

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

via: Zoom Video Meeting

AGENDA

February 10th, 2021 2:00-3:30pm

1. Call to Order
2. Approval of the Agenda
3. Minutes
 - Approval of the January 13th 2021 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) BVRTSC2021-02.01 Proterra Electric Bus Purchase (Request for Decision)
 - b) BVRTSC2021-02.02 Bus Air Purification System (Request for Decision)
6. Adjournment

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

via: Zoom Video Meeting

MINUTES

January 13th, 2021 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

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

Darren Reeder, Banff Lake Louise Hotel Association

1. Call to Order

Joanna McCallum calls the meeting to order at 2:06 PM.

2. Approval of the Agenda

BVRTSC20-65 Chip Olver moves to approve Agenda as presented.

CARRIED UNANIMOUSLY

3. Minutes

- Approval of the December 9th, 2020 Regular Meeting Minutes (attached)

BVRTSC20-66 Dave Schebek moves to approve the Minutes of December 9th, 2020 meeting as attached.

CARRIED UNANIMOUSLY

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 Hospitality 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)

Commission goes In Cameras at 2:53PM

Commission comes Out of Camera at 3:45 PM.

6. Adjournment

BVRTSC20-67 Brian Standish moves to adjourn the meeting at 3:46 PM.

CARRIED UNANIMOUSLY

Bow Valley Regional Transit Services Commission



CAO Report

CAO Update – January 2021

- **Financial:**

- Audit data has been submitted and is continually being shared with our auditor with the intent of completion in March and presenting at our April 14th Board Meeting. The auditors have confirmed that the audit will be completed fully online this year and have commended the organization on the record keeping that allows them to do this easily.
- The ICIP application for the Banff Transit Pedestrian Bridge has been received by the Federal Government and they now require an MOA to be completed between TOB and BVRTSC as TOB is the owner and BVRTSC is the grant recipient.

Transit Service Updates

- Roam summer schedules are in the process of being created and finalized, with service levels currently planned to be:
 - **Starting May 21st until Sept. 19th:**
 - Route 4 (Cave and Basin) 1 bus 30-minute frequency (dates of 7 day per week service still to be confirmed)
 - Route 6 (Minnewanka) 2 buses 30-minute frequency at peak
 - Route 8X (Lake Louise) 2-3 buses 45 minute to 75-minute frequency
 - Route 8S (LL Scenic) 1 bus – 3 round trips per day
 - Route 9 (Johnston Canyon) 1 bus – Approximately 75-minute frequency
 - **Starting June 11th until Sept. 19th:**
 - Route 1 (Gondola/Banff Ave) 3 buses on a 20-minute peak schedule
 - Route 2 (Tunnel Mtn./Banff Springs) 2 buses on a 30-minute peak schedule
 - **Route 2 will also include Bow Falls seasonally this summer**
 - Route 3 (Canmore/Banff Regional) 2 buses 30-minute frequency and a second bus on weekends
 - Weekend parking lot shuttle from train station to Elk Street transit hub 15-minute frequency

- **Starting September 20th until October 11th:**
 - Route 10 (Banff to Moraine Lake) 2 buses estimated 7 trips per day
- **Route 5 (Canmore Local)** schedule will remain unchanged for the summer months
- **OnIt** Calgary to Canmore/Banff dates still to be finalized – initial scheduling and summer planning call will be occurring with Southland Transportation this upcoming week. Parks Canada, Town of Banff and Town of Canmore will all be contributing to the OnIt program in 2021.
- Proterra will be having their contractor wrap the 3 buses in the next couple of weeks with the goal of trucking them on flatbed trailers to arrive in Banff approximately mid-March. At that point we will be able to commission the chargers and begin training sessions for drivers and maintenance staff with the intent of having the buses ready for revenue service at the beginning of May.
- Due to COVID restrictions in Quebec, the Lion Electric shuttle bus will not be arriving until September. As this is a new model, it requires federal certification and this was not possible until recently, causing a significant delay in their production.
- With the approval by Banff Council of transit remaining on Banff Avenue and traveling through the pedestrian zone this summer, we are now planning the details of this, including installation of a bell system on the buses and creating operational procedures to ensure pedestrian and passenger safety throughout the timeframe of operations.

General/Health and Safety

- As the majority of training has gone to online sessions, we have recently signed up office and dispatch staff for first aid training, both initial sessions and renewals for those whose training has recently expired.
- Communication plans for the upcoming summer on transportation and associated safety is currently being reviewed and by the partnership of Town of Banff, Banff and Lake Louise Tourism and Parks Canada. Roam has provided our safety protocols that

are in place and will continue to update as these are revised. The request being put forward today for air purification systems on our buses would be a very positive message to be able to share should it be approved.

- The transition of the Roam Brand from the Town of Banff to the BVRTSC has been fully completed with documentation prepared by our lawyers signed off by both parties.
- Roam has formed an ITS (Intelligent Transit Systems) committee, headed by Steve Nelson. This committee was initiated by Steve to ensure we are addressing the ITS needs of our organization as we have numerous systems that need to be monitored, updated, repaired and have training provisions. These include fareboxes, electronic destination signs, ticket vending machines, security cameras, automatic passenger counters, ticket validators and passenger information screens. Failure in one or more of these areas can cause interruptions to public facing passenger information and data collection as well as create potential safety issues, so having this committee will ensure that these areas are prioritized and kept current.
- Administration held two employee meeting sessions in early February to thank everyone for their efforts to date and update all on the upcoming summer schedule. In addition, we shared videos and information on ongoing projects such as the electric bus delivery, building completion and driving simulator procurement and installation. The sessions were well attended with a mix of full time and part time drivers as well as office staff.
- Parks Canada has solicited comments on the Terms of Reference for the Expert Panel that is being formed and BVRTSC administration has submitted a letter outlining areas where we believe that revision would be beneficial.

Bow Valley *Regional* Transit Services Commission



BRING FORWARD LIST

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

ITEM	Date Initiated	Pending Date	Comments:

Bow Valley Regional Transit Services Commission Ridership Statistics



Month	Type	Banff Local	Canmore Local	Canmore - Banff Regional	Lake Louise - Banff Regional
January 2021	Bikes	12	9	31	13
	Strollers	23	8	5	15
	Winter Sports	315	63	304	50

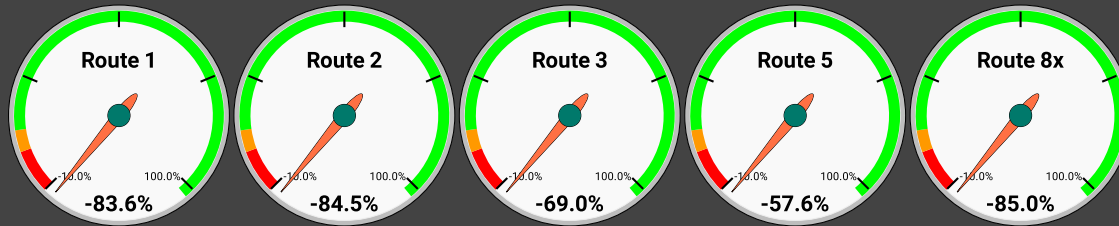
February 2021

Route	Monthly Ridership Change 2020/2021	Comments
Route 1	-84%	February 2021 to February 2020 (Pre-Pandemic)
Route 2	-85%	February 2021 to February 2020 (Pre-Pandemic)
Route 3	-69%	February 2021 to February 2020 (Pre-Pandemic)
Route 5	-58%	February 2021 to February 2020 (Pre-Pandemic)
Route 8X	-85%	February 2021 to February 2020 (Pre-Pandemic)

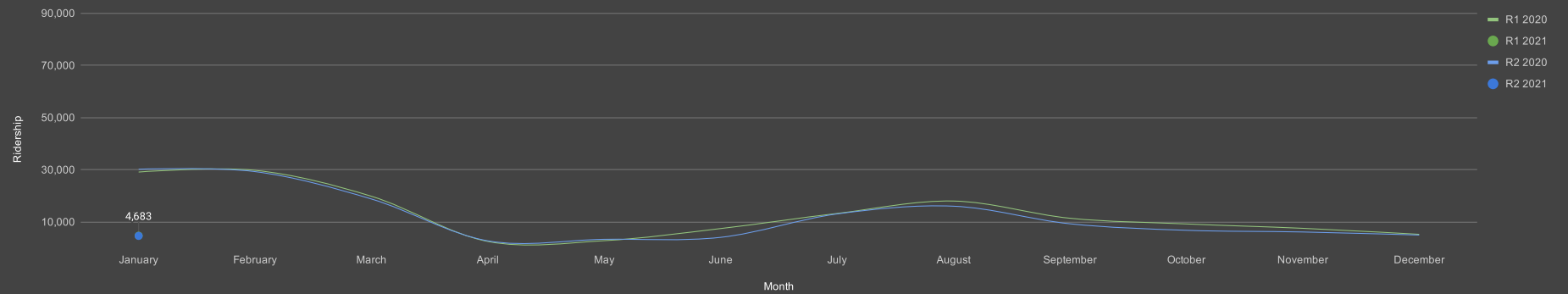
	Route 1 (Inns of Banff/ Gondola)					Route 2 (Tunnel Mtn / Banff Springs Hotel)					Route 3 (Canmore-Banff Regional)					Banff Local Combined Totals (Routes 1, 2, 4, and 7)				
Month	2019	2020	2020 YTD	2021	% Change	2019	2020	2020 YTD	2021	% Change	2019	2020	2020 YTD	2021	% Change	2019	2020	2020 YTD	2021	% Change
January	28,912	29,158	29,158	4,777	-83.6%	27,358	30,240	30,240	4,683	-84.5%	15,486	17,784	17,784	5,504	-69.0%	48,559	60,685	59,398	9,461	-84.1%
February	29,757	29,827		0	0.0%	26,543	29,325		0	0.0%	12,849	14,547		0	0.0%	51,462	60,512	0	0	#DIV/0!
March	34,329	19,873		0	0.0%	27,413	18,827		0	0.0%	15,057	11,409		0	0.0%	57,975	39,410	0	0	#DIV/0!
April	27,420	2,557		0	0.0%	22,763	2,791		0	0.0%	14,618	4,106		0	0.0%	49,073	5,348	0	0	#DIV/0!
May	48,522	2,856		0	0.0%	32,526	3,386		0	0.0%	16,925	6,279		0	0.0%	73,542	6,242	0	0	#DIV/0!
June	66,195	7,508		0	0.0%	47,222	4,137		0	0.0%	18,924	5,552		0	0.0%	110,813	11,706	0	0	#DIV/0!
July	80,651	13,296		0	0.0%	61,895	13,112		0	0.0%	20,422	6,973		0	0.0%	147,949	26,958	0	0	#DIV/0!
August	81,196	18,047		0	0.0%	63,073	16,071		0	0.0%	20,105	8,330		0	0.0%	138,176	35,135	0	0	#DIV/0!
September	59,934	11,454		0	0.0%	45,951	9,327		0	0.0%	16,379	7,334		0	0.0%	91,739	21,106	0	0	#DIV/0!
October	28,982	9,268		0	0.0%	21,044	6,834		0	0.0%	15,563	7,535		0	0.0%	50,531	16,102	0	0	#DIV/0!
November	24,776	7,594		0	0.0%	20,300	6,189		0	0.0%	15,682	6,388		0	0.0%	44,039	13,783	0	0	#DIV/0!
December	28,935	5,293		0	0.0%	26,238	5,011		0	0.0%	15,994	5,246		0	0.0%	56,719	10,304	0	0	#DIV/0!
YTD	539,609	156,731	29,158	4,777	-83.6%	422,326	145,250	30,240	4,683	-84.5%	198,004	101,483	17,784	5,504	-69.0%	920,577	307,291	59,398	9,461	-84.1%

Route 5 Canmore						Route 4 Cave and Basin					Route 8X (Express Lake Louise - Banff Regional)					Roam TOTAL Ridership (Not incl. Onlt or Parking Shuttles)				
Month	2019	2020	2020 YTD	2021	% Change	2019	2020	2020 YTD	2021	% Change	2019	2020	2020 YTD	2021	% Change	2019	2020	2020 YTD	2021	% Change
January	10,225	14,620	14,620	6,204	-57.6%				0		4,053	7,617	7,617	1,146	-84.95%	87,465	100,706	99,419	22,315	-77.6%
February	8,913	14,327		0	0.0%						2,920	5,913		0	0.00%	82,852	95,299	0	0	0.0%
March	9,759	9,321		0	0.0%						3,310	4,187		0	0.00%	91,447	64,327	0	0	0.0%
April	9,144	2,506		0	0.0%						2,926	1,088		0	0.00%	78,019	13,048	0	0	0.0%
May	10,769	3,322		0	0.0%	1,147	0			0.0%	5,634	1,585		0	0.00%	120,789	17,428	0	0	0.0%
June	12,852	3,618		0	0.0%	4,002	61			0.0%	15,224	1,446		0	0.00%	175,775	22,322	0	0	0.0%
July	14,183	5,724		0	0.0%	6,704	550			0.0%	24,544	4,150		0	0.00%	221,534	43,805	0	0	0.0%
August	13,675	6,447		0	0.0%	7,332	1,017			0.0%	24,743	7,461		0	0.00%	224,513	57,373	0	0	0.0%
September	12,348	6,119		0	0.0%	3,146	325			0.0%	15,154	3,960		0	0.00%	158,402	40,982	0	0	0.0%
October	14,180	7,837		0	0.0%						5,581	1,747		0	0.00%	86,650	34,177	0	0	0.0%
November	13,841	7,305		0	0.0%						4,715	1,155		0	0.00%	80,773	28,631	0	0	0.0%
December	13,526	5,592		0	0.0%						6,645	1,010		0	0.00%	92,273	22,152	0	0	0.0%
YTD	143,415	86,738	14,620	6,204	-57.6%	22,331	1,953			0.0%	115,449	41,319	7,617	1,146	-84.95%	1,500,492	540,250	99,419	22,315	-77.56%

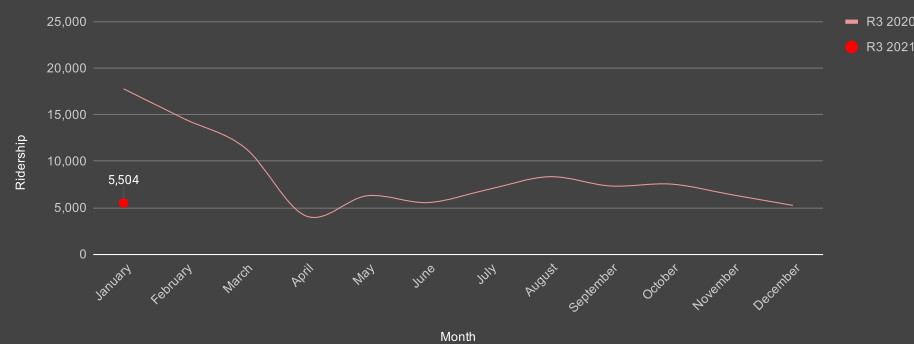
Year to Date % Ridership Change - Comparing 2020 to 2021



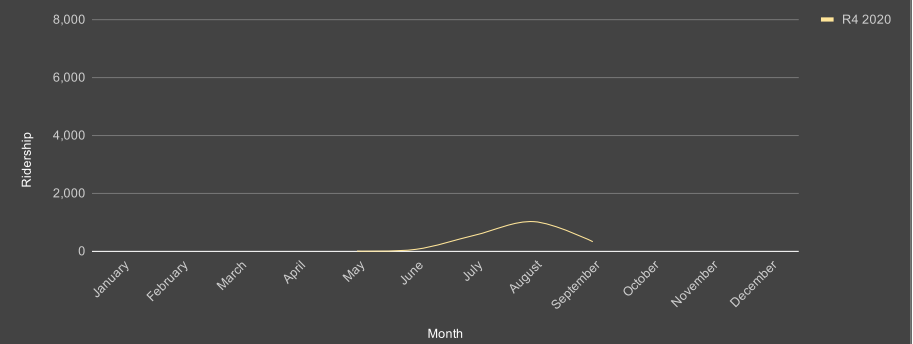
Banff Local (Routes 1 and 2) Ridership Comparison



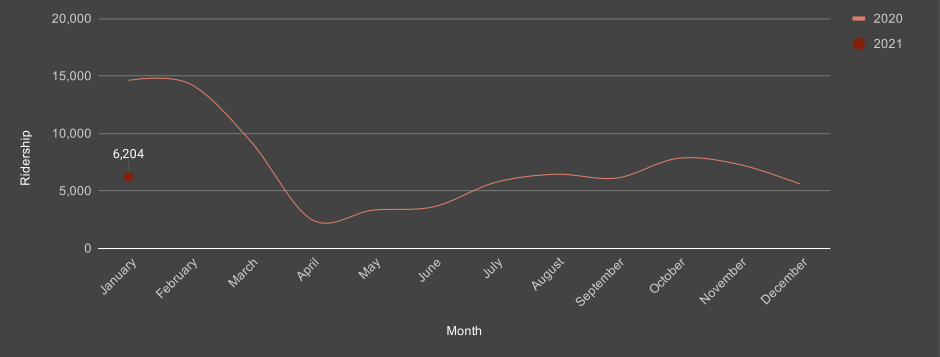
Canmore - Banff Regional (Route 3) Ridership Comparison



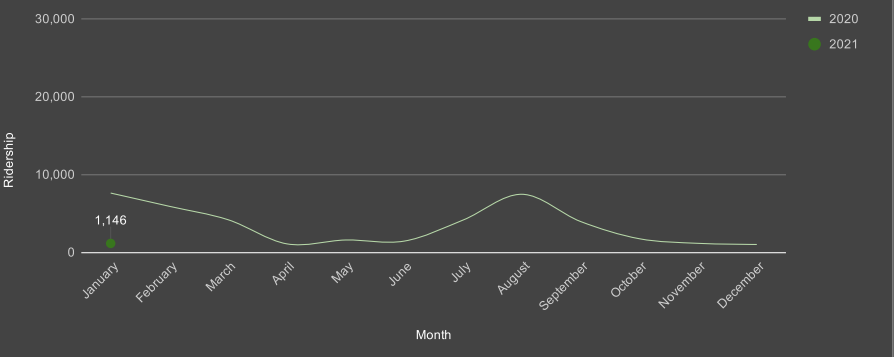
Banff Local (Route 4) Ridership Comparison



Canmore Local (Route 5) Ridership Comparison



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



Bow Valley *Regional* Transit Services Commission



Bow Valley *Regional* Transit Services Commission



Proterra Bus Purchase

Report to the Bow Valley Regional Transit Services Commission

Report 2021–02.01 – ID9/Parks Route Bus Purchase

January 14, 2021

SUMMARY/ ISSUE

Seasonal summer service to Lake Minnewanka from the Banff Townsite has been in place since 2017 and will be continuing into 2021 and beyond. The BVRTSC currently has one bus dedicated to the Minnewanka route and is using a smaller bus purchased from Calgary Transit as a spare. A second bus to be used on Minnewanka and other routes within the Park is required to be operational by 2022 to ensure adequate fleet to operate.

PREVIOUS COMMISSION DIRECTION/POLICY

Administration Recommendation:

That the Commission approve the purchase of an additional electric bus from Proterra through the City of Edmonton's onboarding clause; funding to be provided by GreenTRIP and Parks Canada upon completed signing of an amended Contribution Agreement by the appropriate Parks Canada representative.

INVESTIGATION

For maintaining current service levels and providing opportunity for growth on routes within Banff National Park, additional fleet is required. With the extension to GreenTRIP funding to February 28, 2022 we are able to purchase an additional Proterra electric bus with 2/3 of the funding provided by GreenTRIP and the remainder provided by an amendment to our current Contribution Agreement with Parks Canada. This initiative also moves Roam and the Bow Valley further along the zero emission and environmentally friendly transportation spectrum.

Currently

Roam currently has fleet availability to serve existing routes within the National Park in 2021, however will need an additional bus to maintain the level of service budgeted and planned for 2022

Proposed

Accept the amended Contribution Agreement and purchase the Proterra bus for delivery in early Q1 2022.

Option

Remain status quo with existing fleet and limit service to be provided

IMPLICATIONS:

BVRTSC will have increased operational commitments for the 2022 summer season with the requirement to hire more drivers and have an increased commitment from the TOB maintenance group

Report to the Bow Valley Regional Transit Services Commission

Report 2021–02.01 – ID9/Parks Route Bus Purchase

January 14, 2021

to operate this service. Purchasing an additional bus will give increased flexibility on utilization and increase our zero-emission fleet offerings.

BUSINESS PLAN/ BUDGET IMPLICATIONS

This purchase requires an amended Contribution Agreement with Parks Canada for the bus purchase, affecting the dollar value by \$500,000. Operating costs will be reflected in a new agreement with Parks Canada as the current agreement expires March 31, 2022.

RISKS

All risks associated with a new purchase; operational, safety and human resource risks. Financial risk is minimal with Parks Canada paying operational and capital costs. The risk of not reaching an agreement with Parks Canada for service into 2022 and beyond, whereby the bus purchase would remain the property of the BVRTSC and be used on other services.

ATTACHMENTS

Bow Valley *Regional* Transit Services Commission



Bus Air Purification

Report to the Bow Valley Regional Transit Services Commission

Report 2021-02.02 Transit Bus Air Purification

February 2, 2021

SUMMARY/ ISSUE

With the second wave and the surging number of COVID-19 cases in Alberta BVRTSC wants to ensure that we are doing everything we can to help stop the spread of the virus. Safety and sanitizing on transit buses is critical to public confidence when making their decision to use transit and also contributes to their comfort level when riding transit. Additional safety initiatives are being developed continually and being implemented in transportation applications, including airlines, trains and buses. Roam needs to ensure we are adaptive and can continue to be a leader in ensuring safety and technology.

PREVIOUS COMMISSION DIRECTION/POLICY

Cleaning and sanitizing occurs on a regular basis, with drivers sanitizing at various intervals throughout the day and deeper sanitizing and fogging occurring when back at the compound. Sanitizer is available for passengers at key bus stops and masks are available and required onboard.

Administration Recommendation:

- That the Commission direct administration to issue a request for proposal for the installation of COVID targeting air purification systems to be installed on all fleet buses prior to summer 2021 at a cost not to exceed \$160,000.

INVESTIGATION

Numerous transit agencies are investigating the installation of air purification systems for their fleets to ensure the maximum possible cleanliness and sanitizing can occur on a continual basis. Roam is already a leader in sanitizing and this addition would add to the perception of transit and Roam specifically being as safe as possible. The current COVID protocols include:

Roam COVID-19 Safety Procedures

The following is a list of the current safety procedures in place.

Operational and Employee Back-end Procedures

- *Mandatory masks for all employees when not able to maintain 2M distancing.*
- *Only essential employees working in offices, others working from home.*
- *All In-Service buses fogged with sanitizer at the end of each day.*
- *Sanitizing procedures tracked.*
- *Encouraging anyone that is not feeling well to stay home and not risk any further interaction.*
- *Provide updated information from Alberta Health Services via our in-office digital dashboards as well as our intranet site to make sure all staff are kept up to date with official fact-based information.*
- *Introduced sick pay and isolation pay for all employees.*

Report to the Bow Valley Regional Transit Services Commission

Report 2021-02.02 Transit Bus Air Purification

February 2, 2021

Passenger Facing Procedures

- *Masks mandatory for all passengers. To be worn for the duration of trip.*
 - *Messaging on buses and LED signs at bus stops regarding “Masks Required”.*
 - *Periodic audio reminders played on buses speaker systems.*
- *Drivers seated behind plexi-glass shielding.*
- *Drivers provided with masks: required to wear them whenever they exit the plexiglass protected driver cockpit.*
- *Frequent touch points on buses sanitized 4 times a day by drivers and recorded on tracking sheets posted on board each bus (seats, stanchions/railings, stop request pulls/buttons).*
- *Drivers provided masks, gloves, and sanitizing spray and wipes.*
- *Options available and promoted for cashless/contactless fare purchase on all routes and services (Token Transit, Ticket Vending Machines).*
- *On board audio asking passengers to exit buses using rear door, avoiding close contact with other passengers.*
- *Printed/posted onboard messaging for customers reminding them of COVID related precautions “cough into your arm” etc.*
- *Frequent posts on SM encouraging proper etiquette for passengers and encouraging everyone to look to Alberta Health Services for information and direction.*
- *Reduced capacity on buses as directed by Alberta Health Services.*
- *Removed on-board garbage bags on all buses.*
- *Roam Administrative staff are in direct contact with the Town of Banff, Town of Canmore, ID#9 Communications leads, making sure we are kept up to date and involved with Emergency Response planning.*

PROPOSED

In addition to the above measures, administration is proposing purchasing an air purification system to be installed on each bus, capable of killing all

The following is an excerpt from New Flyer’s system that Brandon Transit has been investigating and will be considering when their RFP is released within the next couple of weeks:

“Our Proactive Air and Surface Purification system is the **ONLY** self-contained system on the market currently which is both an air **and** surface purification technology. What does this mean for our customer?

- **Where other products only attack airborne or surface pathogens; our system does both continuously. Throughout the day whenever the bus is running all surface areas have a micro layer of HEC and bi-polar ions coating all surfaces constantly as well as latching onto airborne pathogens.**
- **Since our system is self-contained and not dependent on the HVAC system; additional pre or post trip decontamination can continue to take place after the bus has been shut off by utilization of the bus shutdown relay or a timer relay. This means that if the last person on the bus was heavily contaminated and it is a short trip back to the facility the bus can have**

Report to the Bow Valley Regional Transit Services Commission

Report 2021-02.02 Transit Bus Air Purification

February 2, 2021

that finishing decontamination done without having to run the bus. It also means that the bus can go out in optimal condition at the beginning of its route as well.

- Since our system is independent; is a cross-functional platform capable of use on just about any vehicle or office space including rail and paratransit without changing products. This reduces purchasing and inventory levels and different maintenance processes.
- Since this is an independent system mounted on the ceiling or SDS box it makes for great visibility and maintenance. There is no need to access an enclosed area to check for proper functionality of routine maintenance.
- Readily apparent to passengers that they are being protected.
- No concern with warranty.
- Installation is very simple and straight-forward and only one unit is needed whether a 30, 40 or 60ft, and Double Decker platforms.
- 99.9% effective on SARS/CO-19, molds, mildews, bacteria, VOC's.

6483801 KIT-PURIFIER AIR/SURFACE this is the unit and includes the cell and filter \$3888.89 ea CAD, we have 39 pcs in stk Kentucky, if no stk lead time is 8-10 wks

Maintenance parts are:

6483852 CELL-PURIFICATION SYSTEM must be changed every 12-16 months \$866.17ea CAD, we have 4 pcs in stk KY, if no stk lead time is 5-6wks

6483853 FILTER-PURIFICATION SYSTEM 12-PK 2 ea must be changed every 3 months \$86.62 pack CAD, we have 194 in stk KY, if no stk lead time is 4-5 wks"

FINANCIAL IMPLICATIONS:

Based on the above costs and our fleet of 27 buses, our anticipated cost in 2021 would be:

Initial Cost:	\$4000	x 28	=	\$112,000
Filters (6 month supply)	\$90	x 28	=	\$2,520
Installation	\$500	x 28	=	\$14,000

An additional system is currently available and in use in the UK that further protects the driver from Coronavirus and other airborne pathogens, removing more that 95% from inside the driver area. This system is called AirBubbl (see attachment) and currently costs approximately \$500 Canadian including installation.

AirBubbl:	\$500	x 28	=	\$14,000
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Total initial cost for both systems: = Approximately \$142,520

This initial cost is based on the systems investigated to date and may vary based on responents to the issuance of an RFP.

Report to the Bow Valley Regional Transit Services Commission

Report 2021-02.02 Transit Bus Air Purification

February 2, 2021

Annual maintenance and operating costs:

- Cell Purification System and filter changes – approx. \$650 per bus for a total of \$18,200 per year.

It is anticipated that the annual cost of the replacement of the purification system parts will be offset by reduced reliance on fogging and touch based sanitizing, thereby reducing wages required for bus cleaning crew. This however, will have to be proven over time as we are recommending continuing with both for the remainder of 2021 while COVID remains as active and threatening as it currently is.

It is projected that this amount can be capital project savings in past years (\$110K) and the remainder from MOST COVID funding. It is administrations intention to research any COVID related grant funding that could be used to offset this capital request prior to finalizing the RFP award.

BRAND STANDARD

The Brand Standard will be enhanced by this measure, as customers will be safer and the general public will be aware that Roam has increased its' measures to protect against the virus.

RISKS

Minimal risk as purification system will only improve safety and customer perception of safer buses to travel on.

OPTIONS

- Option A: Continue with the current COVID cleaning protocols and ensure our messaging continues to contribute to passenger comfort levels and safety initiatives on Roam Transit.
- Option B: Revisit purification system for 2022 budget and not spend money this year.
- Option C: Only proceed if grant funding can be found for this project.

ATTACHMENT

New Flyer Industries Air Purification Presentation:

<https://www.dropbox.com/s/1z1vmvtlipwj28c/Proactive%20Air%20and%20Surface%20Purification%20System%20Presentation-V8.pptx?dl=0>

Airlabs "AirBubbl" Driver Air Purification System:

<https://www.airlabs.com/product/airbubbl/>

<https://vimeo.com/475884455>