

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

via: Zoom Video Meeting

AGENDA

June 9th, 2021 2:00-3:30pm

1. Call to Order
2. Approval of the Agenda
3. Minutes
 - Approval of the May 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) Chair's Report on Budget Process (For Information Only)
 - b) Discussion regarding 10pm Departure – Banff to Lake Louise Return (For Information Only)
6. Adjournment

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

via: Zoom Video Meeting

MINUTES

May 12th, 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

ADMINISTRATION PRESENT

Danielle Morine, ID9

Alex Kolesch, Parks Canada

Daniella Rubeling, Parks Canada

Andy Esarte, Town of Canmore

Adrian Field, Town of Banff

Members of the Public

Greg Colgan, Rocky Mountain Outlook

1. Call to Order

Brian Standish calls meeting to order at 2:01PM.

2. Approval of the Agenda

BVRTSC21-87 Joanna McCallum moves to approve the Agenda as presented.

CARRIED UNANIMOUSLY

3. Minutes

- Approval of the April 14th, 2021 Regular Meeting Minutes (attached)

BVRTSC21-88 Joanna McCallum moves to approve the April 14th, 2021 Regular Meeting Minutes as presented.

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) Presentation of 1st Quarter Financial Results (for information only)
- b) Report 2021-05.01 (BVRTSC21-82) AirBubbl System Purchase)(Request for Decision)

BVRTSC21-89 Brian Standish moves that That the Commission direct administration to purchase 3 driver air purification systems provided by AirBubbl, for a cost not to exceed \$1800, and funds to come from Capital Reserves.

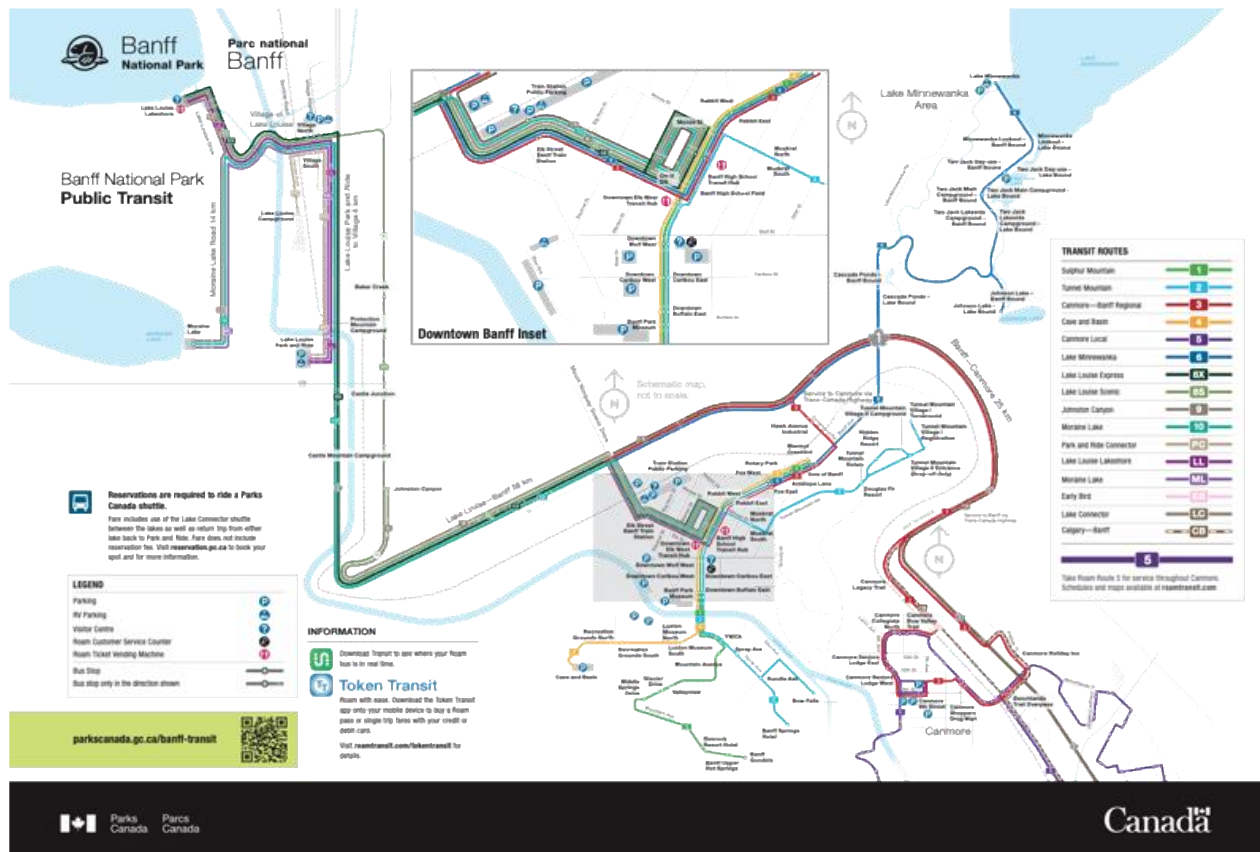
CARRIED UNANIMOUSLY

6. Adjournment

BVRTSC21-90 Brian Standish moves to adjourn the meeting at 2:27PM.

CARRIED UNANIMOUSLY

Bow Valley Regional Transit Services Commission



CAO Report

CAO Update – June 2021

Financial:

- CUTA has stepped up its lobbying efforts in Alberta in conjunction with our Provincial Advocacy Committee (of which I am a member representing small systems). A meeting is set up with Minister McIver at the end of June to further the effort provincially.
- With the summer season having lifted restrictions, we anticipate ridership revenues to climb as visitors are welcomed back into the Bow Valley.
- The final invoice for our first three Proterra bus has been received and paid. We have also paid a 25% deposit on the 4th bus and will be making partial payments as progress on the bus build continues.

Transit Service Updates

- OnIt service commenced on June 4th and will be operating on a reduced schedule for the first couple of weekends and then changing to the planned summer schedule as of June 18th. The initial indications are that demand is high and there will be a lot of interest in this service for 2021. For anyone interested, all information can be found at: <https://www.onitregionaltransit.ca/>
- Banff local service is anticipated to have significant ridership increases as restrictions lift, with small increases being seen in May already. Ridership in May was up 68% over 2020, however that is still only 15% of 2019 volumes – Caveat: most of May was restricted with the messaging being stay home and do not visit Banff/Lake Louise.
- Last month we reported that training was occurring and proceeding on an intense timeline – that is still the case, with the June 11th service increases being the final target. This summer, we have hired and trained over 16 drivers plus transit ambassadors and cleaning staff. Our ops team is going flat out and doing a fantastic job with this, all while moving into a new facility and embracing electric bus technology!

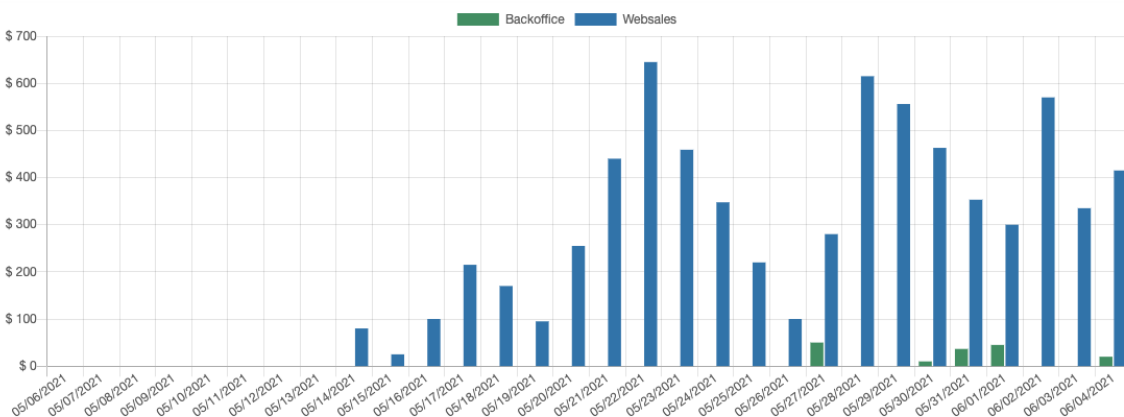
- Summer route schedules are now complete, with increased service in Banff and route 3 beginning on June 11, allowing capacity for additional anticipated ridership, and spacing on the buses.
- As part of our Transit Ambassador program, we will be having a tent on Banff Avenue during some of the peak visitation hours. Details are just being finalized; however, it is anticipated that we will establish our Banff Avenue presence (at the end near the visitor centre.
- Upgrades and changes to stops in Canmore is ongoing this summer, with the Route 3 stop by the Holiday Inn moving in front of the new church shortly. This allows access more easily for residents of the Palliser buildings and The Peaks and creates a visually appealing bus stop and pull in as part of the area redesign.
- Reservations: The initial roll out is working well on the Route 8S (LL Scenic) and the Route 9 (Johnston Canyon). As restriction have been in place since the start of service, we are not seeing a lot of ridership on the 8S to this point, however the Johnston Canyon service is doing well. Having reservations available and changeable until shortly before departure is proving to be very popular with sunny days seeing significantly more reservations.
- Reservation ticket sales:

TICKETS SOLD PER CHANNEL

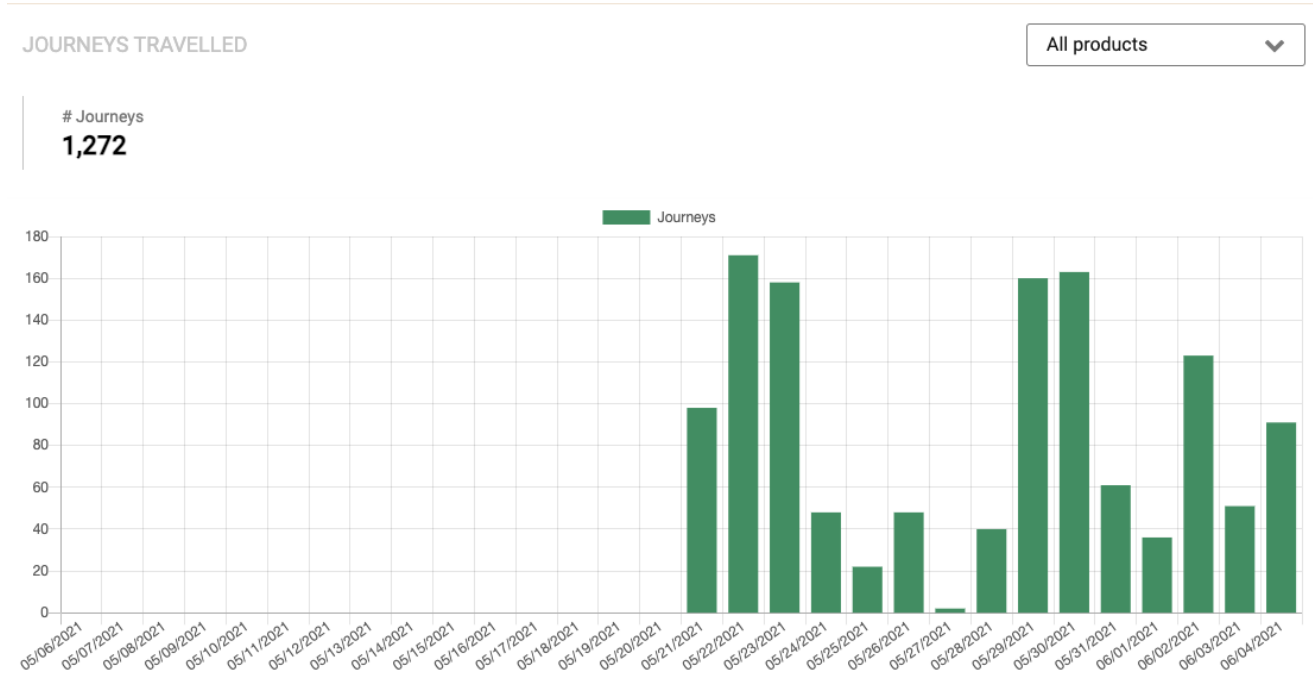
All products

Backoffice
\$ 161.50
(2.24%)

Websales
\$ 7,038.50
(97.76%)



○ Reservation Ridership:

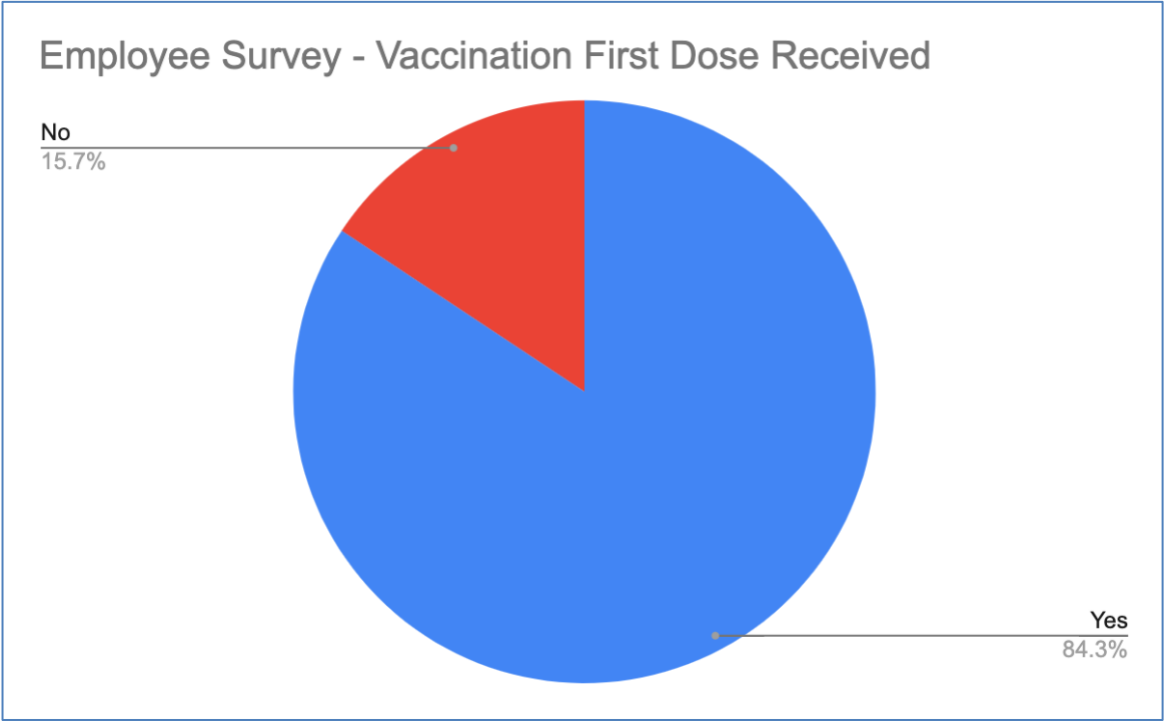


General/Health and Safety

- Three AirBubbl air purifiers have been ordered and received for the drivers' areas in buses and will be trialed over the next couple of months with driver surveys ongoing to gather information on their "effectiveness" and use.
- Our Proterra electric buses are now serviceable and will be on the road for our June 11th increase in service. Driver familiarization will be ongoing to ensure all drivers are aware of the different handling and procedures from our diesel buses. For example, the traction motor that powers the electric bus can create up to 30% or more of additional battery charge just by not using brakes and allowing the bus to slow itself! We are currently researching software to allow monitoring of the analytics coming from the buses, drivers and chargers. This software is estimated to be in the range of \$1000 per bus per year and will provide invaluable information for electric bus dispatching and also helping to achieve savings through reduced electricity consumption.
- With the loosening of restrictions that is happening in Alberta, we have internally had discussions around keeping all current safety protocols in place, including

mandatory masks, for a period extending beyond the timeframe that Alberta Health Services puts forward. It will be analyzed on a continual basis; however we plan to approach any easing very cautiously.

- Employee vaccinations:





Lake Louise Express 8x

Bow Valley *Regional* Transit Services Commission



BRING FORWARD LIST

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

ITEM	Date Initiated	Pending Date	Comments:
BVRTSC21-76 Chip Olver moves to request Administration to continue to research air purification systems and report back to the Commission at a future meeting.	March 17 th , 2021	Fall 2021	Will follow what larger transit agencies are doing with trials and report at a later date

Bow Valley Regional Transit Services Commission Ridership Statistics



Month	Type	Banff Local	Canmore Local	Canmore - Banff Regional	Lake Louise - Banff Regional
May 2021	Bikes	149	155	350	57
	Strollers	12	19	6	0
	Winter Sports	66	30	161	11

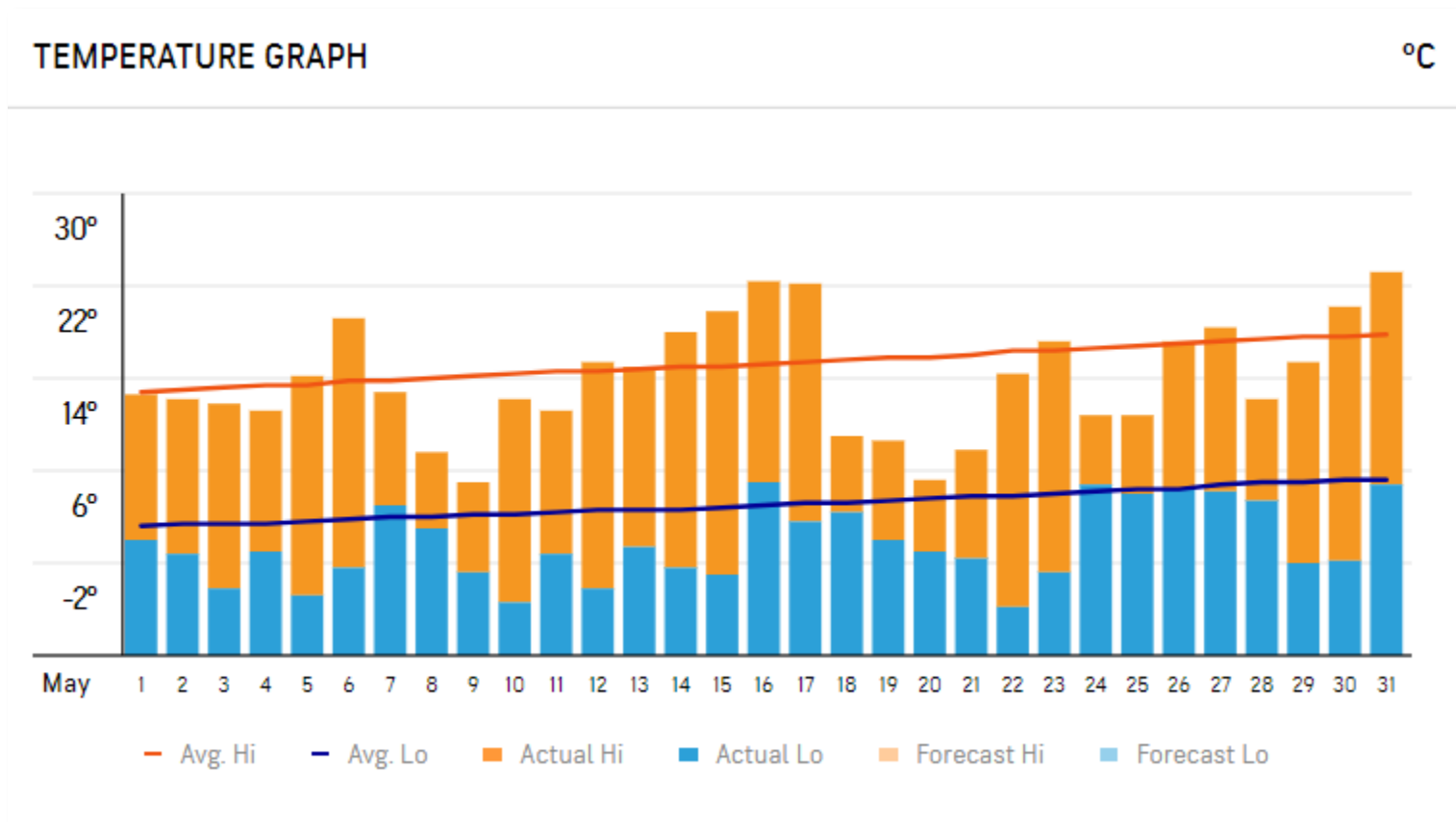
May 2021

Route	Monthly Ridership Change 2020/2021	Comments
Route 1	+105%	May 2021 to May 2020 (Pandemic)
Route 2	+36%	May 2021 to May 2020 (Pandemic)
Route 3	+9%	May 2021 to May 2020 (Pandemic)
Route 5	+103%	May 2021 to May 2020 (Pandemic)
Route 8X	-4%	May 2021 to May 2020 (Pandemic)

Route 9 Reservations – First 11 Days of Service in May (21st – 31st)

Pass Riders – 13	Reservations – 633	Cash Fares – 100	Token Transit - 109	Total Ridership = 856
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Historical Weather for May 2021

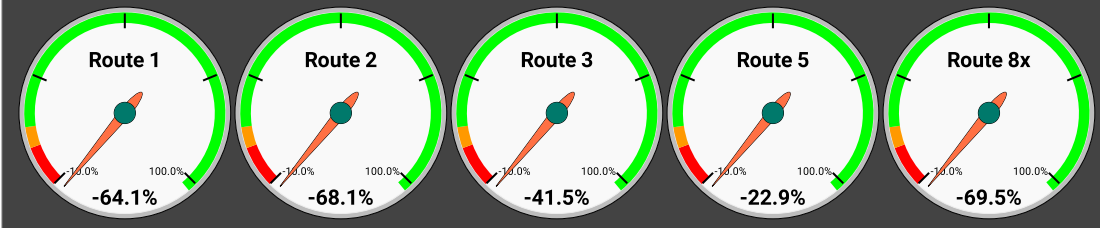


	Route 1 (Inns of Banff/ Gondola)					Route 2 (Tunnel Mtn / Banff Springs Hotel)					Route 3 (Canmore-Banff Regional)				
Month	2019	2020	2020 YTD	2021	% Change	2019	2020	2020 YTD	2021	% Change	2019	2020	2020 YTD	2021	% Change
January	28,912	29,158	29,158	4,777	-83.6%	27,358	30,240	30,240	4,683	-84.5%	15,486	17,784	17,784	5,504	-69.0%
February	29,757	29,827	29,827	6,362	-78.7%	26,543	29,325	29,325	5,895	-79.9%	12,849	14,547	14,547	5,736	-60.6%
March	34,329	19,875	19,875	8,664	-56.4%	27,413	18,828	18,828	6,927	-63.2%	15,057	11,410	11,410	8,022	-29.7%
April	27,420	2,557	2,875	4,718	64.1%	22,763	2,791	3,088	4,906	58.9%	14,618	4,106	4,577	5,824	27.2%
May	48,522	2,856	2,856	5,859	105.1%	32,526	3,386	3,386	4,620	36.4%	16,925	6,279	6,279	6,856	9.2%
June	66,195	7,508		0	0.0%	47,222	4,137		0	0.0%	18,924	5,552		0	0.0%
July	80,651	13,296		0	0.0%	61,895	13,112		0	0.0%	20,422	6,973		0	0.0%
August	81,196	18,047		0	0.0%	63,073	16,071		0	0.0%	20,105	8,330		0	0.0%
September	59,934	11,454		0	0.0%	45,951	9,327		0	0.0%	16,379	7,334		0	0.0%
October	28,982	9,268		0	0.0%	21,044	6,834		0	0.0%	15,563	7,535		0	0.0%
November	24,776	7,594		0	0.0%	20,300	6,189		0	0.0%	15,682	6,388		0	0.0%
December	28,935	5,293		0	0.0%	26,238	5,011		0	0.0%	15,994	5,246		0	0.0%
YTD	539,609	156,733	84,591	30,380	-64.1%	422,326	145,251	84,867	27,030	-68.1%	198,004	101,484	54,597	31,942	-41.5%

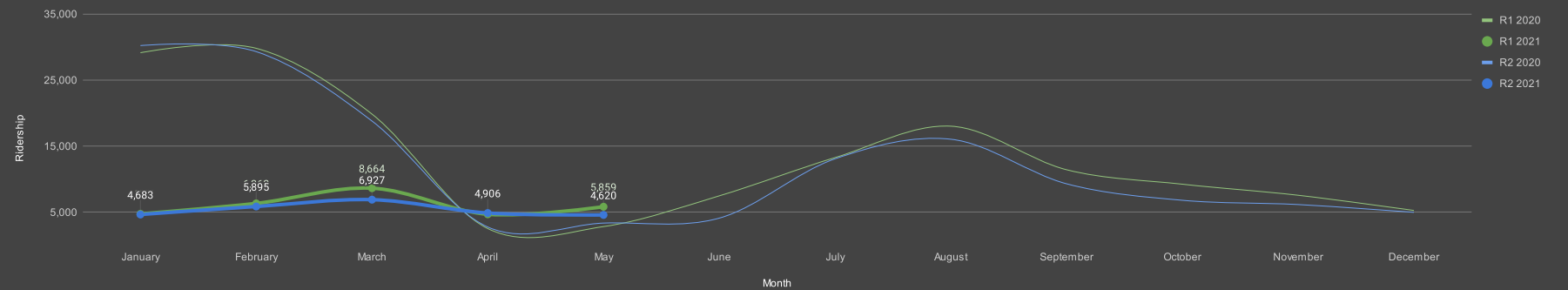
	Route 5 Canmore					Route 4 Cave and Basin					Route 8X (Express Lake Louise - Banff Regional)				
Month	2019	2020	2020 YTD	2021	% Change	2019	2020	2020 YTD	2021	% Change	2019	2020	2020 YTD	2021	% Change
January	10,225	14,620	14,620	6,204	-57.6%						4,053	7,617	7,617	1,146	-84.95%
February	8,913	14,327	14,327	6,596	-54.0%						2,920	5,913	5,913	1,019	-82.77%
March	9,759	9,323	9,323	8,676	-6.9%						3,310	4,187	4,187	1,401	-66.54%
April	9,144	2,506	2,800	5,993	114.0%						2,926	1,088	1,187	1,153	-2.90%
May	10,769	3,322	3,322	6,759	103.5%	1,147	0	0	56	0.0%	5,634	1,585	1,585	1,527	-3.63%
June	12,852	3,618		0	0.0%	4,002	61			0.0%	15,224	1,446		0	0.00%
July	14,183	5,724		0	0.0%	6,704	550			0.0%	24,544	4,150		0	0.00%
August	13,675	6,447		0	0.0%	7,332	1,017			0.0%	24,743	7,461		0	0.00%
September	12,348	6,119		0	0.0%	3,146	325			0.0%	15,154	3,960		0	0.00%
October	14,180	7,837		0	0.0%						5,581	1,747		0	0.00%
November	13,841	7,305		0	0.0%						4,715	1,155		0	0.00%
December	13,526	5,592		0	0.0%						6,645	1,010		0	0.00%
YTD	143,415	86,740	44,392	34,227	-22.9%	22,331	1,953			0.0%	115,449	41,319	20,489	6,246	-69.52%

	Route 6 (Minnewanka)					Route 7 (Banff Centre)					Route 8S (Scenic Lake Louise - Banff Regional)				Route 9 (Johnston Canyon)			
Month	2019	2020	2020 YTD	2021	% Change	2019	2020	2020 YTD	2021	% Change	2020	2020 YTD	2021	% Change	2020	2020 YTD	2021	% Change
January						1,431	1,287	1,287	0	-100.0%								
February						1,870	1,360	1,360	0	-100.0%								
March						1,579	710		0	0.0%								
April						1,148	0		0	0.0%								
May	3985	0	0	563	0.0%	1,281	0		0	0.0%			100				856	
June	9966	0	0		0.0%	1,390	0		0	0.0%	0	0	0	0.0%	0	0		0.00%
July	11801	0	0		0.0%	1,334	0		0	0.0%	0	0	0	0.0%	0	0		0.00%
August	12802	0	0		0.0%	1,587	0		0	0.0%	0	0	0	0.0%	0	0		0.00%
September	4184	0	0		0.0%	1,306	0		0	0.0%	0	0	0	0.0%	0	0		0.00%
October						1,300	0		0	0.0%								
November						1,459	0		0	0.0%								
December						935	0		0	0.0%								
YTD	42,738		0	563	0.0%	16,620	3,357	2,647	0	-100.0%	0	0	100	0.0%	0	0	856	0.00%

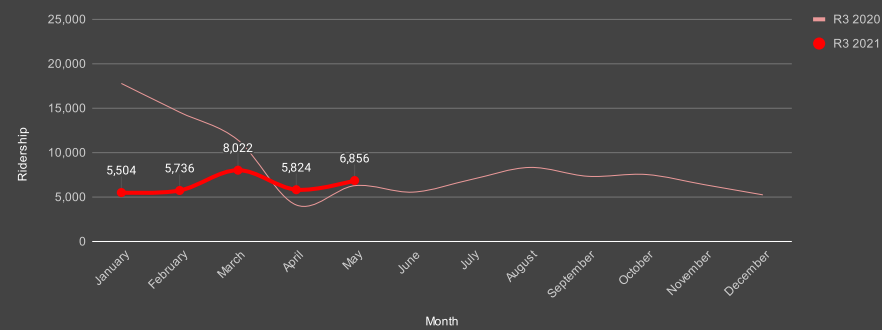
Year to Date % Ridership Change - Comparing 2020 to 2021



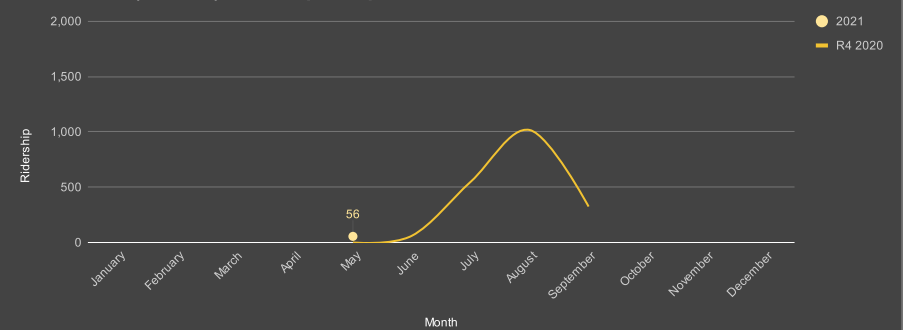
Banff Local (Routes 1 and 2) Ridership Comparison

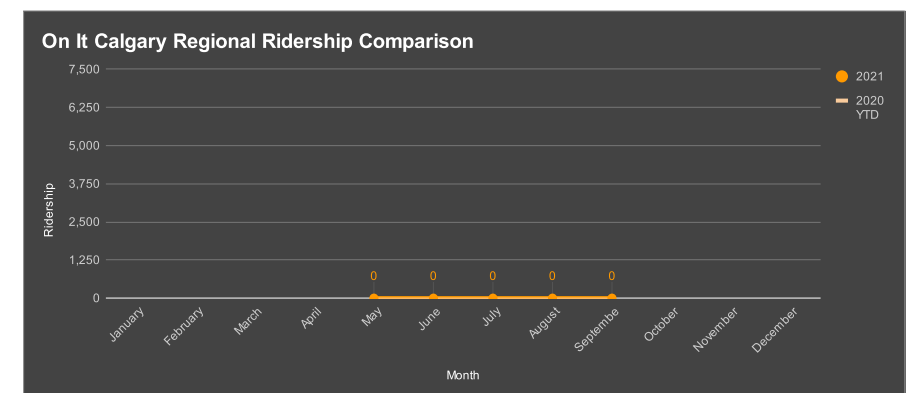
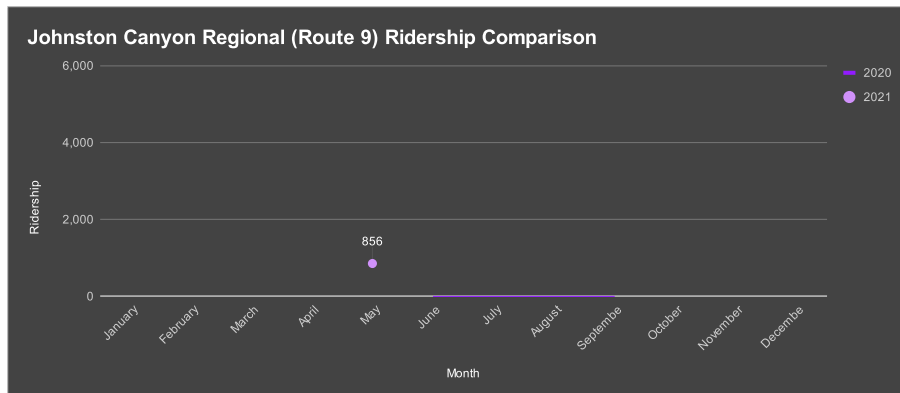
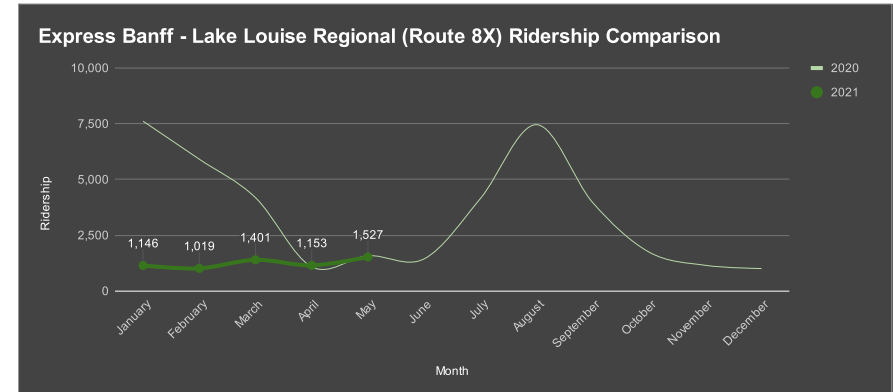
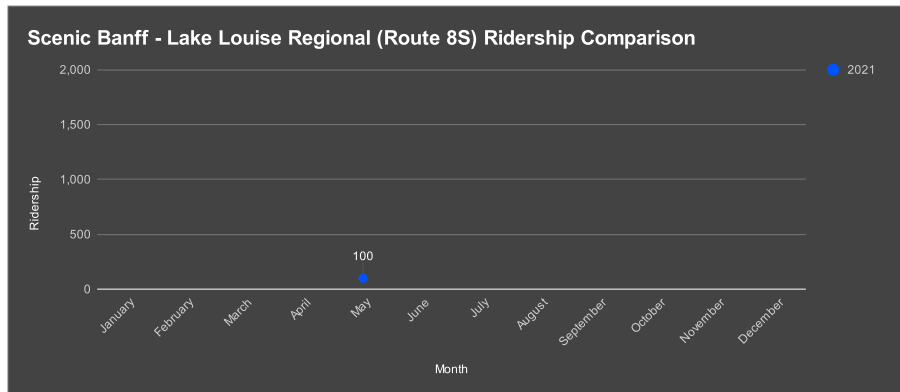
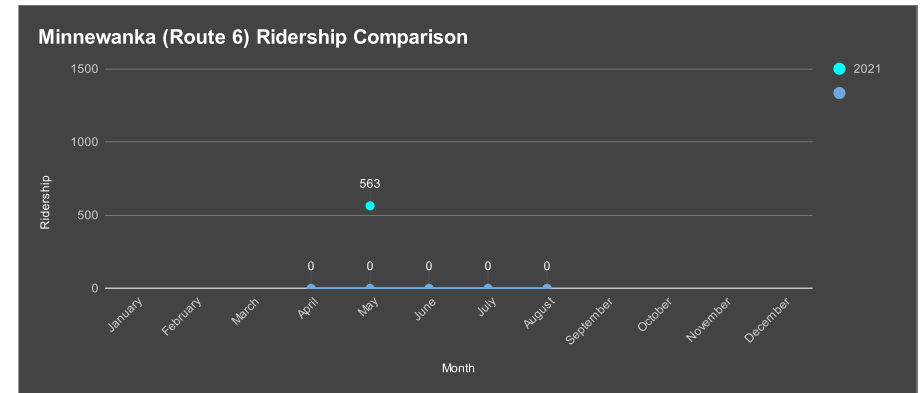
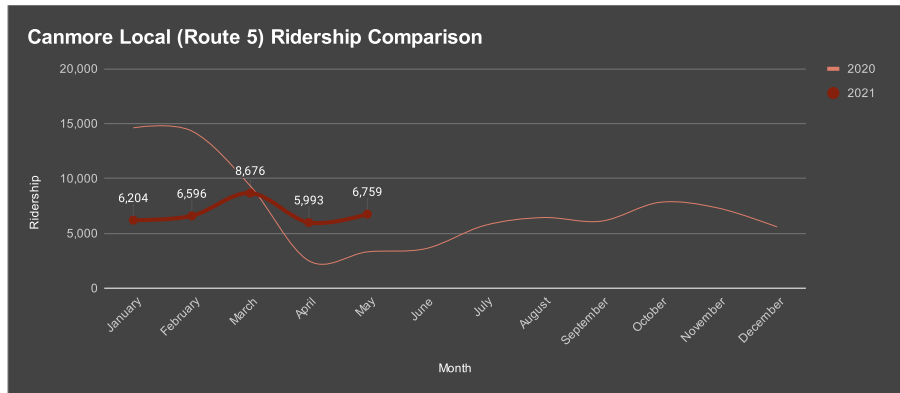


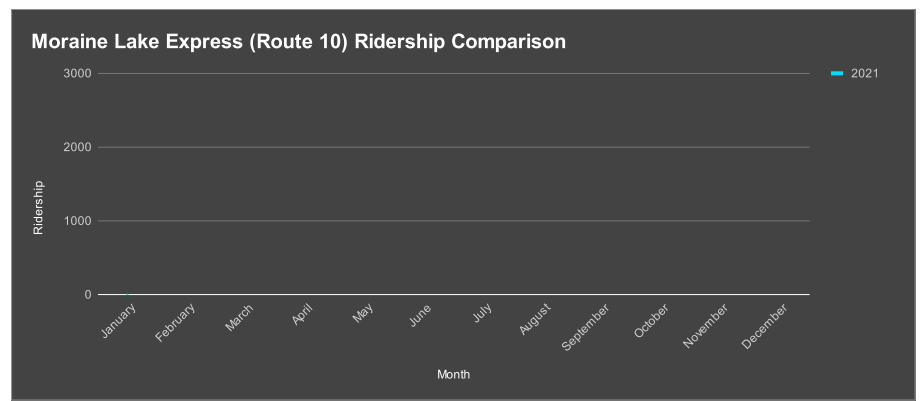
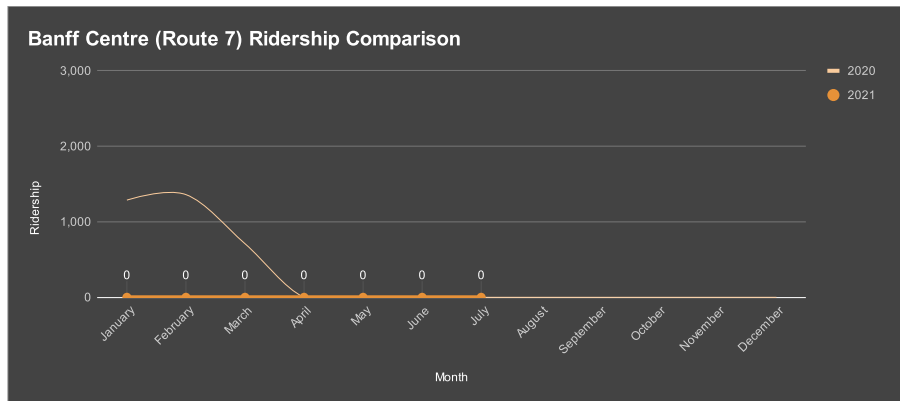
Canmore - Banff Regional (Route 3) Ridership Comparison



Banff Local (Route 4) Ridership Comparison







Bow Valley *Regional* Transit Services Commission



Bow Valley *Regional* Transit Services Commission



Chair's Report on Budget Process (2021)

Chair's Report to the Bow Valley Regional Transit Services Commission

June 2021

RE: Budget Process/Schedule

SUMMARY/ISSUE:

A primary goal of the budget process is for Commission members to approve a budget that is in the best interests of the BVRTSC and its stakeholders as a whole, while also being satisfactory to each of the individual municipal partners. Further, it is desirable for the budget to be approved in a timely manner, usually no later than the AGM in October, in order for all of the municipal partners to be aware of the actual transit requisition amounts that will affect their respective individual budget processes.

This report sets out a proposed budget process/schedule to be used this year in order to ensure ample opportunity for review and input of the Commission members, municipal partners, and the public; while ensuring orderly and timely approval of the budget. This schedule draws upon the successful budget processes in multiple previous years that have utilized a similar schedule. This proposed process/schedule will be subject to discussion by the Board, and changes made based upon feedback.

APPLICABLE BVRTSC BYLAW PROVISIONS:

BYLAW #3 – Operating Bylaw

5.3. The Board shall hold an Annual Organizational Meeting, which shall be held no later than October 30th of each year. At each Annual Organizational Meeting, the next year's financial and strategic plans, shall be voted on and adopted.

5.5. Notification of the Annual Organizational Meeting shall be provided to each Director and Non-Voting representatives no less than thirty (30) days prior to the date of the Annual Organizational Meeting.

11.1. Without limiting the requirements for the budget pursuant to the Act, Part 15.1, s. 602.2 and 602.23, on or before September 1st of each year the Board shall prepare an annual and three-year rolling financial plan that shall set out the expected:

(a) estimated expenditures for the:

- (i) purchase of operating services, which would include maintenance services;
- (ii) administration of the Commission, including salaries for the transit manager and any other Commission staff;
- (iii) marketing activities of the Commission; and

- (iv) 10 year capital investments (for vehicle and/or nonvehicle assets);
- (b) the fees levied to each contributing party (using the cost allocation principles and methodology described in Schedule A, which shall be reviewed every three years after the initiation of the Commission);
- (c) Proposed fare schedule for the next three years;
- (d) expected ridership and resulting fare revenues for each transit service for the next three years; and
- (e) expected grants for the next three years.

11.2. Directors shall be required to distribute the annual and three-year rolling financial plans to their respective organizations and constituents and consult with them on these plans, and the Voting Members shall be entitled to vote on these plans after the consultations have been completed.

11.3. The annual and three-year rolling financial plans shall require at least a fifty percent (50%) majority vote and support from at least one representative from each municipality to pass. The financial plans shall be revised if they are not passed and the revised plans shall be voted on by the Board again.

11.4. Any Voting Member, Non-Voting representative, or member of the public may submit comments and questions to the Board in writing in relation to the annual and three-year rolling financial plans within thirty (30) days immediately following the date of distribution of the proposed financial plan.

11.5. Subject to the Act, the Manager may, during any financial year, present to the Board, amendments to the annual financial plan for the current year. Any amendments to the annual financial plan shall be made in accordance with the procedure set forth in this bylaw.

BUDGET PROCESS/SCHEDULE:

August 11th, 2021 – Regular BVRTSC Meeting . . . a PRELIMINARY DRAFT Operating Budget and a PRELIMINARY DRAFT Capital Budget will be presented. The preliminary draft budgets serve to solicit initial *written* feedback from the Commission Members. Accordingly, during the meeting Members and municipal partner administrative liaisons will be invited to ask questions of clarification about the preliminary draft operating budget. No motions should be brought forward at this time as the preliminary draft operating budget is not being tabled for approval, only information and feedback. Members are then encouraged to consider the preliminary draft operating budget, including seeking input from their respective municipal administrations, and provide written comments to the CAO **by August 23, 2021** in order for a PROPOSED Operating Budget and a PROPOSED Capital Budget to be presented to the Board for consideration, revision and approval during the September regular BVRTSC meeting.

September 8th, 2021 – Regular BVRTSC Meeting . . . a PROPOSED Operating Budget and a PROPOSED Capital Budget will be presented to the Commission for consideration, debate of any proposed amendments, and ultimately approval. The vote on the PROPOSED budgets (i.e. not amending motions) will use the voting formula contained s. 11.3 of Bylaw #3 (i.e. majority vote including at least one Member from each municipal partner). The approved PROPOSED Operating Budget and PROPOSED Capital Budget will then be distributed by Members to their respective municipal administrations and anyone else they wish to obtain feedback (including members of the public). As per s. 11.4 of Bylaw #3, written feedback to the circulated budgets may be received within 30 days of the initial distribution, i.e. **written feedback to the CAO by October 8th, 2021.**

The date of the Annual Organizational Meeting will be set to immediately follow the regular meeting on October 13th, 2021.

OCTOBER 13th, 2021 – Regular BVRTSC Commission Meeting . . . a FINAL Operating Budget and a FINAL Capital Budget will be presented to the Commission for consideration, debate of any proposed amendments, and ultimately approval for presentation to the Annual Organizational Meeting (which will immediately follow this meeting). Members will be encouraged to raise any and all of their issues with the budget at this time in order to avoid doing so at the Annual Organizational Meeting. Once again, the vote on the FINAL budgets (i.e. not amending motions) will use the voting formula contained s. 11.3 of Bylaw #3.

OCTOBER 13th, 2021– Annual Organizational Meeting . . . the FINAL Operating Budget and the FINAL Capital Budget approved by the Commission will be presented for vote and adoption. As above, this vote will be in accordance with the voting formula contained s. 11.3 of Bylaw #3.
Through the above process:

- Members and their respective municipalities will have opportunity for ample feedback to the budget process. Feedback on the PRELIMINARY DRAFT Operating Budget will be received between August 11th, 2021 and August 23rd, 2021 and feedback on the PROPOSED Operating and Capital Budgets will be received at the September 11th meeting as well as during the 30 days from September 11th, 2021 to October 8th, 2021.
- Members will have opportunity to propose amendments to the budget at the September 8th, 2021 meeting where the PROPOSED budgets are considered; and at the October 13th, 2021 meeting where the FINAL budgets are considered.
- At least one representative from each of the municipal partners will have voted in favour of the approved PROPOSED budgets, the approved FINAL budgets to be presented to the Annual Organizational Meeting, and the approved FINAL budgets at the Annual Organizational Meeting.
- The public, dependent on circulation by individual members, will have opportunity for feedback during the 30 days between September 9th, 2021 and October 8th, 2021 and at the Annual Organizational Meeting based upon the publicized meeting date and review of the available agenda package.

END OF REPORT