

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

**111 Hawk Avenue and Zoom**

**AGENDA**

**January 3<sup>rd</sup>, 2024 2:00-4:00pm**

1. Call to Order
2. Approval of the Agenda
3. Minutes
  - Approval of the November 8<sup>th</sup>, 2023 Regular Meeting Minutes (attached)
4. Old Business (including Standing Items)
  - a) CEO's Monthly Report (For Information)
  - b) Bring Forward List of Pending Items (For Information)
  - c) Transit Service Monthly Statistics (For Information)
5. New Business
  - a) Presentation of report on frequency improvements for 2024 (For information only)
  - b) Presentation of Bald Eagle Peaks financing report (Request for Decision)
  - c) Project change application – Rural Transit Solutions Fund (Request for Decision)
  - d) Ratification of email vote for training bus purchase (Request for Decision)
6. Adjournment

Next Regular Meeting – February 14<sup>th</sup>, 2024

To be held at: 111 Hawk Avenue, Banff and Zoom

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

**111 Hawk Avenue and Zoom**

**MINUTES**

**November 8<sup>th</sup>, 2023      2:00-4:00pm**

**BOARD MEMBERS PRESENT**

Sean Krausert, Town of Canmore  
Tanya Foubert, Town of Canmore  
Barb Pelham, Town of Banff  
Dave Schebek, ID9 (Vice Chair)  
Alex Parkinson, (Virtual)  
Grant Canning, Town of Banff

**BOARD MEMBERS ABSENT**

**BVRTSC ADMINISTRATION PRESENT**

Martin Bean, CEO  
Mel Booth, Director of Finance and Administration  
Steve Nelson, Director of Service Delivery

**ADMINISTRATION PRESENT**

Zoe Arnold, Parks Canada  
Patti Youngberg, Parks Canada  
Steve Allan, Town of Banff  
Danielle Morine, ID9

**PUBLIC PRESENT**

Greg Colgan – Rocky Mountain Outlook (Virtual)

**1. Call to Order**

Dave Schebek calls the meeting to order at 2PM.

**2. Approval of the Agenda**

**BVRTSC23-085** Dave Schebek moves to accept the Agenda as presented

**CARRIED UNANIMOUSLY**

**3. In-Camera Session (Financial)**

**BVRTSC23-086** Barb Pelham moves to go in camera at 2:01PM

**CARRIED UNANIMOUSLY**

**BVRTSC23-087** Dave motion to come out of camera at 3:00PM

**CARRIED UNANIMOUSLY**

**4. Minutes**

- Approval of the October 18<sup>th</sup>, 2023 Regular Meeting Minutes (attached)

**BVRTSC23-088** Dave Schebek moves to accept the October 18<sup>th</sup>, 2023 minutes as presented

**CARRIED UNANIMOUSLY**

- Approval of the October 18<sup>th</sup>, 2023 Annual Organizational Meeting Minutes (attached)

**BVRTSC23-089** Dave Schebek moves to accept the October 18<sup>th</sup> Annual Organizational Meeting minutes as presented

**CARRIED UNANIMOUSLY**

**5. Old Business (including Standing Items)**

- a) Bring Forward List of Pending Items (For Information)
- b) CEO's Monthly Report (For Information)
- c) Transit Service Monthly Statistics (For Information)

**6. New Business**

- a) Appointment of Chair and Vice Chair of the BVRTSC for 2024 (Request for Decision)

Dave Schebek turns the meeting over to CEO Martin Bean.

Martin Bean calls for nominations for Chair of the BVRTSC

**BVRTSC23-090** Grant Canning nominates Dave Schebek for Chair

Martin Bean calls a second time for nominations

Martin Bean calls a third and final time for nominations – no further nominations received

**Dave Schebek is acclaimed as Chair**

Chair Schebek resumes chairing the meeting.

Dave Schebek calls for nominations for Vice Chair

**BVRTSC23-91** Dave Schebek nominates Grant Canning for Vice Chair of the BVRTSC

Dave Schebek calls a second time for nominations for Vice-Chair

Dave Schebek calls a third and final time for nominations – no further nominations received

**Grant Canning is acclaimed as Vice-Chair**

b) Presentation of Q3 Results (For Information Only)

c) Reserves Policy (Request for Decision)

**BVRTSC23-92** Grant Canning moves to accept as presented with grammatical changes

**CARRIED UNANIMOUSLY**

d) Commuter Report (Request for Decision)

**BVRTSC23-93** Alex Parkinson moves to discuss the commuter pass more in depth at the strategic planning in 2024.

**CARRIED UNANIMOUSLY**

e) Board Orientation (For Information Only)

## **7. Adjournment**

**BVRTSC23-94** Dave Schebek moves to adjourn the meeting.

**CARRIED UNANIMOUSLY**

December meeting cancelled

Next Regular Meeting – January 3<sup>rd</sup>, 2024

To be held at: 111 Hawk Avenue, Banff and Zoom

## CEO REPORT



January 2024

**Financial:**

- Electric bus RFP – RFP has closed for the purchase of two electric buses to be delivered in 2025 and is in the final stages of evaluation and is anticipated to be awarded in the first week of January.
- Low Floor Accessible Highway Coach RFP – This RFP has been awarded to Motor Coach Industries (MCI). They are the provider of our current highway coaches and the configuration of the 3 new coaches will be very similar to the existing configuration. The proposed delivery date on these 3 coaches will be October of 2024.

**Transit Service Updates:**

- Maintenance challenges, both electric bus and diesel, are creating concern for winter service and for the upcoming summer. Proterra's bankruptcy has slowed their parts delivery on a number of items, with some suppliers currently not shipping until the bankruptcy situation is resolved. Additionally, labour shortages and supply chain issues are leaving Roam with either no spare buses to operate or minimal spare capacity.
- A significant amount of maintenance is being outsourced, primarily to providers in Calgary. This will have a financial impact going forward, however the Town of Banff has been able to hire one more mechanic to start in January, which will enable more in house work to be done.
- Roam is working through possibilities to purchase 1 or 2 training buses to take the pressure off both our operations team and the maintenance team.
- Ridership is remaining strong on all routes, with more than 2.5 million riders reached as of the middle of December.
- OnIt service resumed for a number of dates over the Christmas period, with the majority of departures selling out quickly.
- Route 8X has increased service for the winter months as compared to the previous winter; there are now 11 departures each way between Banff and Lake Louise as compared to 7 departures last winter. So far, ridership levels have reflected the increased service and improved convenience. Ridership for the month of November

shows the continued increases that were experienced in October. November ridership on Route 8X was 10,248, a 70% increase from 2022.

- Seven years ago, on November 1<sup>st</sup> 2016, Canmore Local Transit began operating; since that time, ridership has increased and will surpass 300,000 boardings in 2023. Schedules have been tweaked to improve on-time performance this year, and although this impacts frequency, ridership numbers have continued to grow.

### General/Health and Safety

- The BVRTSC has strategic planning happening in Q2 of 2024 to create the 2025-28 Strategic and Business Plan. Administration is currently securing proposals for facilitation and potential dates will be communicated in early January. Updated status of the current 2021-2024 Strategic Plan will be provided for the February 14<sup>th</sup>, 2024 Board Meeting.
- Roam recently hosted the Future Leaders Youth Council from the Biosphere institute, along with their teacher, Heidi Widmer. The group of teens toured the Roam facility, drove the simulator, and then produced a skit to promote “teens on transit”. A link to the skit is below:

<https://www.dropbox.com/scl/fi/c590cm99bm7opq09vvzdf/Biosphere-Future-Leaders-Roaming.mov?rlkey=5i4y16wccq90vm4a5b2xb0ile&dl=0>

- Roam is in the initial stages of producing a new website, anticipated to be completed by April. The new website is being designed to be a lot more user friendly and current, with a new look and improved features. The contract has been awarded and design work will be beginning in early January.
- Roam recently hosted a celebration to commemorate 15 years of transit service. The celebration brought over 120 partners, stakeholders, and team members out to the Roam facility to share food, drink, conversation, and Roam’s own Tyler Wood performing! Additionally, driving the simulator was a big hit!!
- Roam has successfully recruited for the Manager of Safety and Training role to begin in 2024. Caroline (Caz) Vary will be taking on the role and building the department to deliver comprehensive and effective training for Roam Transit, as well as leading the safety culture of the organization. Caz has been with Roam for approximately 5 years and has been an integral part of our operations team, taking the lead on Roam’s training and is a licensed MELT trainer and the in-house simulator expert. Caz has also

been integral in keeping our Intelligent Transit Systems (cameras, fareboxes etc..) functioning.

- Roam is exploring options to outsource initial driver training for drivers with class 5 (car driving license) to upgrade their license to class 2. This training would be completed in Calgary and then trainees would return to Banff with their license and continue their Roam transit training. This would result in both time and cost savings.



# Bow Valley *R*egional Transit Services Commission



## **BRING FORWARD LIST**

## BRING FORWARD LIST OF ITEMS PENDING (as January 2024)

ITEM	Date Initiated	Pending Date	Responsible for Completion	Comments:
<b>BVRTSC23-062</b> Corrie DiManno moves that fare free transit for Banff residents not be endorsed by the Commission at this time, and that administration investigate alternatives and report back to the Board in October  <p style="text-align: center;"><b>CARRIED UNANIMOUSLY</b></p>	Sept. 6, 2023	Oct. 18, 2023  Move to Nov. 8, 2023	Martin	<b>COMPLETE</b> – moved to BVRTSC23-93
<b>BVRTSC23-055</b> Joanna McCallum moves that the Commission directs Administration to create reserve policies for all reserve accounts for Commission approval at the October 2023 meeting.	August 16 <sup>th</sup> , 2023	November 2023	Melanie	<b>COMPLETE</b>
<b>BVRTSC23-93</b> Alex Parkinson moves to discuss the commuter pass more in depth at the strategic planning in 2024.	Nov 8, 2023	Strategic Planning 2024	Martin	To be discussed further at the Strategic Planning Sessions to be held in 2024
<b>BVRTSC23-065</b> Joanna McCallum moves to hire a consultant to conduct a study based on ridership and projected growth to map out the network-wide fleet associated operational and infrastructure requirements for the next 10 years, as well as the anticipated associated budget, to be funded through capital reserves to a maximum of \$50,000 to be brought back by Q3 2024.  <p style="text-align: center;"><b>CARRIED UNANIMOUSLY</b></p>	Oct, 18 <sup>th</sup> 2023	Q3 2024	Martin/Steve	

## Bow Valley Regional Transit Services Commission Ridership Statistics

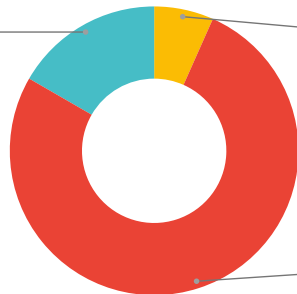


Month	Type	Banff Local	Canmore Local	Canmore-Banff Regional	Lake Louise - Banff Regional
November 2023	Ridership	75,763	26,722	23,752	8,982
	Bikes	28	350	206	10
	Winter Sports	732	126	640	55
	Strollers	138	88	56	2

Route	Monthly Ridership Change 2022 - 2023	Comment
Route 1	9.36%	Change from November 2022 to November 2023
Route 2	20.12%	Change from November 2022 to November 2023
Route 3	56.78%	Change from November 2022 to November 2023
Route 4		Change from November 2022 to November 2023
Route 5	33.90%	Change from November 2022 to November 2023
Route 6		Change from November 2022 to November 2023
Route 8X	70.20%	Change from November 2022 to November 2023
Route 9	89.10%	Change from November 2022 to November 2023

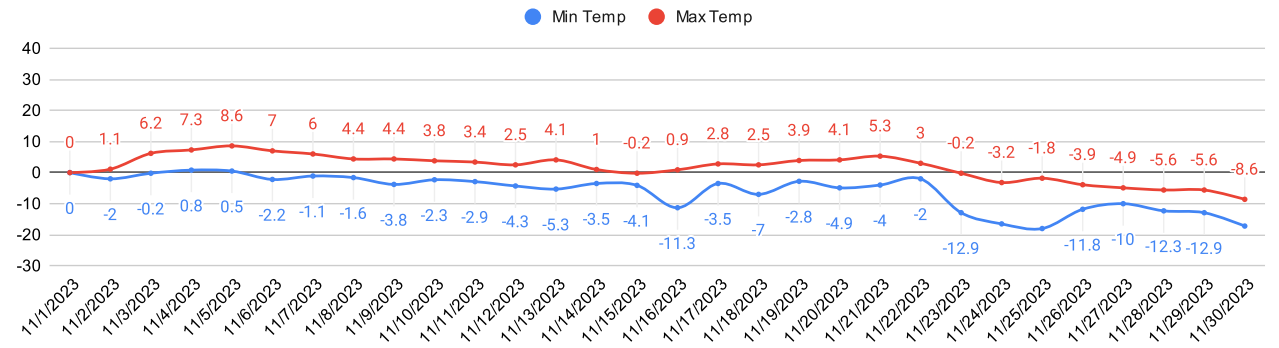
## Weather Conditions November 2023

Snow  
16.7%



Sunny  
6.7%

Sun & Cloud  
76.7%



12/18/2023

Route 1 (Inns of Banff/ Gondola)								Route 2 (Tunnel Mtn / Banff Springs Hotel)						Route 4 Cave & Basin										
Month	R1 2019	R1 2021	R1 2022	R1 2022 YTD	R1 2023 YTD	% Change - 22	% Change - 19	R2 2019	R2 2021	R2 2022	R2 2022 YTD	R2 2023 YTD	% Change - 22	% Change - 19	R4 2019	R4 2021	R4 2022	R4 2022 YTD	R4 2023 YTD	% Change - 22	% Change - 19	2019		
January	28,912	4,761	16,080		16,080	40.636	152.71%	27,358	4,703	16,870		16,870	49,989	196.32%	82.72%								56,270	
February	29,757	6,370	19,661		19,661	40.833	107.69%	26,543	5,903	21,518		21,518	47,270	119.68%	78.09%								56,300	
March	34,329	8,668	21,722		21,722	47.979	120.88%	27,413	7,734	24,785		24,785	53,488	115.81%	95.12%								61,742	
April	27,420	6,709	20,918		20,918	41.098	96.47%	22,763	5,643	20,192		20,192	44,739	121.57%	96.54%								50,183	
May	48,522	5,901	37,615		37,615	67.740	80.09%	32,526	5,008	27,452		27,452	55,890	103.59%	71.83%	1,147	60	1,153	1,153	1,904	65.13%	66.00%	82,195	
June	66,195	13,551	65,375		65,375	103,499	58.32%	56.35%	47,222	11,196	50,118		50,118	76,511	52.66%	62.02%	4,002	535	4,698	4,698	6,689	42.38%	67.14%	117,419
July	80,651	31,554	100,148		100,148	125,827	25.64%	56.01%	61,895	31,179	67,979		67,979	93,346	37.32%	50.81%	6,704	2,753	7,321	7,321	7,647	4.45%	14.07%	149,250
August	81,196	43,151	93,303		93,303	122,140	30.91%	50.43%	63,073	34,735	68,183		68,183	91,695	34.48%	45.38%	7,332	3,438	6,392	6,392	7,191	12.50%	-1.92%	151,601
September	59,934	28,975	61,567		61,567	88,508	43.76%	47.68%	45,951	22,068	53,950		53,950	75,616	40.16%	64.56%	3,146	1,709	4,842	4,842	4,842	0.00%	53.91%	109,031
October	28,982	16,333	37,893		37,893	52,404	38.29%	80.82%	21,044	12,439	32,911		32,911	46,459	41.17%	120.77%			396	396				50,026
November	24,776	15,151	30,751		30,751	33,628	9.36%	35.73%	20,300	13,693	36,146		36,146	43,420	20.12%	113.89%								45,076
December	28,935	18,948	45,460		21,347	22,997	7.73%		26,238	16,819	50,744		24,432	24,134	-1.22%									55,173
YTD	539,609	200,072	550,493		526,380	787,289	49.57%	50.53%	422,326	171,120	470,848		444,536	702,557	58.04%	72.71%	22,331	8,495	24,802	24,802	28,273	13.99%	29.76%	984,266

Route 3 (Canmore-Banff Regional)								Route 5 Canmore						Route 6 Minnewanka										
Month	2019	2021	2022	2022 YTD	2023 YTD	% Change - 22	% Change - 19	2019	2021	2022	2022 YTD	2023 YTD	% Change - 22	% Change - 19	2019	2021	2022	2022 YTD	2023 YTD	% Change - 22	% Change - 19	2019		
January	15,486	5,499	10,642		10,642	23,255	118.52%	50.17%	10,225	6,204	9,224		9,224	22,810	147.29%	123.08%							86,034	
February	12,849	5,781	10,492		10,492	21,303	103.04%	65.80%	8,913	6,700	9,789		9,789	22,119	125.96%	148.17%							80,982	
March	15,057	7,951	12,770		12,770	23,824	86.56%	58.23%	9,759	8,650	12,208		12,208	25,116	105.73%	157.36%							89,868	
April	14,618	5,507	12,028		12,028	23,622	96.39%	61.60%	9,144	7,360	10,924		10,924	23,308	113.37%	154.90%							76,871	
May	16,925	6,850	15,148		15,148	26,946	77.88%	59.21%	10,769	6,760	13,066		13,066	27,143	107.74%	152.05%	3,985	559	2,783	2,783	5,879	111.25%	47.53%	119,508
June	18,924	9,321	19,058		19,058	30,304	59.01%	60.14%	12,852	8,250	16,015		16,015	28,039	75.08%	118.17%	9,966	2,857	12,662	12,662	18,255	44.17%	83.17%	176,309
July	20,422	12,330	22,015		22,015	31,836	44.61%	55.89%	14,183	7,581	16,715		16,715	28,691	71.65%	102.29%	11,801	6,367	20,639	20,639	25,806	25.04%	118.68%	227,664
August	20,105	12,610	19,854		19,854	32,667	64.54%	62.48%	13,675	8,345	17,070		17,070	27,658	62.03%	102.25%	12,802	8,396	19,238	19,238	26,074	35.53%	103.67%	231,246
September	16,379	11,365	17,364		17,364	28,533	64.32%	74.20%	12,348	8,621	17,127		17,127	25,056	46.30%	102.92%	4,184	3,303	10,182	10,182	15,400	51.25%	268.07%	159,058
October	15,563	11,258	17,605		17,605	27,840	58.14%	78.89%	14,180	9,215	16,802		16,802	26,233	56.13%	85.00%			530	530	921	73.77%		85,350
November	15,682	10,446	17,797		17,797	27,903	56.78%	77.93%	13,841	9,685	19,956		19,956	26,722	33.90%	93.06%								79,314
December	15,994	10,599	19,213		10,498	14,130	34.60%		13,526	8,870	21,194		12,038	16,091	33.67%									91,338
YTD	198,004	109,517	193,986		185,271	312,163	68.49%	63.48%	143,415	96,241	180,090		170,934	298,986	74.91%	115.77%	42,738	21,482	66,034	66,034	92,335	39.83%	115.19%	1,503,542

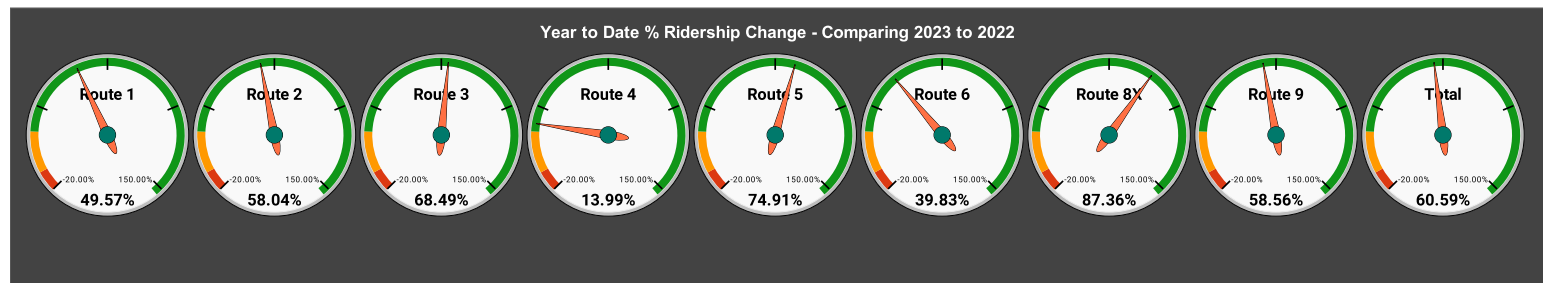
Route 8X (Express Lake Louise - Banff Regional)								Route 8S (Scenic Lake Louise - Banff Regional)						Route 9 (Johnston Canyon)									
Month	2019	2021	2022	2022 YTD	2023 YTD	% Change - 22	% Change - 19	2019	2021	2022	2022 YTD	2023 YTD	% Change - 22	% Change - 19	2019	2021	2022	2022 YTD	2023 YTD	% Change - 22	% Change - 19		
January	4,053	1,117	3,714		3,714	9,788	163.54%	141.50%												584			
February	2,920	1,017	4,039		4,039	9,363	131.81%	220.65%												986			
March	3,310	1,438	4,305		4,305	10,205	137.05%	208.31%												707			
April	2,926	1,146	4,153		4,153	10,013	141.10%	242.21%												1,014			
May	5,634	1,516	8,422		8,422	17,400	106.60%	208.84%			97												
June	15,224	3,454	18,115		18,115	34,555	90.75%	126.98%	795	862				0.00%	-100.00%	1,129	4,412	4,728	4,728	6,185	30.82%	447.83%	
July	24,544	10,637	28,200		28,200	41,826	48.32%	70.41%	3,521	1,313	2,183		2,183	2,755	26.20%	-21.76%	3,943	4,176	6,589	6,589	7,409	12.44%	87.90%
August	24,743	15,688	22,575		22,575	43,140	91.10%	74.35%	4,058	2,000	1,640		1,640	2,974	81.34%	-26.71%	4,262	3,826	5,360	5,360	6,897	28.68%	61.83%
September	15,154	8,728	16,059		16,059	31,100	93.66%	105.23%	303	757							1,659	1,448	2,908	2,908	5,776	98.62%	248.16%
October	5,581	3,709	8,061		8,061	17,351	115.25%	210.89%										419	897	1,884	110.03%		
November	4,715	2,798	6,021		6,021	10,248	70.20%	117.35%											312	312	590	89.10%	
December	6,645	3,973	9,248		4,272	4,716	10.39%												286	172	486	182.56%	
YTD	115,449	55,221	132,912		127,936	239,705	87.36%	113.74%	8,677	5,029	3,823		3,823	5,729	49.86%	-33.79%	10,993	15,134	22,263	22,149	35,120	58.56%	219.48%

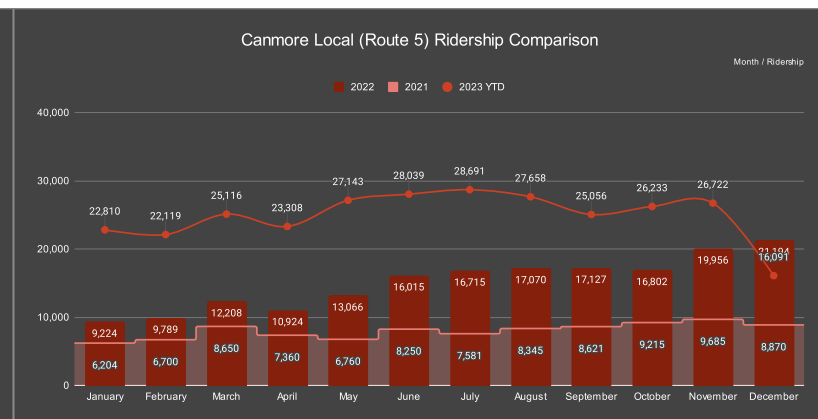
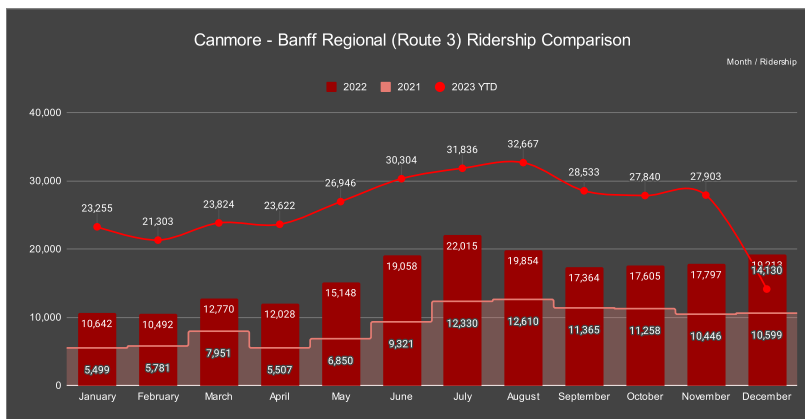
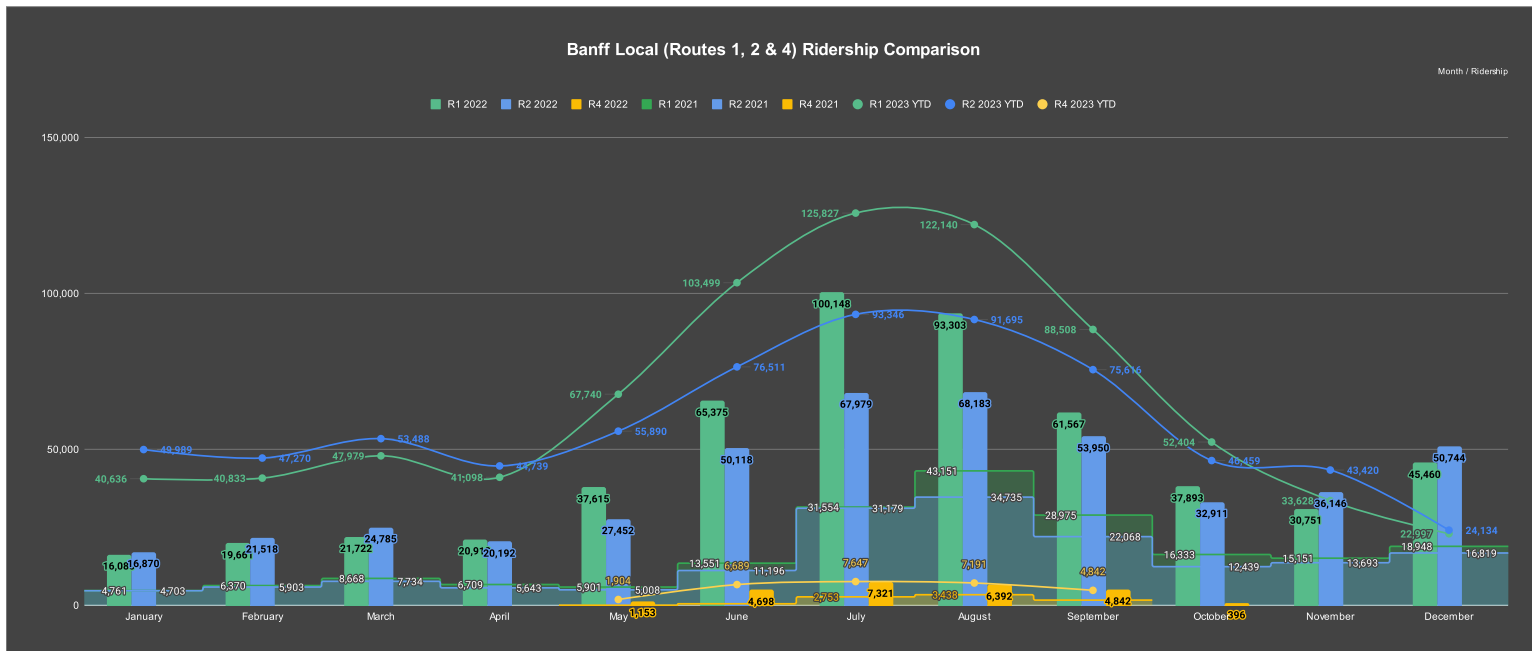
Banff Local ( Route 1, 2 & 4)							
Month	2019	2021	2022	2022 YTD	2023 YTD	% Change - 22	% Change - 19
January	56,270	9,464	32,950	32,950	90,625	175.04%	61.05%
February	56,300	12,273	41,179	41,179	88,103	113.95%	56.49%
March	61,742	16,402	46,507	46,507	101,467	118.18%	64.34%
April	50,183	12,352	41,110	41,110	85,837	108.80%	71.05%
May	82,195	10,969	66,220	66,220	125,534	89.57%	52.73%
June	117,419	25,282	120,191	120,191	186,699	55.34%	59.00%
July	149,250	65,486	175,448	175,448	226,820	29.28%	51.97%
August	151,601	81,324	167,878	167,878	221,026	31.66%	45.79%
September	109,031	52,752	120,359	120,359	168,966	40.39%	54.97%
October	50,026	28,772	71,200	71,200	98,863	38.85%	97.62%
November	45,076	28,844	66,897	66,897	77,048	15.17%	70.93%
December	55,173	35,767	96,204	45,779	47,131	2.95%	
YTD	984,266	379,687	1,046,143	995,718	1,518,119	52.46%	59.53%

Roam Total Ridership							
Month	2019	2021	2022	2022 YTD	2023 YTD	% Change - 22	% Change - 19
January	86,034	22,284	56,530	56,530	147,062	160.15%	70.93%
February	80,982	25,771	65,499	65,499	141,874	116.60%	75.19%
March	89,868	34,441	75,790	75,790	161,319	112.85%	79.51%
April	76,871	26,365	68,215	68,215	143,794	110.80%	87.06%
May	119,508	27,604	106,822	106,822	206,716	93.51%	72.97%
June	176,309	54,438	190,769	190,769	308,030	61.47%	74.71%
July	227,664	107,890	271,789	271,789	371,077	36.53%	62.99%
August	231,246	132,189	253,615	253,615	366,644	44.57%	58.55%
September	159,058	88,472	187,534	187,534	284,961	51.95%	79.16%
October	85,350	54,346	118,488	118,488	178,772	50.88%	109.46%
November	79,314	51,773	110,983	110,983	142,511	28.41%	79.68%
December	91,338	59,209	146,145	72,759	82,554	13.46%	
YTD	1,503,542	684,782	1,652,179	1,578,793	2,535,314	60.59%	74.15%

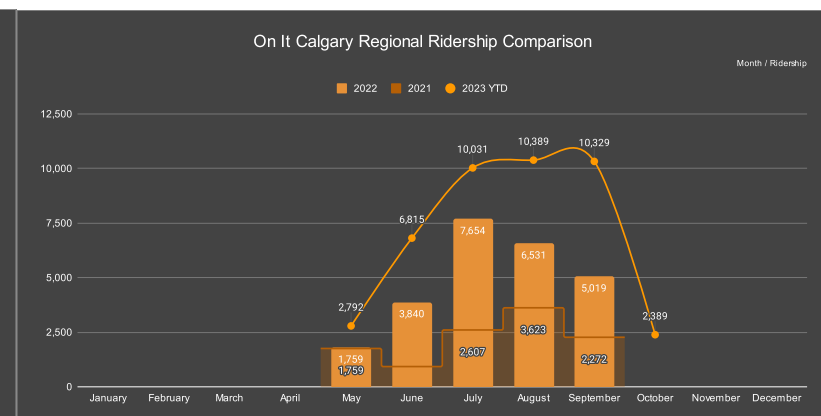
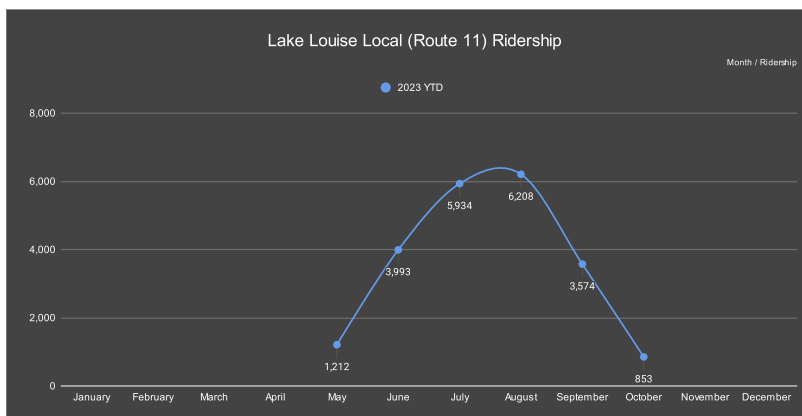
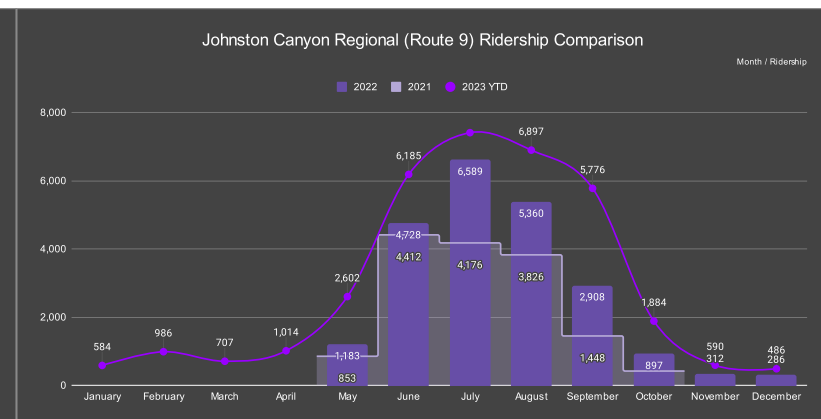
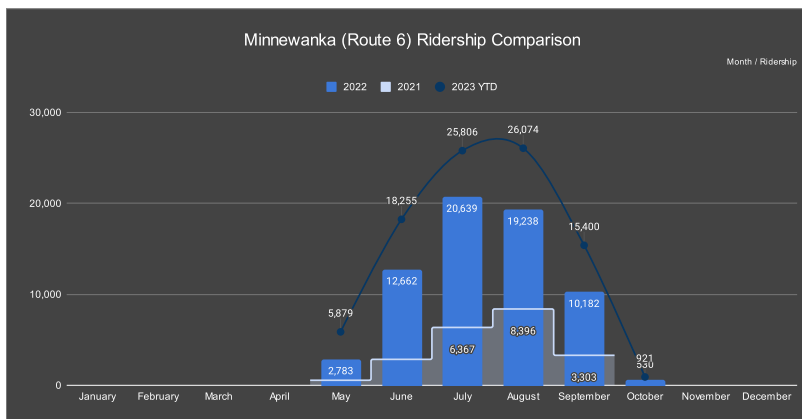
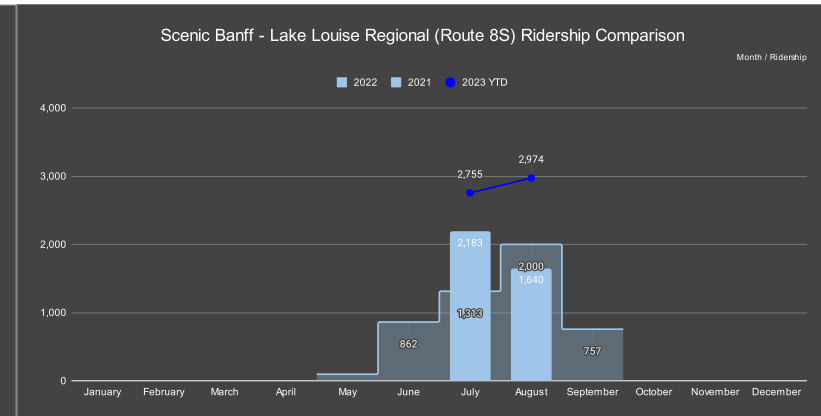
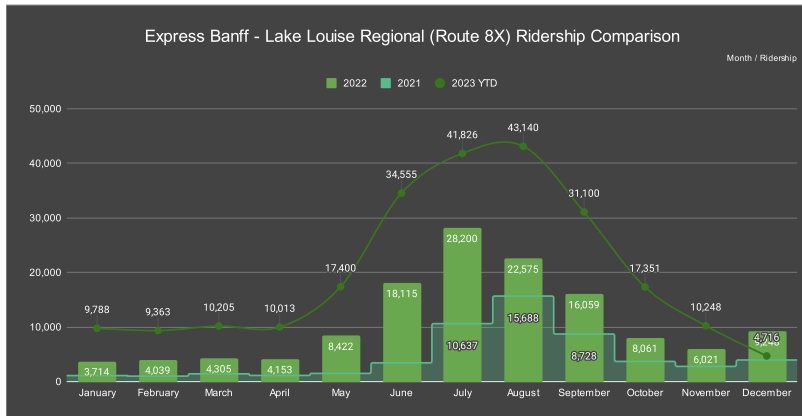
	Route 10 (Moraine Lake)							On-It (Calgary Regional)							Route 11 (Lake Louise Local)						
Month	2019	2021	2022	2022 YTD	2023 YTD	% Change - 22	% Change - 19	2019	2021	2022	2022 YTD	2023 YTD	% Change - 22	% Change - 19	2019	2021	2022	2022 YTD	2023 YTD	% Change - 22	% Change - 19
January																					
February																					
March																					
April																					
May								1,271	1,759	1,759	1,768	2,792	57.92%	119.67%					1,212		
June								3,846	930	3,840	3,839	6,815	77.52%	77.20%					3,993		
July								4,847	2,607	7,654	7,599	10,031	32.00%	106.95%					5,934		
August								6,282	3,623	6,531	6,514	10,389	59.49%	65.38%					6,208		
September		1,498	3,535	3,535	6,556	85.46%		4,017	2,272	5,019	5,004	10,329	106.41%	157.13%					3,574		
October		973	3,393	3,393	4,827	42.26%						2,389							853		
November																					
December																					
YTD	0	2,471	6,928	6,928	11,383	64.30%	0.00%	20,263	11,191	24,803	24,724	42,745	72.89%	110.95%	0	0	0	0	21,774	0.00%	0.00%

	Route 5C (Cougar Creek)							Route 5T (Three Sisters)						
Month	2019	2021	2022	2022 YTD	2023 YTD	% Change - 22	% Change - 19	2019	2021	2022	2022 YTD	2023 YTD	% Change - 22	% Change - 19
January														
February														
March														
April														
May														
June														
July														
August					15,005							12,653		
September					14,113							10,943		
October					15,771							10,462		
November					16,468							11,318		
December					10,175							5,916		
YTD	0	0	0	0	71,532	0.00%	0.00%	0	0	0	0	51,292	0.00%	0.00%









# Bow Valley *R*egional Transit Services Commission



NEW BUSINESS

# Bow Valley *Regional* Transit Services Commission



## Summer 2024 Route Efficiency Report

# Report to the Bow Valley Regional Transit Services Commission

## Report 2024-01.01 Route Efficiencies and Summer 2024 Service

December 12, 2023

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### PREVIOUS COMMISSION DIRECTION/POLICY

**BVRTSC23-064** Grant Canning moves to direct Administration to return with a report by January 2024 investigating and presenting options to explore increasing capacity on routes 1, 2, and 8X during the 2024 summer season.

#### **Administration Recommendation:**

This report is for information only.

### SUMMARY/ISSUE

In 2023, Roam Transit ridership increased by ~65% from 1.65 million passenger trips to over 2.5 million passenger trips. With this large and sudden increase in ridership, Roam experienced some summer service challenges with carrying capacity and overloaded buses at key locations during specific times of day.

It is anticipated that there will be a more moderate increase in transit usage in 2024 compared to the substantial increases of 2023. However, there will not be an increase in the number of Roam Transit buses available for service. The BVRTSC has no new public transit buses arriving in time for the summer 2024 busy season.

Routes 1 (Banff Gondola), 2 (Tunnel Mountain Campgrounds) and 8X (Lake Louise Lakeshore) have been identified as those routes with the highest demand and instances of overloads. We plan to focus our efforts on these 3 routes in 2024 to try and improve service.

The questions and challenges for administration regarding 2024 summer services are:

- How to continue to provide a high level of service frequency without an increase in available fleet size.
- What route and pattern changes can be made to help increase service frequency and capacity at specific locations during specific times of day, while still maintaining a high level of service throughout existing service area and destinations.
- How to address instances of Overloads at specific locations. (Where customers are not able to board a Roam bus because it is already full – they must wait for the next one.)
- How to ensure there are spaces for passengers to board at known overload points (Rimrock Hotel).

### INVESTIGATION

Roam has identified and investigated a number of options that should allow for increased service frequency along specific routes and at specific bus stop locations, and increased carrying capacity, improved customer experience, as well as a reduction in the overall number of overloads.

# Report to the Bow Valley Regional Transit Services Commission

## Report 2024-01.01 Route Efficiencies and Summer 2024 Service

December 12, 2023

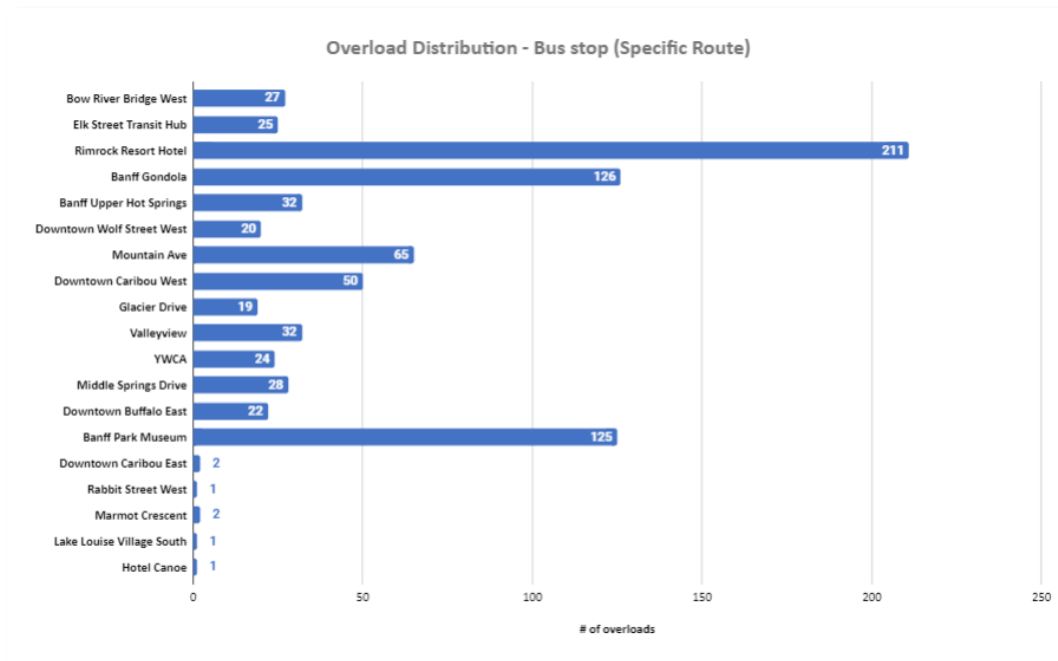
These options are grouped into 4 general categories:

1. Route Modification
2. Ambassador and Partner Cooperation
3. Service Hours Re-allocation
4. Charter or Contracted Service

### 1 - Route Modification

Route 1 Identified Challenges – June through to the end of September:

- Overloads at the Gondola – 126 overloads were recorded (6001 departures.)
  - This represents 2.1% of downtown bound trips during this same date range.
- Overloads at the Rimrock – 211 overloads were recorded. (6001 departures.)
  - This represents 3.5% of downtown bound trips during this same date range.
- Overloads at the Banff Park Museum – 125 overloads were recorded. (6001 departures.)
  - This represents 2.08% of service during this same date range.
- Overloads have been recorded between 9AM and 930PM.
  - The majority of overloads occur between 11AM and 4PM.



Route 2 Identified Challenges – June through to the end of September:

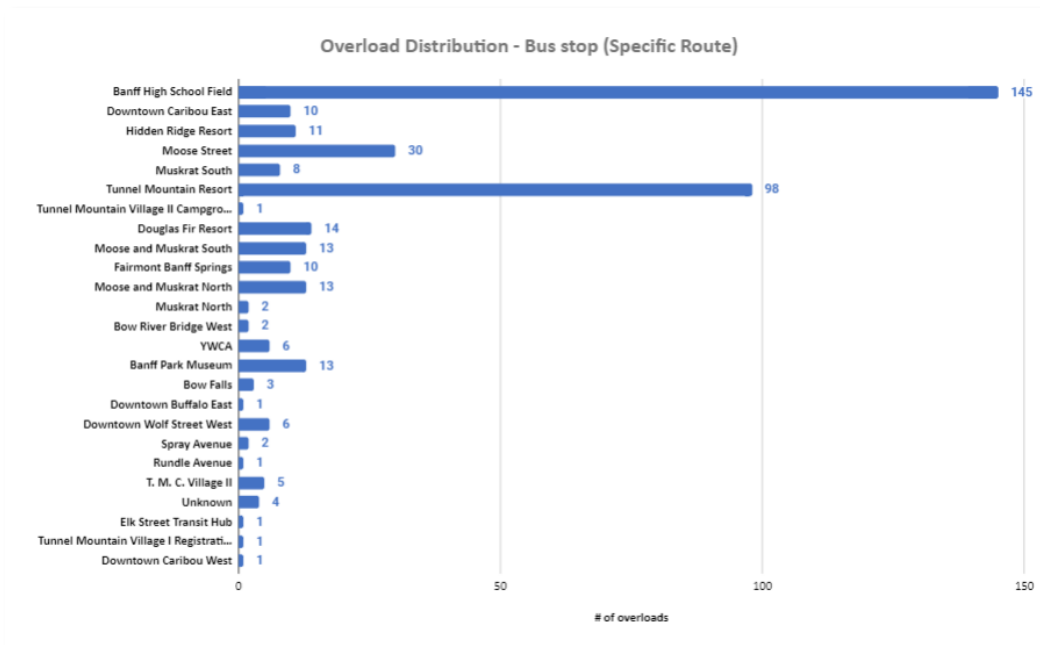
- Overloads at Banff High School Transit Hub - 145 overloads were recorded. (4514 departures)

# Report to the Bow Valley Regional Transit Services Commission

## Report 2024-01.01 Route Efficiencies and Summer 2024 Service

December 12, 2023

- - % of trips where overloads were recorded – 3.2% of Tunnel Mountain bound trips during this same date range.
- Overloads at Tunnel Mountain Hotels bus stop – 98 overloads were recorded. (4514 departures)
  - - % of trips where overloads were recorded – 2.2% of downtown bound trips during this same date range.
- Route 2 overloads have been recorded between 9AM and 10PM.
  - The majority of overloads occur between Noon and 6PM.



These numbers tell us where we're experiencing overloads, and in which direction of travel. Data analysis is also available to define when most overloads occur.

Routes 1 and 2 cover a large stretch of Banff's footprint as well as portions of ID 9. By splitting these routes into smaller service lengths, aka "patterns" (perhaps during specific times of day) it is expected that service/frequency of buses at key departure locations can be increased, and reports of overloads will decrease.

### Route 1 – Route modification

Route 1 has a maximum of 4 buses providing service seven days a week. This service travels between the Banff Gondola, Banff's downtown core, and the far north end of Banff Avenue including the Industrial/Compound Area.

By splitting the Route 1 service into 2 or 3 distinct patterns, this would allow for buses to reduce their travel distance and return to the Gondola/Hot Springs/Rimrock area quicker and more frequently.

During peak travel times (approximately 10AM to 6PM) three of the four Route 1 buses would travel

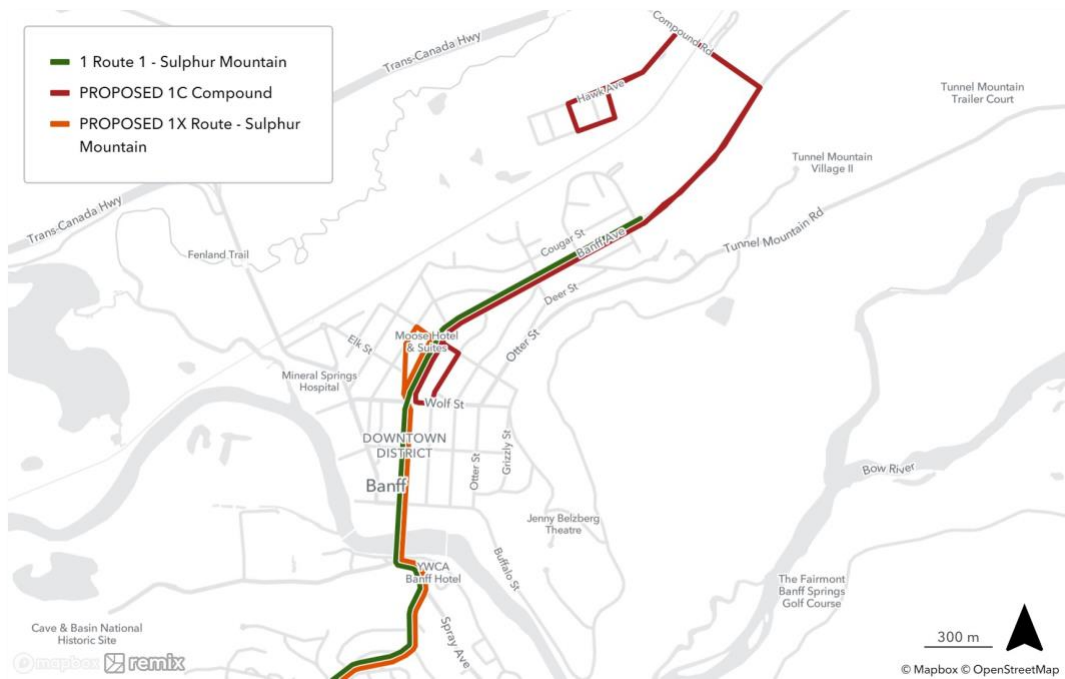
# Report to the Bow Valley Regional Transit Services Commission

## Report 2024-01.01 Route Efficiencies and Summer 2024 Service

December 12, 2023

between the Elk Street Transit Hub to the Gondola. The fourth bus would travel from the Banff High School Hub out to the far end of Banff Avenue (including the Industrial Compound area during peak times of the day) as a round trip back to the Banff High School. During peak early morning travel times, 2 buses would provide service to the Industrial Compound in order to provide a high level of service for workers and residents of the Industrial Compound.

This sort of route patterning allows service frequency to be increased for a particular area of service that the Route 1 travels – Gondola-Rimrock-Hot Springs.



The downside of splitting the existing routing into smaller patterns and putting more buses on one pattern versus the other, results in less frequency for the far end of Banff Ave. To help offset this reduction in Route 1 departures, Route 3 service can provide additional northbound departure options towards the far end of Banff Ave and relatively close proximity to the Banff Compound/Industrial area.

If additional service hours are gained through the reduction of other summer Roam routes (Eg. Route 8S) or through the contracting of a service provider for Roam routes (Eg. Route 4, Route 6) then it is anticipated that routing could remain as it is traditionally routed. The additional service hours (buses/drivers) could provide a similar increase in frequency and additional carrying capacity.

### Route 2 - Route modification

Route 2 has maximum of three buses providing service during the peak summer service hours. These buses travel along one of our longest local service routes of 15 kilometers round trip. This route travels between the Banff Springs Hotel up to the far Tunnel Mountain Campground I.



# Report to the Bow Valley Regional Transit Services Commission

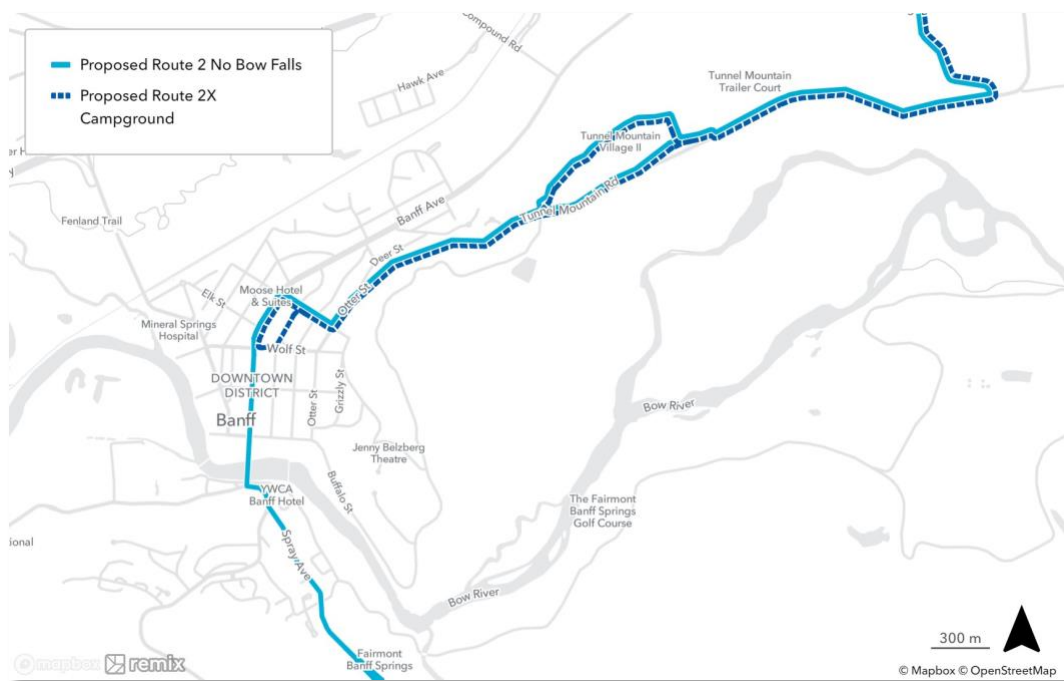
## Report 2024-01.01 Route Efficiencies and Summer 2024 Service

December 12, 2023

Route 2 sees high demand and some instances of overloads in the mid morning when customers are travelling from campgrounds and hotels into downtown. In mid to late afternoon and dinner hour, demand and overloads are more pronounced – high numbers of customers wanting to travel from downtown back to their Tunnel Mountain hotels and campsites.

One of the three buses would travel as an express-like service during the morning rush (9AM – Noon) and then again during the longer afternoon rush a (3PM-7PM). This bus would depart the Banff High School Hub/Field, travel out to the campgrounds, and return to the Banff High School via Beaver Street. This would allow for higher frequency of service to/from Tunnel Mountain during the busiest times of the day.

The two other Route 2 buses would continue to travel along the full length of Route 2 providing service to the Banff Springs Hotel all day. Outside of the peak travel times listed above, the three buses would return to regular routing.



Route 2 has provided summer service to the Bow Falls starting at 9AM to 5PM. An option to reduce Route 2 travel time and therefore increase frequency is to remove service to Bow Falls for summer 2024. This reduction in travel distance for Route 2 would reduce travel time by at least 5 mins each trip. (The Bow Falls bus stop is ranked 14<sup>th</sup> out of the 24 Route 2 bus stops for number of boardings.)

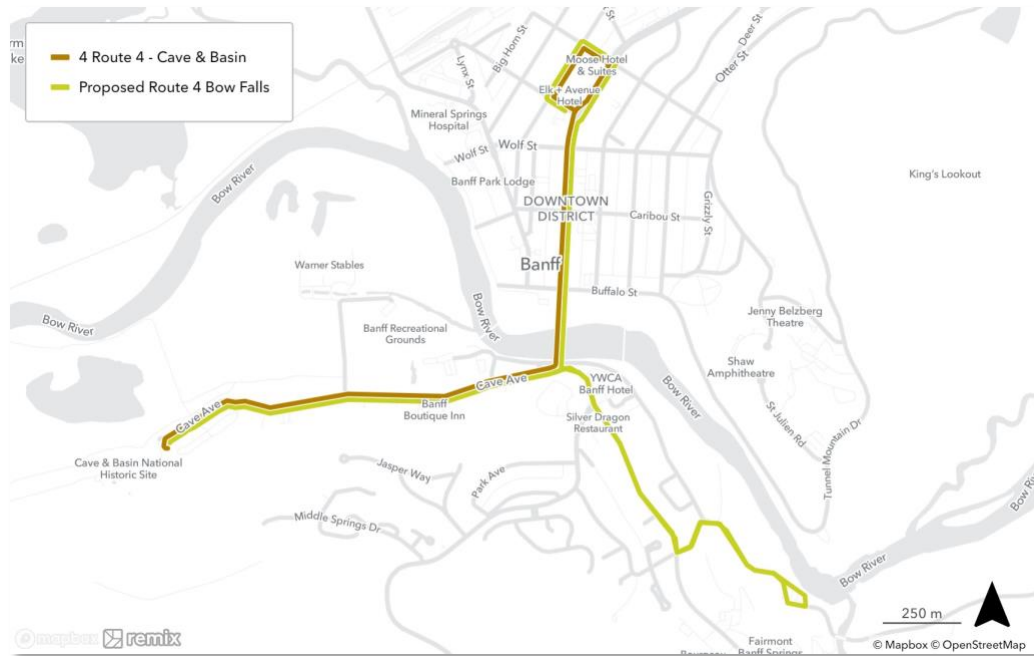


# Report to the Bow Valley Regional Transit Services Commission

## Report 2024-01.01 Route Efficiencies and Summer 2024 Service

December 12, 2023

A secondary option being investigated is to remove service to Bow Falls from Route 2 and add this destination to Route 4 routing. This would impact Route 4 with a longer round trip travel time, but could potentially increase ridership based on the interest of travelling to Bow Falls.



### Route 8X – Route Modification

There are no route modifications recommended for Route 8X. Any improvements to service frequency or overload instances would need to be addressed through contracted service providers.

Most of the challenges experienced in the summer 2023 were around communication of the service and the conditions of service – primarily regarding reservations and the need to arrive at least 15 minutes prior to the departure time. Increased communication with customers at the time of booking as well as new automated email and text reminders 24 hours prior to scheduled departure times should go a long way to alleviating many of these challenges.

Administration is also meeting with Parks Canada in early January to discuss efficiencies and potential way to improve the transfer procedure for Roam customers using the 8X Super Pass to connect with Parks' shuttle system between Lake Louise and Moraine Lake.

## 2 – Transit Ambassadors and Partner Cooperation

One of the challenges specific to Route 1 and our Rimrock Resort partner hotel, is Roam buses departing the Banff Gondola arriving full at the Rimrock Hotel bus stop. We have received complaints for Rimrock

# Report to the Bow Valley Regional Transit Services Commission

## Report 2024-01.01 Route Efficiencies and Summer 2024 Service

December 12, 2023

hotel guests and staff regarding the inability to board buses and having to wait for the next bus. This can result in guests deciding to drive into town and staff walking into town or calling cabs.

Administration has met with Pursuit to discuss the provision of dedicated shuttle/transit ambassadors (Roam and Pursuit staff) at the Gondola bus stop. These Ambassadors would help instruct and clarify to customers that there is a load limit on departing Roam buses, and that a minimum of 10 seats/spaces must be saved for passengers waiting at the Rimrock bus stop.



Ambassadors will also help to control the rush of customers to the front door of the bus through the use of stanchions to help guide people in a controlled manner. BVRTSC Operations have reports from Roam drivers of fights, arguments and physical shoving between customers boarding Roam buses during peak travel times.

As in 2023, Roam Ambassadors will continue to be present at the two hub locations in downtown Banff (Banff High School Hub and the Elk Street Hub) during the 2024 summer season. The planned temporary installation of a transit platform at the Banff High School will help with managing and queuing passengers while still allowing for adequate pedestrian sidewalk access.

Pursuit have set aside funding to assist with improved stop infrastructure and bus stop signage. This would include additional stanchions and queuing areas at the Gondola stop. Pursuit also plans to offer a more continuous shuttle service between the South side of the river and the Gondola. This additional service should help to alleviate the wait times for passengers wanting to get down the hill from the Gondola. Pursuit is also investigating if they can assist with any overloads that might occur at the Rimrock resort – stopping to allow boardings when they have capacity available on their shuttle buses.

### 3 - Service Hours Reallocation

In speaking with Commission partners, there is an appetite to reallocate service hours from one or more lower demand services to other higher demand services. For example, BVRTSC has been in discussion with Parks Canada to consider the reduction of Route 4 service hours in the mornings and evenings, and allocate these hours (bus/driver) to Routes 1, 2, or 8X. The premise is that instead of Route 4 service starting at 9AM, the service might instead start at 11AM and the 2 hours prior would be used for an additional departure for route 8X. Or vice-versa, Route 4 ends earlier and this bus/driver provides additional service for the Route 2 PM rush back up Tunnel Mountain.

# Report to the Bow Valley Regional Transit Services Commission

## Report 2024-01.01 Route Efficiencies and Summer 2024 Service

December 12, 2023

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Another reallocation being discussed between Parks Canada and ID9 is to consider a reduction or removal of service hours for the summer 8S route (scenic service to/from Banff and Lake Louise). These service hours could be applied as either additional Route 8X service, or to help fortify Routes 1 and 2 during the known peak travel times.

Relocation of service hours would go a long way to improving service for high demand service routes with no increase in cost to the Commission, but with the obvious reduction in service for Routes 4 and 8S – only for the 2024 season.

### 4 - Contracted Service Provider

Administration is looking into the possibility of contracting service providers to assist with local service routes. Routes identified for possible contracted service include Route 4 (Cave and Basin) and/or Route 6 (Lake Minnewanka).

Contracting an existing Roam service for the summer would come with challenges:

- Lack of Roam branding on buses
- Potential reduction in the integration of existing ITS (Intelligent Transit Solutions) services that the Commission and customers rely on.
- Simplified temporary fareboxes would likely need to be outfitted.
- Without the smart fareboxes installed in Roam buses, ridership data collection would likely be impacted.
- Automatic Vehicle Location (Live bus locations) would likely not be available with a contracted service provider.

However, the benefit of a contracted service provider for specific routes would enable Administration to reallocate Roam services to other high demand local services.

BVRTSC does not have quotes available at the time of this report, however we have had discussions with an experienced service provider that has confirmed their interest and ability to contract these types of services.

### **BUSINESS PLAN/ BUDGET IMPLICATIONS**

Many of the recommendations around efficiencies would have minimal if any budget implications, as the changes are simply reallocating already approved service hours.

The use of a contracted service provider for some routes would likely result in an addition funding request which would be presented in a separate report and request for decision. Costs associated with external providers are unknown at this time and would be updated as available.

Additional Roam Customer Service/Ambassador positions for 2024 were included in the already approved BVRTSC operating budget.

# Report to the Bow Valley Regional Transit Services Commission

## Report 2024-01.01 Route Efficiencies and Summer 2024 Service

December 12, 2023

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### **BRAND IMPACT**

If a contracted service provider was to be used for some local routes, there is the potential for reduced brand recognition with regards to bus wrap and a reduced level of service regarding live bus locations and potentially reduced accessibility due to available bus types (non low floor buses).

### **RISKS**

Risk of brand degradation through performance of contractor.

Risk of mitigation measures creating new unanticipated challenges.

Risk of increased demand not being met by service levels.

# Bow Valley *Regional* Transit Services Commission



## Staff Accommodation Financing Report

# Report to the Bow Valley Regional Transit Services Commission

## Report 2023–12.01 Staff Accommodation Financing options

December 27, 2023 – Report by Melanie Booth

### **SUMMARY/ ISSUE**

Bald Eagle Chalets staff accommodation purchase was previously approved by The Board, agreement has been signed and first deposit has been paid., with the anticipated possession date in late April of 2024.

Motion BVRTSC23-004 from February 2023 states that administration would bring back financing options to the Board for approval.

This report details our recommendations for financing the purchase.

#### **Administration Recommendation:**

The Board direct administration to fund the deposit and 25% of purchase price internally from Operating and General Commission reserves, borrowing the balance of approximately \$700,000 through a 5-year Alberta Government loan within the capital financing for Local Authorities program. (Option 2 below).

### **INVESTIGATION**

Bald Eagle Chalets staff accommodation purchase is scheduled for completion at the end of April 2024.

The agreed upon purchase price	\$1,027,674
Deposit	(100,000)
Total payable on closing	\$927,674 Plus additional closing costs for legal etc.

Administration has investigated bank financing however we feel this option would not be optimal for the Commission's needs at this stage. Loan amortization terms quoted are 10, 15 or 20 years, and interest rates quoted were between 6.52% and 8.19%. Resulting in a total cost of borrowing ranging between 250,000 on a 10-year term to 725,000 on a 20-year term. See Appendix 5 and 6 for more information on banking proposals.

Administration recommends either financing from Operating reserves/General Commission reserves or the Alberta Government Loans to Local Authorities program. Or a combination of these options. See below.

#### **Suggested proportionate split**

Town of Banff	25%	\$	256,919
Town of Canmore	25%	\$	256,919
Improvement district 9	25%	\$	256,919
General Commission reserve	25%	\$	256,919
	100%	\$	1,027,674

# Report to the Bow Valley Regional Transit Services Commission

## Report 2023–12.01 Staff Accommodation Financing options

December 27, 2023 – Report by Melanie Booth

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### Borrowing assumptions

Purchase price		\$ 1,027,674
Deposit paid from operating reserves		-\$ 100,000
General Commission reserve		-\$ 256,919
Amount to be borrowed		\$ 670,756

Borrowing analysis has been done based on \$700,000.

### Operating reserves

Based on December 31, 2022 Operating reserve balances, and commitments to date Banff and ID9 both have sufficient reserves available to fund their 25% of the purchase above.

Currently Canmore is unable to utilize any more Operating reserve funds because the optimal balance of 25% of 2024 Operating reserves cannot be met. However, these balances will be updated based on 2023 surplus or deficit compared to budget. This would create a situation where, if this option was selected, Canmore may have to be invoiced for part or all their share.

See reserves summary Appendix 3

### General Commission reserves

2023-year end balances will be increased based on current year results. Administration is confident that the General Commission reserve minus current commitments will be sufficient to keep this reserve above zero for 2024.

See reserves summary Appendix 3

### Borrowing process

Currently the Commission has no borrowing, therefore there are currently no restrictions with debt or debt servicing limits.

See Appendix 1 for limits and restrictions based on 2022 audited financial statements.

The Board would have to approve a borrowing bylaw.

If the loan term is 5 years or less advertising the bylaw is not required, if the loan is over 5 years administration would need to advertise the borrowing bylaw to allow for public consultation process. There are restrictions in terms of how long the borrowing bylaw must be advertised, a petition period



# Report to the Bow Valley Regional Transit Services Commission

## Report 2023–12.01 Staff Accommodation Financing options

December 27, 2023 – Report by Melanie Booth

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and court application period to ensure the borrowing bylaw and passing of the bylaw meets all of the requirements of the MGA.

Administration recommends looking towards a term of 5 years to avoid the lengthy advertising process.

See Appendix 2 for more information on borrowing bylaws and advertising restrictions.

### **Alberta Government Loans to Local Authorities program**

The Alberta Government loans to local authority's program provides eligible authorities with financing for capital projects. The application deadline is January 31<sup>st</sup> 2024 for funding issuance of March 15 2024.

The Commission would have to go through an approval process for the project and the funding, therefore acceptance would not be guaranteed. The loan program has not dealt with Transit Services Commissions in the past, so the organization and project would have to go through a more rigorous approval process.

Based on borrowing of \$700,000 over 5 years repayments would be \$80,000 semi-annually. Resulting in a cost of borrowing of \$99,000 over the 5-year term.

See Alberta Government Loans to Local Authorities program Appendix 4

### **OPTIONS**

#### **Option 1**

Fund internally from combination of operating and General Commission reserve based on suggested proportionate split.

Currently Canmore does not have space to use operating reserve while keeping consistent with optimal balance restrictions. As 2023 annual results are not finalized yet, there is a risk that Canmore may be invoiced for some/all their 25% portion.

#### **Option 2**

Fund deposit and 25% of purchase price internally from Operating and General Commission reserves, borrowing the balance of approximately \$700,000 through a 5-year Alberta Government loan within the capital financing for Local Authorities program.

Borrowing bylaw will have to be approved by the Board. This will be emailed after the meeting for approval if this option is chosen.

If the application for the loan program is not successful administration will present other financing alternatives to the Board in March for approval.



# Report to the Bow Valley Regional Transit Services Commission

## Report 2023–12.01 Staff Accommodation Financing options

December 27, 2023 – Report by Melanie Booth

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### Option 3

Fund internally 75% from operating reserve for Banff and ID9, and General Commission reserve. Borrow the 25% proportionate share for Canmore if Canmore operating reserves after the 2023 year end adjustments are insufficient to cover payment. Total borrowing cost would be covered by Canmore only.

### **BUSINESS PLAN/ BUDGET IMPLICATIONS**

Current budgeted operating costs for Banff and Canmore staff accommodation net of rent received is \$88,000 for 2024.

Depending on whether the financing option is chosen this will impact the amount that will be on the 2024 operating statement. Operating costs may be under or over the budgeted amount for 2024.

2025 budget will be adjusted to accurately reflect the option chosen and both interest and principal debt servicing requirements.

### **BRAND IMPACT**

Positive brand standard impact through hiring and retaining strong team members.

Option of financing vs not financing will not have an impact on brand standard.

### **RISKS**

Financial risk associated with expenditure option chosen and level of cost recovery compared to 2024 budgeted amount.

Interest rate change risks based on current economic conditions. With the Ab Govt loan program, the interest rate is fixed for the entire period, so risk if interest rates go down, the Commission will be paying more than market rates. However, these rates are much less than those quoted from the banking institutions.

Interest rate risk of borrowing vs using internal reserve funds. Borrowing will leave internal reserve funds to earn interest in our ATB and CIBC accounts. Interest rates received on investments and bank account balances will fluctuate based on market interest rates. Risk of differential of interest received vs interest paid.

# Report to the Bow Valley Regional Transit Services Commission

## Report 2023–12.01 Staff Accommodation Financing options

December 27, 2023 – Report by Melanie Booth

### Appendix 1 - Debit limits

From our December 31, 2022 audited financial statements:

#### 13. Debt limits

Section 276(2) of the Municipal Government Act requires that debt and debt limits are defined by Alberta Regulation 255/2000 for the Commission are to be disclosed as follows:

	2022	2021
Total debt limit	\$ 4,996,606	\$ 3,709,994
Total debt	-	-
	<u>\$ 4,996,606</u>	<u>\$ 3,709,994</u>
Debt servicing limit	\$ 999,321	\$ 741,999
Debt servicing	-	-
	<u>\$ 999,321</u>	<u>\$ 741,999</u>

The debt limit is calculated at 0.5 times revenue of the Commission (as defined in Alberta Regulation 255/2000) and the debt service limit is calculated at 0.1 times such revenue. Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify Commissions which could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the Commission. Rather, the financial statements must be interpreted as a whole.

Debt for Regional Services Commission is not included in the debt servicing calculation of member municipalities:

#### Regional Services Commission

6.1 If a municipality is a member of a regional services commission, the municipality shall exclude any proportionate share of commission revenues, debt and debt service reported in the last audited annual financial statement of the municipality from the calculation of its revenue, total debt and debt service.



AR 13/2013 s2

Part 2

# Report to the Bow Valley Regional Transit Services Commission

## Report 2023–12.01 Staff Accommodation Financing options

December 27, 2023 – Report by Melanie Booth

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### **Appendix 2 – Information on Borrowing bylaws**

Excerpt from the Municipal Govt Act:

#### **Capital property - short-term borrowing**

**257(1)** This section applies to a borrowing made for the purpose of financing a capital property when the term of the borrowing is 5 years or less.

162

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258	MUNICIPAL GOVERNMENT ACT	RSA 2000 Chapter M-26
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(2) The expenditure for the capital property must be included in a budget.

(3) Repealed 1998 c24 s13.

(4) A borrowing bylaw that authorizes the borrowing does not have to be advertised.

1994 cM-26.1 s257;1996 c30 s14;1998 c24 s13

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If the term of borrowing is greater than 5 years the borrowing bylaw must be advertised. See link for requirements and timelines

[https://www.alberta.ca/system/files/custom\\_downloaded\\_images/tbf-municipal-borrowing-timelines.pdf](https://www.alberta.ca/system/files/custom_downloaded_images/tbf-municipal-borrowing-timelines.pdf)

# Report to the Bow Valley Regional Transit Services Commission

## Report 2023–12.01 Staff Accommodation Financing options

December 27, 2023 – Report by Melanie Booth

### **Appendix 3 – Reserves Summary**

Operating reserves:

	Operating reserves		
	Town of Banff	Town of Canmore	Improvement District 9
Balance at December 31 2022	1,352,958	565,125	870,744
<b>Current approved commitments</b>			
Balance of Town of Canmore Dillon Study		15,345	
Additional amount for 2023 interim staff accommodation	6,667	6,667	6,667
Deposit for staff accommodation	33,333	33,333	33,333
Amount approved for KPMG cyber review	6,000	6,000	6,000
Total of approved commitments	46,000	61,345	46,000
Operating reserve balances after commitments	1,306,958	503,780	824,744
<b>Optimal balance calculation</b>			
2024 operating requisitions	2,637,142	2,174,783	720,045
Optimal balance - 25%	659,286	543,696	180,011
Balance available to use	647,673	- 39,916	644,733

General Commission reserve:

<b><u>General Commission reserves</u></b>	
Balance at December 31 2022	858,869
Arrival prediction software (2024)	260,000
Additional highway coaches (2025)	615,000
Current capital reserve balance including future commitment -	16,131

Currently fully committed. However, there will be additions to this balance for the December 31, 2023 year end. And administration is confident that the additions will be greater than the additional commitment of \$257,000.

# Report to the Bow Valley Regional Transit Services Commission

## Report 2023–12.01 Staff Accommodation Financing options

December 27, 2023 – Report by Melanie Booth

### Appendix 4 – Ab Govt loan program

Application deadlines:

The upcoming loan issuance dates and application deadlines are as follows:

Issue date	Application deadline
December 15, 2023	October 31, 2023
March 15, 2024	January 31, 2024
June 17, 2024	April 30, 2024
September 16, 2024	July 31, 2024
December 16, 2024	October 31, 2024

To have funding available for closing date of April 30<sup>th</sup> we would need to apply for the January 31<sup>st</sup> deadline.

Current rates as of December 27<sup>th</sup> 2023 - note interest rates will stay the same for entire period.



### Loans to Local Authorities - Loan Calculator

Please read the instructions accessed via the button below, fill in the appropriate information, and click "Calculate Loan".			
Alter the current LTLA rates by entering new values in the fields below:			
1 year rate	<input type="text"/>	3 year rate	<input type="text"/>
5 year rate	<input type="text"/>	10 year rate	<input type="text"/>
15 year rate	<input type="text"/>	20 year rate	<input type="text"/>
25 year rate	<input type="text"/>	30 year rate	<input type="text"/>
40 year rate	<input type="text"/>	50 year rate	<input type="text"/>
Loan calculation performed upon entry of a new value in the field below:			
Loan value:	<input type="text"/>	Calculation as at:	<input type="text"/>

You can make full or partial prepayments, but there is a prepayment cost. See

<https://open.alberta.ca/publications/loans-to-local-authorities-stop-loss-settlement-policy>

## Report to the Bow Valley Regional Transit Services Commission

### Report 2023–12.01 Staff Accommodation Financing options

December 27, 2023 – Report by Melanie Booth

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Loan payments – based on 5 years at 4.97%

Calculations based on:				
Principal is \$700,000.00				
Term is 5 Years	Loan Type is Blended	Deferred payments NA Interest rate of 4.97 %		
Payment #	Payment	Principal	Interest	Balance
1	\$79,919.15	\$62,524.15	\$17,395.00	\$637,475.85
2	\$79,919.15	\$64,077.88	\$15,841.27	\$573,397.97
3	\$79,919.15	\$65,670.21	\$14,248.94	\$507,727.76
4	\$79,919.15	\$67,302.12	\$12,617.03	\$440,425.64
5	\$79,919.15	\$68,974.57	\$10,944.58	\$371,451.07
6	\$79,919.15	\$70,688.59	\$9,230.56	\$300,762.48
7	\$79,919.15	\$72,445.20	\$7,473.95	\$228,317.28
8	\$79,919.15	\$74,245.47	\$5,673.68	\$154,071.81
9	\$79,919.15	\$76,090.47	\$3,828.68	\$77,981.34
10	\$79,919.15	\$77,981.34	\$1,937.81	\$0.00
<b>Totals:</b>	<b>\$799,191.50</b>	<b>\$700,000.00</b>	<b>\$99,191.50</b>	

# Report to the Bow Valley Regional Transit Services Commission

## Report 2023–12.01 Staff Accommodation Financing options

December 27, 2023 – Report by Melanie Booth

### Appendix 5 – Borrowing options ATB

ATB only provided quotes for 20 year loan amortization.

Interest rates range between 7.48% and 8.19% for fixed interest rate terms. And total cost of borrowing for these terms between \$651,000 and \$\$725,000 for fixed rate interest terms.

Rates for 20 year amortization are considerably higher than BMO rates quoted below. Did not request rates for 10 and 15 year terms for comparison purposes.

Amount \$1,027,674									
Scenario 1									
Total amount	Loan Amount	Term	Fixed/Variable	Interest Rate	Amortization	Application Fee	Monthly Payment	Total cost of Borrowing	
\$1,027,674	\$700,000.00	1	Variable	P +1.20%	20	2,000	\$6,030.53	\$747,327.55	
Prime is 7.20% as of Dece 15, 2023									
Scenario 2									
Total amount	Loan Amount	Term	Fixed/Variable	Interest Rate	Amortization	Application Fee	Monthly Payment	Total cost of Borrowing	
\$1,027,674	\$700,000.00	1	Fixed	8.19	20	2,000	\$5,938.12	\$725,149.70	
Scenario 3									
Total amount	Loan Amount	Term	Fixed/Variable	Interest Rate	Amortization	Application Fee	Monthly Payment	Total cost of Borrowing	
\$1,027,674	\$700,000.00	3	Fixed	7.67%	20	2,000	\$5,712.14	\$670,913.49	
Scenario 4									
Total amount	Loan Amount	Term	Fixed/Variable	Interest Rate	Amortization	Application Fee	Monthly Payment	Total cost of Borrowing	
\$1,027,674	\$700,000.00	5	Fixed	7.48%	20	2,000	\$5,630.59	\$651,342.79	

# Report to the Bow Valley Regional Transit Services Commission

## Report 2023–12.01 Staff Accommodation Financing options

December 27, 2023 – Report by Melanie Booth

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### **Appendix 6 – Borrowing options BMO**

Based on current banking relationship interest rates between 6.52% to 6.79%.

Cost of borrowing ranging between 250,000 for 10 years at 6.52% to 572,000 for 20 years at 6.79%.

Considerably lower interest rates than ATB, but still much higher than Ab govt loan program.

#### **Current Rates and Payments**

Purchase Price: \$1,027,674

Down Payment (31.89%): \$327,674

Lending Required: \$700,000

Term	Monthly Blended Payments Over Amortized Period			
	Rate*	10 years	15 years	20 years
2 year fixed	6.79	\$ 8,018.31	\$ 6,173.39	\$ 5,300.06
3 year fixed	6.57	\$ 7,941.89	\$ 6,090.76	\$ 5,211.53
4 year fixed	6.57	\$ 7,941.89	\$ 6,090.76	\$ 5,211.53
5 year fixed	6.52	\$ 7,924.57	\$ 6,072.06	\$ 5,191.50

\*Rate as of Dec 12, 2023; subject to change

In addition to these rates, I am also providing rates based on a full banking relationship. The reason we provide these is to indicate our level of interest in assisting our community-based organizations. We are currently the preferred choice for many local organizations and municipalities and can provide recommendations from them if desired. The rates below are a starting point and depending on the level of banking needs they may even be lower:

#### **Rates with full banking relationship**

Purchase Price: \$1,027,674

Down Payment (31.89%): \$327,674

Lending Required: \$700,000

Term	Monthly Blended Payments Over Amortized Period			
	Rate*	10 years	15 years	20 years
2 year fixed	6.29	\$ 7,845.15	\$ 5,986.38	\$ 5,099.83
3 year fixed	6.07	\$ 7,769.55	\$ 5,904.97	\$ 5,012.85
4 year fixed	6.07	\$ 7,769.55	\$ 5,904.97	\$ 5,012.85
5 year fixed	6.02	\$ 7,752.42	\$ 5,886.54	\$ 4,993.18

\*Rate as of Dec 12, 2023; subject to change

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# Bow Valley *Regional* Transit Services Commission



## Rural Transit Solutions Fund – Project Change

# Report to the Bow Valley Regional Transit Services Commission

## Report 2023–12-28 Rural Transit Solutions Fund Update

December 28, 2023 – Report by Martin Bean

### SUMMARY/ ISSUE

The BVRTSC was approved for funding under the federal Rural Transit Solutions fund to purchase 2 full size electric buses and 3 small shuttle buses prior to the end of 2025. In research done by administration, adequate electric shuttle buses are currently not in production in the marketplace and may not be available by the funding end date. Administration is planning to request a change to this funding to allow for the purchase of 3 full size electric buses instead of the 2 electric buses and 3 shuttle buses.

#### Administration Recommendation:

'The Board direct administration to proceed with the Rural Transit Solutions fund project change form, allowing for the purchase of 3 full size accessible electric buses under this program, and eliminating the funding for the purchase of 3 EV Minibuses.

### INVESTIGATION

Administration has researched available minibuses and has not found any vehicles in this category that meet the passenger size and range required for Roam services. It is anticipated that more of these vehicles will come on the market in the next few years and can be the potential for purchase can be re-evaluated in the future, once there are Canadian certified vehicles in production and operating.

Changing this project to include a third full size bus will increase the funding available for the purchase of the 3 electric buses that are currently planned to be delivered in 2024 and 2025. The Rural Transit Solutions fund provides 80% funding for projects.

Projects funded under the Rural Transit Solutions Fund have to be complete by the end of the third quarter of 2025 and making this change will allow for the funding to be fully utilized.

The current approval information is below:



Protected A when completed

A. Original Project Information (as per the CA- Completed by RTSF)			
Name of Ultimate Recipient:	Bow Valley Regional Transit Services Commission		
Name(s) of Partner(s), if applicable:			
Project Title:	Purchase of vehicles and supporting infrastructure to provide transit service in the Bow Valley, Alberta		
Project Description:	Purchase 3 EV mini buses, 2 multi-dispenser 60W charging stations, 2 accessible transit buses and a multi-dispenser 150W charging station for an existing transit service run by Roam to combat traffic, pollution and support resident mobility and employment access problems throughout the Bow Valley in Alberta.		
Project Start Date:	under review, likely fall 2023		
Project End Date:	under review, likely fall 2025		
Approval in Principle (AIP) received?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	If YES, amount approved: \$ 3,938,000	Date of AIP: 2022-11-29 Stacking Limit: <input checked="" type="checkbox"/> 80% <input type="checkbox"/> 100%
Financial/ CA agreement signed?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
Did the original project have Federal Environmental or Impact Assessment requirements?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A		
Did the original project have Duty to Consult requirements?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A		

# Report to the Bow Valley Regional Transit Services Commission

## Report 2023–12-28 Rural Transit Solutions Fund Update

December 28, 2023 – Report by Martin Bean

### OPTIONS

Retain the current grant funding and continue searching for minibuses to be delivered prior to the third quarter of 2025.

### BUSINESS PLAN/ BUDGET IMPLICATIONS

This will allow for additional grant funding to be available for the purchase of the 3 full size electric buses that are currently planned for 2024 and 2025.

Additionally, administration is recommending to not proceed with the purchase of electric mini-buses until a later date, reducing the planned capital outlay needed.

The current budget approved by for funding under RTSF is below; the change to add a third full size accessible bus and remove the minibuses will require the same amount of grant funding.

Project Purchase	Number of Units	Price per Unit	Total Price	Comments
Electric Shuttle Buses	3	\$ 500,000	\$ 1,500,000	Includes Peripherals(farebox, security cameras, apc etc..)
Charging Infrastructure	2	\$ 75,000	\$ 150,000	Canmore and Banff Chargers
Charger Installation	2	\$ 20,000	\$ 40,000	
RFP Preparation and evaluation (hours)	25	\$ 150	\$ 3,750	
Electric Full Size Transit Buses	2	\$ 1,500,000	\$ 3,000,000	Includes Peripherals(farebox, security cameras, apc etc..)
Charging Infrastructure	1	\$ 140,000	\$ 140,000	
Charger Installation	1	\$ 25,000	\$ 25,000	
RFP Preparation and evaluation (hours)	25	\$ 150	\$ 3,750	
Data Collection, Analysis of Project Success	1	\$ 40,000	\$ 40,000	
Report Preparation and Presentation	1	\$ 20,000	\$ 20,000	
Total Project Cost			\$ 4,922,500	
Federal Portion			\$ 3,938,000	
Balance to Fund			\$ 984,500	Funding available in reserves - Board approval required 2023 Budget

### BRAND IMPACT

This ask continues Roam's journey towards zero-emission and will have a continued positive brand impact.

### RISKS

- Risk of losing maximum funding amount without applying for the change due to minibuses not being available.
- Financial risk associated with purchase of vehicles
- Risk of not getting project change approved.

# Report to the Bow Valley Regional Transit Services Commission

## Report 2023–12-28 Rural Transit Solutions Fund Update

December 28, 2023 – Report by Martin Bean

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# Bow Valley *Regional* Transit Services Commission



## Training Bus Purchase

# Report to the Bow Valley Regional Transit Services Commission

## Report 2023–12.15 Purchase of 2 Vehicles for Driver Training Purchases

December 15, 2023 – Report by Martin Bean

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### **SUMMARY/ ISSUE**

Roam is currently experiencing significant issues with fleet availability due to maintenance labour shortages and parts delays. Fleet availability is at the lowest it has been in Roam history and is creating challenges to maintain service levels. With the need to train between 30 and 40 drivers over the next 5 months, removing buses from service will further exaggerate the service level challenges and potentially affect the ability to meet summer requirements.

### **PREVIOUS COMMISSION DIRECTION/POLICY**

Past procedure has been to use fleet buses for all training and pull buses from the available spare list to achieve this.

#### **Administration Recommendation:**

The Board provide administration with the authority to purchase a maximum of 2 buses to operate solely as training buses, with funding to purchase not to exceed \$80,000 sourced from reserves.

### **INVESTIGATION**

Roam Transit currently has a spare capacity ratio policy of 25-40%, however this policy is being revisited due to experience with the current fleet and parts availability. The fewer vehicles in a fleet or area, the higher the spare ratio needs to be. As vehicles age, maintenance requirements increase and this, coupled with significant parts supply issues, are creating a situation where Roam is experiencing shortage of available vehicles to complete service.

Roam currently has a significant number of buses out of service for extended periods, due primarily to the following reasons:

Proterra bankruptcy proceedings have created a situation where parts are not being shipped by some suppliers until the proceedings are resolved. Roam currently has 3 buses down long term due to this situation.

Labour shortages – Town of Banff has been unable to hire additional mechanics, creating delays in bus inspections and a need to send buses to Calgary for inspections. The buses sent to Calgary typically are there significantly longer than in-house repairs.

Supply Chain – Parts are often unavailable and can take weeks or months to arrive, creating more available bus shortages.

Roam training requires multiple buses daily from mid-January until mid-May to ensure that drivers are fully trained and well prepared to operate Roam services safely and efficiently. It is not anticipated that

## Report to the Bow Valley Regional Transit Services Commission

### Report 2023–12.15 Purchase of 2 Vehicles for Driver Training Purchases

December 15, 2023 – Report by Martin Bean

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this need to train a significant number of drivers annually will be reduced going forward, due to various factors, including:

- Attrition due to age – work force is older and retiring
- Housing shortage and cost – hard to attract, hard to retain drivers
- Stresses due to traffic, high ridership and shortage of buses increase Roam’s turnover rate.

To achieve the number of drivers needed for summer operations, it is critical to have buses available on a daily basis. Removing buses from service or from the maintenance team affects operations negatively. Buses used for training are not available for preventative maintenance and that creates additional challenges down the road.

#### **BUSINESS PLAN/ BUDGET IMPLICATIONS**

- Capital:

Buses have been sourced through an organization in Quebec recommended by Roam’s sales representative with Nova Bus. The buses are 2007 buses that have been in operation with STM (Montreal Transit) and are being replaced. They would be secured by a third party organization, painted white, inspected and shipped via truck.

The cost for these buses is \$25,000 each plus \$10,000 each to get them shipped to Alberta. It is anticipated that some work may be required on arrival to allow them to pass the Alberta Commercial Vehicle Inspection Program.

Should this purchase not proceed based on recommendations from TOB Fleet Maintenance, Administration would continue to search for additional options.

- Operating:

It is anticipated that the vehicles will be delivered at the end of January 2024 if the decision is made prior to year-end and will be in service for training shortly after that, following any maintenance requirements, licensing and insurance.

Insurance cost, ongoing maintenance cost and licensing per bus is estimated to be:

Insurance and licensing:	\$6,500
Maintenance:	\$25,000
<b>Total Annual cost:</b>	<b>\$31,500</b>

# Report to the Bow Valley Regional Transit Services Commission

## Report 2023–12.15 Purchase of 2 Vehicles for Driver Training Purchases

December 15, 2023 – Report by Martin Bean

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### **BRAND IMPACT**

- These vehicles will not be branded with the Roam wraps and will be only used for training purposes, so no anticipated brand impact.

### **RISKS**

- All risks associated with a new purchase; operational, safety and human resource risks.
- Risk of higher than anticipated work being needed to put buses in service, increasing the cost of the purchase.

### **OPTION**

- Purchase one vehicle as a pilot for 2024 and review program following the first few months prior to determining whether to expand further with another vehicle.
- Delay this decision until the January Board meeting and have a more detailed discussion at that time.