

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

111 Hawk Avenue and Zoom

AGENDA

May 10th, 2023 2:00 – 3:30pm

1. Call to Order
2. Approval of the Agenda
3. Minutes
 - Approval of the April 12th, 2023 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) 2023 Q1 Financial Results (For Information Only)
 - b) 2022 Reserve Transfer Update (Request for Decision)
 - c) In Camera Session (HR Discussion)
6. Adjournment

Next Meeting – Wednesday June 14th 2023 2:00-4:00pm (111 Hawk Avenue and Zoom)

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

111 Hawk Avenue and Zoom

MINUTES

April 12th, 2023 1:00 – 4:00pm

BOARD MEMBERS PRESENT

Joanna McCallum, Town of Canmore – Chair
Alex Parkinson, ID9
Grant Canning, Town of Banff
Tanya Foubert, Town of Canmore
Corrie DiManno, Town of Banff (Present until agenda item 6)

BOARD MEMBERS ABSENT

Dave Schebek, ID9

BVRTSC ADMINISTRATION PRESENT

Steve Nelson, Director of Service Delivery
Fiona Gagnon, Manager of Communications
Mel Booth, Director of Finance and Administration (Virtual)

BVRTSC ADMINISTRATION ABSENT

Martin Bean, CAO

ADMINISTRATION PRESENT

Adrian Field, Town of Banff (Virtual)
Daniella Rubeling, Parks Canada (Virtual)
Patti Youngberg, Parks Canada (Virtual)
Danielle Morine, ID9 (Virtual)

PUBLIC PRESENT

Greg Colgan – Rocky Mountain Outlook
Calvin Scott - Partner, Avail LLP

1. Call to Order
Joanna McCallum calls meeting to order at 1:07pm
2. Approval of the Agenda

- Add rural transit funding grant request.
- Liricon presentation as last item on agenda

BVRTSC23-014 Joanna McCallum – moves to approve the Agenda as amended.

CARRIED UNANIMOUSLY

3. In Camera Session – Board HR Committee at 1:09pm

BVRTSC23-015 Alex Parkinson moves that the BVRTSC Board direct administration to move to an in-camera session.

CARRIED UNANIMOUSLY

In Camera Session – Board HR Committee at 1:54pm

BVRTSC23-016 Grant Canning moves that the BVRTSC Board direct administration to move out of the in-camera session.

CARRIED UNANIMOUSLY

Joanna McCallum makes the following motions:

- I. **BVRTSC23-017** the Commission change the name of the Chief Administrative Officer to Chief Executive Officer to properly reflect the board-approved employment description.

CARRIED UNANIMOUSLY

- II. **BVRTSC23-018** the Commission approves the rate of pay for the position of CEO at the 50-55th percentile at the rate presented in the report resulting from the salary survey and that the current position retains the benefits and holidays currently received within their role.

CARRIED UNANIMOUSLY

- III. **BVRTSC23-019** the Commission approves the *Board Process CEO Performance Management & Annual Compensation Review Process* in principle.

CARRIED UNANIMOUSLY

- IV. **BVRTSC23-020** the Commission requests that the Personnel Subcommittee returns to the next meeting to solidify the remuneration and employee review process in a draft policy for board approval.

CARRIED UNANIMOUSLY

4. Minutes

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

Joanna McCallum requests change to minutes: New Business 5 (d) Commissioners not Councillors

BVRTSC23-021 Corrie DiManno moves to approve the March 8, 2023 minutes with amendments.

CARRIED UNANIMOUSLY

5. Old Business (including Standing Items)

- a) CAO's Monthly Report (For Information) - Steve Nelson presenting 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)

BVRTSC23-022 Joanna McCallum moves that the Commission approve the 2022 Audited financials as presented by Calvin Scott.

CARRIED UNANIMOUSLY

- b) Revised Reserve Transfers (Request for Decision)

BVRTSC23-023 Joanna McCallum moves that 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:

- \$586,039.63 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

CARRIED UNANIMOUSLY

- c) PHEV Field Support Vehicle (Request for Decision)

BVRTSC23-024 Joanna McCallum moves 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.

CARRIED UNANIMOUSLY

- d) Rural Transit Funding

BVRTSC has been approved for over \$4,000,000 in federal funding for the purchase of electric vehicles at an 80% grant contribution. We have subsequently learned that we are also able to apply for up to \$3 million additionally for conventional vehicles under a separate arm of the same program. Administration would like to submit this application to purchase 3 conventional vehicles to supplement our regional services where electric buses do not have the capacity to operate due to range. This funding will pay 80% and the remaining 20% source can be determined following approval. Funding is available until 2026.

BVRTSC23-025 Tanya Foubert moves that the Commission direct administration to apply for up to \$3 million grant funding under the federal Rural Transit conventional vehicle stream.

CARRIED UNANIMOUSLY

In Camera Session – Board HR Committee at 2:53pm

BVRTSC23-026 Alex Parkinson moves that the BVRTSC Board direct administration to move to an in-camera session.

CARRIED UNANIMOUSLY

e) Presentation by Liricon Capital (For information only) (In-Camera)

BVRTSC23-027 Joanna McCallum moves that the BVRTSC board moves out of camera @ 3:57pm

CARRIED UNANIMOUSLY

7. Adjournment

BVRTSC23-028 Joanna McCallum moves to adjourn @ 3:58PM

CARRIED UNANIMOUSLY

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

CAO REPORT



May 2023

Financial:

- Final invoices are being processed for the 5 Proterra buses and 2 chargers as all have now arrived and are functional.
- The GreenTRIP provincial funding program has ended, with the BVRTSC returning \$1.4 million in prefunding for projects that did not proceed. The BVRTSC has been able to use approximately \$26 million in provincial grant funding from the GreenTRIP program since 2011, with almost \$25 million of that occurring after 2015. The total project value that has been used to enhance transit in the Bow Valley is approximately \$38.5 million dollars.
- The second application under the Rural Transit Solutions fund has been submitted on May 1st, with a letter of support from all Commission member municipalities. This has the potential of providing 80% federal funding for 3 additional regional transit vehicles.

Transit Service Updates:

- Roam's partnership with the Banff Gondola has been solidified through a meeting in early April. Pursuit will be providing free transit to and from the Gondola for gondola users through their own shuttles and Roam services. The Roam stop at the Gondola is being moved to a more convenient location for guests and drivers, closer to the main entrance.
- Roam's CAD/AVL real time tracking system, DoubleMap, which feeds bus locations, headway signs and on street signs is being discontinued as of the end of 2023. This change is necessitating us to go to RFP to find a new provider and ensure a seamless transition. The RFP is anticipated to be out in the next week or so and close in mid-June.
- All 5 of the new Proterra buses have arrived and are either in service or in the final stages of being prepared for service. Two-way radios are on backorder, however portable temporary radios have been sourced for rental in the short term.



- Drivers are having increasing challenges with alcohol on buses, primarily on Route 2 coming from Tunnel Mountain on weekends. We are reinstating our bylaw presence, contracting a Banff Bylaw Officer when available. Coverage will be provided on each night of the May long weekend to assist drivers.
- Wheelchair securement – we have received requests for policy information on securement of wheelchairs on buses. As a result of these requests, it was determined that our training for wheelchair securement required updating and delivering consistently. Our ops team is in the process of updating the training documentation and videos to ensure that all drivers are fully knowledgeable on securement.
- OnIt service has been finalized and the contractor is actively advertising and selling seats. Service will be starting on the May long weekend and will continue throughout the summer. May be extended until Thanksgiving depending on the summer ridership demand. Service will be Thursday evenings, Friday – Sunday full day plus Statutory holidays.

Ridership comparison to 2019:

Ridership YTD (end of April)	2019	2023	Increase
1,2 Banff Local	224,495	362,045	61%
3 Canmore/Banff Regional	58,010	80,097	38%
5 Canmore Local	38,041	93,254	145%
8X Lake Louise Express	13,209	29,399	123%
9 Johnston Canyon	0	3,143	0%

Ridership April Only	2019	2023	Increase
1,2 Banff Local	50,183	84,923	69%
3 Canmore/Banff Regional	14,618	20,544	41%
5 Canmore Local	9,144	23,308	155%
8X Lake Louise Express	2,926	7,685	163%
9 Johnston Canyon	0	984	

General/Health and Safety

- Roam is supporting the Homelessness Society of the Bow Valley through a trial where they are purchasing some reduced rate 10 ride passes to supply to their guests who need to move between communities for shelter.
- Roam is currently working towards a summer photoshoot to ensure we have up to date and professional imagery of our vehicles, infrastructure, and people throughout the Bow Valley.
- See below information from the Province regarding the Mandatory Entry Level Training program:
 - “ As you know, effective yesterday, April 23, 2023, the Mandatory Entry Level Training (MELT) requirement for Class 2 drivers has been removed. Class 2 driver training will remain optionally available to Albertans. Driver training schools and instructors authorized to offer Class 2 MELT training will maintain their licences, which will be updated to reflect Class 2 training instead of Class 2 MELT”.

Roam will continue to operate a licensed training school for Class 2 drivers, maintaining a comparable standard of training to MELT, with some modifications to the program.

- See article below that Steve found on pedestrianizing streets in Vancouver:
 - <https://www.cbc.ca/news/canada/british-columbia/ken-sim-gastown-announcement-1.6829556>
- Roam’s Communications team recently issued the first “Roam Internal Newsletter”, with the intent to continue this communication with staff on a quarterly basis. The newsletter will provide updates to our team on happenings at Roam and will also feature some team member highlights, showcasing a different person or people in each edition.



Bow Valley *R*egional Transit Services Commission



BRING FORWARD LIST

BRING FORWARD LIST OF ITEMS PENDING (as May 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 May meeting

Bow Valley Regional Transit Services Commission Ridership Statistics

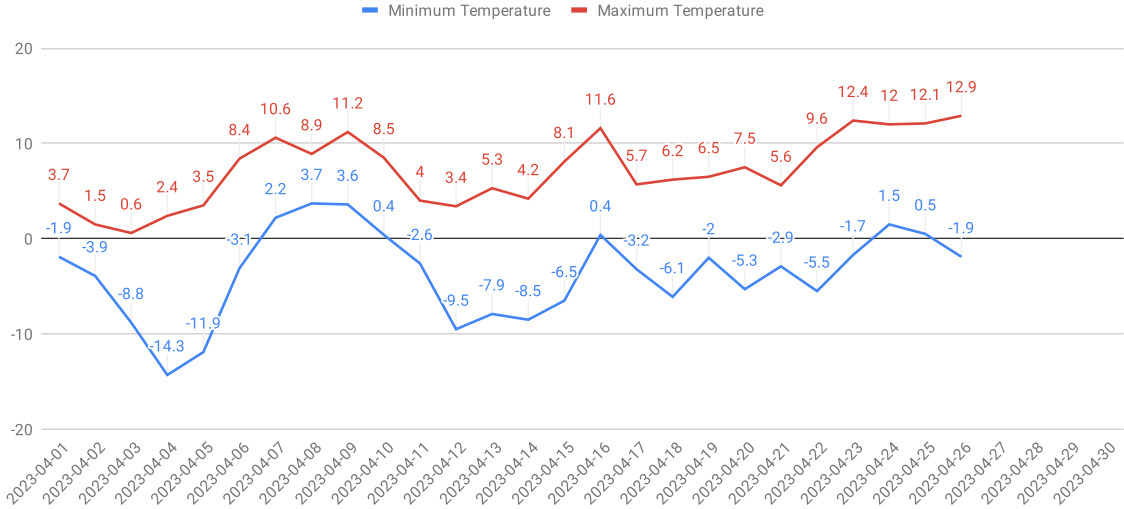
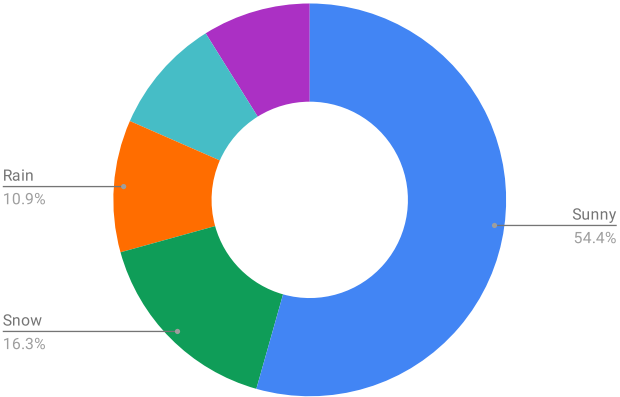


Month	Type	Banff Local	Canmore Local	Canmore-Banff Regional	Lake Louise - Banff Regional
April 2023	Bikes	63	347	252	15
	Winter Sports	1468	248	759	56
	Strollers	121	125	29	5

April 2023

Route	Monthly Ridership Change 2022 to 2023	Comments
Route 1	94.1%	April 2022 to April 2023
Route 2	119.48%	April 2022 to April 2023
Route 3	70.80%	April 2022 to April 2023
Route 4		April 2022 to April 2023
Route 5	113.4%	April 2022 to April 2023
Route 6		April 2022 to April 2023
Route 8X	85.05%	April 2022 to April 2023
Route 9	0.00%	April 2022 to April 2023

Weather Conditions April 2023



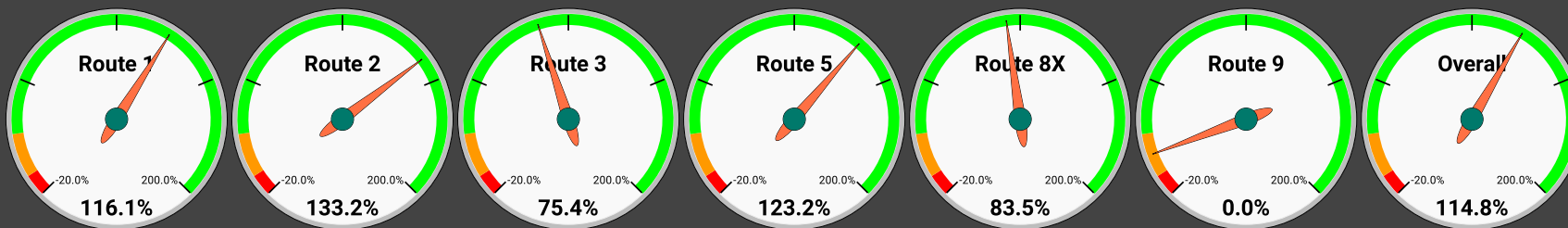
2023-05-01	Route 1 (Inns of Banff/ Gondola)							Route 2 (Tunnel Mtn / Banff Springs Hotel)							Route 4 Cave and Basin							Banff Local Combined Totals (Routes 1, 2, 4)						
Month	R1 2019	R1 2021	R1 2022	2022 YTD	R1 2023	% Change - 22	% Change - 19	R2 2019	R2 2021	R2 2022	R2 2022 YTD	R2 2023	% Change - 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	113.80%	93.12%								61,742	16,402	46,507	46,507	100,375	115.83%	62.57%
April	27,420	6,709	20,918	20,918	40,606	94.1%	48.09%	22,763	5,643	20,192	20,192	44,317	119.48%	94.69%								50,183	12,352	41,110	41,110	84,923	106.58%	69.23%
May	48,522	5,901	37,615		961	0.0%		32,526	5,008	27,452		838	0.00%		1,147	60	1,153			0.00%		82,195	10,969	66,220		1,799	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		78,381	116.1%	39.75%	422,326	171,120	470,848		83,365	133.25%	86.22%	22,331	8,495	24,135	0	0	0.00%	0.00%	984,266	379,687	1,045,476		161,746	124.9%	61.3%

	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	25,017	104.9%	156.35%	3,310	1,438	4,305	4,305	7,690	78.63%	132.33%	89,868	34,441	75,790	75,790	154,455	103.79%	71.87%
April	14,618	5,507	12,028	12,028	20,544	70.80%	40.54%	9,144	7,360	10,924	10,924	23,308	113.4%	154.90%	2,926	1,146	4,153	4,153	7,685	85.05%	162.65%	76,871	26,365	68,215	68,215	137,444	101.49%	78.80%
May	16,925	6,850	15,148		485	0.00%		10,769	6,760	13,066		799	0.0%		5,634	1,516	8,422			0.00%		119,508	27,604	106,822		3,424	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		45,932	75.44%	38.87%	143,415	96,241	180,090		42,145	123.2%	144.87%	115,449	55,221	132,912	16,211	29,740	83.46%	122.29%	1,503,542	684,782	1,651,262		266,034	114.8%	66.8%

	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																			984	0.00%								
May	3985	559	2783			0.00%				97				0.00%			853	1,183		0.00%								
June	9966	2857	12662			0.00%		795	862					0.00%		1,129	4,412	4,728		0.00%								
July	11801	6367	20639			0.00%		3,521	1,313	2,183				0.00%		3,943	4,176	6,589		0.00%								
August	12802	8396	19063			0.00%		4,058	2,000	1,640				0.00%		4,262	3,826	5,360		0.00%								
September	4184	3303	10107			0.00%		303	757	0				0.00%		1,659	1,448	2,908		0.00%								
October	0	0	530			0.00%										419		897		0.00%				1,498	3,535		0.00%	
November																		312		0.00%				973	3,393		0.00%	
December																		286		0.00%								
YTD	42,738	21,482	65,784	0	0	0.00%	0.00%	8,677	5,029	3,823	0	0	0.00%	0.00%	10,993	14,715	22,045	0	3,143	0.00%	0.00%			2,471	6,928	0	0	0.00%

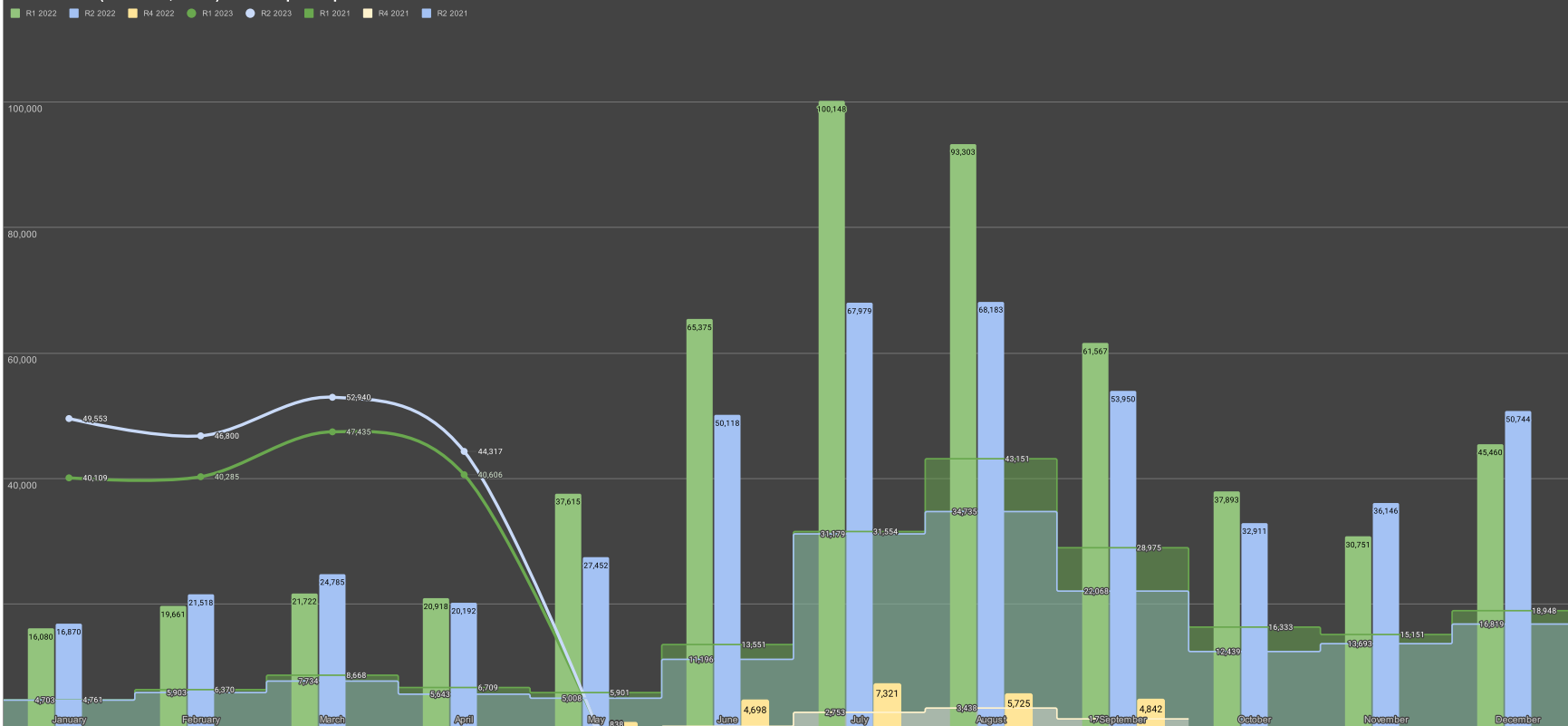
	On-It (Calgary Regional)							Route 11						
Month	2019	2021	2022	2022 YTD	2023	% Change - 22	% Change - 19	2019	2021	2022	2022 YTD	2023	% Change - 22	% Change - 19
January														
February														
March														
April														
May			1,759		0	0.00%								
June	1,271	930	3,840		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	0.00%	0.00%	0	0	0	0	0	0.00%	0.00%

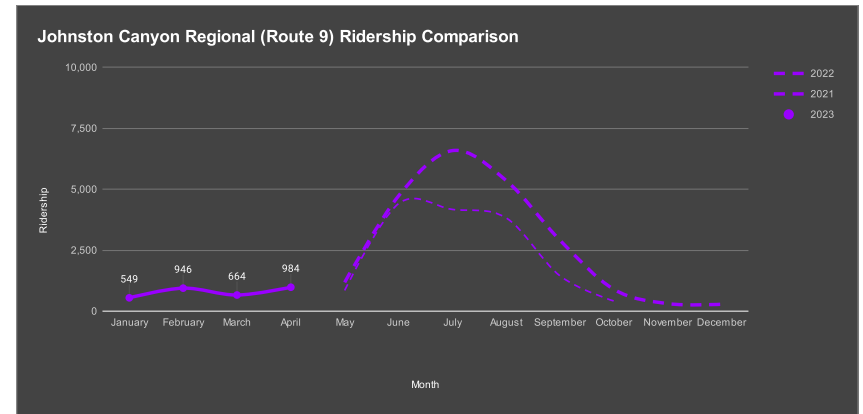
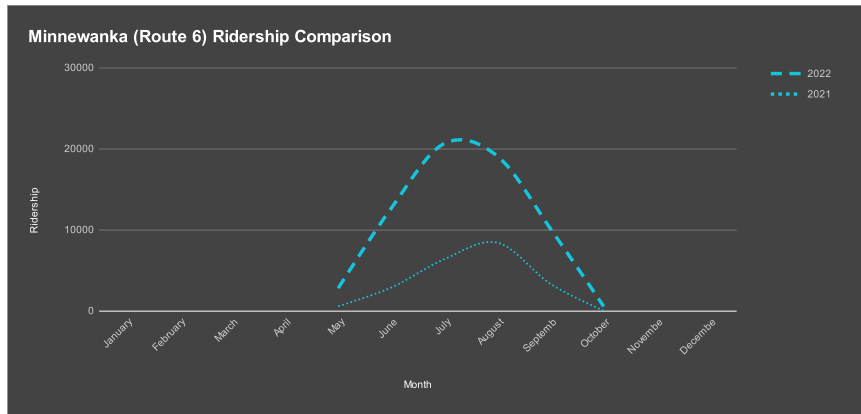
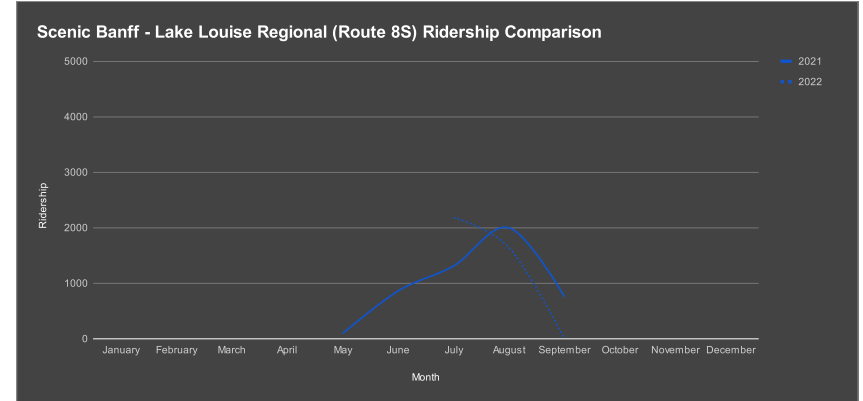
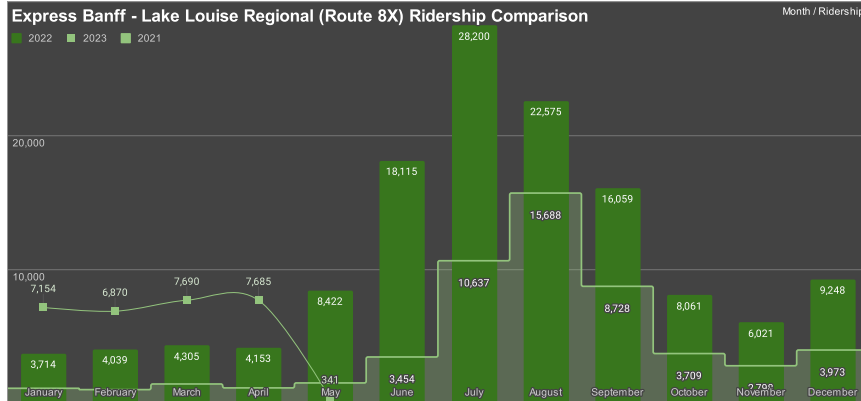
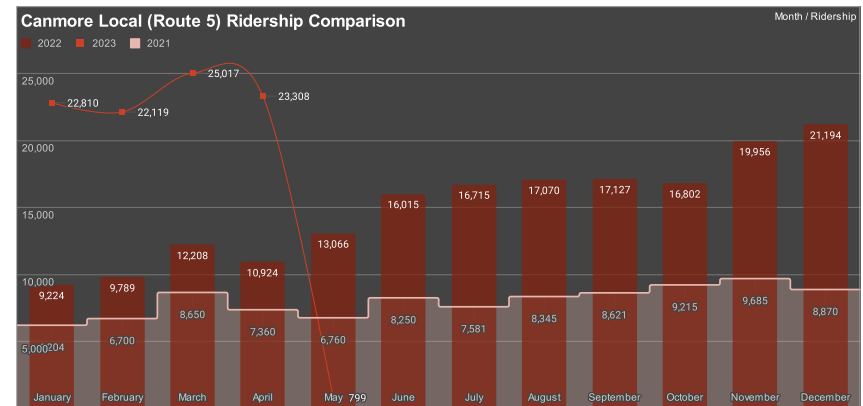
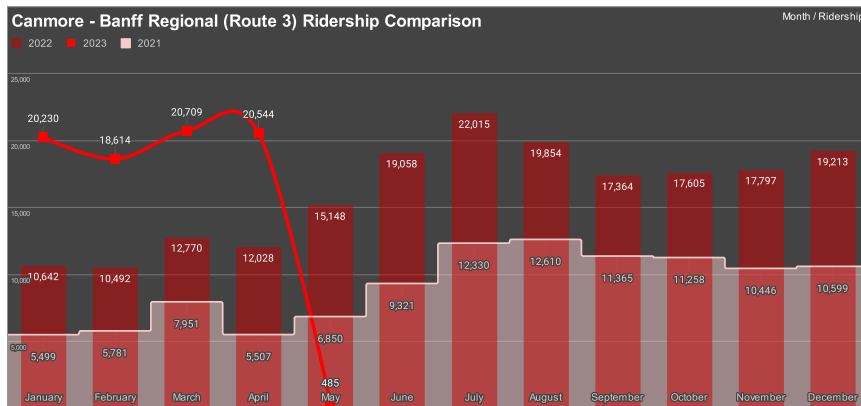
Year to Date % Ridership Change - Comparing 2023 to 2022



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

Month / Ridership



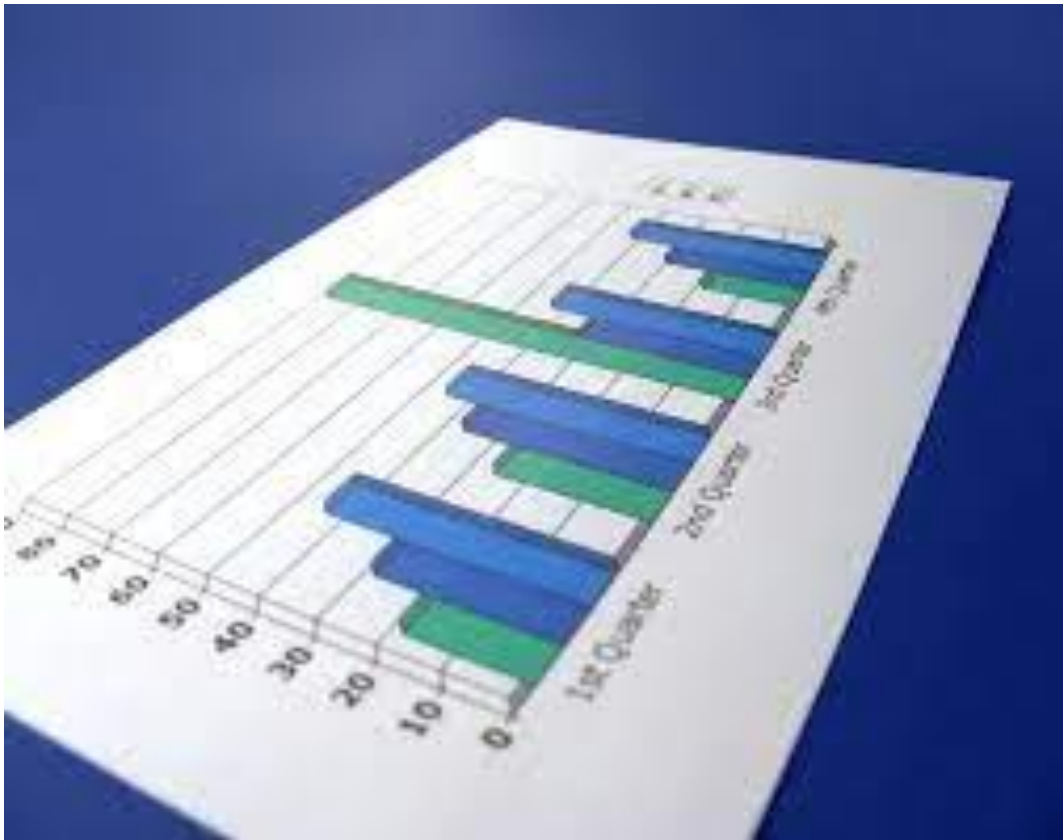


Bow Valley *Regional* Transit Services Commission

**WHAT'S
NEW!**

NEW BUSINESS

Bow Valley *R*egional Transit Services Commission



2023 Q1 Financial Results

Q1 2023 Overall summary of results

Bow Valley Regional Transit Services Commission						
All routes - Actual vs budget vs Prior Year (PY)						
January - March 2023						
	Actual	Budget	Over/ under budget		PY Jan-Mar 2022	Difference from PY
Income						
Bus Pass Sales	569,988	589,553	(19,565)		299,683	270,306
Interest Revenue	61,144	4,997	56,147		2,521	58,622
Marketing & Advertising Revenue	2,385	12,750	(10,365)		3,357	(972)
Other Income	1,264	529	735		78,363	(77,099)
Partner Programs	102,927	124,923	(21,996)		91,116	11,811
Recoveries - Operating (non-members)	262,650	174,436	88,214		110,235	152,415
Requisitions - Operating	1,001,851	1,052,147	(50,296)		770,899	230,952
Total Income	2,002,209	1,959,335	42,874		1,356,175	646,034
Gross Profit						
Expenses						
Advertising & Marketing Expenses	10,013	36,603	(26,590)		16,799	(6,786)
Contracted Services / Professional Fees	22,135	37,310	(15,175)		18,681	3,454
Fuel Expense	179,559	183,121	(3,562)		142,984	36,575
General Operating Expenses	29,633	30,038	(405)		40,100	(10,468)
Infrastructure Maintenance	9,827	13,426	(3,599)		27,294	(17,467)
Insurance Expense	42,613	45,000	(2,387)		32,454	10,158
Software Fees & Licences	35,326	29,013	6,313		28,174	7,152
Staff, Training, Travel & Meals	38,736	30,852	7,884		9,668	29,068
Transit storage facility	86,216	62,582	23,634		48,358	37,858
Vehicle Expenses	462,874	312,993	149,881		251,500	211,374
Wages & Benefits	1,119,970	1,178,381	(58,411)		693,063	426,907
Total Expenses	2,036,901	1,959,319	77,582		1,309,077	727,824
Surplus / Deficiency Prior to Amortization	(34,692)	16	(34,708)		47,098	(81,791)
Amortization Expense	273,621	273,624	(3)		237,465	36,156
Net Revenue	(308,313)	(273,608)	(34,705)		(190,367)	(117,947)

Overall, we are pacing behind projections with the surplus prior to amortization approximately \$35,000 behind of budget.

REVENUE

Overall pass revenues and partner revenues are down approximately \$40,000 from budget and approximately \$280,000 higher than PY.

- Routes 1 and 2 revenues were budgeted based on 2019 rev/per service hour. For Q1 we are not quite reaching this amount.
- Route 3 revenues are less than budget because NSLR increases to service hours budgeted to start January but did not actually start until the end of March.
- Route 8 is over budget in revenues due to overflow bus, ridership increases, and additional service hours added in March.
- Winter service hours for Route 9 were not included in the budget, so revenues here are over budget as well.

Interest is over budgeted amounts. Includes CIBC investment interest on operating reserve amounts and interest on ATB operating accounts. There are higher operating balances due to funds in bank account for Parks buses and payment of annual requisitions.

Non member recoveries are based on actual expenses incurred.

Member recoveries are based on budgeted amounts except for ID# contributions to Lake Louise summer routes, which are allocated at the end of the year.

EXPENSES

Overall expenses are up approximately \$78,000 from budget and \$730,000 from PY.

At this stage the only significant expense discrepancies are coming from vehicle maintenance costs and driver wages. Most other expenses are either consistent or slightly above/below budget projections to date.

Town of Banff vehicle maintenance expenses are approximately \$150,000 above budgeted figures to date. Since TOB gave us the estimates for the budget the costs for labour have increased over 20%. We hope that the magnitude of differences will reduce a little over the year. But anticipate that this will be over budget by year end.

Driver wages are approximately \$60,000 below budget. NSL increases for routes 3 and 5 were budgeted to start in January. However, schedule changes did not come into effect until March 27th.

	Bow Valley Regional Transit Services Commission All Routes - Actual vs Budget (pg 1/2) January - March 2023													
	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	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Income														
Bus Pass Sales			54,226	72,466	36,582	86,961	254,887	297,820						
Interest Revenue	61,144	4,997												
Marketing & Advertising Revenue			205	3,150	205	3,574	1,125	3,150			850	2,876		
Other Income	60		602	248	602	281								
Partner Programs			56,880	71,735	45,591	52,438	456	750						0
Recoveries - Operating (non-members)			5,794	6,204	11,370	7,290			25,776	23,406			52,664	49,226
Requisitions - Operating	154,608	154,608	169,440	169,436	157,190	157,191	129,560	129,560			337,855	337,855		
Total Income	\$ 215,812	\$ 159,605	\$ 287,147	\$ 323,239	\$ 251,540	\$ 307,735	\$ 386,028	\$ 431,280	\$ 25,776	\$ 23,406	\$ 338,705	\$ 340,731	\$ 52,664	\$ 49,226
Expenses														
Advertising & Marketing Expenses	887		1,373	8,910	1,349	9,770	3,087	7,814	117	0	1,801	6,915	136	0
Contracted Services / Professional Fees	9,617	18,664	1,797	2,424	1,653	2,806	2,360	2,100	241	270	3,030	5,939	638	1,122
Fuel Expense	75		27,823	26,550	28,860	18,635	51,018	70,734	0	0	35,889	35,537	0	0
General Operating Expenses	11,558	15,564	2,278	2,090	2,156	2,338	5,798	4,928	28	0	1,869	2,235	68	0
Infrastructure Maintenance	608	47	2,066	2,567	1,818	3,099	1,585	1,393	186	0	1,325	4,470	450	0
Insurance Expense	3,692	3,265	6,337	6,810	5,076	5,455	6,046	5,605	1,524	1,347	6,353	6,777	2,989	3,906
Software Fees & Licences	5,179	6,614	6,071	4,819	5,708	4,876	5,890	4,852	443	0	5,433	5,617	1,409	0
Transit storage facility	10,738	13,255	5,542	5,389	3,442	5,012	2,674	2,449	1,402	0	2,320	3,175	3,394	0
Staff, Training, Travel & Meals	1,220	432	16,375	14,577	13,864	13,539	15,016	14,586	3,358	1,296	3,364	1,501	6,960	2,592
Vehicle Expenses	11,375	1,500	81,992	54,690	80,669	53,848	103,909	69,929	8,213	6,000	93,058	64,014	10,582	9,000
Wages & Benefits	117,703	100,264	191,525	194,412	189,814	188,364	189,522	246,865	12,788	14,493	173,377	204,550	28,527	32,606
Total Expenses	\$ 172,653	\$ 159,605	\$ 343,180	\$ 323,238	\$ 334,409	\$ 307,742	\$ 386,905	\$ 431,255	\$ 28,298	\$ 23,406	\$ 327,817	\$ 340,730	\$ 55,153	\$ 49,226
Surplus / Deficiency Prior to Amortization	\$ 43,159	\$ -	\$ (56,034)	\$ 1	\$ (82,869)	\$ (7)	\$ (878)	\$ 25	\$ (2,522)	\$ -	\$ 10,888	\$ 1	\$ (2,489)	\$ -
Amortization Expense	11,421	11,424	77,418	77,422	74,934	74,930	40,611	40,611		0	44,955	44,955		0
Net Income	\$ 31,738	\$ (11,424)	\$ (133,452)	\$ (77,421)	\$ (157,803)	\$ (74,937)	\$ (41,489)	\$ (40,586)	\$ (2,522)	\$ -	\$ (34,067)	\$ (44,954)	\$ (2,489)	\$ -

	Bow Valley Regional Transit Services Commission All Routes - Actual vs Budget (pg 2/2) January - March 2023											
	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		TOTAL	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget % of Budget
Income												
Bus Pass Sales	213,110	132,306					11,194		-10		569,988	589,553 97%
Interest Revenue											61,144	4,997 1224%
Marketing & Advertising Revenue											2,385	12,750 19%
Other Income											1,264	529 239%
Partner Programs											102,927	124,923 82%
Recoveries - Operating (non-members)			28,621	13,888	87,938	53,597	45,044	15,193	5,443	5,632	262,650	174,436 151%
Requisitions - Operating	53,198	53,248		11,591	0	25,978		12,680			1,001,851	1,052,147 95%
Total Income	\$ 266,308	\$ 185,554	\$ 28,621	\$ 25,479	\$ 87,938	\$ 79,575	\$ 56,238	\$ 27,873	\$ 5,433	\$ 5,632	\$ 2,002,209	\$ 1,959,335 102%
Expenses												
Advertising & Marketing Expenses	1,179	3,194	14	0	56	0	14	0		0	10,013	36,603 27%
Contracted Services / Professional Fees	1,213	1,231	270	510	993	1,734	323	510	0	0	22,135	37,310 59%
Fuel Expense	31,088	31,665		0	0	0	4,806	0	0	0	179,559	183,121 98%
General Operating Expenses	5,291	2,883	29	0	208	0	337	0	12	0	29,633	30,038 99%
Infrastructure Maintenance	730	1,850	191	0	673	0	196	0		0	9,827	13,426 73%
Insurance Expense	1,494	1,302	2,242	2,604	4,619	5,325	2,242	2,604			42,613	45,000 95%
Software Fees & Licences	2,152	2,235	602	0	1,619	0	767	0	53	0	35,326	29,013 122%
Transit storage facility	486	1,572	1,439	0	5,821	0	1,479	0	0	0	38,736	30,852 126%
Staff, Training, Travel & Meals	7,257	4,357	3,979	1,728	9,499	6,246	5,284	1,728	40		86,216	62,582 138%
Vehicle Expenses	49,561	30,012	6,463	6,000	9,543	12,000	7,375	6,000	135	0	462,874	312,993 148%
Wages & Benefits	108,799	105,254	13,323	14,637	58,139	54,270	31,262	17,034	5,192	5,632	1,119,970	1,178,381 95%
Total Expenses	\$ 209,250	\$ 185,555	\$ 28,550	\$ 25,479	\$ 91,169	\$ 79,575	\$ 54,084	\$ 27,876	\$ 5,433	\$ 5,632	\$ 2,036,901	\$ 1,959,319 104%
Surplus / Deficiency Prior to Amortization	\$ 57,059	\$ (1)	\$ 71	\$ -	\$ (3,232)	\$ -	\$ 2,154	\$ (3)	\$ 0	\$ -	\$ (34,692)	\$ 16
Amortization Expense	24,282	24,282		0		0		0		0	273,621	273,624
Net Income	\$ 32,777	\$ (24,283)	\$ 71	\$ -	\$ (3,232)	\$ -	\$ 2,154	\$ (3)	\$ 0	\$ -	\$ (308,313)	\$ (273,608)

	Bow Valley Regional Transit Services Commission All Routes - Actual vs Prior Year (pg 1/2) January - March 2023													
	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	
	Jan - Mar, 2023	Jan - Mar, 2022 (PY)	Jan - Mar, 2023	Jan - Mar, 2022 (PY)	Jan - Mar, 2023	Jan - Mar, 2022 (PY)	Jan - Mar, 2023	Jan - Mar, 2022 (PY)	Jan - Mar, 2023	Jan - Mar, 2022 (PY)	Jan - Mar, 2023	Jan - Mar, 2022 (PY)	Jan - Mar, 2023	Jan - Mar, 2022 (PY)
INCOME														
Bus Pass Sales			54,226	31,068	36,582	30,613	254,887	139,286						
Interest Revenue	61,144	2,521												
Marketing & Advertising Revenue		93	205	751	205	338	1,125	1,150			850	687		
Other Income	60	-10	602	4,403	602	4,866		4,810		408		25,519		
Partner Programs			56,880	58,843	45,591	32,229	456	44						
Recoveries - Operating (non-members)		-11,009	5,794	4,912	11,370	6,416			25,776	7,599			52,664	19,158
Requisitions - Operating	154,608	156,549	169,440	76,763	157,190	110,644	129,560	94,524			337,855	224,719		
Total Income	215,812	148,145	287,147	176,740	251,540	185,106	386,028	239,813	25,776	8,007	338,705	250,925	52,664	19,158
EXPENSES														
Advertising & Marketing Expenses	887	805	1,373	2,281	1,349	2,262	3,087	2,259	117	14	1,801	7,853	136	37
Contracted Services / Professional Fees	9,617	7,142	1,797	2,563	1,653	2,568	2,360	1,553	241	160	3,030	2,375	638	480
Fuel Expense	75	126	27,823	15,617	28,860	19,423	51,018	48,152	0		35,889	30,041	0	
General Operating Expenses	11,558	15,208	2,278	4,449	2,156	3,890	5,798	4,677	28	555	1,869	3,002	68	1,663
Infrastructure Maintenance	608	2,304	2,066	3,708	1,818	3,665	1,585	3,676	186	34	1,325	10,216	450	29
Insurance Expense	3,692	2,484	6,337	9,732	5,076	8,499	6,046	4,194	1,524	0	6,353	5,398	2,989	0
Software Fees & Licences	5,179	2,256	6,071	4,075	5,708	4,075	5,890	3,478	443	158	5,433	2,739	1,409	316
Staff, Training, Travel & Meals	10,738	2,265	5,542	1,590	3,442	1,390	2,674	1,296	1,402	153	2,320	1,099	3,394	228
Transit storage facility	1,220		16,375	9,300	13,864	7,689	15,016	6,702	3,358	1,611	3,364	1,743	6,960	4,832
Vehicle Expenses	11,375	5,058	81,992	35,200	80,669	37,064	103,909	58,972	8,213	3,178	93,058	48,051	10,582	8,014
Wages & Benefits	117,703	87,747	191,525	91,094	189,814	93,146	189,522	151,229	12,788	1,907	173,377	138,643	28,527	4,472
Total Expenses	172,653	125,395	343,180	179,609	334,409	183,672	386,905	286,188	28,298	7,768	327,817	251,161	55,153	20,070
Surplus / Deficiency Prior to Amortization	43,159	22,750	(56,034)	(2,868)	(82,869)	1,435	(878)	(46,375)	(2,522)	239	10,888	(236)	(2,489)	(912)
Amortization Expense	11,421.00	13,059.00	77,418.00	66,894.00	74,934.00	66,894.00	40,611.00	36,444.00		0.00	44,955.00	36,621.00		0.00
Net Income	31,738	9,691	(133,452)	(69,762)	(157,803)	(65,459)	(41,489)	(82,819)	(2,522)	239	(34,067)	(36,857)	(2,489)	(912)

	Bow Valley Regional Transit Services Commission All Routes - Actual vs Prior Year (pg 2/2) January - March 2023														
	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		TOTAL		
	Jan - Mar, 2023	Jan - Mar, 2022 (PY)	Jan - Mar, 2023	Jan - Mar, 2022 (PY)	Jan - Mar, 2023	Jan - Mar, 2022 (PY)	Jan - Mar, 2023	Jan - Mar, 2022 (PY)	Jan - Mar, 2023	Jan - Mar, 2022 (PY)	Jan - Mar, 2023	Jan - Mar, 2022 (PY)	Jan - Mar, 2023	Jan - Mar, 2022 (PY)	Change
INCOME															
Bus Pass Sales			213,110	98,716					11,194		-10		569,988	299,683	270,306
Interest Revenue													61,144	2,521	58,622
Marketing & Advertising Revenue				337									2,385	3,357	-972
Other Income				28,166				10,200					1,264	78,363	-77,099
Partner Programs													102,927	91,116	11,811
Recoveries - Operating (non-members)		11,009			28,621	11,720	87,938	44,798	45,044	14,075	5,443	1,558	262,650	110,235	152,415
Requisitions - Operating			53,198	107,700			0	0					1,001,851	770,899	230,952
Total Income	-	11,009	266,308	234,920	28,621	11,720	87,938	54,998	56,238	14,075	\$ 5,433	\$ 1,558	\$ 2,002,209	\$ 1,356,175	\$ 646,034
EXPENSES															0
Advertising & Marketing Expenses			1,179	1,170	14	46	56	28	14	45			10,013	16,799	-6,786
Contracted Services / Professional Fees			1,213	840	270	200	993	600	323	200			22,135	18,681	3,454
Fuel Expense			31,088	29,625			0		4,806				179,559	142,984	36,575
General Operating Expenses	546		5,291	2,671	29	828	208	1,793	337	819	12		29,633	40,100	-10,468
Infrastructure Maintenance			730	3,448	191	38	673	138	196	37			9,827	27,294	-17,467
Insurance Expense	964		1,494	1,183	2,242	0	4,619	0	2,242	0			42,613	32,454	10,158
Software Fees & Licences	580		2,152	1,734	602	1,506	1,619	5,742	767	1,506	53	8	35,326	28,174	7,152
Staff, Training, Travel & Meals			486	500	1,439	372	5,821	532	1,479	169	0	73	38,736	9,668	29,068
Transit storage facility	1,611		7,257	4,032	3,979	2,416	9,499	6,007	5,284	2,416	40		86,216	48,358	37,858
Vehicle Expenses	3,000		49,561	33,914	6,463	4,877	9,543	9,390	7,375	4,715	135	67	462,874	251,500	211,374
Wages & Benefits	82		108,799	93,339	13,323	4,380	58,139	21,185	31,262	4,357	5,192	1,482	1,119,970	693,063	426,907
Total Expenses	-	6,782	209,250	172,457	28,550	14,664	91,169	45,416	54,084	14,265	\$ 5,433	\$ 1,631	\$ 2,036,901	\$ 1,309,076	\$ 727,825
Surplus / Deficiency Prior to Amortization	-	4,227	57,059	62,463	71	(2,944)	(3,232)	9,583	2,154	(190)	\$ 0	\$ (73)	\$ (34,692)	\$ 47,099	\$ (81,791)
Amortization Expense	4,227.00		24,282.00		13,326.00								273,621	237,465	
Net Income	-	-	32,777	49,137	71	(2,944)	(3,232)	9,583	2,154	(190)	0	(73)	(308,313)	(190,366)	(117,947)

Bow Valley Regional Transit Services Commission Administrative						
	Jan - Mar, 2023			Total		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget
Income						
Interest Revenue	61,144	4,997	1224%	61,144	4,997	1224%
Other Income	60			60		
Requisitions - Operating	154,608	154,608	100%	154,608	154,608	100%
Total Income	\$ 215,812	\$ 159,605	135%	215,812	159,605	135%
Expenses						
Advertising & Marketing Expenses	887			887	-	
Contracted Services / Professional Fees	9,617	18,664	52%	9,617	18,664	52%
Fuel Expense	75			75		
General Operating Expenses	11,558	15,564	74%	11,558	15,564	74%
Infrastructure Maintenance	608	47		608	47	
Insurance Expense	3,692	3,265	113%	3,692	3,265	113%
Software Fees & Licences	5,179	6,614	78%	5,179	6,614	78%
Staff, Training, Travel & Meals	10,738	13,255	81%	10,738	13,255	81%
Transit storage facility	1,220	432	282%	1,220	432	282%
Vehicle Expenses	11,375	1,500	758%	11,375	1,500	758%
Wages & Benefits	117,703	100,264	117%	117,703	100,264	117%
Total Expenses	172,653	159,605	108%	172,653	159,605	108%
Surplus / Deficiency Prior to Amortization	43,159	-		43,159	-	
Amortization Expense	11,421	11,424	100%	11,421	11,424	100%
Net Income	31,738	(11,424)		31,738	(11,424)	

1

2

3

4

1) Interest from operating reserve in CIBC investments and operating account. Higher than budget.

2) Contracted Services are below budget. Full Accounting fees have not been billed.

3) Few parts for accidents in Q1 which are allocated to Admin instead of routes

4) More admin wages allocated to admin class that budgeted

Bow Valley Regional Transit Services Commission
Route 1 - Banff Local Sulphur Mtn

	Jan - Mar, 2023			Total		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget
Income						
Bus Pass Sales	54,226	72,466	75%	54,226	72,466	75%
Marketing & Advertising Revenue	205	3,150	7%	205	3,150	7%
Other Income	602	248	243%	602	248	243%
Partner Programs	56,880	71,735	79%	56,880	71,735	79%
Recoveries - Operating (non-members)	5,794	6,204	93%	5,794	6,204	93%
Requisitions - Operating	169,440	169,436	100%	169,440	169,436	100%
Total Income	287,147	323,239	89%	287,147	323,239	89%
Expenses						
Advertising & Marketing Expenses	1,373	8,910	15%	1,373	8,910	15%
Contracted Services / Professional Fees	1,797	2,424	74%	1,797	2,424	74%
Fuel Expense	27,823	26,550	105%	27,823	26,550	105%
General Operating Expenses	2,278	2,090	109%	2,278	2,090	109%
Infrastructure Maintenance	2,066	2,567	80%	2,066	2,567	80%
Insurance Expense	6,337	6,810	93%	6,337	6,810	93%
Software Fees & Licences	6,071	4,819	126%	6,071	4,819	126%
Staff, Training, Travel & Meals	5,542	5,389	103%	5,542	5,389	103%
Transit storage facility	16,375	14,577	112%	16,375	14,577	112%
Vehicle Expenses	81,992	54,690	150%	81,992	54,690	150%
Wages & Benefits	191,525	194,412	99%	191,525	194,412	99%
Total Expenses	343,180	323,238	106%	343,180	323,238	106%
Surplus / Deficiency Prior to Amortization	(56,034)	1		(56,034)	1	
Amortization Expense	77,418	77,422	100%	77,418	77,422	100%
Net Income	(133,452)	(77,421)		(133,452)	(77,421)	

1

1

2

1) Pass and Partner revenues less than budget for Q1. Pass revenues were budgeted based on 2019/rev/psh

2) Overall TOB vehicle maintenance over budget by \$150K. So all operating routes significantly over budget

**Bow Valley Regional Transit Services Commission
Route 2 - Banff Local Tunnel Mtn**

	Jan - Mar, 2023			Total		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget
Income						
Bus Pass Sales	36,582	86,961	42%	36,582	86,961	42%
Marketing & Advertising Revenue	205	3,574	6%	205	3,574	6%
Other Income	602	281	214%	602	281	214%
Partner Programs	45,591	52,438	87%	45,591	52,438	87%
Recoveries - Operating (non-members)	11,370	7,290	156%	11,370	7,290	156%
Requisitions - Operating	157,190	157,191	100%	157,190	157,191	100%
Total Income	251,540	307,735	82%	251,540	307,735	82%
Expenses						
Advertising & Marketing Expenses	1,349	9,770	14%	1,349	9,770	14%
Contracted Services / Professional Fees	1,653	2,806	59%	1,653	2,806	59%
Fuel Expense	28,860	18,635	155%	28,860	18,635	155%
General Operating Expenses	2,156	2,338	92%	2,156	2,338	92%
Infrastructure Maintenance	1,818	3,099	59%	1,818	3,099	59%
Insurance Expense	5,076	5,455	93%	5,076	5,455	93%
Software Fees & Licences	5,708	4,876	117%	5,708	4,876	117%
Staff, Training, Travel & Meals	3,442	5,012	69%	3,442	5,012	69%
Transit storage facility	13,864	13,539	102%	13,864	13,539	102%
Vehicle Expenses	80,669	53,848	150%	80,669	53,848	150%
Wages & Benefits	189,814	188,364	101%	189,814	188,364	101%
Total Expenses	334,409	307,742	109%	334,409	307,742	109%
Surplus / Deficiency Prior to Amortization	(82,869)	(7)		(82,869)	(7)	
Amortization Expense	74,934	74,930	100%	74,934	74,930	100%
Net Income	(157,803)	(74,937)		(157,803)	(74,937)	

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1) Pass and Partner revenues less than budget for Q1. Pass revenues were budgeted based on 2019/rev/psh

2) Fuel over budget to date. Higher usage of E vehicles on Rt 2. Electric buses more expensive in the winter, because of electricity rates no solar credits.

2) Overall TOB vehicle maintenance over budget by \$150K. So all operating routes significantly over budget

**Bow Valley Regional Transit Services Commission
Route 3 - Canmore / Banff Regional**

	Jan - Mar, 2023			Total		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget
Income						
Bus Pass Sales	254,887	297,820	86%	254,887	297,820	86%
Marketing & Advertising Revenue	1,125	3,150	36%	1,125	3,150	36%
Partner Programs	456	750	61%	456	750	61%
Requisitions - Operating	129,560	129,560	100%	129,560	129,560	100%
Total Income	386,028	431,280	90%	386,028	431,280	90%
Expenses						
Advertising & Marketing Expenses	3,087	7,814	40%	3,087	7,814	40%
Contracted Services / Professional Fees	2,360	2,100	112%	2,360	2,100	112%
Fuel Expense	51,018	70,734	72%	51,018	70,734	72%
General Operating Expenses	5,798	4,928	118%	5,798	4,928	118%
Infrastructure Maintenance	1,585	1,393	114%	1,585	1,393	114%
Insurance Expense	6,046	5,605	108%	6,046	5,605	108%
Software Fees & Licences	5,890	4,852	121%	5,890	4,852	121%
Staff, Training, Travel & Meals	2,674	2,449	109%	2,674	2,449	109%
Transit storage facility	15,016	14,586	103%	15,016	14,586	103%
Vehicle Expenses	103,909	69,929	149%	103,909	69,929	149%
Wages & Benefits	189,522	246,865	77%	189,522	246,865	77%
Total Expenses	386,905	431,255	90%	386,905	431,255	90%
Surplus / Deficiency Prior to Amortization	(878)	25		(878)	25	
Amortization Expense	40,611	40,611	100%	40,611	40,611	100%
Net Income	(41,489)	(40,586)		(41,489)	(40,586)	

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1) Route 3 NSLR increases in service hours did not happen until the end of March, but were budgeted from Jan onwards. Revenues, fuel and driver wages are below budget.

2) Overall TOB vehicle maintenance over budget by \$150K. So all operating routes significantly over budget

Bow Valley Regional Transit Services Commission Route 4 - Cave & Basin						
	Jan - Mar, 2023			Total		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget
Income						
Recoveries - Operating (non-members)	25,776	23,406	110%	25,776	23,406	110%
Total Income	25,776	23,406	110%	25,776	23,406	110%
Expenses						
Advertising & Marketing Expenses	117	0		117	-	
Contracted Services / Professional Fees	241	270	89%	241	270	89%
General Operating Expenses	28	0		28	-	
Infrastructure Maintenance	186	0		186	-	
Insurance Expense	1,524	1,347	113%	1,524	1,347	113%
Software Fees & Licences	443	0		443	-	
Staff, Training, Travel & Meals	1,402	0		1,402	-	
Transit storage facility	3,358	1,296	259%	3,358	1,296	259%
Vehicle Expenses	8,213	6,000	137%	8,213	6,000	137%
Wages & Benefits	12,788	14,493	88%	12,788	14,493	88%
Total Expenses	28,298	23,406	121%	28,298	23,406	121%
Surplus / Deficiency Prior to Amortization	(2,522)	-		(2,522)	-	
Amortization Expense				-	-	
Net Income	(2,522)	-		(2,522)	-	

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1) Recoveries based on actual net expenses.

2) Route not operating yet but includes fixed bus expenses, and summer training and planning

Bow Valley Regional Transit Services Commission Route 5 - Canmore Local

	Jan - Mar, 2023			Total		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget
Income						
Marketing & Advertising Revenue	850	2,876	30%	850	2,876	30%
Requisitions - Operating	337,855	337,855	100%	337,855	337,855	100%
Total Income	338,705	340,731	99%	338,705	340,731	99%
Expenses						
Advertising & Marketing Expenses	1,801	6,915	26%	1,801	6,915	26%
Contracted Services / Professional Fees	3,030	5,939	51%	3,030	5,939	51%
Fuel Expense	35,889	35,537	101%	35,889	35,537	101%
General Operating Expenses	1,869	2,235	84%	1,869	2,235	84%
Infrastructure Maintenance	1,325	4,470	30%	1,325	4,470	30%
Insurance Expense	6,353	6,777	94%	6,353	6,777	94%
Software Fees & Licences	5,433	5,617	97%	5,433	5,617	97%
Staff, Training, Travel & Meals	2,320	3,175	73%	2,320	3,175	73%
Transit storage facility	3,364	1,501	224%	3,364	1,501	224%
Vehicle Expenses	93,058	64,014	145%	93,058	64,014	145%
Wages & Benefits	173,377	204,550	85%	173,377	204,550	85%
Total Expenses	327,817	340,730	96%	327,817	340,730	96%
Surplus / Deficiency Prior to Amortization	10,888	1		10,888	1	
Amortization Expense	44,955	44,955	100%	44,955	44,955	100%
Net Income	(34,067)	(44,954)		(34,067)	(44,954)	

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1) Route 5 under in service hours NSLR increases in service hours did not happen until the end of March, but were budgeted from Jan onwards. Fuel consistent with budget when it should be under due to service hours. Cost savings from Canmore paying directly for electricity for their electric bus were budgeted from January onwards. However charger installation and commission was not complete until April/May

2) Overall TOB vehicle maintenance over budget by \$150K. So all operating routes significantly over budget

3) Route 5 NSLR increases in service hours did not happen until the end of March, but were budgeted from Jan onwards. Fuel and driver wages are below budget.

**Bow Valley Regional Transit Services Commission
Route 6 - Lake Minnewanka**

	Jan - Mar, 2023			Total		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget
Income						
Recoveries - Operating (non-members)	52,664	49,226	107%	52,664	49,226	107%
Total Income	52,664	49,226	107%	52,664	49,226	107%
Expenses						
Advertising & Marketing Expenses	136	0		136	-	
Contracted Services / Professional Fees	638	1,122	57%	638	1,122	57%
General Operating Expenses	68	0		68	-	
Infrastructure Maintenance	450	0		450	-	
Insurance Expense	2,989	3,906	77%	2,989	3,906	77%
Software Fees & Licences	1,409	0		1,409	-	
Staff, Training, Travel & Meals	3,394	0		3,394	-	
Transit storage facility	6,960	2,592	269%	6,960	2,592	269%
Vehicle Expenses	10,582	9,000	118%	10,582	9,000	118%
Wages & Benefits	28,527	32,606	87%	28,527	32,606	87%
Total Expenses	55,153	49,226	112%	55,153	49,226	112%
Surplus / Deficiency Prior to Amortization	(2,489)	-		(2,489)	-	
Amortization Expense				-	-	
Net Income	(2,489)	-		(2,489)	-	

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1) Recoveries based on actual net expenses.

2) Route not operating yet but includes fixed bus expenses and summer training and planning

Bow Valley Regional Transit Services Commission Route 8 - Lake Louise / Banff Regional Winter						
	Jan - Mar, 2023			Total		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget
Income						
Bus Pass Sales	213,110	132,306	161%	213,110	132,306	161%
Requisitions - Operating	53,198	53,248	100%	53,198	53,248	100%
Total Income	266,308	185,554	144%	266,308	185,554	144%
Expenses						
Advertising & Marketing Expenses	1,179	3,194	37%	1,179	3,194	37%
Contracted Services / Professional Fees	1,213	1,231	99%	1,213	1,231	99%
Fuel Expense	31,088	31,665	98%	31,088	31,665	98%
General Operating Expenses	5,291	2,883	184%	5,291	2,883	184%
Infrastructure Maintenance	730	1,850	39%	730	1,850	39%
Insurance Expense	1,494	1,302	115%	1,494	1,302	115%
Software Fees & Licences	2,152	2,235	96%	2,152	2,235	96%
Staff, Training, Travel & Meals	486	1,572	31%	486	1,572	31%
Transit storage facility	7,257	4,357	167%	7,257	4,357	167%
Vehicle Expenses	49,561	30,012	165%	49,561	30,012	165%
Wages & Benefits	108,799	105,254	103%	108,799	105,254	103%
Total Expenses	209,250	185,555	113%	209,250	185,555	113%
Surplus / Deficiency Prior to Amortization	57,059	(1)		57,059	(1)	
Amortization Expense	24,282	24,282	100%	24,282	24,282	100%
Net Income	32,777	(24,283)		32,777	(24,283)	

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1) Route 8 over in service hours due to additional bus being added at the beginning on March. Revenues and driver wages are over budget.

NOTE - parks will be billed for the additional bus service hours for 8 overflow.

2) Overall TOB vehicle maintenance over budget by \$150K. So all operating routes significantly over budget

Bow Valley Regional Transit Services Commission Route 8S - Lake Louise / Banff Regional Summer Scenic						
	Jan - Mar, 2023			Total		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget
Income						
Recoveries - Operating (non-members)	28,621	13,888	206%	28,621	13,888	206%
Requisitions - Operating		11,591	0%	-	11,591	0%
Total Income	28,621	25,479	112%	28,621	25,479	112%
Expenses						
Advertising & Marketing Expenses	14	0		14	-	
Contracted Services / Professional Fees	270	510	53%	270	510	53%
Fuel Expense		0		-	-	
General Operating Expenses	29	0		29	-	
Infrastructure Maintenance	191	0		191	-	
Insurance Expense	2,242	2,604	86%	2,242	2,604	86%
Software Fees & Licences	602	0		602	-	
Staff, Training, Travel & Meals	1,439	0		1,439	-	
Transit storage facility	3,979	1,728	230%	3,979	1,728	230%
Vehicle Expenses	6,463	6,000	108%	6,463	6,000	108%
Wages & Benefits	13,323	14,637	91%	13,323	14,637	91%
Total Expenses	28,550	25,479	112%	28,550	25,479	112%
Net Operating Income	71	-		71	-	
Amortization Expense		-		-	-	
Net Income	71	-		71	-	

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3

1) Recoveries based on actual net expenses.

2) Allocation ID#9 contriubtion not adjusted for until year end

3) Route not operating yet but includes fixed bus expenses and summer training and planning

Bow Valley Regional Transit Services Commission
Route 8X - Lake Louise / Banff Regional Summer Express

	Jan - Mar, 2023			Total		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget
Income						
Recoveries - Operating (non-members)	87,938	53,597	164%	87,938	53,597	164%
Requisitions - Operating	0	25,978	0%	-	25,978	0%
Total Income	87,938	79,575	111%	87,938	79,575	111%
Expenses						
Advertising & Marketing Expenses	56	0		56	-	
Contracted Services / Professional Fees	993	1,734	57%	993	1,734	57%
General Operating Expenses	208	0		208	-	
Infrastructure Maintenance	673	0		673	-	
Insurance Expense	4,619	5,325	87%	4,619	5,325	87%
Software Fees & Licences	1,619	0		1,619	-	
Staff, Training, Travel & Meals	5,821	0		5,821	-	
Transit storage facility	9,499	6,246	152%	9,499	6,246	152%
Vehicle Expenses	9,543	12,000	80%	9,543	12,000	80%
Wages & Benefits	58,139	54,270	107%	58,139	54,270	107%
Total Expenses	91,169	79,575	115%	91,169	79,575	115%
Surplus / Deficiency Prior to Amortization	(3,232)	-		(3,232)	-	
Amortization Expense		-		-	-	
Net Income	(3,232)	-		(3,232)	-	

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- 1) Recoveries based on actual net expenses.
- 2) Allocation ID#9 contribution not adjusted for until year end
- 3) Route not operating yet but includes fixed bus expenses and summer training and planning

Bow Valley Regional Transit Services Commission Route 9 - Johnson Canyon						
	Jan - Mar, 2023			Total		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget
Income						
Bus Pass Sales	11,274	0		11,274	-	
Recoveries - Operating (non-members)	45,044	15,193	296%	45,044	15,193	296%
Requisitions - Operating		12,680	0%	-	12,680	0%
Total Income	56,318	27,873	202%	56,318	27,873	202%
Expenses						
Advertising & Marketing Expenses	14	0		14	-	
Contracted Services / Professional Fees	323	510	63%	323	510	63%
Fuel Expense	4,806	0		4,806	-	
General Operating Expenses	337	0		337	-	
Infrastructure Maintenance	196	0		196	-	
Insurance Expense	2,242	2,604	86%	2,242	2,604	86%
Software Fees & Licences	767	0		767	-	
Staff, Training, Travel & Meals	1,479	0		1,479	-	
Transit storage facility	5,284	1,728	306%	5,284	1,728	306%
Vehicle Expenses	7,375	6,000	123%	7,375	6,000	123%
Wages & Benefits	31,262	17,034	184%	31,262	17,034	184%
Total Expenses	54,084	27,876	194%	54,084	27,876	194%
Surplus / Deficiency Prior to Amortization	2,234	(3)		2,234	(3)	
Amortization Expense		-		-	-	
Net Income	2,234	(3)		2,234	(3)	

- 1) Route 9 running weekends during winter. This was not included in budgeted service hours. Revenues, fuel and driver wages are above budget.
- 2) Recoveries based on actual net expenses.
- 3) Allocation ID#9 contribution not adjusted for until year end
- 4) Also includes summer training and planning expenses

Bow Valley Regional Transit Services Commission Route 10 - Moraine Lake						
	Jan - Mar, 2023			Total		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget
Income						
Bus Pass Sales	(10)			(10)	-	
Recoveries - Operating (non-members)	5,442.81	5,632.00	97%	5,443	5,632	97%
Total Income	5,433	5,632	96%	5,433	5,632	96%
Expenses						
General Operating Expenses	12	-		12	-	
Software Fees & Licences	53	-		53	-	
Transit storage facility	40					
Vehicle Expenses	135	-		135	-	
Wages & Benefits	5,192	5,632	92%	5,192	5,632	92%
Total Expenses	5,433	5,632	96%	5,433	5,632	96%
Surplus / Deficiency Prior to Amortization	0	-		0	-	
Amortization Expense		-		-	-	
Net Income	0	-		0	-	

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1) Recoveries based on actual net expenses.

2) Route not operating yet but includes fixed bus expenses and summer training and planning

Bow Valley Regional Transit Services Commission
2023 Quarterly KPIs with 2021 Actuals

All Routes	January - March 2023			
	2023	2023	COMP	2022
	ACTUAL	BUDGET	%	ACTUAL
Revenue per Service Hour	\$ 50.41	\$ 52.67	-4.3%	\$ 51.89
Gross Cost per Service Hour	\$ 167.62	\$ 161.26	3.9%	\$ 169.57
Direct Operating Cost per Service Hour	\$ 138.92	\$ 130.26	6.6%	\$ 130.00
Overhead per Service Hour	\$ 8.30	\$ 11.19	-25.8%	\$ 13.49
Lease/Amortization per Service Hour	\$ 20.39	\$ 19.80	3.0%	\$ 26.08
Net Cost per Service Hour (CUTA)	\$ 96.81	\$ 88.78	9.1%	\$ 91.60
% Cost Recovery (CUTA)	42%	37%		36%
Gross cost per KM	\$ 5.12	\$ 6.09		\$ 5.72
Route KM	439,101	365,712		269,944
Ridership	430,494	437,494	-1.6%	197,411
Service Hours	13,420	13,816	-2.9%	9,105
Ridership per Service Hour	32	32	1.3%	22

Bow Valley Regional Transit Services Commission
2023 Quarterly KPIs with 2021 Actuals

Route 1 - Banff Local Sulphur Mtn	January - March 2023			
	2023	2023	COMP	2022
	ACTUAL	BUDGET	%	ACTUAL
Revenue per Service Hour	\$ 41.45	\$ 52.90	-21.7%	\$ 60.36
Gross Cost per Service Hour	\$ 164.93	\$ 155.62	6.0%	\$ 171.43
Direct Operating Cost per Service Hour	\$ 127.10	\$ 115.86	9.7%	\$ 114.04
Overhead per Service Hour	\$ 8.30	\$ 11.19	-25.8%	\$ 13.49
Lease/Amortization per Service Hour	\$ 29.52	\$ 28.58	3.3%	\$ 43.91
Net Cost per Service Hour (CUTA)	\$ 93.96	\$ 74.14	26.7%	\$ 67.16
% Cost Recovery (CUTA)	31%	42%		47%
Gross cost per KM	\$ 10.44	\$ 10.31		\$ 10.32
Route KM	42,666	42,122		26,154
Ridership	127,829	167,127	-23.5%	57,461
Service Hours	2,700	2,790	-3.2%	1,575
Ridership per Service Hour	47	60	-21.0%	36

Bow Valley Regional Transit Services Commission
2023 Quarterly KPIs with 2021 Actuals

Route 2 - Banff Local Tunnel Mtn	January - March 2023			
	2023	2023	COMP	2022
	ACTUAL	BUDGET	%	ACTUAL
Revenue per Service Hour	\$ 30.23	\$ 52.19	-42.1%	\$ 43.83
Gross Cost per Service Hour	\$ 158.28	\$ 151.42	4.5%	\$ 176.32
Direct Operating Cost per Service Hour	\$ 121.82	\$ 112.11	8.7%	\$ 118.31
Overhead per Service Hour	\$ 8.30	\$ 11.19	-25.8%	\$ 13.49
Lease/Amortization per Service Hour	\$ 28.15	\$ 28.12	0.1%	\$ 44.52
Net Cost per Service Hour (CUTA)	\$ 99.90	\$ 71.11	40.5%	\$ 87.96
% Cost Recovery (CUTA)	23%	42%		33%
Gross cost per KM	\$ 11.89	\$ 11.71		\$ 12.07
Route KM	36,526	35,499		22,671
Ridership	149,293	143,733	3.9%	63,078
Service Hours	2,745	2,745	0.0%	1,553
Ridership per Service Hour	54	52	3.9%	41

Bow Valley Regional Transit Services Commission
2023 Quarterly KPIs with 2021 Actuals

Route 3 - Canmore / Banff Regional	January - March 2023			
	2023	2023	COMP	2022
	ACTUAL	BUDGET	%	ACTUAL
Revenue per Service Hour	\$ 76.47	\$ 84.85	-9.9%	\$ 56.05
Gross Cost per Service Hour	\$ 136.62	\$ 144.71	-5.6%	\$ 139.39
Direct Operating Cost per Service Hour	\$ 115.36	\$ 121.28	-4.9%	\$ 110.41
Overhead per Service Hour	\$ 8.30	\$ 11.19	-25.8%	\$ 13.49
Lease/Amortization per Service Hour	\$ 12.96	\$ 12.25	5.8%	\$ 15.49
Net Cost per Service Hour (CUTA)	\$ 47.20	\$ 47.62	-0.9%	\$ 67.85
% Cost Recovery (CUTA)	62%	64%		45%
Gross cost per KM	\$ 3.90	\$ 3.47		\$ 3.34
Route KM	117,401	148,279		108,257
Ridership	59,553	73,998	-19.5%	33,655
Service Hours	3,354	3,556	-5.7%	2,592
Ridership per Service Hour	18	21	-14.7%	13

Bow Valley Regional Transit Services Commission
2023 Quarterly KPIs with 2021 Actuals

Route 5 - Canmore Local	January - March 2023			
	2023	2023	COMP	2022
	ACTUAL	BUDGET	%	ACTUAL
Revenue per Service Hour	\$ 0.31	\$ 0.89	-64.7%	\$ 13.79
Gross Cost per Service Hour	\$ 146.72	\$ 131.06	12.0%	\$ 166.34
Direct Operating Cost per Service Hour	\$ 120.98	\$ 105.16	15.0%	\$ 132.16
Overhead per Service Hour	\$ 8.30	\$ 11.19	-25.8%	\$ 13.49
Lease/Amortization per Service Hour	\$ 17.44	\$ 14.70	18.6%	\$ 20.70
Net Cost per Service Hour (CUTA)	\$ 128.97	\$ 115.47	11.7%	\$ 131.85
% Cost Recovery (CUTA)	0%	1%		9%
Gross cost per KM	\$ 5.58	\$ 6.58		\$ 8.82
Route KM	71,310	64,556		35,830
Ridership	69,946	38,497	81.7%	31,169
Service Hours	2,710	3,240	-16.4%	1,901
Ridership per Service Hour	26	12	117.2%	16

Bow Valley Regional Transit Services Commission
2023 Quarterly KPIs with 2021 Actuals

Route 8 - Lake Louise / Banff Regional Winter	January - March 2023			
	2023	2023	COMP	2022
	ACTUAL	BUDGET	%	ACTUAL
Revenue per Service Hour	\$ 126.07	\$ 89.09	41.5%	\$ 85.67
Gross Cost per Service Hour	\$ 147.36	\$ 153.32	-3.9%	\$ 140.03
Direct Operating Cost per Service Hour	\$ 123.83	\$ 124.95	-0.9%	\$ 116.13
Overhead per Service Hour	\$ 8.30	\$ 11.19	-25.8%	\$ 13.49
Lease/Amortization per Service Hour	\$ 15.22	\$ 17.18	-11.4%	\$ 10.41
Net Cost per Service Hour (CUTA)	\$ 6.07	\$ 47.05	-87.1%	\$ 43.95
% Cost Recovery (CUTA)	95%	65%		66%
Gross cost per KM	\$ 1.58	\$ 3.03		\$ 2.70
Route KM	157,402	75,256		77,034
Ridership	21,714	14,139	53.6%	12,048
Service Hours	1,690	1,485	13.8%	1,485
Ridership per Service Hour	13	10	35.0%	8

Bow Valley *Regional* Transit Services Commission



Financial Reserve Transfer Update

There was an error with the Town of Canmore reserve transfer number that was approved in the April board meeting, because the number did not include the withdrawal for the transit study.

Motion needs to be amended so that the transfers agree with the audited financial statements. Amendment as follows:

BVRTSC23-023 ... moves that 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~~ **\$1,635,828.75** to be transferred as follows:

- \$586,039.63 to the Town of Banff operating reserve
- ~~\$271,422.54~~ **\$251,767.54** 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