4%	\$ 15.51
% Cost Recovery (CUTA)	68%	76%		85%
Ridership	78,858	94,775	-16.8%	92,917
Service Hours	1,545	1,570	-1.6%	1,553
Ridership per Service Hour	51	60	-15.4%	60

Bow Valley Regional Transit Services Commission
2020 Quarterly KPIs with 2019 Actuals

Route 2 - Banff Local Tunnel Mtn	Q1 2020 YTD			
	2020 Q1	2020 Q1	Q3	2019 Q1
	ACTUAL	BUDGET	COMP	ACTUAL
			%	
Revenue per Service Hour	\$ 41.24	\$ 45.28	-8.9%	\$ 45.55
Gross Cost per Service Hour	\$ 137.99	\$ 141.01	-2.1%	\$ 119.94
Direct Operating Cost per Service Hour	\$ 100.63	\$ 102.66	-2.0%	\$ 90.30
Overhead per Service Hour	\$ 12.31	\$ 13.54	-9.1%	\$ 11.36
Lease/Amortization per Service Hour	\$ 25.05	\$ 24.81	1.0%	\$ 18.28
Net Cost per Service Hour (CUTA)	\$ 71.70	\$ 70.91	1.1%	\$ 56.11
% Cost Recovery (CUTA)	37%	39%		45%
Ridership	78,392	82,857	-5.4%	81,232
Service Hours	1,545	1,570	-1.6%	1,553
Ridership per Service Hour	51	53	-3.9%	52

Bow Valley Regional Transit Services Commission
2020 Quarterly KPIs with 2019 Actuals

Route 3 - Canmore / Banff Regional	Q1 2020 YTD			
	2020 Q1	2020 Q1	Q3	2019 Q1
	ACTUAL	BUDGET	COMP	ACTUAL
			%	
Revenue per Service Hour	\$ 75.54	\$ 76.42	-1.1%	\$ 90.26
Gross Cost per Service Hour	\$ 121.13	\$ 134.45	-9.9%	\$ 118.82
Direct Operating Cost per Service Hour	\$ 97.83	\$ 110.72	-11.6%	\$ 94.29
Overhead per Service Hour	\$ 12.31	\$ 13.54	-9.1%	\$ 11.36
Lease/Amortization per Service Hour	\$ 10.99	\$ 10.20	7.7%	\$ 13.17
Net Cost per Service Hour (CUTA)	\$ 34.60	\$ 47.83	-27.7%	\$ 15.39
% Cost Recovery (CUTA)	69%	62%		85%
Ridership	43,740	44,183	-1.0%	43,317
Service Hours	2,192	2,366	-7.4%	1,973
Ridership per Service Hour	20	19	6.9%	22

Bow Valley Regional Transit Services Commission
2020 Quarterly KPIs with 2019 Actuals

Route 5 - Canmore Local	Q1 2020 YTD			
	2020 Q1	2020 Q1	Q3	2019 Q1
	ACTUAL	BUDGET	COMP	ACTUAL
			%	
Revenue per Service Hour	\$ (0.88)	\$ 14.05	-106.3%	\$ 14.01
Gross Cost per Service Hour	\$ 119.39	\$ 123.59	-3.4%	\$ 111.26
Direct Operating Cost per Service Hour	\$ 92.23	\$ 95.38	-3.3%	\$ 84.92
Overhead per Service Hour	\$ 12.31	\$ 13.54	-9.1%	\$ 11.36
Lease/Amortization per Service Hour	\$ 14.84	\$ 14.67	1.2%	\$ 14.97
Net Cost per Service Hour (CUTA)	\$ 105.43	\$ 94.87	11.1%	\$ 82.28
% Cost Recovery (CUTA)	-1%	13%		15%
Ridership	38,268	29,357	30.4%	28,781
Service Hours	1,920	1,941	-1.1%	1,920
Ridership per Service Hour	20	15	31.8%	15

Bow Valley Regional Transit Services Commission
2020 Quarterly KPIs with 2019 Actuals

Route 7 - Banff Centre	Q1 2020 YTD			
	2020 Q1	2020 Q1	Q3	2019 Q1
	ACTUAL	BUDGET	COMP	ACTUAL
			%	
Revenue per Service Hour	\$ 5.35	\$ 4.77	12.1%	\$ -
Gross Cost per Service Hour	\$ 105.08	\$ 109.93	-4.4%	\$ -
Direct Operating Cost per Service Hour	\$ 85.50	\$ 89.94	-4.9%	\$ -
Overhead per Service Hour	\$ 12.31	\$ 13.54	-9.1%	\$ -
Lease/Amortization per Service Hour	\$ 7.27	\$ 6.45	12.6%	\$ -
Net Cost per Service Hour (CUTA)	\$ 92.47	\$ 98.70	-6.3%	\$ -
% Cost Recovery (CUTA)	5%	5%		0%
Ridership	4,880	4,922	-0.9%	0
Service Hours	560	637	-12.1%	0
Ridership per Service Hour	9	8	12.8%	0

Bow Valley Regional Transit Services Commission
2020 Quarterly KPIs with 2019 Actuals

Route 8 - Lake Louise / Banff Regional Winter	Q1 2020 YTD			
	2020 Q1	2020 Q1	Q3	2019 Q1
	ACTUAL	BUDGET	COMP	ACTUAL
			%	
Revenue per Service Hour	\$ 77.10	\$ 52.84	45.9%	\$ -
Gross Cost per Service Hour	\$ 129.80	\$ 141.58	-8.3%	\$ -
Direct Operating Cost per Service Hour	\$ 103.51	\$ 114.37	-9.5%	\$ -
Overhead per Service Hour	\$ 12.31	\$ 13.54	-9.1%	\$ -
Lease/Amortization per Service Hour	\$ 13.98	\$ 13.68	2.3%	\$ -
Net Cost per Service Hour (CUTA)	\$ 38.71	\$ 75.06	-48.4%	\$ -
% Cost Recovery (CUTA)	67%	41%		0%
Ridership	17,717	10,556	67.8%	0
Service Hours	1,470	1,502	-2.1%	0
Ridership per Service Hour	12	7	71.5%	0

Bow Valley *Regional* Transit Services Commission



Potential Budget Scenarios and Recovery Plan

Revised 2020 budget

Scenario 1

	Original Budget	Revised Budget	Difference	
INCOME				
Revenue before requisitions	\$ 2,811,284	\$ 1,214,126	\$ (1,597,158)	
Recoveries - Operating (non-members)	\$ 1,033,174	\$ 1,033,174	\$ -	*
Member Requisitions - Operating	\$ 2,738,195	\$ 2,738,195	\$ -	*
TOTAL INCOME	\$ 6,582,653	\$ 4,985,495	\$ (1,597,158)	
EXPENSES				
Advertising & Marketing Expenses	\$ 185,061	\$ 87,684	\$ (97,377)	
Contracted Services / Professional Fees	\$ 324,731	\$ 266,934	\$ (57,797)	
Fuel Expense	\$ 704,838	\$ 538,365	\$ (166,473)	
General Operating Expenses	\$ 120,001	\$ 117,038	\$ (2,964)	
Infrastructure Maintenance	\$ 33,889	\$ 33,889	\$ -	
Insurance Expense	\$ 83,963	\$ 83,963	\$ -	
Software Fees & Licences	\$ 160,808	\$ 159,808	\$ (1,000)	
Training, Travel & Meals	\$ 43,920	\$ 33,284	\$ (10,637)	
Vehicle Expenses	\$ 1,179,316	\$ 914,912	\$ (264,404)	
Wages & Benefits - Administrative	\$ 465,489	\$ 439,207	\$ (26,282)	
Wages & Benefits - Customer Support	\$ 171,138	\$ 87,622	\$ (83,516)	
Wages & Benefits - Drivers	\$ 2,416,312	\$ 1,784,672	\$ (631,640)	
Wages & Benefits - Operations	\$ 389,664	\$ 356,193	\$ (33,471)	
TOTAL OPERATING EXPENSES	\$ 6,279,130	\$ 4,903,569	\$ (1,375,561)	
SURPLUS / DEFICIENCY PRIOR TO AMORTIZATION	\$ 303,523	\$ 81,925	\$ (221,598)	
Amortization Expense	\$ 831,813	\$ 831,813	\$ -	
SURPLUS / DEFICIENCY AFTER AMORTIZATION	\$ (528,290)	\$ (749,888)	\$ (221,598)	
SERVICE HOURS	55,933.25	41,258.00	(14,675.25)	

* Currently revised budget does not include updated requisitions - shows net impact to Surplus/Deficiency after amortization from cutbacks and service reductions. Estimated adjustments to requisitions are included with individual member analysis

Town of Banff
Revised 2020 summary budget
Scenario 1

	1/3 Admin		Intercept		Route 1		Route 2		1/2 Route 3		Total	
	Original Budget	Revised Budget	Original Budget	Revised Budget	Original Budget	Revised Budget	Original Budget	Revised Budget	Original Budget	Revised Budget	Original Budget	Revised Budget
Service hours					11,180	7,275	9,599	6,906	9,750	7,692	30,529	21,874
Revenue before requisitions	4,000	4,000	-	-	647,904	295,855	431,466	179,898	397,974	178,851	1,481,344	658,604
Total operating expenses	146,695	132,941	62,000	62,000	1,051,750	738,966	927,173	706,922	540,460	436,283	2,728,078	2,077,112
Surplus/Deficiency prior to amort	(142,695)	(128,941)	(62,000)	(62,000)	(403,846)	(443,110)	(495,707)	(527,024)	(142,486)	(257,432)	(1,246,734)	(1,418,508)
2020 Operating requisition	142,695	142,695	62,000	62,000	403,846	403,846	470,044	470,044	142,486	142,486	1,221,071	1,221,071
Non-member requisition						*	25,663	25,663			25,663	25,663
Surplus/deficiency after operating requisition	-	13,754	-	-	-	(39,264)	-	(31,317)	-	(114,946)	-	(171,774)
							* parks contriubtion					
Summary of Contributions	Original	Revised	Difference									
1/3 Admin	142,695	128,941	(13,754)									
Intercept shuttle	62,000	62,000	-									
Route 1	403,846	443,110	39,264									
Route 2	470,044	501,361	31,317									
1/2 Route 3	142,486	257,432	114,946									
	1,221,071	1,392,845	171,774									

Operating reserve at Dec 31, 2019 is \$958,530

2019 Approval for \$334,000 transfer to operating reserve for electric bus purchase if ICIP funding is not available at the time of purchase. It is estimated that this amount will be short by approximately \$140,000 primarily due to changes in exchange rates and we will need a motion when the buses are delivered to take this money from BVRTSC/TOB Capital Reserves (should ICIP not be approved by that time).

Town of Canmore
Revised 2020 summary budget

Scenario 1

	1/3 Admin		Route 5		1/2 Route 3		Total	
	Original Budget	Revised Budget	Original Budget	Revised Budget	Original Budget	Revised Budget	Original Budget	Revised Budget
<i>Service hours</i>			7,787	7,002	9,750	7,692	17,537	14,694
Revenue before requisitions	4,000	4,000	109,150	8,250	397,974	178,851	511,124	191,101
Total operating expenses	146,695	132,941	734,352	673,442	540,460	436,283	1,421,507	1,242,666
Surplus/Deficiency prior to amort	<u>(142,695)</u>	<u>(128,941)</u>	<u>(625,202)</u>	<u>(665,192)</u>	<u>(142,486)</u>	<u>(257,432)</u>	<u>(910,383)</u>	<u>(1,051,565)</u>
2020 Operating requisition	142,695	142,695	625,202	625,202	142,486	142,486	910,383	910,383
Surplus/deficiency after operating requisition	<u>-</u>	<u>13,754</u>	<u>-</u>	<u>(39,990)</u>	<u>-</u>	<u>(114,946)</u>	<u>-</u>	<u>(141,182)</u>
Summary of Contributions	Original	Revised	Difference					
1/3 Admin	142,695	128,941	(13,754)					
Route 5	625,202	665,192	39,990					
1/2 Route 3	142,486	257,432	114,946					
	<u>910,383</u>	<u>1,051,565</u>	<u>141,182</u>					

Operating reserve at Dec 31, 2019 is \$189,603

Report to the Bow Valley Regional Transit Services Commission

COVID 19 Budget scenarios for 2020

May 5 2020

SUMMARY/ ISSUE

In response to the COVID 19 situation administration has outlined potential best estimate budget scenarios below in response to rear door loading and fare free transit, reductions in our schedules and reduced ridership for 2020. It is anticipated that further changes may be required, however some variation of the scenarios below will assist in getting us back to regular operations.

SCENARIO ONE – Assumptions:

Revenues:

- Fare free transit has been approved by the Board until May 31st, 2020 at this point.
- This analysis is based on an estimated 50% reduction in budgeted revenue per service hour from June to December to reflect assumption of reduced ridership. This assumed reduction in revenue is applicable to all revenue streams; farebox, pass sales, advertising sales and hotel partner revenue.

Service hours:

- Current reduced schedule estimated to be in place until **June 30th**.
- Anticipated potential schedule from July onwards, similar to the 2019 summer schedule with a few revisions:
 - Route 1 (Banff Ave/Gondola/Rimrock) - 2 buses (17.25 hours each)
 - Route 2 (Tunnel Mtn/FBSH) – 2 buses (1 bus for 17.25 hours, 2nd bus for 12 hours)
 - Route 3 (CB Regional) – 2 buses (1 bus for 17 hours, 2nd bus for 7.5 hours)
 - Route 5 (Canmore Local) – 2 buses (1 bus for 17 hours, 2nd bus for 7.5 hours)
 - Route 4 (Cave and Basin) - 1 bus for 9.5 hours
 - Route 6 (Lake Minnewanka) - 1 bus for 13 hours
 - Route 7 (Banff Centre) - Not operating until October
 - Route 8 (Banff/LL Regional Winter) – budgeted schedule Sept. 21^s to end of December
 - Route 8X (Banff/LL Regional Summer) – 1 bus for 9 hours May and June, then budgeted schedule July to September
 - Route 8S (Banff/LL Scenic) - budgeted schedule July to September
 - Route 9 (Johnston Canyon) - budgeted schedule July to September

Report to the Bow Valley Regional Transit Services Commission

COVID 19 Budget scenarios for 2020

May 5 2020

Expense Revisions – Significant differences from approved budget:

- Advertising – reduced by \$70,000 (based on reduction from 2019 actuals)
- Driver recruitment – reduced by \$10,000
- Administration contracted services -reduced by \$10,000
- Contingency contract services in the routes – additional costs for bus sanitization
- Travel/conferences/meals – reduced by \$10,000
- Most variable expenses adjusted by budgeted cost per service hour
- Fixed costs such as insurance/rent/storage/bus software – allocations to routes adjusted based on service hours
- Admin/operating wages – reduction of \$50,000 for 80% for April/May/June
- Customer service wages – reduction of \$80,000 to reflect reduced customer service needs temporary layoffs (\$24,000), reduction in Customer Service Ambassadors (\$20,000) and Visitors Centre location (\$36,000).

Report to the Bow Valley Regional Transit Services Commission

COVID 19 Budget scenarios for 2020

May 5 2020

SCENARIO TWO – Assumptions:

Revenues

Same as scenario one except - Fare free until **June 30**

Service hours

Same as scenario one

Expenses

Same as scenario one

Impact (compared to scenario one)

Service hours	no change
Revenue	-\$56,000
Total expenses	no change
Net impact on Surplus/deficiency	- \$56,000

SCENARIO THREE – Assumptions:

Revenues

Same as scenario one – except some additional Route 3 revenue as listed below. This scenario may become necessary should ridership numbers climb significantly with businesses reopening.

Service hours

Same as scenario one except:

- Route 3 additional 3 hours per day weekdays from May 15th
- Route 3 additional 7.5 hours per weekday, and 8 hours per weekend for June

Expenses

Same as scenario one

Impact (compared to scenario one)

Service hours	+260
Revenue	+\$9,000
Total expenses	+\$22,000
Net impact on Surplus/deficiency	- \$13,000

Report to the Bow Valley Regional Transit Services Commission

COVID 19 Budget scenarios for 2020

May 5 2020

SCENARIO FOUR – Assumptions:

Revenues

Same as scenario one except - Fare free until June 30

Service hours

Same as scenario one except the following revisions from July onwards:

- Route 1 - 1 bus all day (17 hours), 1 bus 12 hours
- Route 7 - Not operating

Expenses

- Same as scenario one

Impact (compared to scenario one)

Service hours	- 1,050
Revenue	- \$63,000
Total expenses	-\$72,000
Net impact on Surplus/deficiency	- \$9,000

Report to the Bow Valley Regional Transit Services Commission

COVID 19 Budget scenarios for 2020

May 5 2020

SCENARIO FIVE – Assumptions:

Revenues

Same as scenario one except as listed below

Service hours

Current reduced schedule until May 31st

Anticipated potential schedule from **June 1st** onwards, similar to the 2019 summer schedule with a few revisions:

- Route 1 - 2 buses all day (17 hours)
- Route 2 - 1 bus all day (17 hours), 1 bus 12 hours
- Route 3 - 1 bus all day (17 hours), 1 bus 7.5 hours
- Route 5 - 1 bus all day (17 hours), 1 bus 7.5 hours
- Route 8X – 1 bus 9 hours May/1 bus 13 hours June, budgeted schedule Jul-Sep
- Parks routes – 4/6/8S/9 – budgeted schedule Jul-Sep

Expenses

Same as scenario one

Impact (compared to scenario one)

Service hours	+ 1,850
Revenue	+ \$33,000
Total expenses	+ \$136,000
Net impact on Surplus/deficiency	- \$103,000

Report to the Bow Valley Regional Transit Services Commission

Report 2020-05.01 Preliminary Transit Recovery Plan

May 7, 2020

SUMMARY/ ISSUE

COVID19 has created the need for society to re-evaluate how we operate, and transit agencies are no exception. Transit agencies throughout the world are evaluate how to return to an operational model that enables travel to be completed safely in our new reality. As Roam Transit has been operating now for two months with rear door boarding and fare free, we are beginning to formulate plans to reintegrate fares and front door boarding for transit. This document is a very preliminary plan as there are numerous unknowns that will be evaluated as the situation and requirements change.

PREVIOUS COMMISSION DIRECTION/POLICY

Transit has become an integral part of the fabric of the Bow Valley. Roam Transit has seen exponential gains in ridership on an annual basis for the last number of years until March of this year, when the pandemic reached Canada.

Administration Recommendation:

- That the Commission allow administration to use up to \$25,000 in capital expenditures from unused 2020 funds currently allocated to Ticket Vending Machines to purchase necessary items allowing the facilitation of a robust recovery plan.
- That the Commission direct administration to remove the provision of change vouchers to passengers as an initial step in the recovery plan.
- That the Commission direct administration to purchase, following consultation with municipal administration, additional Ticket Vending Machines to be placed at higher ridership stops, while still remaining within the allocated budget for 2020.
- That the Commission allow administration to facilitate the Transit Recovery Plan in conjunction with municipal administration and partners, remaining within the parameters of the proposed operating scenarios.

INVESTIGATION

The transit recovery plan is in its initial stages, with research being completed by BVRTSC administration to determine the best routes to follow to ensure a safe, feasible return to transit ridership that will encourage the confidence of passengers.

Research is following the recommendations of Alberta Health Services and the actions of other CUTA members to determine the best path forward. It is anticipated that new research will be evolving rapidly over the next few weeks and months and will need to be considered on its merits.

BC Transit and TransLink are returning to front door loading and fare collection as of June 1st. Edmonton Transit is making plans to return to front door loading and fare collection. While ridership levels and the

Report to the Bow Valley Regional Transit Services Commission

Report 2020-05.01 Preliminary Transit Recovery Plan

May 7, 2020

number of allowed riders on a bus is yet to be determined, returning to fare collection will further discourage the “social” or “non-destination” riders and also encourage the community that we are at the beginning of a recovery plan.

Key points learned from these and other agencies so far and actions taken:

- Protection for passengers and drivers – plexiglass shields are being purchased and installed by numerous transit agencies as both a short term and long-term measure.
 - Roam is in the process of procuring plexiglass and working with a local supplier to cut and install these on the fleet.
- Protection for customers and office staff – plexiglass shields in grocery stores, pharmacies and other retail locations.
 - Roam is currently in the process of purchasing counter plexiglass shields to ensure safety within the Customer Service office once it reopens. The shields will have a 4” x 10” opening at the bottom through which to complete transactions.
- The agencies that are beginning to collect fares will be accepting cash and smart cards as payment. Change is not given on the vast majority of transit services and agencies are considering not issuing transfers initially to minimize interaction.
 - Roam is planning to continue to accept cash, however administration is recommending that we cease the practice of giving change vouchers. It is critically important to reduce and ideally remove physical interactions between customers and drivers to reduce the chance of exposure for all. Plexi doors/shields will make it difficult to perform the typical exchange of the voucher and explanation of the process and list of credit voucher locations. Boarding time for passengers will be reduced and reduce the time boarding passengers are close to one another (bunch up when paying fares). With no handling of change, the driver’s interaction with the fare box is minimal. The driver screen for the fare box is on one side of the plexiglass and the actual fare box is on the other side.
 - Roam will be recommending further promoting Token Transit to passengers as a contactless method of paying fares.
 - Roam will be recommending the purchase of additional Ticket Vending Machines (TVMs) for higher use locations to encourage the purchase of tickets ahead of the bus arrival. The TVMs that Roam has secured are the same model from Cale in Quebec that Parks Canada is using for pass sales. They are \$10,000 each and \$65 per month per unit as compared to the \$450,000 that was originally budgeted for transit specific machines.
 - Roam is anticipating fare recovery to slowly increase as reintroduction of collection commences. Consideration for graduated reintroduction of hotel partner programs needs to be discussed.

Report to the Bow Valley Regional Transit Services Commission

Report 2020-05.01 Preliminary Transit Recovery Plan

May 7, 2020

- Bus Sanitizing and Cleaning – the larger transit agencies are typically using electrostatic backpack sprayers to sanitize the buses on a daily basis. The expectation is that this will continue on a long-term basis.
 - Roam has been using a contractor to sanitize the buses on a daily basis, however the cost will be prohibitive on a long-term basis.
 - Roam has purchased a non-electrostatic sprayer and is in the process of attempting to secure an electrostatic sprayer. At this point, the backpack sprayers may not be available until the end of the summer however we may be able to purchase a handheld unit. We are on a waiting list for this and the backpack sprayers.
- CUTA agencies are recognizing that additional buses may be necessary to add as the business community opens up and ridership begins to increase. Most agencies are planning to have overload buses available as it is anticipated that ridership levels will not be allowed at anywhere near the levels they were prior to the pandemic for the foreseeable future.
 - Roam has developed multiple scenarios for reintroduction of service and additional buses may be required in some areas (eg. Route 3 back to 30 minutes, Route 8 additional schedules and/or buses) and some refusal of passengers may be required. The scenarios will continue to be modified as information changes.

PROPOSED

BVRTSC Administration is planning to implement the above measures plus consider further measures to ensure we are returning safely to regular operations. Measures being considered and/or implemented as outlined above are:

- Additional Ticket Vending Machines
- Further promotion of Token Transit
- No further change voucher issuance
- Phased approach to hotel partner fare recovery

Further consideration:

- Mandatory masks for transit riders as recommended by the Government of Alberta and Alberta Health Services
- Face shields in addition to masks for cleaning and other close interaction
- Outlined standing areas at key bus stops and hubs
- Ambassadors at bus stops outlining rules and advising on waiting areas
- Overload buses at key times during reduced service period

Report to the Bow Valley Regional Transit Services Commission

Report 2020-05.01 Preliminary Transit Recovery Plan

May 7, 2020

BRAND IMPACT

Positive brand impact as all recommendations are in line with the Brand Standard and enhance the safety and public image of the BVRTSC and Roam Public Transit.

RISKS

Safety risk of reintroduction of service and physical distancing

Financial risk of service costs and ridership confidence taking additional time to come back.