

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

**111 Hawk Avenue and MS Teams**

**AGENDA**

**April 17<sup>th</sup>, 2024      2:00-4:00pm**

1. Call to Order
2. Approval of the Agenda
3. Minutes
  - Approval of the March 13<sup>th</sup>, 2024 Regular Meeting Minutes (attached)
4. Old Business (including Standing Items)
  - a) Director's 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 Audited 2023 Financial Results (Calvin Scott–Avail Partners)(Request for Decision)
  - b) Ratification of email vote regarding purchase of minibuses (Request for Decision)
6. Adjournment

Next Regular Meeting – Wednesday May 8<sup>th</sup>, 2024

To be held at: 111 Hawk Avenue, Banff and Microsoft Teams

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

**111 Hawk Avenue and Zoom**

**MINUTES**

**March 13<sup>th</sup>, 2024 2:00-4:00pm**

**BOARD MEMBERS PRESENT**

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

**BOARD MEMBERS ABSENT**

**BVRTSC ADMINISTRATION PRESENT**

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

**ADMINISTRATION PRESENT**

Therese Rogers, Town of Canmore  
Patti Youngberg, Parks Canada (Virtual)  
Daniella Rubeling, Parks Canada  
Danielle Morine, ID9 (Virtual)  
Adrian Field, Town of Banff (Virtual)  
François Masse, Parks Canada  
Dwight Bourdin, Parks Canada (Virtual)

**PUBLIC PRESENT**

Greg Colgan, Rocky Mountain Outlook (Virtual)

**1. Call to Order**

Dave Schebek calls the meeting to order at 2:00 PM.

2. Approval of the Agenda

**BVRTSC04-016** Dave Schebek moves to accept and approve the Agenda as presented.

**CARRIED UNANIMOUSLY**

3. Minutes

- Approval of the February 14<sup>th</sup>, 2024 Regular Meeting Minutes (attached)

**BVRTSC04-017** Dave Schebek moves to accept the February 14<sup>th</sup>, 2024 Regular Meeting Minutes as presented.

**CARRIED UNANIMOUSLY**

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 year end unaudited financial results (For Information Only)
- b) Financial reserve transfers (Request for Decision)

**BVRTSC04-018** Dave Schebek moves to approve the reserve transfers presented in the draft 2023 financial results as follows:

2023 Operating surplus of \$1,204,259.67 to be transferred as follows:

- \$7,189.43 out of the Town of Banff operating reserve
- \$76,584.92 to the Town of Canmore operating reserve
- \$500,262.07 to the ID 9 operating reserve
- \$500.00 out of the BVRTSC operating reserve
- \$635,102.11 to the General Commission Reserve

**CARRIED UNANIMOUSLY**

**BVRTSC04-019** Tanya Foubert moves to accept the 2023 correction of funding source for 2021 Banff local Proterra bus purchases as follows:

- \$316,876.15 is transferred out of Town of Banff operating reserve to replace deferred capital Funds used for the purchase.

**CARRIED UNANIMOUSLY**

- c) Ratify motion to approve claim submission in Proterra bankruptcy proceedings (Request for Decision)

**BVRTSC04-020** Sean Krausert moves to ratify the motion to approve claim submission in Proterra bankruptcy proceedings.

**CARRIED UNANIMOUSLY**

- d) Approval of bus lease proposal (Request for Decision)

**BVRTSC04-021** Sean Krausert moves that the board approve the leasing of 1 minibus for the summer of 2024 to supplement the Roam fleet on the new Grassi Lakes route. To be paid for form the savings on that route moving from full time to part time schedule.

**CARRIED UNANIMOUSLY**

**BVRTSC04-022** Barb Pelham moves that the commission commit to 2 minibuses, either leasing or purchasing, for the 2024 summer season and future use, with funding options to be confirmed by Administration.

**CARRIED UNANIMOUSLY**

- e) Presentation of Customer Survey (For Information Only)

*Following discussion, Administration will be researching comparative surveys amongst other agencies and continue surveying of customers on a regular basis.*

- f) In Camera Session (Financial)

**BVRTSC04-023** Dave Schebek moves to go In Camera at 3:17 PM.

**CARRIED UNANIMOUSLY**

**BVRTSC04-024** Alex Parkinson moves to come out of camera at 3:27

**CARRIED UNANIMOUSLY**

## 6. Adjournment

**BVRTSC04-025** Tanya Foubert moves to Adjourn the meeting at 3:29 PM.

**CARRIED UNANIMOUSLY**

Next Regular Meeting – Wednesday April 17<sup>th</sup>, 2024

To be held at: 111 Hawk Avenue, Banff and Microsoft Teams

## DIRECTOR'S REPORT



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April 2024

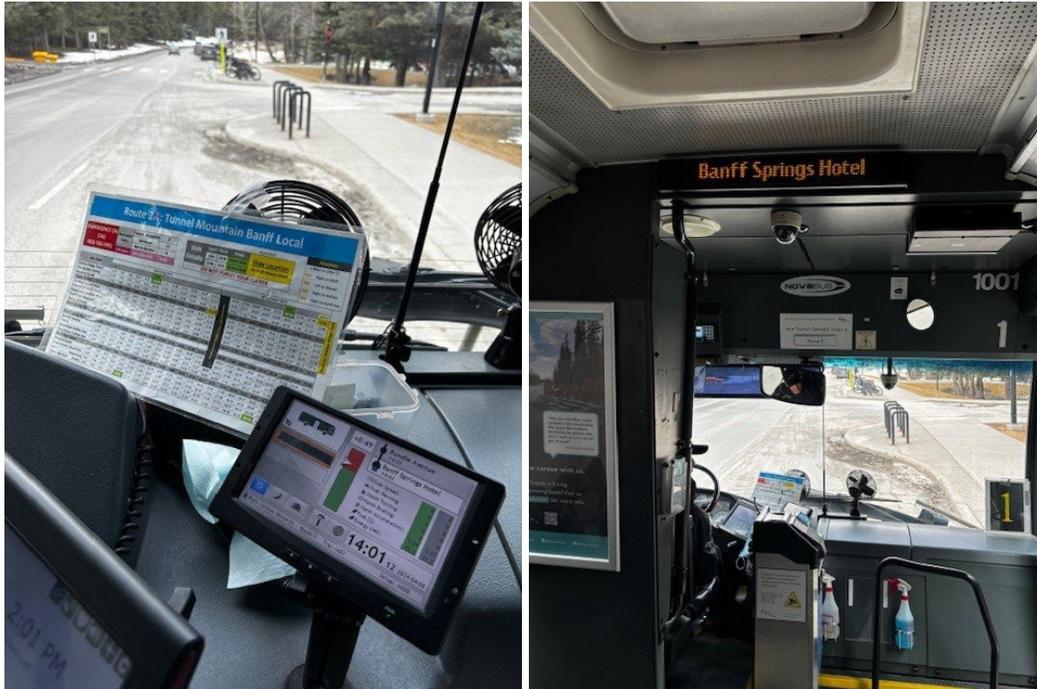


**Financial:**

- Audit for 2023 fiscal year has been completed with no significant findings. Audit report to be presented today by Avail partner, Calvin Scott.
- The Roam staff accommodation building in Canmore is still on track for occupancy in May.

**Transit Service Updates:**

- Based on feedback at the previous Commission meeting, Roam and partners have highlighted through social media and internal channels the increased early morning service to the Industrial compound.
- With Proterra's bankruptcy and sale, their Valence monitoring software was also sold and our access to it was discontinued as of mid-March. Roam is transitioning charger monitoring to ChargePoint, who was already our bus monitoring software provider. There will be a small financial impact to this as Valence was being provided at no charge for one year. Operationally, the impact should be minimal.
- The migration from Doublemap to Consat has gone very well. Roam bus and bus stop sign hardware installs are complete, and the public was made aware of the new service on Monday April 8<sup>th</sup> - <https://myride.roamtransit.com/>
  - Visual next stop displays at the front of each bus are new for all our buses, helping to provide accessibility for hearing impaired.
  - The Driver Display is getting very positive feedback from drivers. Allows for communication between Dispatch and Drivers, scheduled departure time at the next stop, a visual schedule adherence graph, and more.
  - Google Realtime updates are an additional benefit to the migration to Consat, and will allow our Dispatch team to push out real time service updates to Google Transit, Transit App, any other participating applications.



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- Roam Admin, Banff, Parks, Pursuit and Rimrock met in March and worked through logistical details to improve carrying capacity to and from the Gondola/Rimrock/Hot Springs. The Rimrock has purchased two shuttle buses to improve capacity and Pursuit will be increasing their shuttles. Additionally shared stops and all partners transporting each other's passengers will help to improve the customer experience.
- Another important software migration has been completed involving the transition from Humanity to Optibus for driver scheduling and payroll. Humanity has been used at Roam for the past ~8 years to assign work to drivers and as a communication tool. It was developed and intended for use in small business and restaurant industries. Optibus is a transit specific planning and scheduling software that helps optimise routing, scheduling of drivers and buses and driver clock in times for payroll. Humanity will continue to be used for a few more months as a communication tool but is expected to be fully retired by late summer, once Optibus communication features are implemented.
- Pre-production meetings have begun with Nova Bus Co. to outline the unique build specifications for the 3 battery electric and 3 hybrid buses on order for delivery in March 2025.

**General/Health and Safety**



- The Roam team is involved in sponsoring job fairs in both Banff and Canmore and will also be attending the job fairs to finalize our hiring for the summer.
- BVRTSC Strategic Planning session scheduled for April 30.

# Bow Valley *R*egional Transit Services Commission



## **BRING FORWARD LIST**

## BRING FORWARD LIST OF ITEMS PENDING (as of April 2024)

ITEM	Date Initiated	Pending Date	Responsible for Completion	Comments:
<p><b>BVRTSC23-93</b> Alex Parkinson moves to discuss the commuter pass more in depth at the strategic planning in 2024.</p>	Nov 8, 2023	Strategic Planning 2024	Martin	To be discussed further at the Strategic Planning Sessions to be held in 2024
<p><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> <p style="text-align: center;"><b>CARRIED UNANIMOUSLY</b></p>	Oct, 18 <sup>th</sup> 2023	Q3 2024	Martin/Steve	
<p><b>BVRTSC24-05</b> Dave Schebek moves that 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.</p> <p style="text-align: center;"><b>CARRIED UNANIMOUSLY</b></p>	January 3 <sup>rd</sup> , 2024	Q4 2024	Martin/Steve	<p>The initial vehicles identified were not viable as they were anticipated to be unable to meet Alberta Inspection Standards.</p> <p>Will keep this in the works, with the likely target of next year at this point in our training process.</p>
<p><b>BVRTSC24-14</b> Barb Pelham moves that the Board directs administration to move forward with purchasing an additional \$1,000,000 insurance policy specific to cyber insurance for a cost not to exceed \$17,000.</p>	Feb 14, 2024	April 30, 2024	Melanie	Melanie will be completing the required documentation to put this in place as soon as possible.

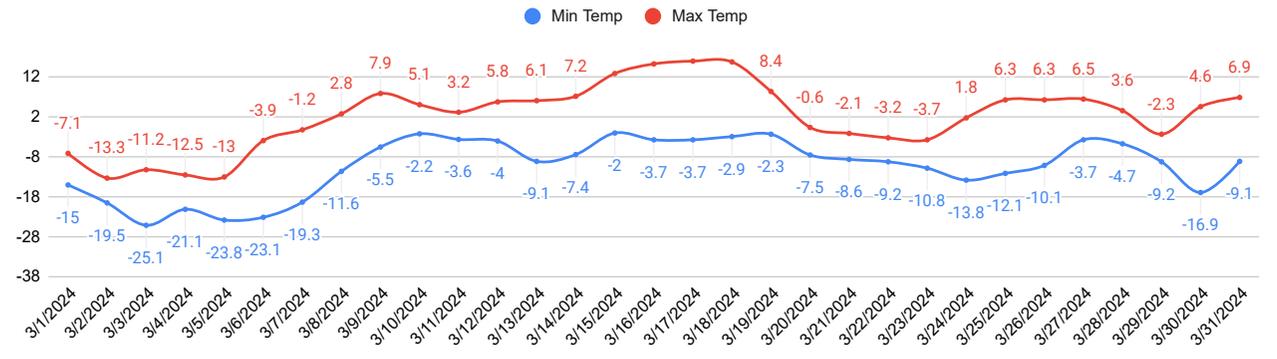
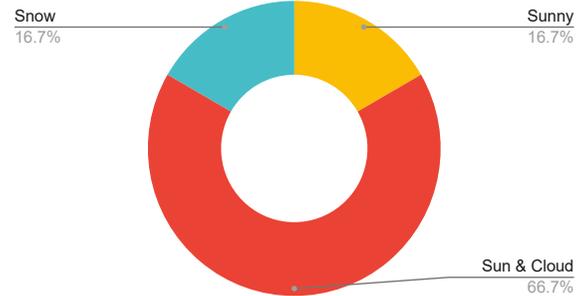
## Bow Valley Regional Transit Services Commission Ridership Statistics



Month	Type	Banff Local	Canmore Local	Canmore-Banff Regional	Lake Louise - Banff Regional
March 2024	Ridership	112,864	30,530	27,059	10,694
	Bikes	45	218	118	8
	Winter Sports	2,619	613	1,712	78
	Strollers	129	155	27	7

Route	Monthly Ridership Change 2023 - 2024	Comment
Route 1	9.02%	Change from March 2023 to March 2024
Route 2	13.22%	Change from March 2023 to March 2024
Route 3	13.58%	Change from March 2023 to March 2024
Route 4		Change from March 2023 to March 2024
Route 5	21.56%	Change from March 2023 to March 2024
Route 6		Change from March 2023 to March 2024
Route 8X	4.79%	Change from March 2023 to March 2024
Route 9	26.31%	Change from March 2023 to March 2024

### Weather Conditions March 2024



4/8/2024

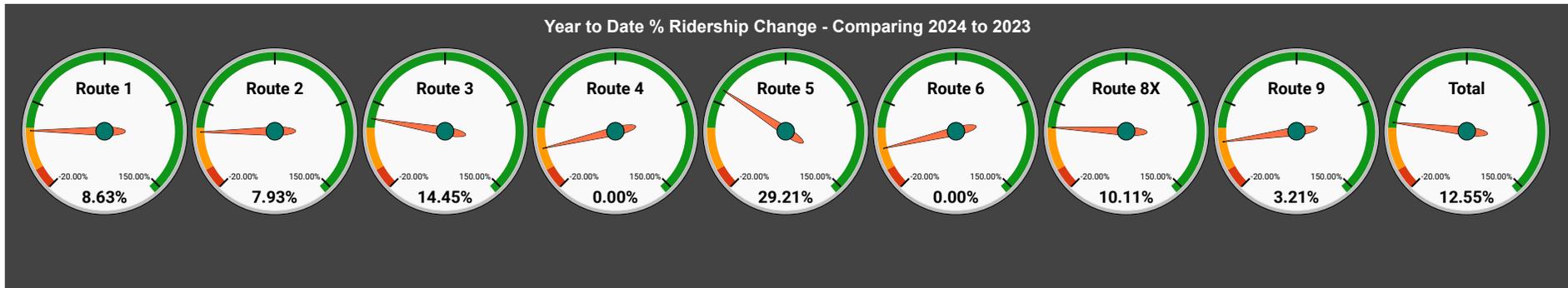
Month	Route 1 (Inns of Banff/ Gondola)						Route 2 (Tunnel Mtn / Banff Springs Hotel)						Route 4 Cave & Basin						Banff Local (Route 1, 2 & 4)										
	R1 2021	R1 2022	R1 2023	R1 2023 YTD	R1 2024 YTD	% Change -23	% Change -22	R2 2021	R2 2022	R2 2023	R2 2023 YTD	R2 2024 YTD	% Change -23	% Change -22	R4 2021	R4 2022	R4 2023	R4 2023 YTD	R4 2024 YTD	% Change -23	% Change -22	2021	2022	2023	2023 YTD	2024 YTD	% Change -23	% Change -22	
January	4,761	16,080	40,636	40,636	41,644	2.48%	158.98%	4,703	16,870	49,989	49,989	52,117	4.26%	208.93%									9,464	32,950	90,625	90,625	93,761	3.46%	184.56%
February	6,370	19,661	40,833	40,833	46,080	12.85%	134.37%	5,903	21,518	47,270	47,270	51,430	8.80%	139.01%									12,273	41,179	88,103	88,103	97,510	10.68%	136.80%
March	8,668	21,722	47,979	47,979	52,306	9.02%	140.80%	7,734	24,785	53,488	53,488	60,558	13.22%	144.33%									16,402	46,507	101,467	101,467	112,864	11.23%	142.68%
April	6,709	20,918	41,098	8,582	9,910	15.47%		5,643	20,192	44,739	11,416	10,912	-4.41%										12,352	41,110	85,837	19,998	20,822	4.12%	
May	5,901	37,615	67,740	0	0	0.00%		5,008	27,452	55,890	0	0	0.00%			60	1,153	1,904	0	0	0.00%		10,969	66,220	125,534	0	0	0.00%	
June	13,551	65,375	103,499	0	0	0.00%		11,196	50,118	76,511	0	0	0.00%			535	4,698	6,689	0	0	0.00%		25,282	120,191	186,699	0	0	0.00%	
July	31,554	100,148	125,827	0	0	0.00%		31,179	67,979	93,346	0	0	0.00%			2,753	7,321	7,647	0	0	0.00%		65,486	175,448	226,820	0	0	0.00%	
August	43,151	93,303	122,140	0	0	0.00%		34,735	68,183	91,695	0	0	0.00%			3,438	6,392	7,191	0	0	0.00%		81,324	167,878	221,026	0	0	0.00%	
September	28,975	61,567	88,508	0	0	0.00%		22,068	53,950	75,616	0	0	0.00%			1,709	4,842	4,842	0	0	0.00%		52,752	120,359	168,966	0	0	0.00%	
October	16,333	37,893	52,404	0	0	0.00%		12,439	32,911	46,459	0	0	0.00%				396						28,772	71,200	98,863	0	0	0.00%	
November	15,151	30,751	33,628	0	0	0.00%		13,693	36,146	43,420	0	0	0.00%										28,844	66,897	77,048	0	0	0.00%	
December	18,948	45,460	49,418	0	0	0.00%		16,819	50,744	54,587	0	0	0.00%										35,767	96,204	104,005	0	0	0.00%	
YTD	200,072	550,493	813,710	138,030	149,940	8.63%	-72.76%	171,120	470,848	733,010	162,163	175,017	7.93%	-62.83%	8,495	24,802	28,273	0	0	0.00%	-100.00%	379,687	1,046,143	1,574,993	300,193	324,957	8.25%	-68.94%	

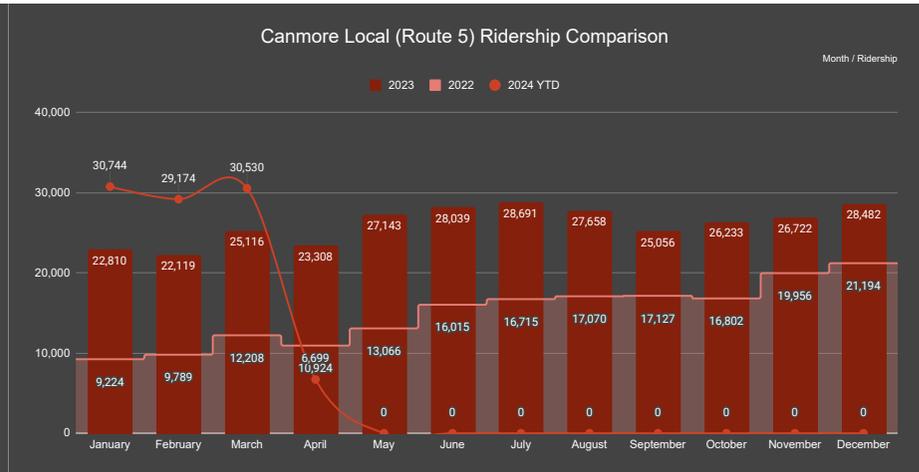
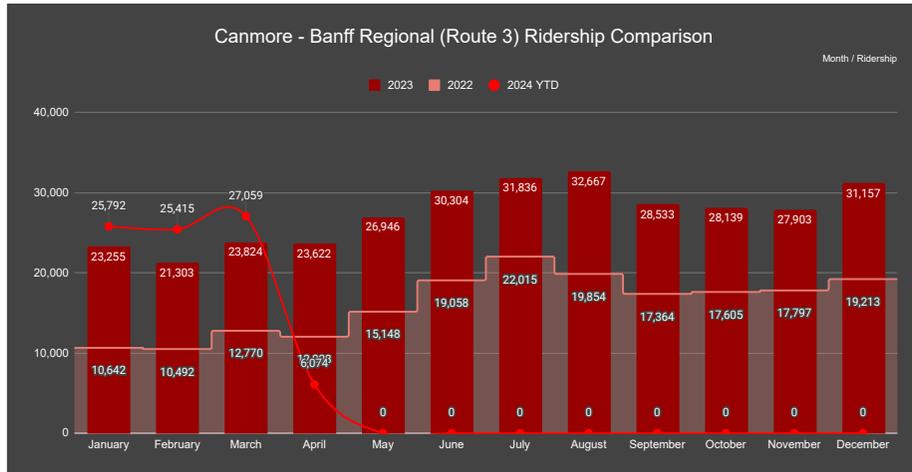
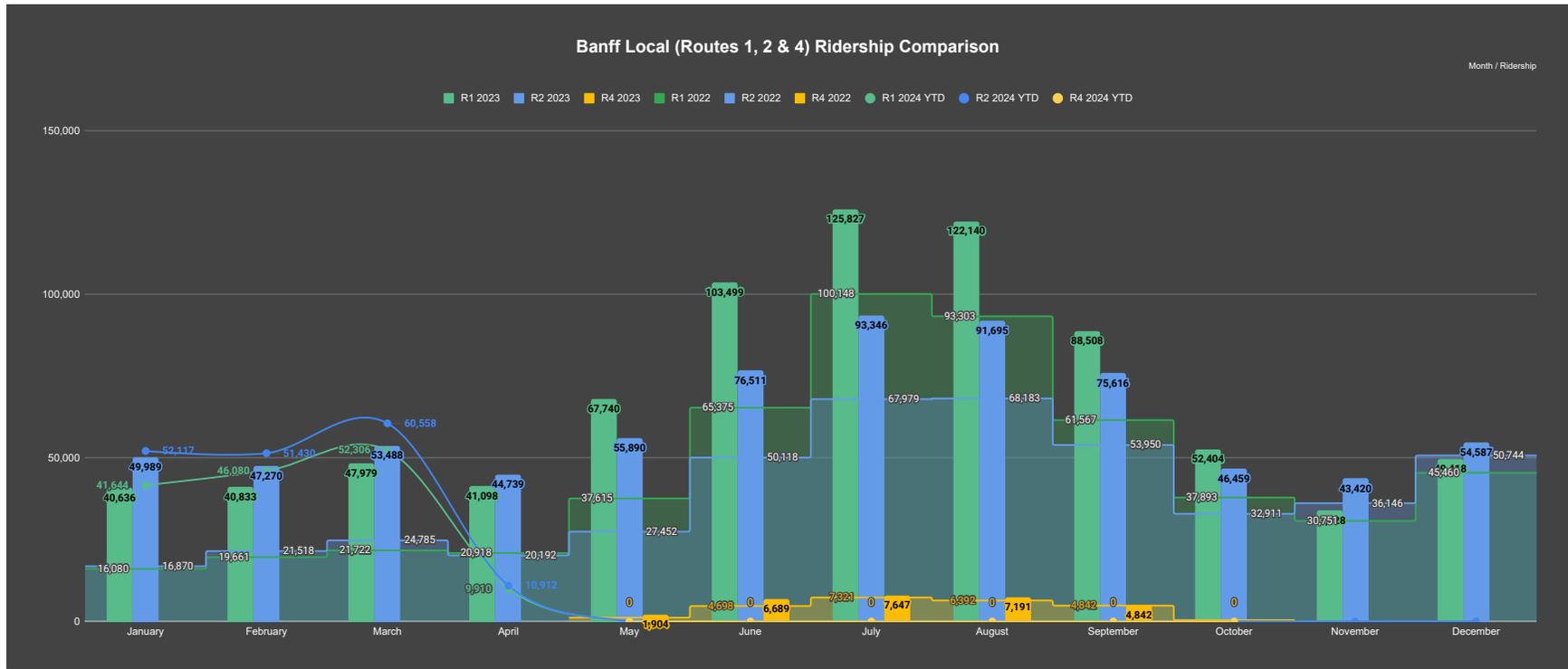
Month	Route 3 (Canmore-Banff Regional)						Route 5 Canmore						Route 6 Minnewanka						Roam Total Ridership										
	2021	2022	2023	2023 YTD	2024 YTD	% Change -23	% Change -22	2021	2022	2023	2023 YTD	2024 YTD	% Change -23	% Change -22	2021	2022	2023	2023 YTD	2024 YTD	% Change -23	% Change -22	2021	2022	2023	2023 YTD	2024 YTD	% Change -23	% Change -22	
January	5,499	10,642	23,255	23,255	25,792	10.91%	142.36%	6,204	9,224	22,810	22,810	30,744	34.78%	233.36%									22,284	56,530	147,062	147,062	162,228	10.31%	186.98%
February	5,781	10,492	21,303	21,303	25,415	19.30%	142.23%	6,700	9,789	22,119	22,119	29,174	31.90%	198.03%									25,771	65,499	141,874	141,874	163,675	15.37%	149.89%
March	7,951	12,770	23,824	23,824	27,059	13.58%	111.90%	8,650	12,208	25,116	25,116	30,530	21.56%	150.08%									34,441	75,790	161,319	161,319	182,040	12.84%	140.19%
April	5,507	12,028	23,622	5,311	6,074	14.37%		7,360	10,924	23,308	5,138	6,699	30.38%										26,365	68,215	143,794	32,968	35,931	8.99%	
May	6,850	15,148	26,946	0	0	0.00%		6,760	13,066	27,143	0	0	0.00%			559	2,783	5,879	0	0	0.00%		27,604	106,822	206,716	0	0	0.00%	
June	9,321	19,058	30,304	0	0	0.00%		8,250	16,015	28,039	0	0	0.00%			2,857	12,662	18,255	0	0	0.00%		54,438	190,769	308,030	0	0	0.00%	
July	12,330	22,015	31,836	0	0	0.00%		7,581	16,715	28,691	0	0	0.00%			6,367	20,639	25,806	0	0	0.00%		107,890	271,789	371,077	0	0	0.00%	
August	12,610	19,854	32,667	0	0	0.00%		8,345	17,070	27,658	0	0	0.00%			8,396	19,238	26,074	0	0	0.00%		132,189	253,615	366,644	0	0	0.00%	
September	11,365	17,364	28,533	0	0	0.00%		8,621	17,127	25,056	0	0	0.00%			3,303	10,182	15,400	0	0	0.00%		88,472	187,534	284,961	0	0	0.00%	
October	11,258	17,605	28,139	0	0	0.00%		9,215	16,802	26,233	0	0	0.00%				530	921	0	0	0.00%		54,346	118,488	179,071	0	0	0.00%	
November	10,446	17,797	27,903	0	0	0.00%		9,685	19,956	26,722	0	0	0.00%										51,773	110,983	142,511	0	0	0.00%	
December	10,599	19,213	31,157	0	0	0.00%		8,870	21,194	28,482	0	0	0.00%										59,209	146,145	179,224	0	0	0.00%	
YTD	109,517	193,986	329,469	73,693	84,340	14.45%	-56.52%	96,241	180,090	311,377	75,183	97,147	29.21%	-46.06%	21,482	66,034	92,335	0	0	0.00%	-100.00%	684,782	1,652,179	2,632,283	483,223	543,874	12.55%	-67.08%	

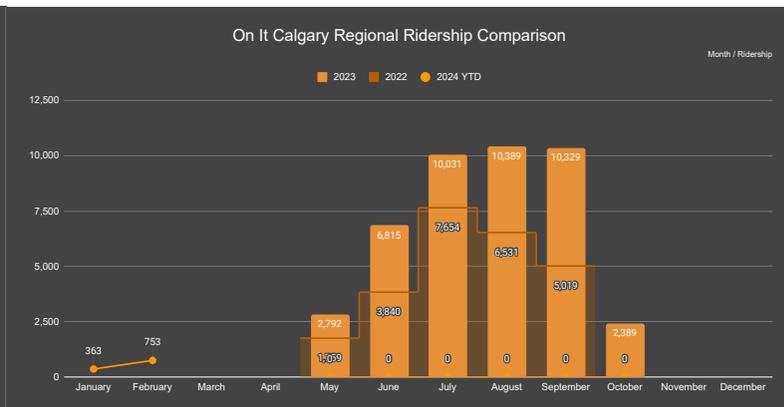
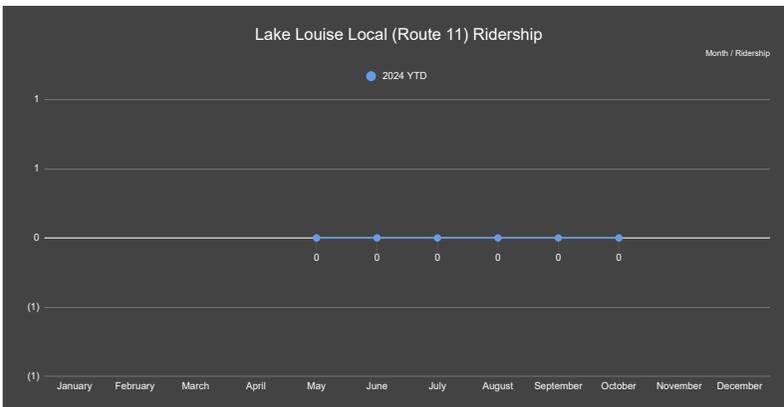
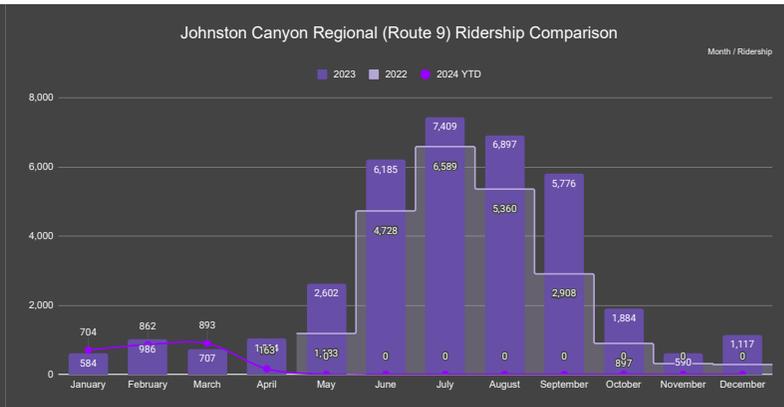
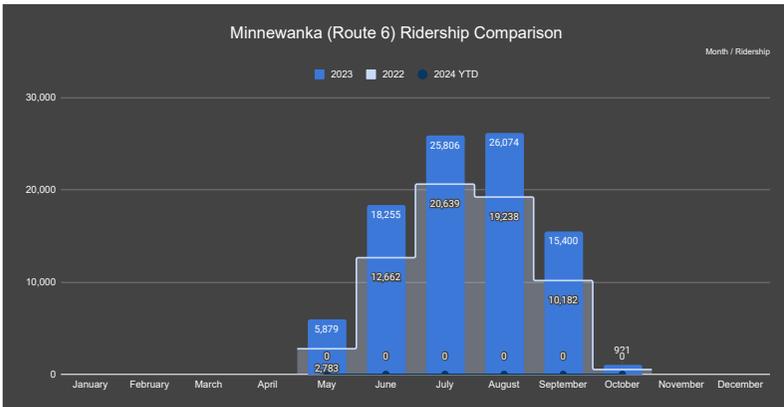
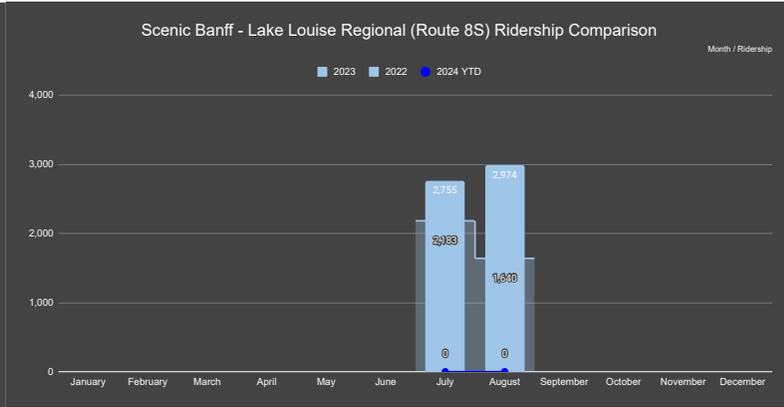
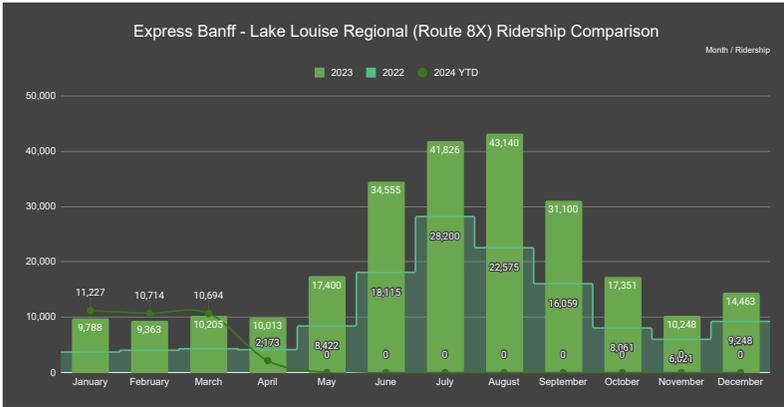
Month	Route 8X (Express Lake Louise - Banff Regional)						Route 8S (Scenic Lake Louise - Banff Regional)						Route 9 (Johnston Canyon)									
	2021	2022	2023	2023 YTD	2024 YTD	% Change -23	% Change -22	2021	2022	2023	2023 YTD	2024 YTD	% Change -23	% Change -22	2021	2022	2023	2023 YTD	2024 YTD	% Change -23	% Change -22	
January	1,117	3,714	9,788	9,788	11,227	14.70%	202.29%										584	584	704	20.55%		
February	1,017	4,039	9,363	9,363	10,714	14.43%	165.26%										986	986	862	-12.58%		
March	1,438	4,305	10,205	10,205	10,694	4.79%	148.41%										707	707	893	26.31%		
April	1,146	4,153	10,013	2,257	2,173	-3.72%											1,014	263	163	-38.13%		
May	1,516	8,422	17,400	0	0	0.00%		97								853	1,183	2,602	0	0	0.00%	
June	3,454	18,115	34,555	0	0	0.00%		862								4,412	4,728	6,185	0	0	0.00%	
July	10,637	28,200	41,826	0	0	0.00%		1,313	2,183	2,755	0	0	0.00%			4,176	6,589	7,409	0	0	0.00%	
August	15,688	22,575	43,140	0	0	0.00%		2,000	1,640	2,974	0	0	0.00%			3,826	5,360	6,897	0	0	0.00%	
September	8,728	16,059	31,100	0	0	0.00%		757								1,448	2,908	5,776	0	0	0.00%	
October	3,709	8,061	17,351	0	0	0.00%										419	897	1,884	0	0	0.00%	
November	2,798	6,021	10,248	0	0	0.00%											312	590	0	0	0.00%	
December	3,973	9,248	14,463	0	0	0.00%											286	1,117	0	0	0.00%	
YTD	55,221	132,912	249,452	31,613	34,808	10.11%	-73.81%	5,029	3,823	5,729	0	0	0.00%	-100.00%	15,134	22,263	35,751	2,540	2,622	3.21%	-88.22%	

Month	Route 10 (Moraine Lake)						On-It (Calgary Regional)						Route 11 (Lake Louise Local)									
	2021	2022	2023	2023 YTD	2024 YTD	% Change - 23	% Change - 22	2021	2022	2023	2023 YTD	2024 YTD	% Change - 23	% Change - 22	2021	2022	2023	2023 YTD	2024 YTD	% Change - 23	% Change - 22	
January												363										
February												753										
March																						
April																						
May								1,759	1,759	2,792	0	0	0.00%				1,212	0	0	0.00%		
June								930	3,840	6,815	0	0	0.00%				3,993	0	0	0.00%		
July								2,607	7,654	10,031	0	0	0.00%				5,934	0	0	0.00%		
August								3,623	6,531	10,389	0	0	0.00%				6,208	0	0	0.00%		
September	1,498	3,535	6,556	0	0	0.00%		2,272	5,019	10,329	0	0	0.00%				3,574	0	0	0.00%		
October	973	3,393	4,827	0	0	0.00%				2,389	0	0	0.00%				853	0	0	0.00%		
November																						
December																						
YTD	2,471	6,928	11,383	0	0	0.00%	-100.00%	11,191	24,803	42,745	0	1,116	0.00%	-95.50%	0	0	21,774	0	0	0.00%	0.00%	

Month	Route 5C (Cougar Creek)						Route 5T (Three Sisters)							
	2021	2022	2023	2023 YTD	2024 YTD	% Change - 23	% Change - 22	2021	2022	2023	2023 YTD	2024 YTD	% Change - 23	% Change - 22
January					19,797							10,947		
February					17,830							11,344		
March					18,442							12,088		
April					4,306							2,393		
May					0							0		
June					0							0		
July					0							0		
August					15,005	0.00%						12,653	0	0.00%
September					14,113	0.00%						10,943	0	0.00%
October					15,771	0.00%						10,462	0	0.00%
November					16,468	0.00%						11,318	0	0.00%
December					17,333	0.00%						11,149	0	0.00%
YTD	0	0	78,690	0	60,375	0.00%	0.00%	0	0	56,525	0	36,772	0.00%	0.00%







# Bow Valley *R*egional Transit Services Commission



NEW BUSINESS

# Bow Valley *R*egional Transit Services Commission



## ***2023 Auditor's Report*** ***Calvin Scott – Avail LLP***

Suggested motion: "...moves to approve the 2023 Audited Financial Results as presented."

# Bow Valley *R*egional Transit Services Commission



## ***Ratification of motion for purchase of minibuses***

### Administration Recommendation:

The Board approve the purchase of two minibuses for the summer of 2024 to supplement the Roam fleet and provide additional vehicles to help with capacity issues; to be paid for by reserves and contributions as outlined:

- \$240,000 from Cutaway Vehicle Replacement Reserve
- \$158,000 from General Commission Reserve

**Email motion sent out Wednesday March 27<sup>th</sup> and approved unanimously**

# Report to the Bow Valley Regional Transit Services Commission

## Report 2024-03.01 Bus Lease 2024

February 23, 2024 – Report by Martin Bean. – REVISED March 27, 2024

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### SUMMARY/ ISSUE

For the upcoming 2024 summer, it is anticipated that passenger demand will be extremely high, and that Roam will be challenged to be able to provide enough service to meet this demand.

Further to the March 13<sup>th</sup> Board meeting, Administration has updated this report to reflect the motions passed to potentially purchase 2 minibuses in addition to the approved motion to lease one minibus.

\*All updates are in blue type

#### Administration Recommendation:

The Board approve the purchase of two minibuses for the summer of 2024 to supplement the Roam fleet and provide additional vehicles to help with capacity issues; to be paid for by reserves and contributions as outlined:

- \$240,000 from Cutaway Vehicle Replacement Reserve
- \$158,000 from General Commission Reserve

### INVESTIGATION

The following motion was passed at the March Board meeting, directing administration to lease one minibus to supplement Canmore's fleet and allow for the operation of the Grassi Lakes route.

**BVRTSC04-021** Sean Krausert moves that the board approve the leasing of 1 minibus for the summer of 2024 to supplement the Roam fleet on the new Grassi Lakes route. To be paid for from the savings on that route moving from full time to part time schedule.

**CARRIED UNANIMOUSLY**

Additionally, the following motion was passed at the Board meeting, requesting funding options to be confirmed for lease or purchase of two minibuses.

**BVRTSC04-022** Barb Pelham moves that the commission commit to 2 minibuses, either leasing or purchasing, for the 2024 summer season and future use, with funding options to be confirmed by Administration.

**CARRIED UNANIMOUSLY**

Administration has issued and completed an RFP process to find the best options for a short delivery timeframe of minibuses and has determined that Kirkman Bus Sales is the successful bidder. The two cutaways currently in Roam's fleet (Deer and Fox) are due for replacement and this proposal suggests using the money saved for replacement of these vehicles for this purchase. Deer and Fox would remain in service for this year and then be additional spare vehicles in the future until retired.

# Report to the Bow Valley Regional Transit Services Commission

## Report 2024-03.01 Bus Lease 2024

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Roam reached record ridership in 2023, with over 2.6 million passenger rides being taken. This was approximately 980,000 more than the previous year, an increase of 59%. With the fleet availability in 2023, this challenged Roam's resources to meet this ridership demand. In 2024, it is anticipated that Roam will have less available buses to provide service due to the following:

- Maintenance challenges due to supply chain issues and parts availability.
- Proterra bankruptcy and the unknown status of parts availability.

Roam administration is exploring all options to mitigate this anticipated shortfall, including outsourcing of routes and leasing of vehicles. Through the initial research conducted, there does not appear to be any leasing availability of full-size vehicles that would meet Roam's needs. An agency in Calgary has a number of minibuses currently available for purchase or lease.

The current recommendation is to lease these vehicles vs. purchase as they are not low floor and do not meet the Roam Brand Standard, therefore only a temporary solution.

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

Administration is currently in conversations with a provider who is able to provide vehicles for the upcoming summer and is willing to either lease or sell these vehicles to the BVRTSC.

Update: Administration has awarded an RFP to Kirkman bus sales for the purchase of these vehicles.

Kirkman offers a buyback option for their vehicles, whereby Roam would purchase the vehicles and use them for either one year or two years and Kirkman commits to buying them back at a predetermined price.

Buyback after 12 months would result in a cost to the Commission of \$35,000 (calculated on the base price of the vehicle and the buyback amount) should we choose to exercise this option.\*

Buyback after 24 months would result in a cost to the Commission of \$59,000 (calculated on the base price of the vehicle and the buyback amount) should we choose to exercise this option.\*

\*costs for other capital items such as wrap and farebox would not be recovered.

Contact has been made with a number of transit agencies to determine the availability of full-size transit vehicles and it has been determined to date that there are no vehicles available. Late deliveries on anticipated vehicles have caused shortages in a number of agencies.

# Report to the Bow Valley Regional Transit Services Commission

## Report 2024-03.01 Bus Lease 2024

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The lease costs proposed are as follow:

2024 Champion 20 passenger wheelchair vehicle (purchase price approximately \$180,000):

<b>2024 Bus Lease Proposal Cost</b>				
<b>Item</b>	<b>Cost</b>	<b>Vehicles</b>	<b>Months</b>	<b>Total Cost</b>
<b>Lease Cost (approximate)</b>	\$ 4,000	2	7	\$ 56,000
<b>Insurance</b>	\$ 2,000	2	1	\$ 4,000
<b>Maintenance</b>	\$ 500	2	7	\$ 7,000
<b>Bus Wrap</b>	\$ 2,500	2	1	\$ 5,000
<b>Service Prep</b>	\$ 3,000	2	2	\$ 12,000
<b>Automatic Vehicle Location</b>	\$ 2,000	2	2	\$ 8,000
<b>Miscellaneous</b>	\$ 2,000	2	2	\$ 8,000
<b>Total Cost:</b>				<b>\$ 100,000</b>

Update: The purchase costs are estimated to be as follows:

<b>2024 Bus Purchase Proposal Cost</b>			
<b>Item</b>	<b>Cost</b>	<b>Vehicles</b>	<b>Total Cost</b>
<b>Purchase Price</b>	\$ 175,000	2	\$ 350,000
<b>Bus Wrap</b>	\$ 8,000	2	\$ 16,000
<b>Bike Rack</b>	\$ 3,000	2	\$ 6,000
<b>Automatic Vehicle Location</b>	\$ 3,000	2	\$ 6,000
<b>Farebox</b>	\$ 10,000	2	\$ 20,000
<b>Total Capital Cost:</b>			<b>\$ 398,000</b>
<b>Operating Cost</b>			
<b>Insurance</b>	\$ 4,500	2	\$ 9,000
<b>Maintenance</b>	\$ 5,000	2	\$ 10,000
<b>Service Prep</b>	\$ 3,000	2	\$ 6,000
<b>Miscellaneous</b>	\$ 2,000	2	\$ 4,000
<b>Incremental Operating Cost:</b>			<b>\$ 29,000</b>

# Report to the Bow Valley Regional Transit Services Commission

## Report 2024-03.01 Bus Lease 2024

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### **BRAND IMPACT**

These vehicles are brand new and will be used primarily as spare buses to be put in service as required to allow for additional maintenance downtime. Having these vehicles in the fleet will help to meet the demand of increased anticipated ridership and therefore support positive brand image.

The lease buses proposed are new buses and are high quality, however they are not low floor buses without bike racks and therefore do not meet the current Roam Brand Standard. It is anticipated that this will not negatively impact the Brand due to it being a temporary solution and increases the ability of Roam to meet capacity demands.

### **OPTIONS**

- Purchase either one or both of the proposed buses to provide more spare capacity in the fleet on an ongoing basis.
- Lease a non-accessible vehicle to add 4 additional seats

### **RISKS**

- Financial risk of additional vehicle costs
- ~~Brand risk of having non-Roam vehicles in fleet~~
- Brand risk of non-low floor vehicles in fleet