

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

via Zoom Video Meeting

AGENDA

December 15th, 2022 10:00-11:00am

1. Call to Order
2. Approval of the Agenda
3. Minutes
 - Approval of the November 9th, 2022, 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) Report on Staff Accommodation (Request for Decision)
6. Adjournment

Next Meeting – Wednesday February 8th 2023 2:00-3:30pm

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

via: In-Person with Zoom Video Meeting Option Available

MINUTES

November 9th, 2022 2:00-3:30pm

BOARD MEMBERS PRESENT

Joanna McCallum, Town of Canmore - Chair
Dave Schebek, ID9 (Virtual)
Corrie DiManno, Town of Banff
Alex Parkinson, ID9 (Virtual)
Grant Canning, Town of Banff
Tanya Foubert, Town of Canmore (Virtual)

BOARD MEMBERS ABSENT

BVRTSC ADMINISTRATION PRESENT

Martin Bean, CAO
Steve Nelson, Manager Operations
Mel Booth, Controller

ADMINISTRATION PRESENT

Patti Youngberg, Parks Canada
Andy Esarte, Town of Canmore (Virtual)
Daniella Rubeling, Parks Canada
Adrian Field, Town of Banff (Virtual)
Danielle Morine, ID9 (Virtual)
Jed Cochrane, Parks Canada

ADMINISTRATION ABSENT

PUBLIC PRESENT

Greg Colgan, Rocky Mountain Outlook (Virtual)

1. Call to Order

Joanna McCallum calls meeting to order at 2:04PM.

2. Approval of the Agenda

BVRTSC22-061 Corrie DiManno moves to approve the Agenda as presented.

CARRIED UNANIMOUSLY

3. Minutes

- Approval of the October 17th, 2022, Regular Meeting Minutes (attached)

BVRTSC22-062 Grant Canning moves to approve Minutes as presented.

CARRIED UNANIMOUSLY

- Approval of the October 17th, 2022 Annual Organizational Meeting Minutes (attached)

Edit required – Auditors appointment 2021 financials changed to 2022

BVRTSC22-063 Grant Canning moves to approve minutes as amended.

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 Quarter 3 Financial results (For Information Only)
- b) Discussion of Banff's Proposed Fare Free Regional Service for Residents (For Discussion)

January meeting date will be adjusted to accommodate a Strategic Plan discussion/review and will take that opportunity to discuss Fare Free Regional Service options.

- c) Appointment of Chair and Vice Chair of the BVRTSC for 2022 (Request for Decision)

- Nominations for Chair:

Joanna McCallum turns meeting over to CAO Martin Bean.

- Martin Bean calls for nominations for Chair of BVRTSC

BVRTSC22-064 Corrie DiManno nominates Joanna McCallum

- Martin Bean 2nd call for nominations. No further nominations received

Joanna McCallum is acclaimed as Chair of the BVRTSC for 2023.

Joanna McCallum resumes chairing the meeting.

- Joanna McCallum calls for nominations for Vice Chair

BVRTSC22-065 Alex Parkinson moves to nominate Dave Schebek as Vice Chair

- Joanna McCallum 2nd call for nominations. No further nominations received

Dave Schebek is acclaimed as Vice Chair of the BVRTSC for 2023.

d) Confirmation of meeting dates and times for 2022/2023 (For Information Only)

BVRTSC22-065 Joanna McCallum moves to set meetings dates and times for 2022/2023
Commission Meetings to be held on the 2nd Wednesday of every month and located at 111 Hawk
Ave Banff Ave. with a virtual online option via Zoom.

CARRIED UNANIMOUSLY

6. Adjournment

Next Meeting:

BVRTSC22-065 Joanna McCallum moves to set the next Commission meeting date as Thursday
December 15th at 10 AM via Zoom.

CARRIED UNANIMOUSLY

BVRTSC22-066 Joanna McCallum moves that we cancel the January 2023 meeting and replace it
with a strategic planning update session on January 12th 2023 from 1-4pm with the location to
be determined.

CARRIED UNANIMOUSLY

BVRTSC22-067 Grant Canning moves to adjourn the meeting at 2:59PM

CARRIED UNANIMOUSLY

CAO and Operations Manager REPORT



December 2022

Financial:

- The BVRTSC has just been approved in principle for funding through the Federal Rural Transit Solutions fund that was applied for back in April of 2022. This funding will provide a contribution of an 80% federal grant to a maximum of \$3,938,000 towards the purchase of electric shuttle and full-size buses. Further details will be provided once administration analyzes the options moving forward.

Transit Service Updates:

- Proterra has encountered challenges with receiving parts for the completion of our new 5 buses and is now anticipating April for delivery. Administration has responded with communication outlining the challenges that this causes for us and our need for Proterra to continue looking for solutions to move this date forward. These challenges are being seen by all manufacturers due to supply chain issues, with both Nova and New Flyer seeing delayed deliveries. The Proterra issue is with getting delivery of the main wiring harness for charging.
- Planning is beginning for summer service in 2023 and determining the optimal schedules for the busier routes is key, as it will be critical balance maintaining high service levels while considering the increased traffic congestion and allowing for driver breaks.

Ridership comparison to 2019:

Total Roam ridership for 2022 to the end of November is 1,505,037 as compared to 1,435,885 in 2019 – an increase of 4.8%

Ridership YTD (end of November)	2019	2022	Increase
1 Gondola	510,674	504,988	-1%
2 Tunnel Mtn/Fairmont	396,088	420,009	6%
3 Canmore/Banff Regional	182,010	174,524	-4%
5 Canmore Local	129,889	159,200	23%
8X Lake Louise Express	108,804	123,669	14%
9 Johnston Canyon	10,993	21,977	100%

November	2019	2022	Increase
1 Gondola	24,776	30,751	24%
2 Tunnel Mtn/Fairmont	20,300	36,146	78%
3 Canmore/Banff Regional	15,682	17,797	13%
5 Canmore Local	13,841	19,956	44%
8X Lake Louise Express	4,715	6,021	28%
9 Johnston Canyon	0	312	

General/Health and Safety

- Parks Canada is not able to accommodate Roam's request for additional space in the Banff Visitor Centre, so administration is looking at alternate options to manage visitor volumes, including setting up a tent outside along with Parks and BLT. Further information will be forthcoming in the New Year as we learn more about pedestrian zone plans for the upcoming summer.
- The Roam Team held our Christmas gathering on December 1st at the Coast Hotel in Canmore. It was great to be able to host our first Christmas party since 2019.
- Roam is once again sponsoring the Rotary Festival of Trees in Canmore and has a tree decorated in the Malcolm Hotel, along with 66 other sponsored trees. The trees are available for viewing throughout the month of December.
- The first MELT training session for new drivers will be occurring on January 10th, along with a training session to begin on the same day for already licensed drivers. It is anticipated that multiple classes will be operating throughout the Spring, with a current target of 30 new drivers to be in place prior to summer.

Bow Valley *R*egional Transit Services Commission



BRING FORWARD LIST

BRING FORWARD LIST OF ITEMS PENDING (as December 2022)

ITEM	Date Initiated	Pending Date	Responsible for Completion	Comments:
BVRTSC22-011 Tanya Foubert moves that the Commission direct administration to bring back a report and recommendations by summer of 2022, with public consultation, on potentially allowing leashed dogs on buses without the use of a pet carrier.	March 2022	February 2023	Admin (Fiona Gagnon)	Moved to February due to meeting cancelation in January
BVRTSC21-117 Davina Bernard moves that the subcommittee of the CAO performance review committee focuses on the following three topics in 2022. 1. CAO updated Contract 2. CAO performance pay structure update 3. CAO performance review structure update.			Board (Joanna, Dave, Corrie)	Removed Davina and added Dave

Bow Valley Regional Transit Services Commission Ridership Statistics

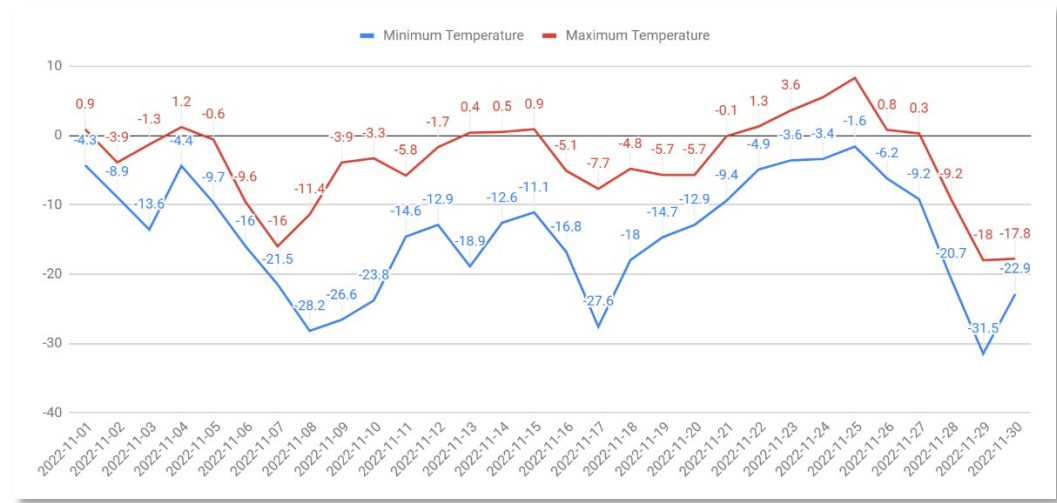
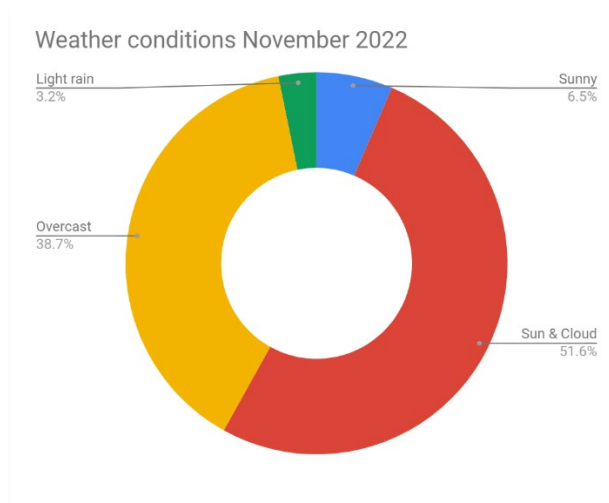


Month	Type	Banff Local	Canmore Local	Canmore - Banff Regional	Lake Louise - Banff Regional
November 2022	Bikes	12	104	143	13
	Winter Sports	581	175	605	42
	Strollers	58	92	19	02

November 2022

Route	Monthly Ridership Change 2021 to 2022	Comments
Route 1	+103%	November 2021 to November 2022 (Pandemic)
Route 2	+164%	November 2021 to November 2022 (Pandemic)
Route 3	+70%	November 2021 to November 2022 (Pandemic)
Route 4	N/A	November 2021 to November 2022 (Pandemic)
Route 5	+106%	November 2021 to November 2022 (Pandemic)
Route 6	N/A	November 2021 to November 2022 (Pandemic)
Route 8X	+115%	November 2021 to November 2022 (Pandemic)
Route 9	N/A	November 2021 to November 2022 (Pandemic)

Weather for November 2022

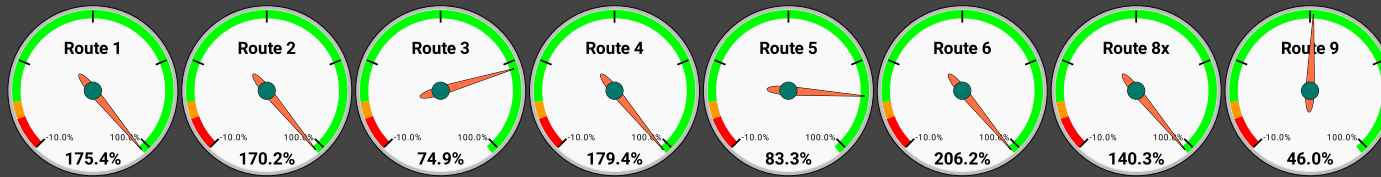


	Route 1 (Inns of Banff/ Gondola)						Route 2 (Tunnel Mtn / Banff Springs Hotel)						Route 3 (Canmore-Banff Regional)						Banff Local Combined Totals (Routes 1, 2, 4)					
Month	2019	2020	2021	2021 YTD	2022	% Change	2019	2020	2021	2021 YTD	2022	% Change	2019	2020	2021	2021 YTD	2022	% Change	2019	2020	2021	2021 YTD	2022	% Change
January	28,912	29,158	4,761	4,761	16,080	237.7%	27,358	30,240	4,703	4,703	16,870	258.7%	15,486	17,784	5,499	5,499	10,642	93.5%	56,270	59,398	9,464	9,464	32,950	248.16%
February	29,757	29,827	6,370	6,370	19,661	208.6%	26,543	29,325	5,903	5,903	21,518	264.5%	12,849	14,547	5,781	5,781	10,308	78.3%	56,300	59,152	12,273	12,273	41,179	235.53%
March	34,329	19,875	8,668	8,668	21,720	150.6%	27,413	18,828	7,734	7,734	24,690	219.2%	15,057	11,410	7,951	7,951	12,705	59.8%	61,742	38,703	16,402	16,402	46,410	182.95%
April	27,420	2,557	6,709	6,709	20,918	211.8%	22,763	2,791	5,643	5,643	20,192	257.8%	14,618	4,106	5,507	5,507	12,028	118.4%	50,183	5,348	12,352	12,352	41,110	232.82%
May	48,522	2,856	5,901	5,901	37,572	536.7%	32,526	3,386	5,008	5,008	27,452	448.2%	16,925	6,279	6,850	6,850	15,148	121.1%	82,195	6,242	10,969	11,528	66,177	474.05%
June	66,195	7,508	13,551	13,551	65,375	382.4%	47,222	4,137	11,196	11,196	50,118	347.6%	18,924	5,552	9,321	9,321	19,058	104.5%	117,419	11,706	26,582	28,139	120,191	327.13%
July	80,651	13,296	31,554	31,554	100,148	217.4%	61,895	13,110	31,179	31,179	67,979	118.0%	20,422	6,973	12,330	12,330	22,015	78.5%	149,250	26,952	65,486	71,853	175,448	144.18%
August	81,196	18,048	43,151	43,151	93,303	116.2%	63,073	16,072	34,735	34,735	68,183	96.3%	20,105	8,331	12,610	12,610	19,854	57.4%	151,601	35,139	81,324	89,720	167,211	86.37%
September	59,934	11,450	28,975	28,975	61,567	112.5%	45,951	9,328	22,068	22,068	53,950	144.5%	16,379	7,335	11,365	11,365	17,364	52.8%	109,031	21,104	52,752	52,752	120,359	128.16%
October	28,982	9,269	16,333	16,333	37,893	132.0%	21,044	6,834	12,439	12,439	32,911	164.6%	15,563	7,535	11,258	11,258	17,605	56.4%	50,026	16,103	28,772	28,772	71,200	147.46%
November	24,776	7,594	15,151	15,151	30,751	103.0%	20,300	6,189	13,693	13,693	36,146	164.0%	15,682	6,388	10,446	10,446	17,797	70.4%	45,076	13,783	28,844	28,844	66,897	131.93%
December	28,935	5,293	18,948	7,241	13,813	90.8%	26,238	5,011	16,819	6,668	14,899	123.4%	15,994	5,246	10,599	4,680	6,652	42.1%	55,173	10,304	35,767	13,909	28,712	106.43%
YTD	539,609	166,731	200,072	188,365	518,801	175.4%	422,326	145,251	171,120	160,969	434,908	170.2%	198,004	101,486	109,517	103,598	181,176	74.9%	984,266	303,934	379,687	376,008	977,844	160.1%

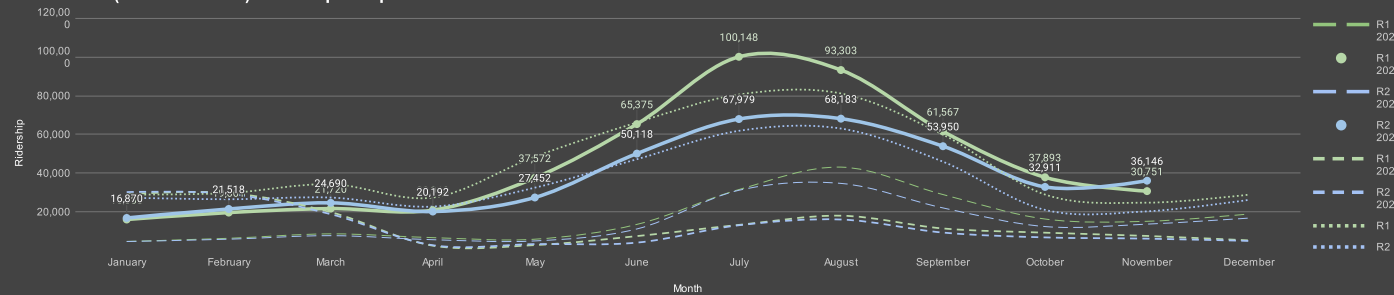
21,977	Route 5 Canmore						Route 4 Cave and Basin						Route 8X (Express Lake Louise - Banff Regional)						Roam TOTAL Ridership (Not including OnIt)						On-It (Calgary Regional)					
Month	2019	2020	2021	2021 YTD	2022	% Change	2019	2020	2021	2021 YTD	2022	% Change	2019	2020	2021	2021 YTD	2022	% Change	2019	2020	2021	2021 YTD	2022	% Change	2019	2020	2021	2021 YTD	2022	% Change
January	10,225	14,620	6,204	6,204	9,224	48.7%							4,053	7,617	1,117	1,117	3,714	232.50%	86,034	92,919	22,284	22,284	56,530	153.7%						
February	8,913	14,327	6,700	6,700	9,789	46.1%							2,920	5,913	1,017	1,017	4,039	297.15%	80,982	89,043	25,771	25,771	65,315	153.4%						
March	9,759	9,323	8,650	8,650	12,156	40.5%							3,310	4,187	1,438	1,438	4,295	198.68%	89,868	60,874	34,441	34,441	75,566	119.4%						
April	9,144	2,506	7,360	7,360	11,365	54.4%							2,926	1,088	1,146	1,146	4,153	262.39%	76,871	13,106	26,365	26,365	68,656	160.4%						
May	10,769	3,322	6,760	6,760	13,066	93.3%	1,147	0	60	60	1,153	1821.7%	5,634	1,585	1,516	1,516	8,437	456.53%	120,779	21,344	27,604	27,604	106,794	288.2%	1,271				1,759	
June	12,852	3,619	8,250	8,250	16,015	94.1%	4,002	61	535	535	4,698	778.1%	15,224	1,446	3,454	3,454	18,115	424.46%	180,155	36,221	54,438	54,438	190,769	250.4%	3,846	244	930	930	3,840	312.9%
July	14,183	5,726	7,581	7,581	16,715	120.5%	6,704	546	2,753	2,753	7,321	165.9%	24,544	4,150	10,637	10,637	28,200	165.11%	232,511	69,553	107,890	107,890	271,789	151.9%	4,847	1,565	2,607	2,607	7,654	193.6%
August	13,675	6,447	8,345	8,345	17,070	104.6%	7,332	1,019	3,438	3,438	5,725	66.5%	24,743	7,462	15,688	15,688	22,575	43.90%	237,528	86,727	132,189	132,189	252,773	91.2%	6,282	2,134	3,623	3,623	6,531	80.3%
September	12,348	6,119	8,621	8,621	17,042	97.7%	3,146	326	1,709	1,709	4,842	183.3%	15,154	3,961	8,728	8,728	16,059	83.99%	165,538	51,895	88,472	88,472	187,374	111.8%	4,017	981	2,272	2,272	5,019	120.9%
October	14,180	7,839	9,215	9,215	16,802	82.3%	0	0	0	0	396		5,581	1,747	3,709	3,709	8,061	117.34%	86,305	36,141	54,346	54,346	118,488	118.0%						
November	13,841	7,305	9,685	9,685	19,956	106.1%							4,715	1,155	2,798	2,798	6,021	115.19%	79,314	30,274	51,773	51,773	110,983	114.4%						
December	13,526	5,592	8,870	3,667	7,688	109.7%							6,645	1,010	3,973	1,337	2,700	101.94%	91,338	22,479	59,209	23,593	45,878	94.5%						
YTD	143,415	86,745	96,241	91,038	166,888	83.3%	22,331	1,952	8,495	8,495	23,739	179.4%	115,449	41,321	55,221	52,585	126,369	140.31%	1,527,223	610,576	684,782	649,069	1,550,915	138.94%	20,263	4,924	9,432	9,432	24,803	163.0%

	Route 6 (Minnewanka)					Route 8S (Scenic Lake Louise - Banff Regional)					Route 9 (Johnston Canyon)					Route 10 (Moraine Lake)					
Month	2019	2021	2021 YTD	2022	% Change	2019	2021	2021 YTD	2022	% Change	2019	2021	2021 YTD	2022	% Change	2019	2020	2021	2021 YTD	2022	% Change
January																					
February																					
March																					
April																					
May	3985	559	559	2,783	397.9%		97					853	853	1,183	38.69%						
June	9966	2857	2,857	12,662	343.2%	795	862	862		-100.0%	1,129	4,412	4,412	4,728	7.16%						
July	11801	6367	6,367	20,639	224.2%	3,521	1,313	1,313	2,183	66.3%	3,943	4,176	4,176	6,589	57.78%						
August	12802	8396	8,396	19,063	127.0%	4,058	2,000	2,000	1,640	-18.0%	4,262	3,826	3,826	5,360	40.09%						
September	4184	3303	3,303	10,107	206.0%	303	757	757	0	-100.0%	1,659	1,448	1,448	2,908	100.83%	1,380	2,463	1,498	1,498	3,535	136.0%
October	0	0	0	530								419	419	897	114.08%	1,053	955	973	973	3,393	248.7%
November														312	-25.54%						
December														126	-69.93%						
YTD	42,738	21,482	21,482	65,784	206.2%	8,677	5,029	4,932	3,823	-22.5%	10,993	15,134	15,134	22,103	46.05%	2,433	3,418	2,471	2,471	6,928	180.4%

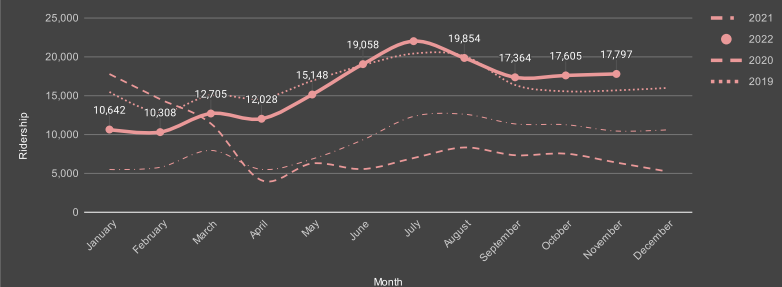
Year to Date % Ridership Change - Comparing 2021 to 2022



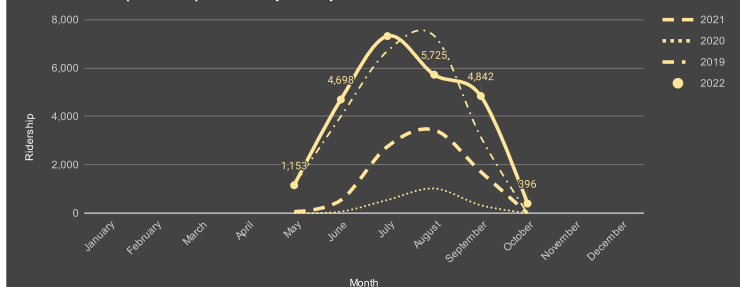
Banff Local (Routes 1 and 2) Ridership Comparison

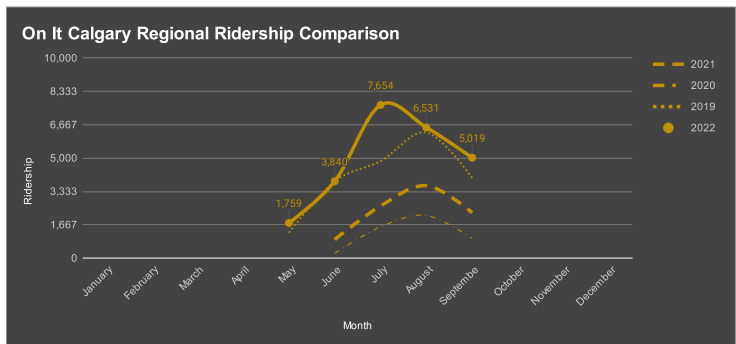
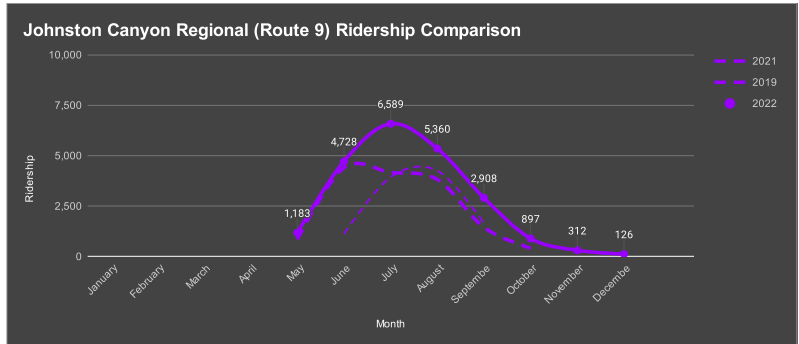
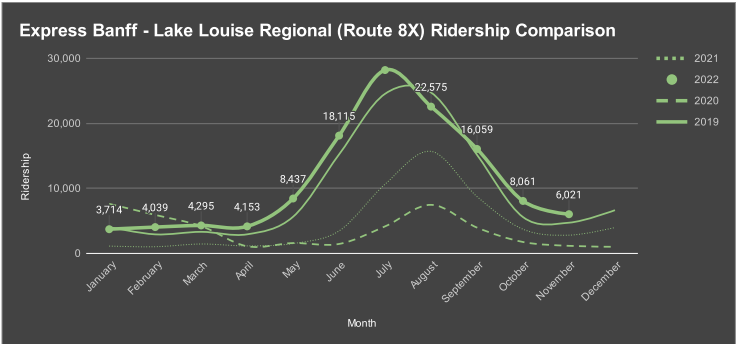
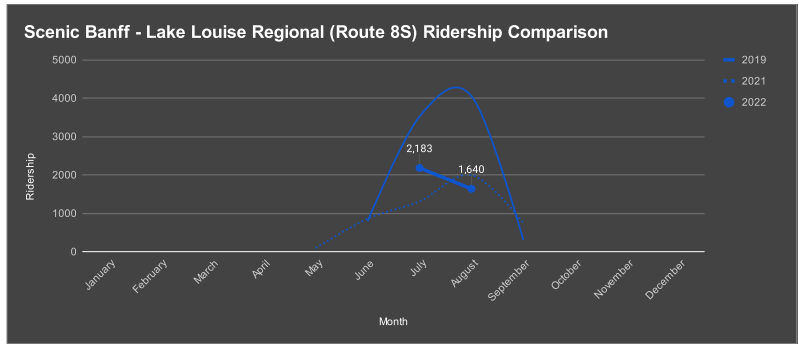
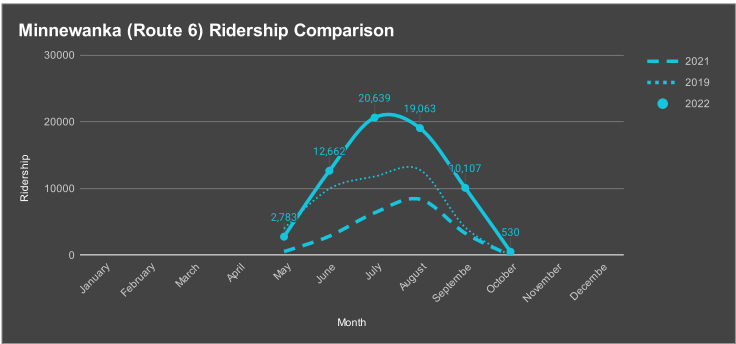
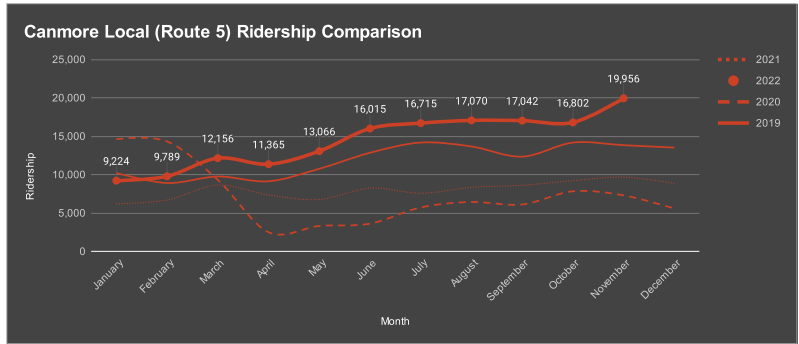


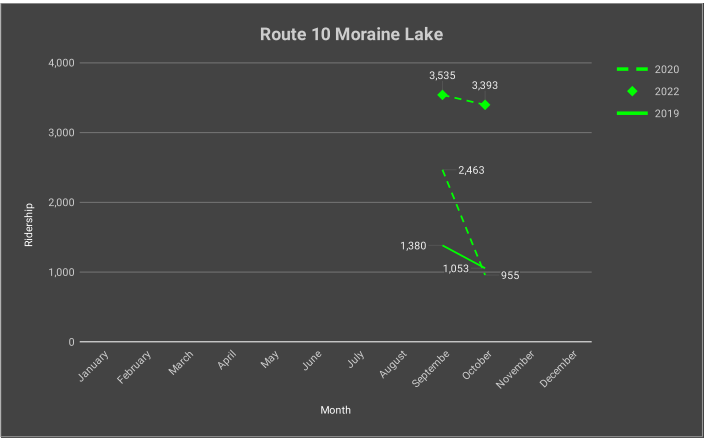
Canmore - Banff Regional (Route 3) Ridership Comparison



Banff Local (Route 4) Ridership Comparison







Bow Valley *Regional* Transit Services Commission

**WHAT'S
NEW!**

NEW BUSINESS

Report to the Bow Valley Regional Transit Services Commission

Report 2022-12.01 Driver Housing Request

December 7, 2022

SUMMARY/ ISSUE

BVRTSC as an organization has been growing in service hours operated, fleet and drivers employed. This growth is primarily in the summer months, and therefore necessitates increasing numbers of staff both in the operations and administrative functions. One of the main challenges in recruiting drivers to come and work in the Bow Valley is the lack of housing.

COVID has also changed the recruitment market, making things increasingly more challenging. This summer Roam had issues with recruitment of qualified candidates residing in the Bow Valley or able to find accommodation in the Bow Valley. As a result, it is estimated that we were short approximately 10-15 drivers to operate comfortably. This caused the cutback of planned summer schedules and resulted in larger overtime hours being paid to existing drivers. Also, this summer was the busiest yet experience by Roam, with ridership for most routes surpassing 2019 full year numbers by Oct/Nov of 2022. During the 2022 recruitment process seven drivers cited lack of staff accommodation or transitional housing as the reason for not accepting their employment offer. Additionally, it is estimated that accommodation availability would further create interest in attracting qualified operators to the Bow Valley. Having housing options available for seasonal staff will give Roam an advantage in the recruitment market going forward and will help to alleviate some of the issues that faced in 2022.

Administration has explored several options within the staff housing spectrum:

- Enter into a rental agreement and sublet to drivers
- Purchase apartment units or a house to rent to drivers (option 2 presented with two different financing options)

Administration Recommendation:

1. That the BVRTSC Board direct administration to move forward with the process of purchasing a unit in Bald Eagle Peak Chalets, estimated for completion in late 2023 or early 2024.
2. Utilize \$20,000 from operating reserves to allow for the rental of an additional interim staff accommodation location for the 2023 year.

INVESTIGATION

Both the rental and purchase options outlined are based on Bald Eagle Peak Chalets, a new development that is planned for construction Canmore's Teepee Town area. The current estimate for completion and occupancy is December 2023. See Appendix 1 with some drawings/floor plans and further information about the development. The project will have 13 Townhouse units and 6 CAH or employee housing units. The townhouse units will be sold at market rates. The CAH units will either be sold or rented. Administration is recommending the 5 bedroom/5 bathroom option.

Report to the Bow Valley Regional Transit Services Commission

Report 2022-12.01 Driver Housing Request

December 7, 2022

Purchase:

The cost is approximately \$600 per square foot, and the units range in size from 1,500 to 1,900 sq ft. We have conducted our analysis on the larger unit size, based on a total cost of approximately \$1,200,000.

Advantages to purchasing would include owning the asset, therefore drop in operating expense once the mortgage was paid off. Disadvantages include additional risk of maintenance expenses and higher annual costs during the initial mortgage period. Additional maintenance expertise/oversight would also be required.

Administration has tentatively investigated financing options. Bank financing through Alberta Treasury Branch (ATB), and financing from the Alberta government under the loans to local authorities program.

ATB

Under the Municipal Government Act, a Transit Commission loan cannot be guaranteed by the member municipalities. The BVRTSC would therefore be assessed on the credit worthiness of the organization. Based on recommendations from ATB preliminary numbers have been based on the requirement of a 25% down payment. See additional info Appendix 2

Government of Alberta:

Under this loan program, Transit Commissions are eligible to borrow funding for capital projects. The BVRTSC would have to go through an approval process for the project and the funding, therefore acceptance would not be guaranteed. The amortization period can be chosen, and the interest rates are more favourable than the rates supplied by banks. See additional information in Appendix 3

Both financing options are presented based on a 20-year amortization.

Rental:

Included in the development will be 6 CAH units which will be rented to businesses as 'employee housing units. The units will rent for approximately \$5,000 per month.

Administration has conducted research into other rental properties available in the area (Banff and Canmore), both private rentals and those through rental agencies. Most are rented out for approximately \$1,000 per room plus utilities, so the costs are in line with other rentals.

Advantages to rental would include limited exposure to maintenance costs, and a lower annual cost for the first 20 years. Disadvantages include lack of control of monthly rent costs, and not owning an asset after the initial mortgage period.

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Cost recovery:

For both the rental or the purchase unit, cost recovery varies based on rental rates, and occupancy levels. Two options are presented below:

- Maximizing cost recovery is based on \$1,000 per month/per room for the full 12 months.
- Subsidized staff housing is based on \$850 per room and keeping rooms available for summer recruiting (assuming 50% occupancy, or 100% occupancy for the summer only).

Administration has discussed the possibilities of maximizing rental revenue such as offering units to part time seasonal drivers with the stipulation that remaining in staff accommodation at the start of the summer season would require the driver to return to Roam as a summer driver. Also having different room rates for summer/winter to encourage occupancy in the winter and fall.

Actual cost recovery would likely fall somewhere in the middle of these two options.

The following is a comparison of annual operating costs:

	Rental	Purchase w/ ATB Mortgage	Purchase w/ AB Govt loan
Revenue			
Rental income (max cost recovery)	\$ 60,000	\$ 60,000	\$ 60,000
Rental income (subsidized)	\$ 25,500	\$ 25,500	\$ 25,500
Expenses			
Rent	\$ 60,000	\$ -	\$ -
Mortgage/Loan	\$ -	\$ 89,799	\$ 79,940
Condo Insurance	\$ -	\$ 2,400	\$ 2,400
Property tax	\$ -	\$ 5,751	\$ 5,751
Water/Sewer/Garbage	\$ 1,500	\$ 1,500	\$ 1,500
Condo fees	\$ -	\$ 3,000	\$ 3,000
Electricity	\$ 2,400	\$ 2,400	\$ 2,400
Heat	\$ 3,000	\$ 3,000	\$ 3,000
Cleaning	\$ 2,400	\$ 2,400	\$ 2,400
Maintenance	\$ 5,000	\$ 10,000	\$ 10,000
PT Admin	\$ 6,000	\$ 6,000	\$ 6,000
	\$ 80,300	\$ 126,250	\$ 116,391
Net cost per year (max cost recovery)	\$ 20,300	\$ 66,250	\$ 56,391
Net cost per year (subsidized)	\$ 54,800	\$ 100,750	\$ 90,891
Downpayment		\$ 300,000	\$ 200,000
Finance		\$ 900,000	\$ 1,000,000
Interest rate		7.92%	5.04%

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Interim Solution for 2023:

The housing options presented will not be available until late 2023/early 2024.

A net cost of \$20,500 was approved in the 2023 budget for driver housing options. Administration has secured a 1 year lease on a 3 bedroom property in Middle Springs in Banff starting January 1 2023.

Administration is recommending to increase the number of total rooms available for the 2023 summer season to 5 or 6, providing a solid housing base to ensure that Roam's hiring targets are more achievable. This would require the rental of another 2-3 bedroom unit in Banff or Canmore starting in the Spring. An additional \$20,000 for net operating expenses will cover the additional unit.

IMPLICATIONS

Resources required to implement:

- Current administration can proceed with agreement to purchase or rent staff accommodation unit.
- Current staff can also maintain staff housing, collect rent, deal with move ins/outs, estimated cost allocation of \$500 per month is included in total costing above.

Cost recovery on the above will come from all routes based on the percentage of service hours.

Capital funding will be required for the down payment. The level of down payment will depend on financing options available to us. Also, approximately \$20,000 will be required to furnish the unit.

BRAND IMPACT

Positive Brand Standard impact through continued operational excellence through hiring and retaining strong drivers.

RISKS

Financial risk associated with the expenditure and level of cost recovery.
Interest rate risk based on current economic conditions and interest rates.

ATTACHMENTS

Appendix 1 – Eagle Peak Chalet drawings

Appendix 2 – ATB lending scenarios

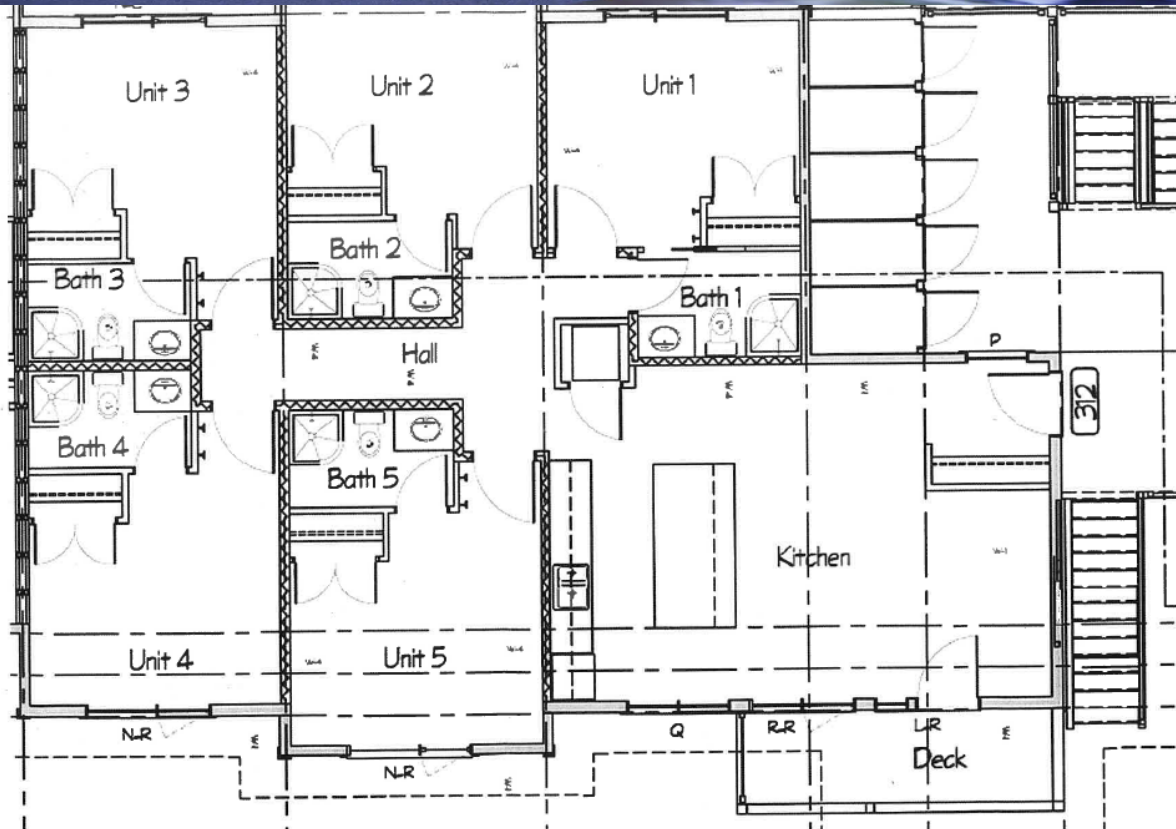
Appendix 3 – AB loan program additional information

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Appendix 1 – Eagle Peak Chalet drawings



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Appendix 3 – AB loan program additional information

Link to loan program information:]

<https://www.alberta.ca/loans-to-local-authorities.aspx>





Current interest rates based on differing amortization:






Loans to Local Authorities - Loan Calculator

Please read the instructions accessed via the button below, fill in the appropriate information, and click "Calculate Loan".			
Alter the current LTLA rates by entering new values in the fields below:			
1 year rate	<input type="text"/>	3 year rate	<input type="text" value="5.01"/>
5 year rate	<input type="text" value="4.78"/>	10 year rate	<input type="text" value="4.74"/>
15 year rate	<input type="text" value="4.91"/>	20 year rate	<input type="text" value="5.04"/>
25 year rate	<input type="text" value="5.12"/>	30 year rate	<input type="text" value="5.15"/>
40 year rate	<input type="text"/>	50 year rate	<input type="text"/>
Loan calculation performed upon entry of a new value in the field below:			
Loan value:	<input type="text" value="\$ 1,000,000.00"/>	Calculation as at:	<input type="text" value="12/5/2022, 1:07:06 PM"/>

Additional regarding the loan program and how it applies to projects and Commissions:

RE: Loan and capital project eligibility

 TBF Local Authority Loans <LocalAuthorityLoans@gov.ab.ca>
To:  Melanie Booth
Cc:  Sania Gul
 You forwarded this message on 2022-11-18 12:36 PM.

  Reply  Reply All  Forward  

Fri 2022-11-18 10:39 AM

Hi Melanie,

The application deadlines are six weeks prior to the funding date. You could apply before Oct 31, 2023 for funding on Dec 15, 2023. Since the commission has never applied for borrowing under the program, we recommend that you apply well before the deadline (say Oct 1 or so) so that we have time to fully review the business case, debt limits, etc. Additionally, the program has never received a loan application from a transit commission, so it would be good to have more time to assess how they operate, use debt, etc. If you do need debt extension from Municipal Affairs (not assuming – just if you do), we would appreciate receiving the information sent to MA for the extension.

Given that a housing project is outside the normal operations, we might also seek input from Municipal Affairs. Typically for commissions, we finance the actual infrastructure, i.e. transmission lines, lift stations etc. The municipal members of the commission collect the utility fees and then transfer amounts to the commission for operations. In the case of a transit commission, not all households and businesses use transit so it is a slightly different situation. We would be assessing your business case and revenue/expense projections (including sources of debt repayment) for the evaluation.

The commission will need to pass a bylaw or resolution for the borrowing. We have examples on the website that we recommend you use so that all the requirements of the Municipal Government Act are met. If you'd like me to review the draft bylaw/resolution once you have it ready, I'd be happy to do so.

Sherri