

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

via: Zoom Video Meeting

AGENDA

January 13th, 2021 2:00-3:30pm

1. Call to Order
2. Approval of the Agenda
3. Minutes
 - Approval of the December 9th, 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) Banff Lake Louise Hotel Association Presentation (Darren Reeder) (For Information Only)
 - b) Banff Transit Storage Building – Time Lapse Slide Show (Screen Share) (For Information Only)
 - c) Christmas Transit Video for employees (Screen Share) (For Information Only)
 - d) In Camera Session (CAO Review)
6. Adjournment



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

via: Zoom Video Meeting

MINUTES

December 9th, 2020

2:00-3:30pm

BOARD MEMBERS PRESENT

Vi Sandford, Town of Canmore

Davina Bernard, ID#9

Joanna McCallum, Town of Canmore – Vice Chair

Dave Schebek, ID#9

Brian Standish, Town of Banff – Chair

Chip Olver, Town of Banff

BOARD MEMBERS ABSENT

BVRTSC ADMINISTRATION PRESENT

Martin Bean, Chief Administrative Officer

Steve Nelson, Operations Manager

Mel Booth, Financial Controller

Corrie DiManno, Marketing and Communications

ADMINISTRATION PRESENT

Andy Esarte, Town of Canmore

Danielle Morine, ID9

Adrian Field, Town of Banff

Alex Kolesch, Parks Canada

Daniella Rubeling, Parks Canada

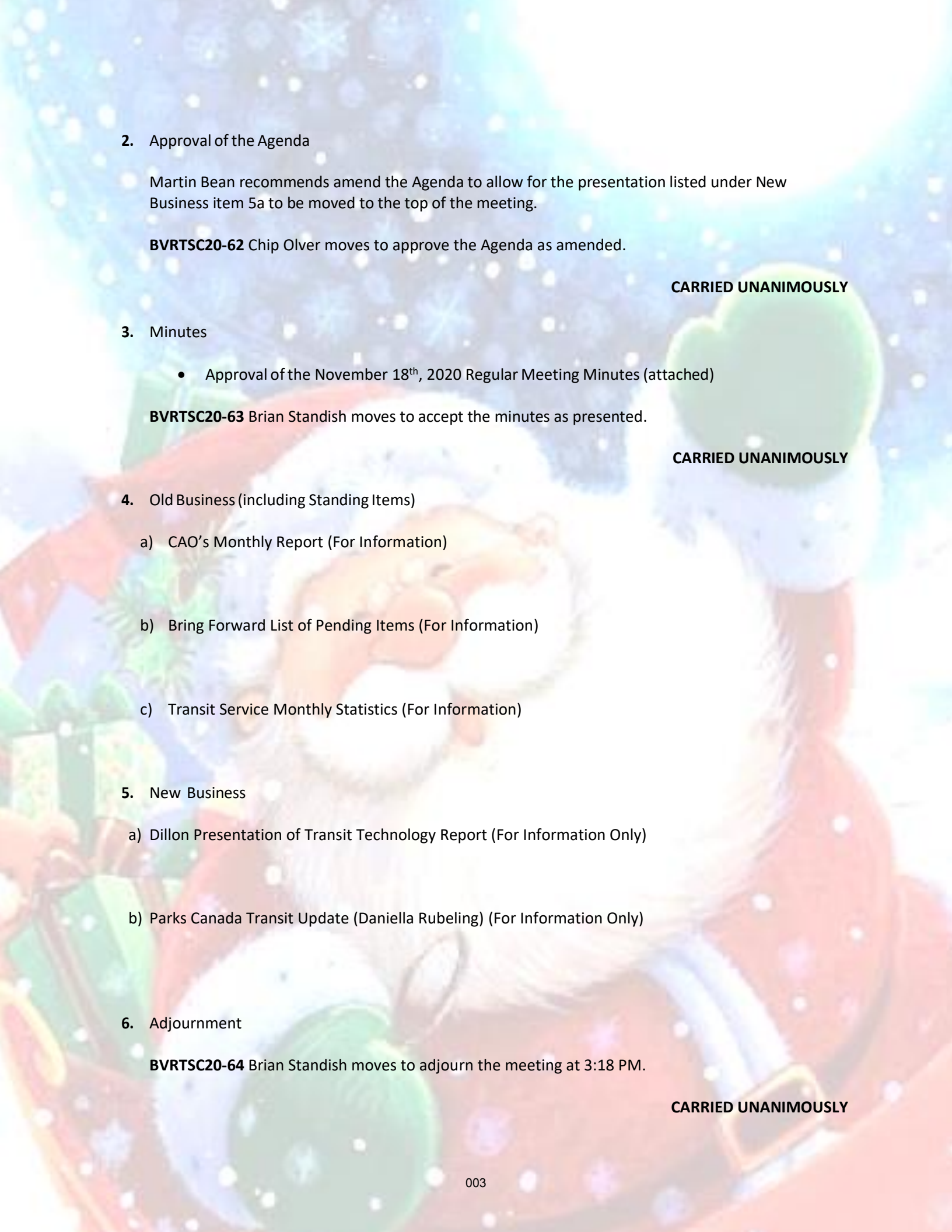
Members of the Public

Thomas Pacy – Dillon Consulting

Bill Menzies – Dillon Consulting

1. Call to Order

Brian Standish calls the meeting to order at 2:05 PM.



2. Approval of the Agenda

Martin Bean recommends amend the Agenda to allow for the presentation listed under New Business item 5a to be moved to the top of the meeting.

BVRTSC20-62 Chip Olver moves to approve the Agenda as amended.

CARRIED UNANIMOUSLY

3. Minutes

- Approval of the November 18th, 2020 Regular Meeting Minutes (attached)

BVRTSC20-63 Brian Standish moves to accept the minutes as presented.

CARRIED UNANIMOUSLY

4. Old Business (including Standing Items)

- CAO's Monthly Report (For Information)
- Bring Forward List of Pending Items (For Information)
- Transit Service Monthly Statistics (For Information)

5. New Business

- Dillon Presentation of Transit Technology Report (For Information Only)
- Parks Canada Transit Update (Daniella Rubeling) (For Information Only)

6. Adjournment

BVRTSC20-64 Brian Standish moves to adjourn the meeting at 3:18 PM.

CARRIED UNANIMOUSLY

Bow Valley Regional Transit Services Commission



CAO Report

CAO Update – January 2021

- **Financial:**

- Avail CPA has begun gathering documentation for review in order to complete 2020 financial audit. All documentation is shared on a secure online site by BVRTSC finance and will lead to audit completion in March. At this point, the audit is planned to be entirely online.
- The ICIP application for the Banff Transit Pedestrian Bridge has been received by the Federal Government and is being reviewed, with some clarification questions currently being answered by Administration.

Transit Service Updates

- Ridership was down over the Christmas period due to the restrictions; however, the ridership trends were fairly consistent, with few riders in the early mornings and late evenings and larger numbers during the middle of the day.
- As follow up to last month's entry about the Alberta Zero Emission Hydrogen Transit Project, Roam has provided required data and a letter of support which has been submitted by the University of Calgary team to the Government for grant consideration. Our final involvement in the project will be decided if and when the grant is approved.
- Further discussions are ongoing with Alberta Parks and TOC Administration to determine possibilities for a seasonal Roam service to Grassi Lakes once their parking lot and access improvements have been completed in 2022.
- In looking at initial Town of Banff traffic volume counts, traffic for the year was down just over 30% from 2019 whereas overall transit ridership on Banff local service was down 69% for the same period. This confirms the previously identified observation that transit has been impacted more substantially than general visitation due to COVID concerns of riding public transit and the changed make-up of the visitors that do visit the area and their propensity to travel more in private vehicles.

- Administration is currently completing an analysis of our Automatic Passenger Counting system and reporting parameters to enable data mining with regards to passenger loads and individual trip analysis. This system has not been fully reliable since inception and we are still relying on farebox passenger counts as our primary method of reporting. The downside of the farebox counts is that the reporting does not calculate based on individual trips and does not record passenger alighting.
- In planning for the summer, we are doing analysis on the possibility of operating the Tunnel Mtn/Banff Springs route (Route 2) to Bow Falls as an added destination. Initial route planning shows that we can do this without incurring any additional costs or time penalties. This will be further discussed with both TOB Administration and Parks Canada prior to proceeding.

General/Health and Safety

- Steve has investigated online training and educational opportunities for Admin staff for 2021 as in person classes will not be available at this point. We are currently trialing a service called “Skill Share” ([skillshare.com](https://www.skillshare.com)), which offers multiple business related courses, from Microsoft Office applications to leadership training. In addition, numerous personal growth classes are available on the site.
- With the pending completion of the transit storage building, we are finalizing purchasing for interior furnishings such as desks, chairs, storage area shelving etc..
- With the purchase of our transit simulator, we are now finalizing the delivery and programming details, with the unit planned to be operational by mid-April.
- Proterra has our 3 buses completed and in storage in South Carolina with an anticipated date for them to be shipped to Canada of March 15th. At this time, we are working through the inspection and delivery acceptance procedure. Typically, we would have a representative at the facility to do an inspection and test drives prior to them leaving the factory however at this point it does not appear that travel will be recommended by March.
- Administration performance discussions are occurring through January as are similar discussions with drivers. All reviews are anticipated to be completed by the end of January with driver reviews being ongoing.



- Administration is working over the next couple of months with Elevated HR to further develop our compensation policies and guidelines.
- Covid protocols are continuing as outlined in December:
 - Reduced staff in the office and alternating schedules with more work occurring from home.
 - Staff with desks in the open area are now utilizing unoccupied office space and sanitizing each office used daily.
 - Masks are being worn whenever moving about the office.
 - Operations staff have reduced in-person contact with drivers.

Bow Valley *R*egional Transit Services Commission



BRING FORWARD LIST

BRING FORWARD LIST OF ITEMS PENDING (as of January 2021)

ITEM	Date Initiated	Pending Date	Comments:
<p>BVRTSC20-59 Brian Standish moves that the Commission direct administration to implement a COVID-19 temporary sick pay policy based on up to 10 paid days as outlined.</p>	November 2020	Complete	Complete

Bow Valley Regional Transit Services Commission Ridership Statistics

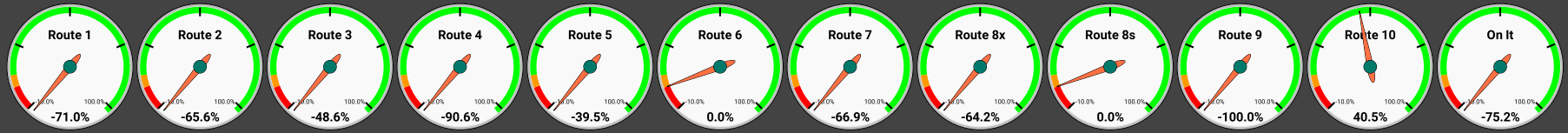


Month	Type	Banff Local	Canmore Local	Canmore - Banff Regional	Lake Louise - Banff Regional
December 2020	Bikes	7	7	28	3
	Strollers	23	19	14	1
	Winter Sports	262	42	185	41

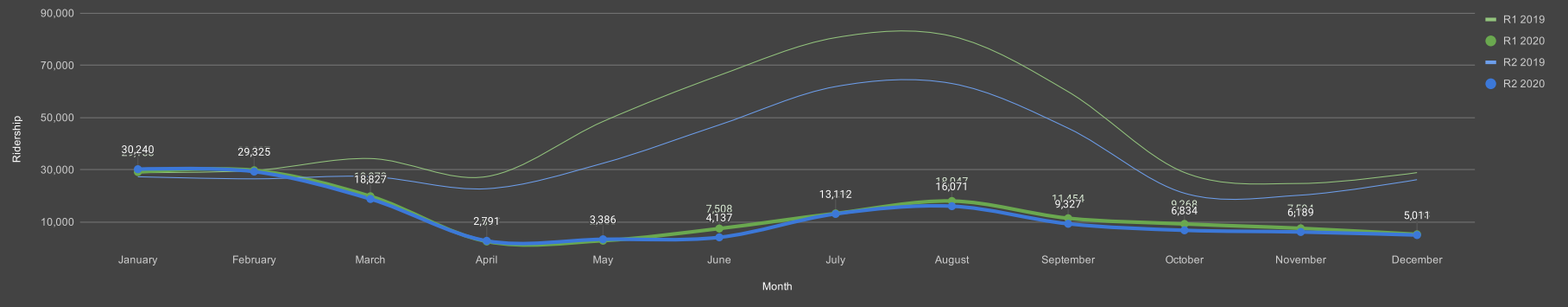
Observations 2020

Route	Year to Year Ridership Change 2019/2020	Comments
Route 1	-71%	Gondola/Hot Springs closure + reduced hours
Route 2	-65%	Campground late opening/hotel closures
Route 3	-48%	Reduced work levels and reduced tourism
Route 4	-90%	Cave & Basin closed - Service primarily for hikers and Banff Ave
Route 5	-39%	Essential service only for a period. Schools closed
Route 6	Cancelled	Parks allocated Route 6 funding to supplement Tunnel Mtn bus
Route 7	-31%	Banff Centre Closed as of late March
Route 8X	-64%	Essential service for a period. Transit confidence and Albertans with cars
Route 8S	Cancelled	Bow Valley Parkway closed
Route 9	Cancelled	Bow Valley Parkway closed
Route 10	+40%	Pent up demand and good weather!

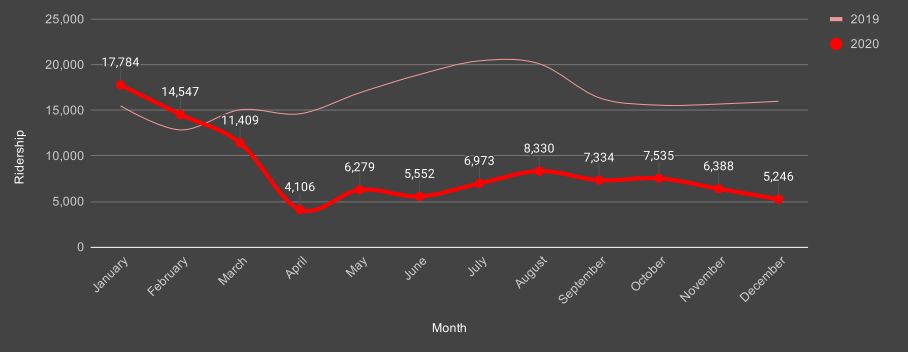
Year to Date % Ridership Change - Comparing 2019 to 2020



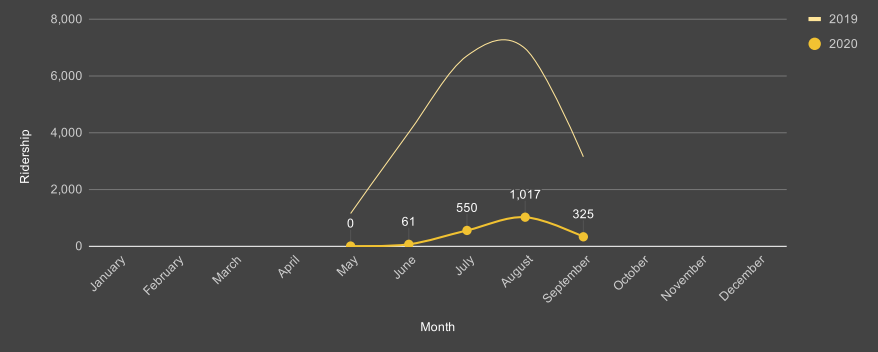
Banff Local (Routes 1 and 2) Ridership Comparison

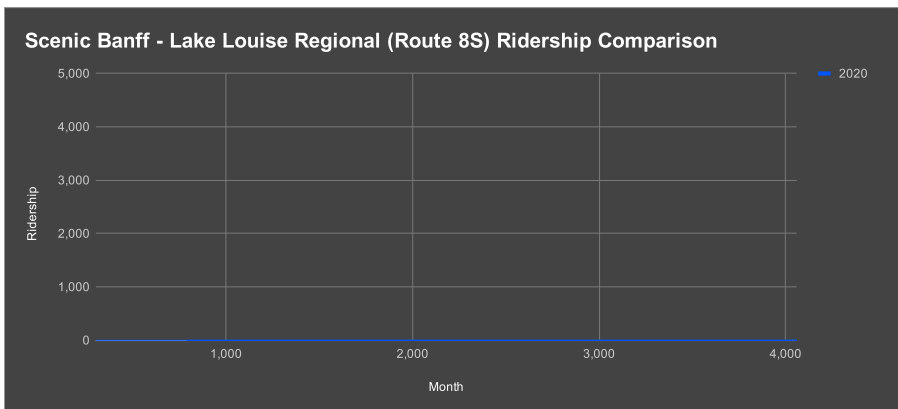
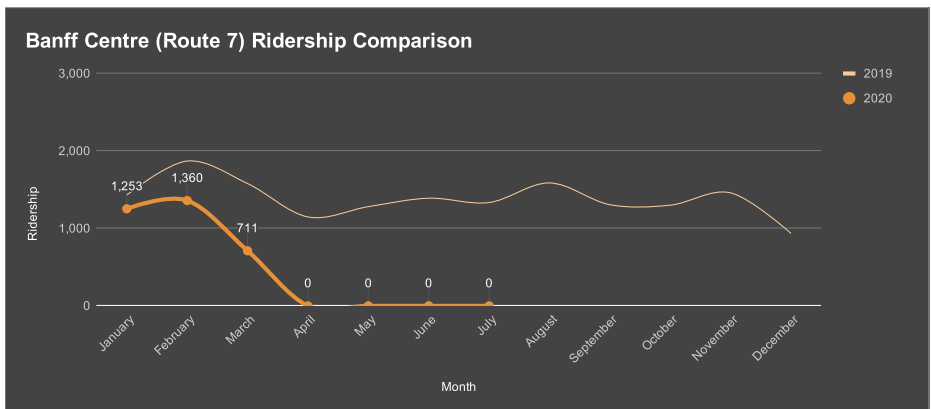
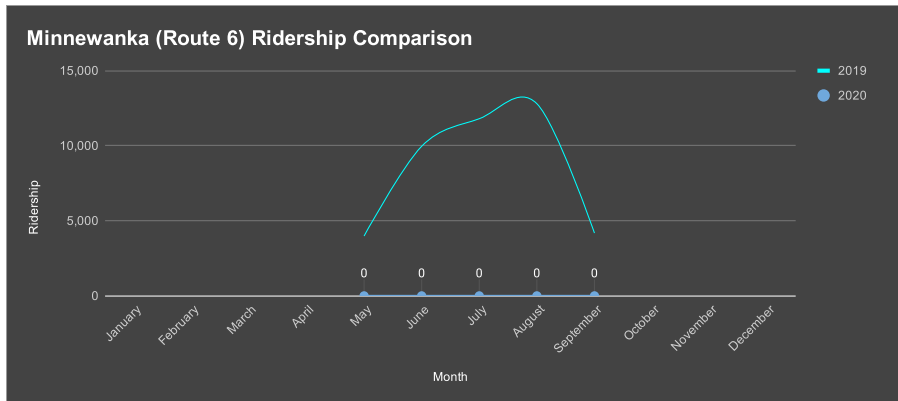
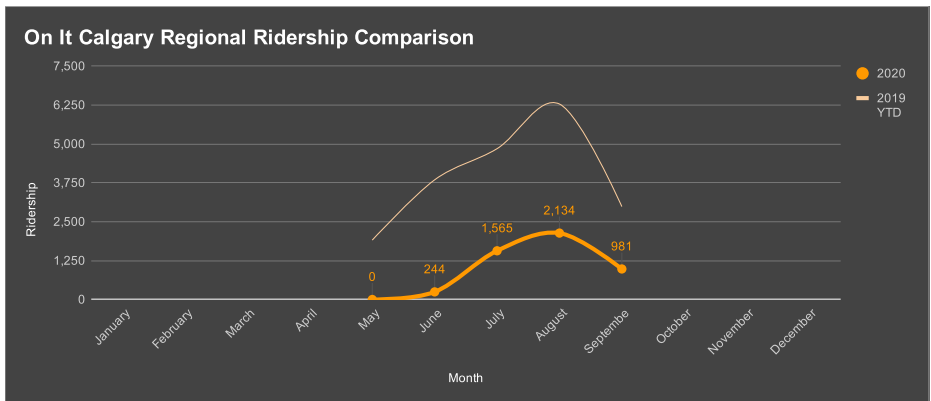
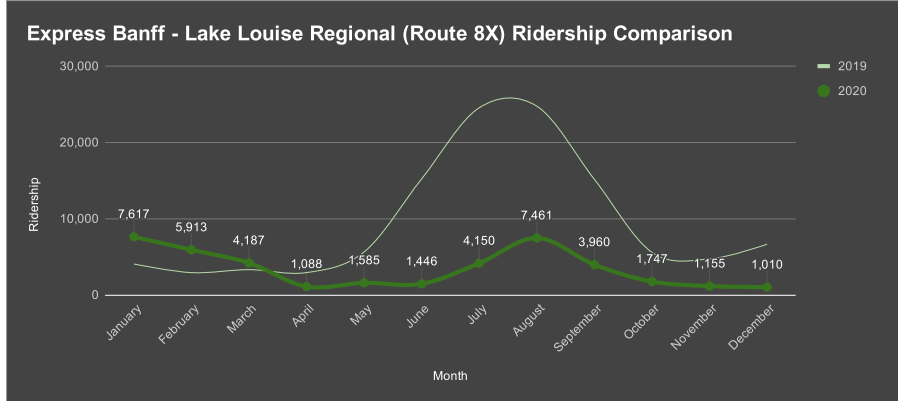
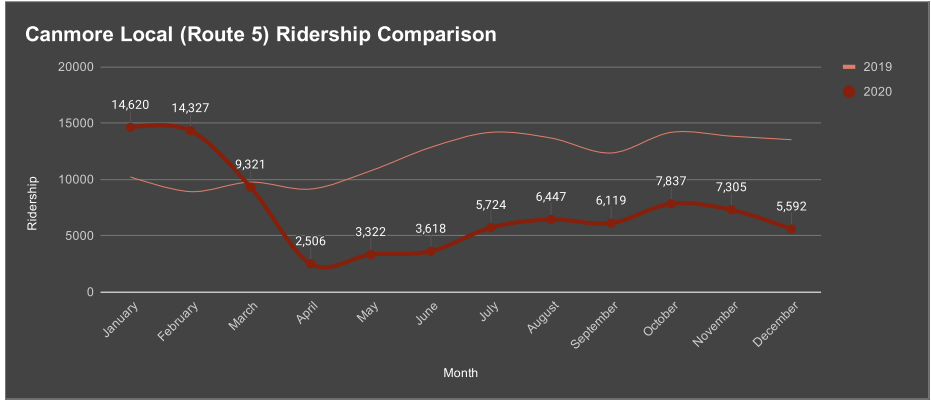


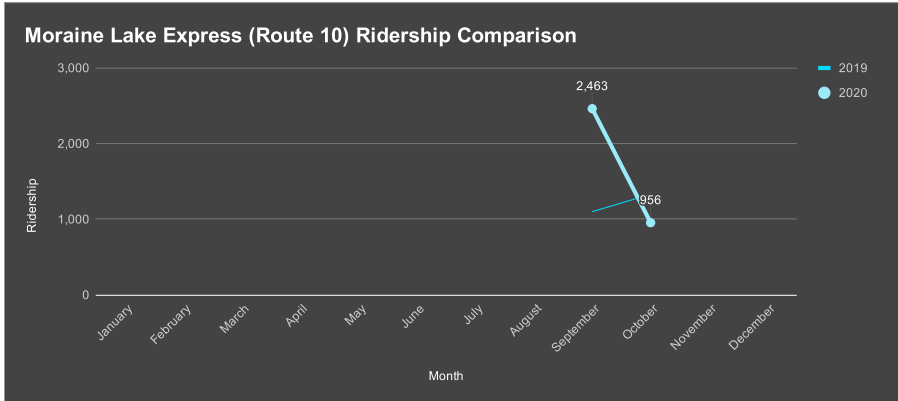
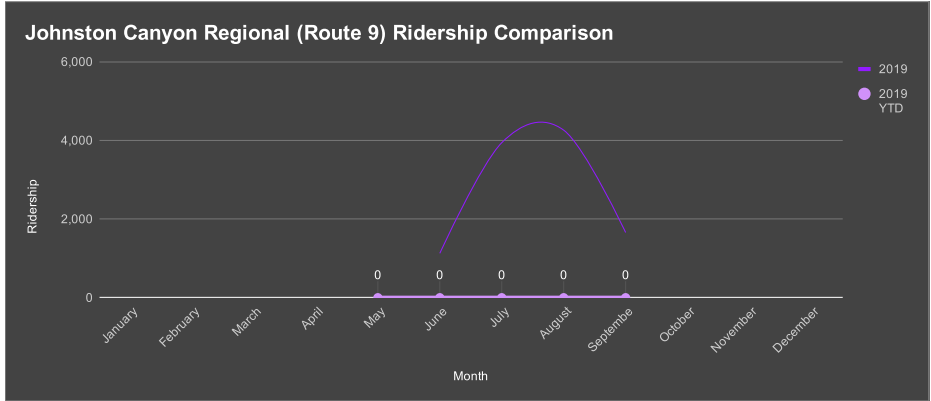
Canmore - Banff Regional (Route 3) Ridership Comparison



Banff Local (Route 4) Ridership Comparison







Bow Valley *R*egional Transit Services Commission



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