

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

111 Hawk Avenue and Zoom

AGENDA

April 12th, 2023 1:00 – 4:00pm

1. Call to Order
2. Approval of the Agenda
3. **In Camera Session – Board HR Committee**
4. Minutes
 - Approval of the March 8, 2023 Regular Meeting Minutes (attached)
5. 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)
6. New Business
 - a) Presentation of Audited Financial Statements - 2021 (Calvin Scott, Partner, Avail LLP) (Request for Decision)
 - b) Revised Reserve Transfers (Request for Decision)
 - c) Presentation by Liricon Capital (For information only) (In-Camera)
 - d) PHEV Field Support Vehicle (Request for Decision)
7. Adjournment

Next Meeting – Wednesday May 10th 2023 2:00-4:00pm (111 Hawk Avenue and Zoom)

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

111 Hawk Avenue and Zoom

MINUTES

March 8th, 2023 2:00 – 4:00pm

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

Corrie DiManno, Town of Banff

BVRTSC ADMINISTRATION PRESENT

Martin Bean, CAO
Mel Booth, Director of Finance and Administration
Fiona Gagnon, Manager of Communications

ADMINISTRATION PRESENT

Andy Esarte, Town of Canmore (Virtual)
Adrian Field, Town of Banff (Virtual)
Daniella Rubeling, Parks Canada
Patti Youngberg, Parks Canada

PUBLIC PRESENT

Greg Colgan – Rocky Mountain Outlook (Virtual)

1. Call to Order

Joanna McCallum calls meeting to order at 2:03 PM.

2. Approval of the Agenda

BVRTSC23-008 Dave Schebek - moves to approve the agenda as presented.

CARRIED UNANIMOUSLY

3. Minutes

- Approval of the February 8, 2023, Regular Meeting Minutes (attached)

BVRTSC23-009 Grant Canning - moves to accept February 8th, 2023, Regular Meeting minutes as presented.

CARRIED UNANIMOUSLY

4. Old Business (including Standing Items)

a) CAO's Monthly Report (For Information)

- Discussion on increased maintenance costs vs. budget due to TOB market adjustment

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

c) Transit Service Monthly Statistics (For Information)

- Administration will be sharing Ridership link with Commission members.

5. New Business

a) Strategic Plan Update (For Information Only)

- Anticipate new strategic planning process to begin in early 2024 to have ready for implementation in 2025. Following the last two strategic and business planning processes, administration is proposing a 1 ½ day facilitated process. Dates and a facilitator will be secured by this fall.

BVRTSC23-010 Joanna McCallum moves that the BVRTSC Board approve the 2023 strategic plan as updated.

CARRIED UNANIMOUSLY

b) Year End Financials (Unaudited)(For Information Only)

c) Financial Reserve Transfers (Request for Decision)

BVRTSC23-011 Alex Parkinson moves to approve the 2023 Financial Reserve Transfers as presented.

CARRIED UNANIMOUSLY

- Joanna McCallum thanks administration for all the hard work dedicated to preparation of this documentation.

d) Dogs on the Bus (Request for Decision)

BVRTSC23-011 Tanya Foubert moves to direct administration to introduce a pilot program for leashed dogs on board in the fall of 2023 for a one-year trial, limited to services with a travel time of 30 minutes or less, restricted to non-peak hours.

MOTION FAILED 1-4

(Councillor Foubert **For**, Councillors Schebek, McCallum, Parkinson, Canning **Against**)

e) New item: Transit worker appreciation day March 18th, 2023 (For Discussion).

- Public engagement Timber Frames: High School Hub and Canmore 9th St starting March 16th for one week.
- Board members will be handing out cookies to staff on Saturday March 18th.

6. Adjournment: Moved by Grant Canning at 3:17pm

CARRIED UNANIMOUSLY

Next Meeting – Wednesday April 12th 2023 2:00-4:00pm (111 Hawk Avenue and Zoom)

CAO REPORT



April 2023

Financial:

- Audit for 2022 fiscal year has been completed with no significant findings. Audit report to be presented today by Avail partner, Calvin Scott.

Transit Service Updates:

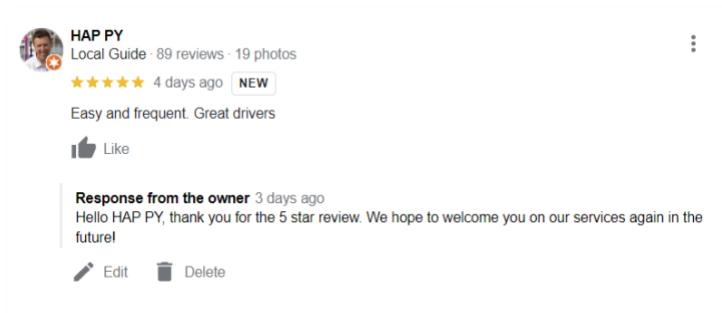
- With approvals being received by Parks Canada, Route 8X to Lake Louise has increased to two buses for the remainder of the Spring season in order to address high demand and overload situations. This service has continued to grow substantially, with an increase being seen in February of 135% over 2019 for a total of 6,870 riders.
- Summer service planning is being finalized to ensure that locals are able to move around Lake Louise with the finalized routing/schedule currently being completed.
- Two of the new Proterra buses arrived in Banff on Monday March 27th and both have completed registration, licensing, and inspections. There are 2 minor deficiencies still to be addressed on each bus (2-way radio and a farebox internal component) and the buses are being used currently for driver training.



- Three remaining Proterra buses are on track to be delivered to Banff April 12, 17, 24th. (Image of Goat bus at the factory.)



- Proterra charger installations in Banff and Canmore have been completed and both passed the commissioning stage last week. Commissioning is performed to ensure the chargers and dispensers were installed properly by local electricians and that they are operating safely and to spec.
- Another “Hap py” customer - Google Review:



Ridership comparison to 2019:

Ridership YTD (end of Mar)	2019	2023	Increase
1,2 Banff Local	174,312	277,122	59%
3 Canmore/Banff Regional	43,392	59,553	37%
5 Canmore Local	28,897	69,607	141%
8X Lake Louise Express	10,283	27,714	170%
9 Johnston Canyon	0	2,159	

Ridership Mar Only	2019	2023	Increase
1,2 Banff Local	61,742	100,375	63%
3 Canmore/Banff Regional	15,057	20,709	38%
5 Canmore Local	9,759	24,678	153%
8X Lake Louise Express	3,310	7,690	132%
9 Johnston Canyon	0	664	

General/Health and Safety

- Training is continuing, with two classes of drivers having completed the process and another two classes currently scheduled to be completed through April and May.
- Hiring is ongoing for customer service and ambassador positions, as well as bus cleaners/detailers.
- In reviewing bylaws to determine responsibilities of the BVRTSC and municipalities with regard to the maintenance of infrastructure, it has been identified that there are some unclear areas due to new technology being implemented. At the time of the last bylaw revision, Roam did not have the scope of infrastructure that is in existence today (such as Ticket Vending Machines). A bylaw review and revision at some point is recommended to remedy this.

Bow Valley *R*egional Transit Services Commission



BRING FORWARD LIST

BRING FORWARD LIST OF ITEMS PENDING (as April 2023)

ITEM	Date Initiated	Pending Date	Responsible for Completion	Comments:
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)	In Camera meeting to finalize at April Board meeting

Bow Valley Regional Transit Services Commission Ridership Statistics

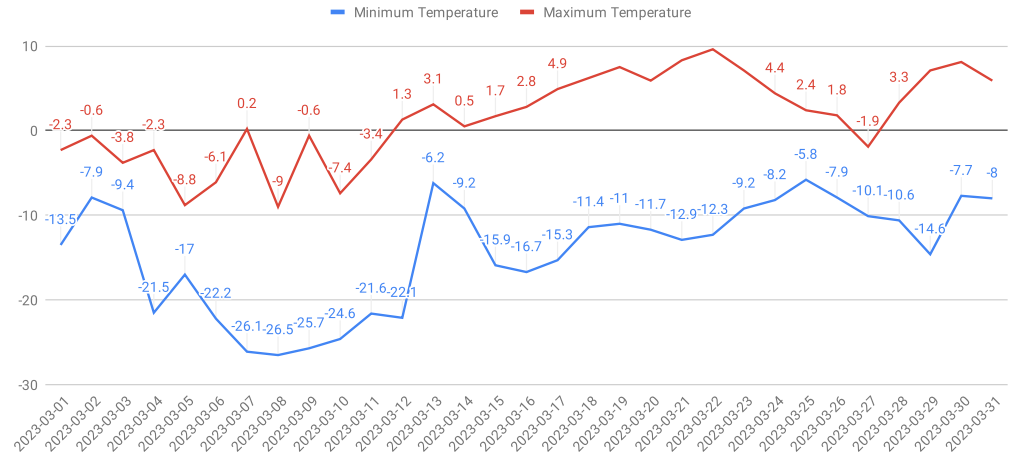
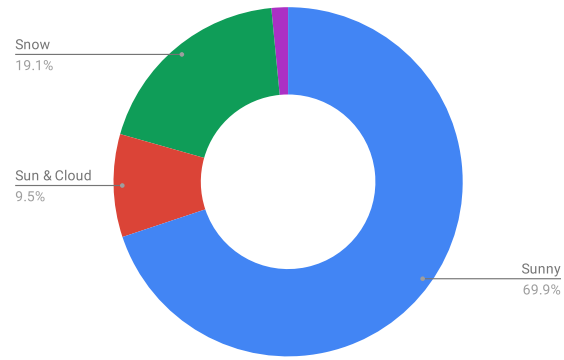


Month	Type	Banff Local	Canmore Local	Canmore-Banff Regional	Lake Louise - Banff Regional
March 2023	Bikes	17	145	99	10
	Winter Sports	2304	323	1020	150
	Strollers	99	102	55	3

March 2023

Route	Monthly Ridership Change 2022 to 2023	Comments
Route 1	118.4%	March 2022 to March 2023
Route 2	113.60%	March 2022 to March 2023
Route 3	62.17%	March 2022 to March 2023
Route 4		March 2022 to March 2023
Route 5	102.1%	March 2022 to March 2023
Route 6		March 2022 to March 2023
Route 8X	78.63%	March 2022 to March 2023
Route 9	0.00%	March 2022 to March 2023

Weather Conditions March 2023



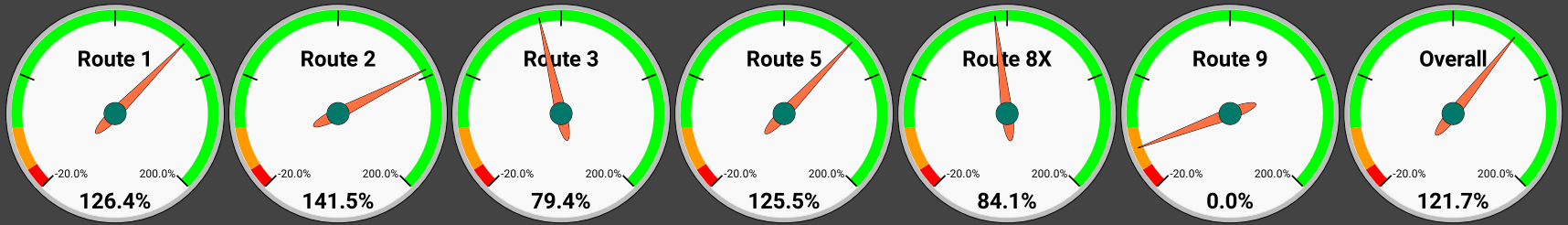
2023-04-02	Route 1 (Inns of Banff/ Gondola)							Route 2 (Tunnel Mtn / Banff Springs Hotel)							Route 4 Cave and Basin							Banff Local Combined Totals (Routes 1, 2, 4)						
Month	R1 2019	R1 2021	R1 2022	2022 YTD	R1 2023	% Change - 22	% Change - 19	R2 2019	R2 2021	R2 2022	R2 2022 YTD	R2 2023	% Change - 22	% Change - 19	R4 2019	R4 2021	R4 2022	I4 2022 YTD	R4 2023	% Change - 22	% Change - 19	2019	2021	2022	2022 YTD	2023	% Change - 22	% Change - 19
January	28,912	4,761	16,080	16,080	40,109	149.4%	38.73%	27,358	4,703	16,870	16,870	49,553	193.73%	81.13%								56,270	9,464	32,950	32,950	89,662	172.12%	59.34%
February	29,757	6,370	19,661	19,661	40,285	104.9%	35.38%	26,543	5,903	21,518	21,518	46,800	117.49%	76.32%								56,300	12,273	41,179	41,179	87,085	111.48%	54.68%
March	34,329	8,668	21,722	21,722	47,435	118.4%	38.18%	27,413	7,734	24,785	24,785	52,940	113.60%	93.12%								61,742	16,402	46,507	46,507	100,375	115.83%	62.57%
April	27,420	6,709	20,918		2,250	0.0%		22,763	5,643	20,192		3,286	0.00%									50,183	12,352	41,110		5,536	0.00%	
May	48,522	5,901	37,615			0.0%		32,526	5,008	27,452			0.00%		1,147	60	1,153			0.00%		82,195	10,969	66,220			0.00%	
June	66,195	13,551	65,375			0.0%		47,222	11,196	50,118			0.00%		4,002	535	4,698			0.00%		117,419	25,282	120,191			0.00%	
July	80,651	31,554	100,148			0.0%		61,895	31,179	67,979			0.00%		6,704	2,753	7,321			0.00%		149,250	65,486	175,448			0.00%	
August	81,196	43,151	93,303			0.0%		63,073	34,735	68,183			0.00%		7,332	3,438	5,725			0.00%		151,601	81,324	167,211			0.00%	
September	59,934	28,975	61,567			0.0%		45,951	22,068	53,950			0.00%		3,146	1,709	4,842			0.00%		109,031	52,752	120,359			0.00%	
October	28,982	16,333	37,893			0.0%		21,044	12,439	32,911			0.00%				396			0.00%		50,026	28,772	71,200			0.00%	
November	24,776	15,151	30,751			0.0%		20,300	13,693	36,146			0.00%							0.00%		45,076	28,844	66,897			0.00%	
December	28,935	18,948	45,460			0.0%		26,238	16,819	50,744			0.00%							0.00%		55,173	35,767	96,204			0.00%	
YTD	539,609	200,072	550,493	57,463	130,079	126.4%	-75.89%	422,326	171,120	470,848	63,173	152,579	141.53%	-63.87%	22,331	8,495	24,135	0	0	0.00%	-100.00%	984,266	379,687	1,045,476	120,636	282,658	134.3%	-71.3%

	Route 3 (Canmore-Banff Regional)							Route 5 Canmore							Route 8X (Express Lake Louise - Banff Regional)							Roam TOTAL Ridership (Not including OnIt)						
Month	2019	2021	2022	2022 YTD	2023	% Change - 22	% Change - 19	2019	2021	2022	2022 YTD	2023	% Change - 22	% Change - 19	2019	2021	2022	2022 YTD	2023	% Change - 22	% Change - 19	2019	2021	2022	2022 YTD	2023	% Change - 22	% Change - 19
January	15,486	5,499	10,642	10,642	20,230	90.10%	30.63%	10,225	6,204	9,224	9,224	22,810	147.3%	123.08%	4,053	1,117	3,714	3,714	7,154	92.62%	76.51%	86,034	22,284	56,530	56,530	140,405	148.37%	63.20%
February	12,849	5,781	10,492	10,492	18,614	77.41%	44.87%	8,913	6,700	9,789	9,789	22,119	126.0%	148.17%	2,920	1,017	4,039	4,039	6,870	70.09%	135.27%	80,982	25,771	65,499	65,499	135,634	107.08%	67.49%
March	15,057	7,951	12,770	12,770	20,709	62.17%	37.54%	9,759	8,650	12,208	12,208	24,678	102.1%	152.87%	3,310	1,438	4,305	4,305	7,690	78.63%	132.33%	89,868	34,441	75,790	75,790	154,116	103.35%	71.49%
April	14,618	5,507	12,028		1,272	0.00%		9,144	7,360	10,924		794	0.0%		2,926	1,146	4,153		488	0.00%		76,871	26,365	68,215		8,318	0.00%	
May	16,925	6,850	15,148			0.00%		10,769	6,760	13,066			0.0%		5,634	1,516	8,422			0.00%		119,508	27,604	106,822			0.00%	
June	18,924	9,321	19,058			0.00%		12,852	8,250	16,015			0.0%		15,224	3,454	18,115			0.00%		176,309	54,438	190,769			0.00%	
July	20,422	12,330	22,015			0.00%		14,183	7,581	16,715			0.0%		24,544	10,637	28,200			0.00%		227,664	107,890	271,789			0.00%	
August	20,105	12,610	19,854			0.00%		13,675	8,345	17,070			0.0%		24,743	15,688	22,575			0.00%		231,246	132,189	252,773			0.00%	
September	16,379	11,365	17,364			0.00%		12,348	8,621	17,127			0.0%		15,154	8,728	16,059			0.00%		159,058	88,472	187,459			0.00%	
October	15,563	11,258	17,605			0.00%		14,180	9,215	16,802			0.0%		5,581	3,709	8,061			0.00%		85,350	54,346	118,488			0.00%	
November	15,682	10,446	17,797			0.00%		13,841	9,685	19,956			0.0%		4,715	2,798	6,021			0.00%		79,314	51,773	110,983			0.00%	
December	15,994	10,599	19,213			0.00%		13,526	8,870	21,194			0.0%		6,645	3,973	9,248			0.00%		91,338	59,209	146,145			0.00%	
YTD	198,004	109,517	193,986	33,904	60,825	79.40%	-69.28%	143,415	96,241	180,090	31,221	70,401	125.5%	-50.91%	115,449	55,221	132,912	12,058	22,202	84.13%	-80.77%	1,503,542	684,782	1,651,262	197,819	438,473	121.7%	-70.8%

	Route 6 (Minnewanka)							Route 8S (Scenic Lake Louise - Banff Regional)							Route 9 (Johnston Canyon)							Route 10 (Moraine Lake)						
Month	2019	2021	2022	2022 YTD	2023	% Change - 22	% Change - 19	2019	2021	2022	2022 YTD	2023	% Change - 22	% Change - 19	2019	2021	2022	2022 YTD	2023	% Change - 22	% Change - 19	2019	2021	2022	2022 YTD	2023	% Change - 22	% Change - 19
January																			549	0.00%								
February																			946	0.00%								
March																			664	0.00%								
April																			228	0.00%								
May	3985	559	2783		0	0.00%			97				0.00%			853	1,183			0.00%								
June	9966	2857	12662		0	0.00%		795	862				0.00%		1,129	4,412	4,728			0.00%								
July	11801	6367	20639		0	0.00%		3,521	1,313	2,183		0	0.00%		3,943	4,176	6,589			0.00%								
August	12802	8396	19063		0	0.00%		4,058	2,000	1,640		0	0.00%		4,262	3,826	5,360			0.00%								
September	4184	3303	10107		0	0.00%									1,659	1,448	2,908			0.00%						0	0.00%	
October	0	0	530		0	0.00%										419	897			0.00%						0	0.00%	
November																	312			0.00%								
December																	286			0.00%								
YTD	42,738	21,482	65,784	0	0	0.00%	-100.00%	8,677	5,029	3,823	0	0	0.00%	-100.00%	10,993	14,715	22,045	0	2,387	0.00%	-78.29%		2,471	6,928	0	0	0.00%	

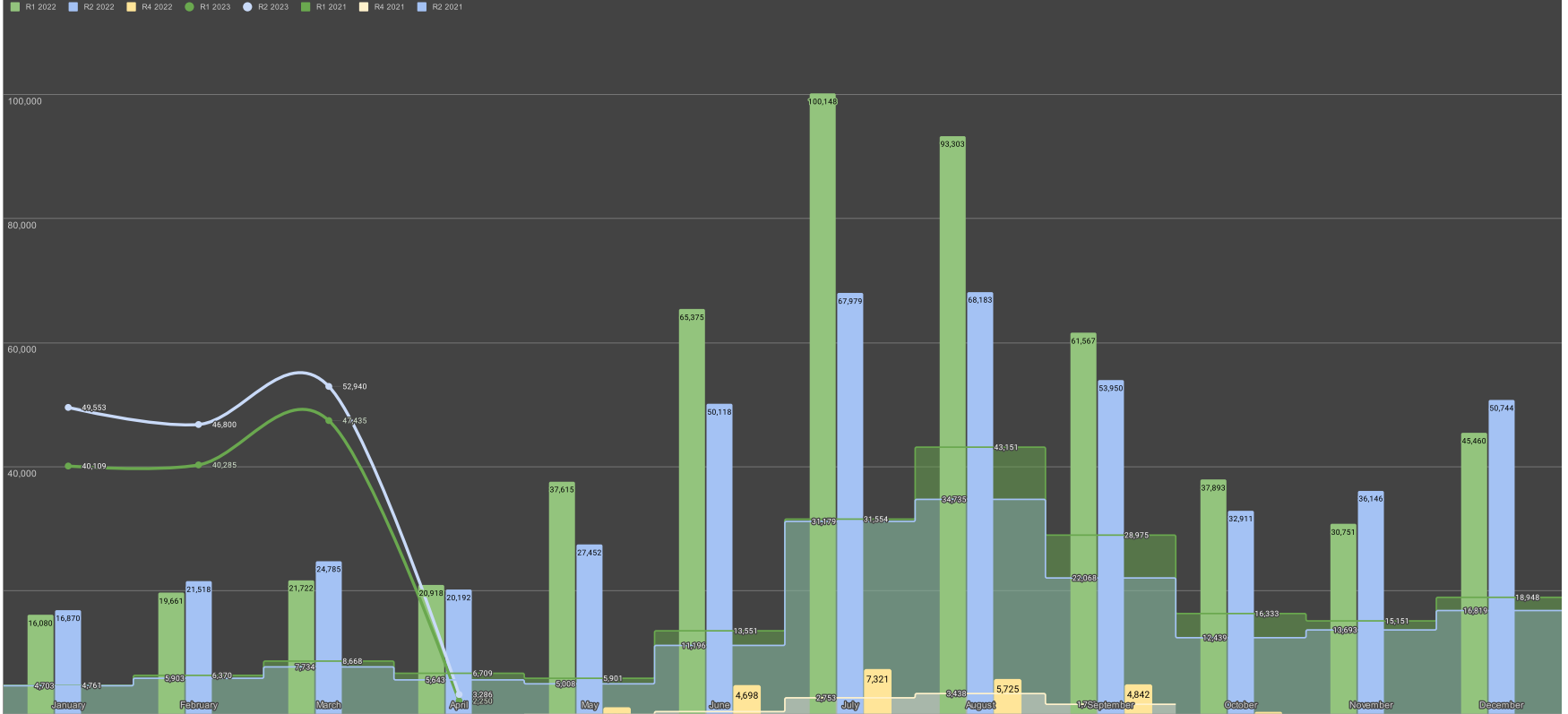
	On-It (Calgary Regional)						
Month	2019	2021	2022	2022 YTD	2023	% Change - 22	% Change - 19
January							
February							
March							
April							
May			1,759		0	0.00%	
June	1,271	930	3,840		0	0.00%	
July	3,846	2,607	7,654		0	0.00%	
August	4,847	3,623	6,531		0	0.00%	
September	6,282	2,272	5,019		0	0.00%	
October	4,017					0.00%	
November							
December							
YTD	20,263	9,432	24,803	0	0	0.00%	-100.00%

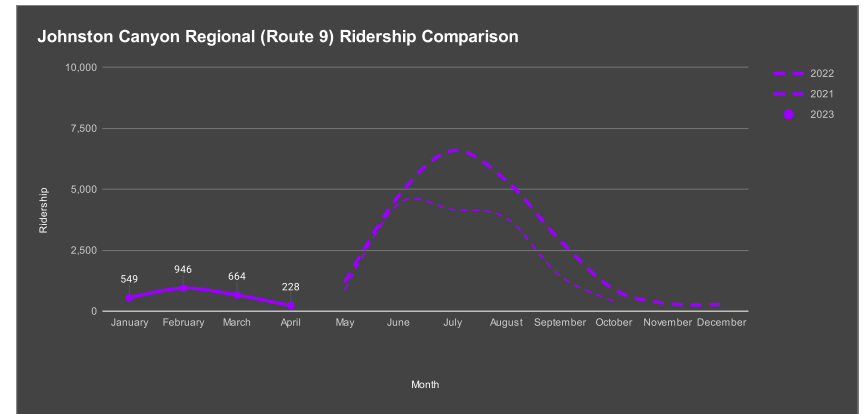
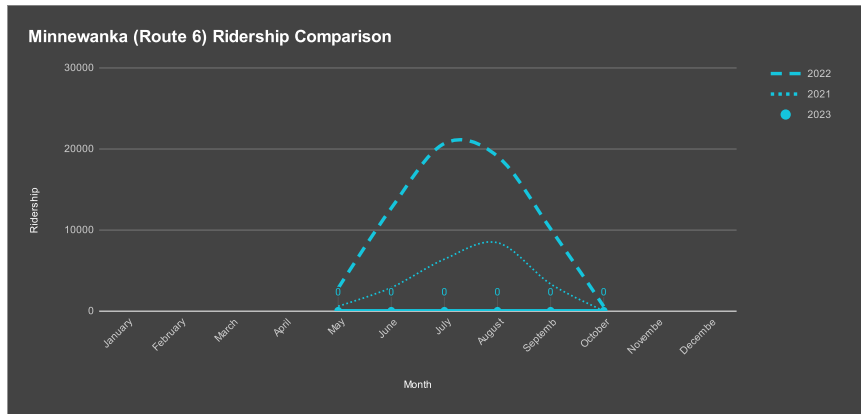
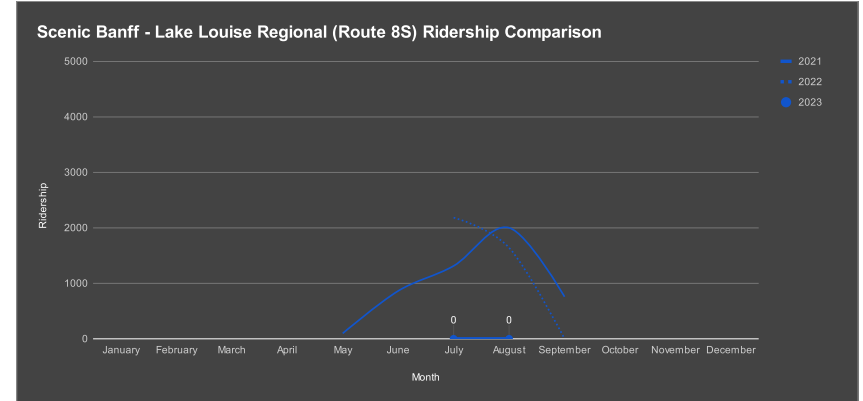
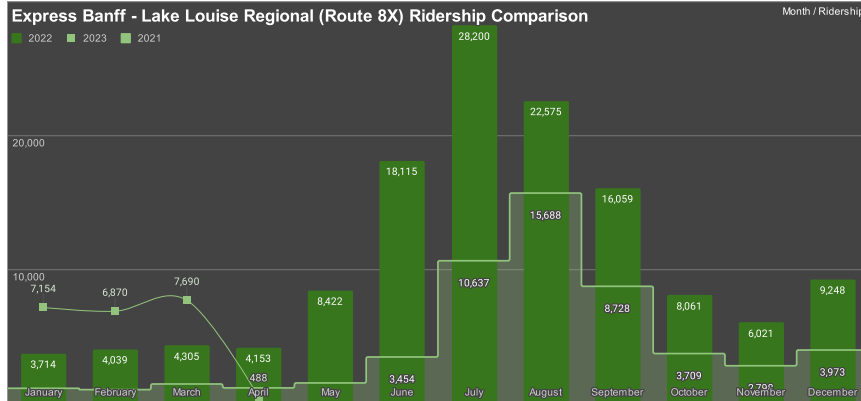
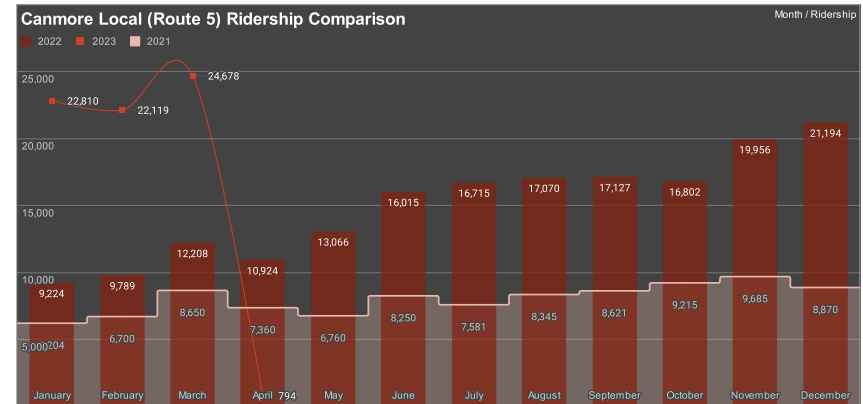
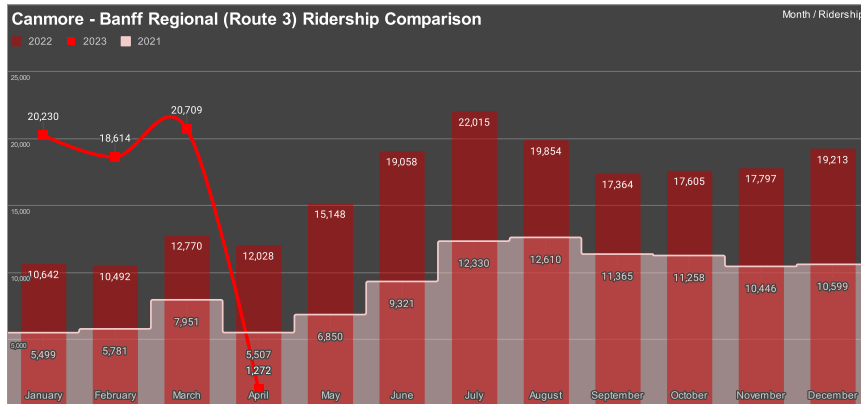
Year to Date % Ridership Change - Comparing 2023 to 2022

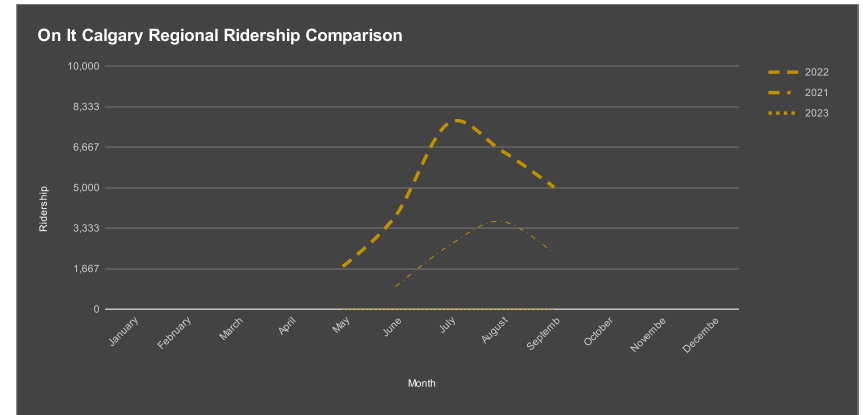
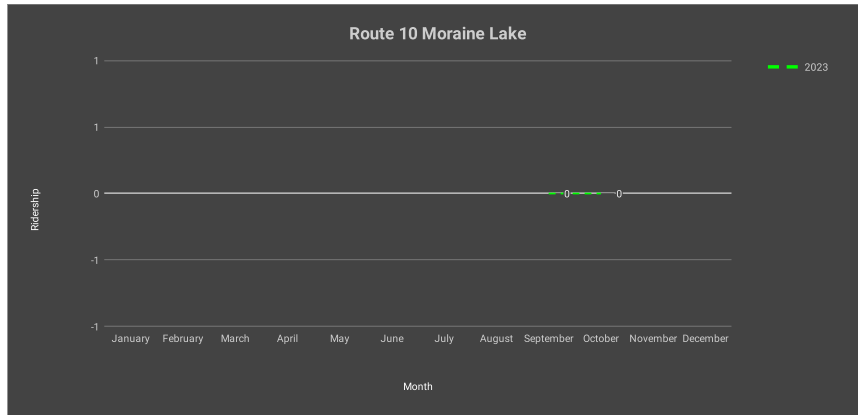


Banff Local (Routes 1, 2 & 4) Ridership Comparison

Month / Ridership







Bow Valley *Regional* Transit Services Commission

**WHAT'S
NEW!**

NEW BUSINESS

Bow Valley *Regional* Transit Services Commission



2022 Auditor's Report Calvin Scott – Avail LLP

Suggested motion: “...moves to approve the 2022 Audited Financial Results as presented”

Report to the Bow Valley Regional Transit Services Commission

Request for updated decision – 2022 Financial Results

March 28, 2023

SUMMARY/ ISSUE

During the audit process there were a couple of changes that impacted the reserve transfer amounts.

The updated results and revisions to the reserve transfers are as follows:

Operating Surplus/Deficit Proposed Transfers	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	Rt 08 - L.L.B Regional Winter	Rt 08S - L.L.B Regional Summer Scenic	Rt 08X - L.L.B Regional Summer Express	Rt 09 - Johnston Canyon	Rt 10 - Moraine Lake	Totals
Town of Banff Operating Reserve	42,924.46	316,661.89	216,524.13	9,929.16		218,568.93								\$ 586,039.63
Town of Canmore Operating Reserve	42,924.46			9,929.16										\$ 271,422.54
ID#9 Operating Reserve	42,924.46								370,764.10		98,923.32			\$ 512,611.88
BVRTSC Operating Reserve	(337.84)													\$ (337.84)
Capital Reserve - nonpartner routes					29,169.85		102,912.24	9,701.80		21,352.64	72,657.53	21,324.15	28,629.33	\$ 285,747.54
	\$ 128,435.53	\$ 316,661.89	\$ 216,524.13	\$ 19,858.31	\$ 29,169.85	\$ 218,568.93	\$ 102,912.24	\$ 9,701.80	\$ 370,764.10	\$ 21,352.64	\$ 171,580.85	\$ 21,324.15	\$ 28,629.33	\$1,655,483.75

Below is a summary of the resulting changes to the reserve transfers:

Operating Surplus/Deficit Proposed Transfers	Previously approved reserve transfers	Changes to reserve transfers	Updated reserve transfers
Town of Banff Operating (3100-1)	583,639.36	2,400.27	586,039.63
Town of Canmore Operating (3100-2)	269,022.27	2,400.27	271,422.54
Improvement District #9 Operating(3100-5)	510,211.60	2,400.27	512,611.88
BVRTSC Operating (3100-0)	- 337.84	-	337.84
Capital Reserve - nonpartner routes (3200)	301,751.95	- 16,004.41	285,747.54

Recommended Motion:

The Board moves to approve the updated reserve transfers presented in the draft 2022 financial results as follows:

2022 Operating surplus of \$1,655,483.75 to be transferred as follows:

- \$583,86,039.63 to the Town of Banff operating reserve
- \$271,422.54 to the Town of Canmore operating reserve
- \$512,611.88 to the ID#9 operating reserve
- \$337.84 out of the BVRTSC operating reserve
- \$285,747.54 to the Capital reserve

ATTACHMENTS

- 2022 updated Financial Reconciliation

Bow Valley Regional Transit Services Commission - 2022																	
	Administrative	Calgary-Banff	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	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	TCA & Grant Income	TOTAL	
Income																	
Bus Pass Sales			250,410.49	218,555.55	1,009,710.46	10,149.32	0.00	39,001.14		394,485.76	27,738.53	652,155.62	102,181.76	47,021.89			2,751,410.52
Grant Revenue	189.76		976.18	867.15	370.18	124.70	376.20	310.84			53.91	512.04	153.90		1,504,354.29		1,508,289.15
Interest Revenue	103,550.64																103,550.64
Marketing & Advertising Revenue	93.40		6,039.71	5,277.19	6,284.70	650.00	3,747.20	650.00		1,332.41	618.20	2,861.35	618.20				28,172.36
Other Income	-1,856.65		11,909.23	12,372.29	4,809.70	407.67	25,519.06			28,166.28		10,200.29					91,527.87
Partner Programs	0.00		316,515.53	153,432.00	3,556.00			35,725.50									509,229.03
Recoveries - Capital (non-members)															408,140.04		408,140.04
Recoveries - Operating (non-members)	-35,172.39	84,436.86	22,294.53	40,525.03		162,465.23		426,246.19	37,172.39		80,682.20	101,074.04	123,751.07	44,103.71			1,087,578.86
Requisitions - Capital			7,989.88	7,989.88	7,239.02										677,816.51		701,035.29
Requisitions - Operating	564,714.00	54,532.14	875,646.00	847,272.00	345,947.00		1,342,456.00			495,316.96		98,923.32					4,624,807.42
Total Income	\$ 631,518.76	\$ 138,969.00	\$ 1,491,781.55	\$ 1,286,291.09	\$ 1,377,917.06	\$ 173,796.92	\$ 1,372,098.46	\$ 501,933.67	\$ 37,172.39	\$ 919,301.41	\$ 109,092.84	\$ 865,726.66	\$ 226,704.93	\$ 91,125.60	\$ 2,590,310.84		\$ 11,813,741.18
Expenses																	
Advertising & Marketing Expenses	6,695.89		14,521.66	12,375.58	13,323.51	1,888.01	20,101.61	4,428.49	16.51	2,643.67	2,775.10	8,049.90	2,787.99	143.90		\$	89,751.82
Contracted Services / Professional Fees	27,850.69	128,969.00	9,081.29	8,915.86	7,082.77	810.06	28,784.96	2,353.71	0.00	2,693.27	1,309.93	3,393.50	1,328.58	216.47		\$	222,790.09
Fuel Expense	664.44		82,095.21	81,690.38	226,978.58	7,400.14	151,544.40	47,320.23		94,068.75	4,152.71	104,862.20	32,425.66	10,613.27		\$	843,815.97
General Operating Expenses	56,653.42		28,420.99	24,788.10	36,815.79	2,497.98	9,700.35	7,485.89	1,677.67	9,804.84	4,300.13	20,819.79	5,617.00	1,188.12		\$	209,770.07
Infrastructure Maintenance	3,384.14		12,517.51	11,388.79	22,028.49	903.80	14,131.93	1,466.38	0.00	5,806.77	196.07	2,783.46	1,197.35	280.82		\$	76,085.51
Insurance Expense	10,038.86		27,266.49	22,336.65	16,776.84	2,970.56	20,582.76	13,638.09	3,854.76	3,155.52	7,099.81	16,206.80	7,099.81			\$	151,026.95
Software Fees & Licences	11,174.84		23,757.38	22,415.36	19,173.09	3,295.64	15,412.19	8,810.17	2,870.57	6,543.62	6,045.04	16,383.87	6,827.22	290.31		\$	142,999.30
Training, Travel & Meals	33,231.03		1,093.02	888.81	833.24	156.49	794.62	414.21	0.00	116.41	183.04	636.40	195.30	13.29		\$	38,555.86
Vehicle Expenses	16,577.54		302,297.81	271,843.45	321,113.40	32,651.54	243,153.55	90,675.43	18,502.24	138,771.89	47,624.19	119,921.53	53,090.08	13,278.46		\$	1,669,501.11
Wages & Benefits	336,812.37	10,000.00	674,068.30	613,123.98	693,933.04	92,052.85	649,323.16	222,428.84	548.84	284,932.57	30,405.23	338,579.79	140,969.31	36,471.63		\$	4,123,649.91
Total Expenses	\$ 503,083.22	\$ 138,969.00	\$ 1,175,119.66	\$ 1,069,766.96	\$ 1,358,058.75	\$ 144,627.07	\$ 1,153,529.53	\$ 399,021.44	\$ 27,470.59	\$ 548,537.31	\$ 104,091.25	\$ 631,637.24	\$ 251,538.30	\$ 62,496.27	\$ -	\$	7,567,946.59
Surplus / (Deficit) Prior to Amortization																	
Amortization	\$ 128,435.54	\$ -	\$ 316,661.89	\$ 216,524.13	\$ 19,858.31	\$ 29,169.85	\$ 218,568.93	\$ 102,912.23	\$ 9,701.80	\$ 370,764.10	\$ 5,001.59	\$ 234,089.42	\$ (24,833.37)	\$ 28,629.33	\$ 2,590,310.84		\$ 4,245,794.59
Amortization Expense	44,679.81		278,829.34	251,784.50	150,774.45	29,169.85	114,821.98	102,912.24	9,701.80	68,002.31	59,953.69	204,006.94	59,873.69	28,629.33			\$ 1,403,139.92
Loss on sale of TCA								23,113.91									\$ 23,113.91
Net Income	\$ 83,755.73	\$ -	\$ 37,832.55	\$ (35,260.37)	\$ (130,916.14)	\$ -	\$ 103,746.95	\$ (23,113.92)	\$ -	\$ 302,761.79	\$ (54,952.10)	\$ 30,082.48	\$ (84,707.06)	\$ -	\$ 2,590,310.84		\$ 2,819,540.76

Operating Surplus/Deficit Proposed Transfers																Totals	
	Administrative	Calgary-Banff	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	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			
Town of Banff Operating Reserve	42,924.46		316,661.89	216,524.13	9,929.16										\$ 586,039.63	Note 4	
Town of Canmore Operating Reserve	42,924.46				9,929.16		218,568.93								\$ 271,422.54	Note 2/4	
ID#9 Operating Reserve	42,924.46									370,764.10		98,923.32			\$ 512,611.88	Note 4	
BVRTSC Operating Reserve	(337.84)														\$ (337.84)	Note 1	
Capital Reserve - nonpartner routes						29,169.85		102,912.24	9,701.80		21,352.64	72,657.53	21,324.15	28,629.33	\$ 285,747.54		
	\$ 128,435.53	\$ -	\$ 316,661.89	\$ 216,524.13	\$ 19,858.31	\$ 29,169.85	\$ 218,568.93	\$ 102,912.24	\$ 9,701.80	\$ 370,764.10	\$ 21,352.64	\$ 171,580.85	\$ 21,324.15	\$ 28,629.33	\$ 1,655,483.75		
Note 3 Note 3 Note 3																	

Accumulated Surplus Reconciliation	Opening Balance	2022 Amortization	2022 TCA Additions/disposals	2022 Reserve Transfers	2022 Surplus / (Deficit)	Ending Balance
Unrestricted Surplus (3300)	(0.00)	1,403,139.92	(2,567,196.93)	(1,655,483.75)	2,819,540.76	-
Town of Banff Operating (3100-1)	766,918.76			586,039.63		1,352,958.39
Town of Canmore Operating (3100-2)	293,702.11			271,422.54		565,124.65
Improvement District #9 Operating(3100-5)	358,132.25			512,611.88		870,744.12
BVRTSC Operating (3100-0)	2,154.13			(337.84)		1,816.29
Capital Reserve - nonpartner routes (3200)	573,121.15			285,747.54		858,868.69
Equity in TCA (3400)	13,579,463.51	(1,403,139.92)	2,590,310.84			14,766,634.43
	\$ 15,573,491.90	\$ -	\$ 23,113.91	\$ -	\$ 2,819,540.76	\$ 18,416,146.57

Note 1: Represents \$162.16 of funds being allocated to the BVRTSC Scholarship fund (this is other revenue such as recycling revenue and unclaimed lost/found cash/mask sales) and \$500 being paid out as a scholarship awarded in 2022.

Note 2: TOC \$19,665 for Dillon Consulting transit study in operating statement and funded by operating reserves

Note 3: Summer LL routes - only \$115,000 of amortization charged to Parks - because at max budgeted contriubtion to maintenance & replacement reserve of \$319,449

Note 4: RESTOR funding allocation below has been included as an operating requisition for rt 1,2,5,8 winter for the 3 partners

TOB	\$ 507,286
TOC	\$ 414,878
ID#9	\$ 240,257
	<u>\$ 1,162,421</u>

Bow Valley *Regional* Transit Services Commission



Calgary/Banff Rail Presentation

Jan and Adam Waterous

Bow Valley *Regional* Transit Services Commission



Plug In Hybrid Vehicle Purchase

Report to the Bow Valley Regional Transit Services Commission

Report 2023–01.01 Canmore Proterra Electric Bus Purchase

April 12, 2023 – Report by Steve Nelson

SUMMARY/ ISSUE

The Operating Budget for 2023 BVRTS approved the hiring of 2 Field Support/Driver Trainer positions. The intent of these positions was to provide operational field support for Roam drivers and customers. The Field Support employees are expected to provide this support by being in the field, actively responding to situations and being visible within Roam's service area. To provide this important field service, a vehicle is required.

BVRTSC is interesting in further expanding its' environmentally conscious footprint by purchasing a-Plug-in Hybrid Electric Vehicle (PHEV) vehicle. This would allow the Commission to take advantage of federal rebates as well as the already installed vehicle charging infrastructure in front of the Roam Operations building at 111 Hawk Ave. Rebates are not currently offered for non-plug-in vehicles, and fully battery electric vehicles are not being considered due to high cost and lack of all-wheel drive options.

Currently BVRTSC has \$40K budgeted for the purchase of this Field Service vehicle. However, all PHEVs that have been researched to date have purchase prices in the \$50 to \$60K range. Therefore, Administration is approaching the Commission with an ask to transfer \$20K from Reserve funds to the 2024 Operating budget, to cover the potential shortfall of a PHEV purchase.

PREVIOUS COMMISSION DIRECTION/POLICY

- Commission direction is to ensure that when purchasing or replacing rolling stock, that the most environmentally conscious and efficient vehicles be considered. From the 2021-2024 Strategic and Business Plan:

"Members of the Bow Valley Regional Transit Services Commission (Banff, Canmore and ID9) and Parks Canada have embraced broad Triple Bottom Line objectives – social, economic and environmental - that support the long-term sustainability of the region."

Administration Recommendation:

"That the Commission approves the transfer of up to \$25,000 from Capital Reserve into the 2023 Capital budget to supplement the already allocated \$40,000 allow for the purchase of a PHEV Field Support vehicle and set up a 10-year life cycle reserve payment of approximately \$7,000 annually."

INVESTIGATION

BVRTSC requires an additional vehicle to assist with carrying out Field Support functions, offering driver and customer field support, arriving on scene for minor service needs, as well as incidents or accidents. It is the desire of Administration to purchase an efficient PHEV vehicle with capacity to assist with the

Report to the Bow Valley Regional Transit Services Commission

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moving larger operational items such as parts, supplies, temporary bus stop signage, lost and found items.

With these needs in mind, Administration is considering a small sized SUV with plug-in hybrid technology, instead of standalone fossil fuel combustion engine. Our investigation suggests that a fully electric all-wheel drive vehicle is outside of reasonable price range for this type of service vehicle.

Purchasing is being recommended rather than leasing due to anticipated mileage being traveled exceeding normal leasing parameters.

Currently

BVRTSC currently has 5 Administrative and Driver Shuttle vehicles, as well as 2 e-bikes used during fair weather.

- 1 Administrative Vehicle used at 211 Beaver Street, Banff
- 2 Driver shuttle vehicles used at 111 Hawk Ave., Banff
- 1 Administrative Vehicle used at 111 Hawk Ave, Banff
- 1 Driver Shuttle vehicle used at 115 Boulder Cres, Canmore
- 2 E-bikes – one at each Roam Office in Banff.

Proposed

Purchase a PHEV vehicle, capable of charging at the existing level 2 Chargepoint charger at 111 Hawk Ave. The vehicle would be wrapped with typical Roam wildlife imagery, Roam logo and “Field Support” indicated on the rear, and/or side of the vehicle.

Vehicles being considered include the All-Wheel Drive options below:

- Ford Escape Se Plug-in Hybrid
- Toyota Rav4 Prime
- 2023 Sportage HEV/PHEV

Each of these vehicles allow for approximately 50 km of fully electric travel, allowing for zero emission travel on the majority of in town use. Gasoline power would be required for longer travel needs such as Lake Louise.

IMPLICATIONS:

- This vehicle purchase will help to meet the demands of Field Support for service in Lake Louise, Banff, and Canmore.

Report to the Bow Valley Regional Transit Services Commission

Report 2023–01.01 Canmore Proterra Electric Bus Purchase

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- A PHEV purchase will allow for \$5,000 in federal rebate dollars to be applied. (Standard Hybrid vehicles do not qualify)
- A PHEV will reduce the amount of CO2 emissions compared to a traditional fossil fueled vehicle.
- Supports Roam’s initiative of choosing environmentally responsible modes of travel whenever possible.

BUSINESS PLAN/ BUDGET IMPLICATIONS

- Capital:
 - The capital cost for the purchase of PHEV is expected to settle around \$60,000.
 - The increase to the Commission’s annual capital requisition is estimated to be \$8,000 to fund replacement of the vehicle. Costs are calculated based on an assumption of a 10-year service life. Reserve contributions for the vehicle will begin in 2025 to coincide with Commission member’s next budget cycle.
- Operating:
 - The vehicle will be stored and charged primarily at 111 Hawk Ave in Banff.
 - Maintenance will be arranged at the closest dealership or independent garage.

OPTIONS

- Purchase a gasoline powered vehicle for the purpose and remain within the existing budgeted amount.
- Purchase a used PHEV and remain within the existing budgeted amount.
- Approve the requested amount, however require the purchase of a fully electric, non all-wheel drive vehicle rather than a PHEV.

BRAND IMPACT

Purchasing a PHEV as a field support vehicle will improve the Brand image of Roam as it moves our fleet closer towards low and zero-emission vehicles.

RISKS

- All risks associated with a new purchase; operational, safety and human resource risks.
- Production challenges and shortages delaying the delivery.