

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

1021 Railway Avenue, Canmore and MS Teams

AGENDA

April 9th, 2025 2:00-4:00pm

1. Call to Order
2. Approval of the Agenda
3. Minutes
 - Approval of the March 12th 2025 Regular Meeting Minutes (attached)
4. Old Business (including Standing Items)
 - a) CEO 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 Financial Statements (Calvin Scott, Avail Partners) (Request for Decision)
 - b) Capital Plan for Canada Public Transit Fund (Baseline Stream) (Request for Decision)
 - c) Unit 1008 Retirement (For Information Only)
6. Next Regular Meeting – Wednesday May 14th, 2025 2- 4pm

To be held at: 111 Hawk Avenue and Microsoft Teams
7. Adjournment

Directions to 1021 Railway Avenue, Canmore. Entrance for Roam is from the SE corner of the parking lot behind the building.

Roam has two parking spots behind the building reserved. If you are not a Canmore resident, use those if you are driving. Canmore residents can use the other paid spots and use Blinkay. If you are taking the bus, it is a 5-minute walk from the 9th Street Route 3 stop (or wait for 5C). On street free parking is available across from Starbucks about a 5-minute walk.

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

111 Hawk Avenue and MS Teams

MINUTES

March 12th, 2025 2:00-4:00pm

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

Sean Krausert, Town of Canmore

BVRTSC ADMINISTRATION PRESENT

Martin Bean, CEO
Mel Booth, Director of Finance and Administration
Steve Nelson, Director of Service Delivery
Doug Smith, Maintenance Program Manager

ADMINISTRATION PRESENT

Danielle Duffy, ID9 (Virtual)
Patti Youngberg, Parks Canada
Dwight Bourdin, Parks Canada
Daniella Rubeling, Parks Canada (Virtual)
Sally Caudill, Town of Canmore
Dustin Schinbein, Town of Canmore
Adrian Field, Town of Banff (Virtual)

ADMINISTRATION ABSENT

PUBLIC PRESENT

Greg Colgan - Rocky Mountain Outlook (Virtual)

1. Call to Order

Dave Schebek calls the meeting to order at 2:01 PM

2. Approval of the Agenda

BVRTSC25-01 Dave Schebek moves to accept the agenda as presented.

CARRIED UNANIMOUSLY

3. Minutes

- Approval of the February 12th, 2025 Regular Meeting Minutes (attached)

BVRTSC25-02 Dave Schebek moves to accept the Minutes as presented.

CARRIED UNANIMOUSLY

4. Old Business (including Standing Items)

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

5. New Business

- a) Doug Smith – Maintenance Program Manager (For Information Only)
- b) Presentation of Amended Budget (Request for Decision)

BVRTSC25-03 Barb Pelham moves approve the amended 2025– 2027 BVRTSC Operating Budget as presented.

CARRIED UNANIMOUSLY

BVRTSC25-04 Tanya Foubert moves to approve the amended 2025 – 2034 BVRTSC Capital Budget as presented.

CARRIED UNANIMOUSLY

- c) Presentation of Year End Financials (For Information)

Comments – Please update the red headings starting on page 45.
Refers quarterly but the title is Jan to Sept 2024

BVRTSC25-05 Dave Schebek moves to accept 2024 Unaudited Financial Results and KPIs for information.

CARRIED UNANIMOUSLY

BVRTSC25-06 Dave Schebek moves to approve the reserve transfers presented in the draft 2024 financial results as follows:

2024 Operating deficit of \$1,774,814.68 to be transferred as follows:

- \$378,483.58 out of the Town of Banff operating reserve
- \$179,540.30 out of the Town of Canmore operating reserve
- \$197,509.30 out of the ID9 operating reserve
- \$500.00 out of the BVRTSC operating reserve
- \$1,018,781.26 out of the General Commission Reserve

CARRIED UNANIMOUSLY

d) Capital and Fleet Plan – Phase Two (Request for Decision)

BVRTSC25-07 Dave Schebek moves to direct administration to obtain consultant quotations and proceed with phase two of the Capital Plan Study, to be funded by a grant of \$50,000 secured from the Rural Transit Solutions Fund.

CARRIED UNANIMOUSLY

e) Report on Route 8X Fare Increase (Request for Decision)

BVRTSC25-08 Alex Parkinson moves that the Commission Board directs Administration to implement the fare changes outlined in Table 2 for Route 8x, commencing with summer service route changes on the May long weekend, subject to approval from both Parks Canada and ID9.

CARRIED UNANIMOUSLY

6. Next Regular Meeting – Wednesday April 9th, 2025 2- 4pm

To be held at: Canmore Protective Services Building (1021 Railway Avenue), and Microsoft Teams

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7. Adjournment

BVRTSC25-09 Dave Schebek moves to adjourn the meeting at 2:50PM

CARRIED UNANIMOUSLY

CEO and Admin Report



April 2025

Financial:

- The Government of Alberta passed the Provincial Priorities Act in May of 2024, and it came into effect as of April 1st, 2025. This act requires the Province to approve agreements prior to signature for any provincial organization entering into contracts with the Federal Government. This will apply to the BVRTSC as a provincial service commission. Any contracts under \$100,000 of Federal funding do not need to be approved but do need to be submitted. Any agreements between \$100,000 and \$5,000,000 can be approved by the Minister responsible, and agreements accessing more than \$5,000,000 of Federal funding will need cabinet approval.

<https://www.alberta.ca/release.cfm?xID=90132E152A961-B149-82E8-7507FD2D7ECAA566>

- The recently closed RFP for an additional charger has been awarded to a Vancouver company, PD McLaren. The Power Electronics NBI 180 charger will be built in Europe and will arrive by air freight in approximately 3 months. The charger will have two dispensers, with two cables on each. This will give the ability to sequentially charge 4 buses, with three of the charge locations being outside under the protective canopy. PD McLaren will have spare parts and access to service from their Calgary location.
- The RBC credit card change from the business cards to the corporate cards has been completed and the business card account has been closed. This reduces the temporary credit limit that was in place for \$90,000 back down to the regular \$45,000.

Transit Service Updates:

- Summer Route planning is finalized, with service changing as of Friday May 16th. The majority of service changes occur the beginning of the May long weekend, with Route 1 and Route 6 going to full capacity as of June 27th.
- **Summer 8X Reservation System Launch**
Reservation information has now been published on our website in preparation for the launch of our Summer 8X reservation system on Monday, April 21, at 9 a.m. MDT. This year, we are implementing a staggered release of booking dates to ease pressure on the system and provide locals with better access to tickets throughout the summer months.
- **Summer 2025 reservation launch dates:**
 - Monday, April 21st at 9 a.m. MDT – Reservations open for May 16th – June 30th
 - Monday, June 2nd at 9 a.m. MDT – Reservations open for July 1st – August 31st
 - Monday, July 28th at 9 a.m. MDT – Reservations open for September 1st – October 13th

- Roam has received the new dispensers to upgrade the two Proterra chargers in the Banff bus facility. PECO Electric has successfully completed their on-site work at our Hawk Avenue bus storage building, installing the necessary bus charging dispensers. With PECO's work now finished, the next phase will begin as Borg Warner arrives on-site in approximately 2-3 weeks to commission the chargers. Commissioning includes inspecting and approving the dispenser install work, upgrading the 2 charger cabinets with hardware and software, testing then final approval for each charging and dispenser station. This next step will finalize the system, bringing us closer to full operational readiness for our electric bus charging network.
- Jase Security ride-alongs on Sundays and Wednesdays has been going well, and drivers appreciate the extra support on these busy industry nights. Here are a couple of shift reports from the last few weeks from our contracted security provider on board Routes 2 and 1:

*"2230Hrs Security at tunnel mountain hotels bus stop where 60 pax come down from the hii hostel 7-8 patrons with cans and informed to ensure they are in the bin before getting on the bus. No further escalation.
0000Hrs no other incidents shift end"*

"2000hrs Start shift Jase vehicle parked at BML.

2200hrs Patron entered at Fairmont bus stop, no open container while entering bus, than observed with open beer under arm as bus started to move and confiscated With no further escalation and informed it's not allowed.

2210hrs Patron observed vaping on bus. Informed it was against the rules and if not followed would be asked to leave the bus. No further escalation.

2230hrs Patron observed about to vape informed not to and that they would be removed. No further escalation.

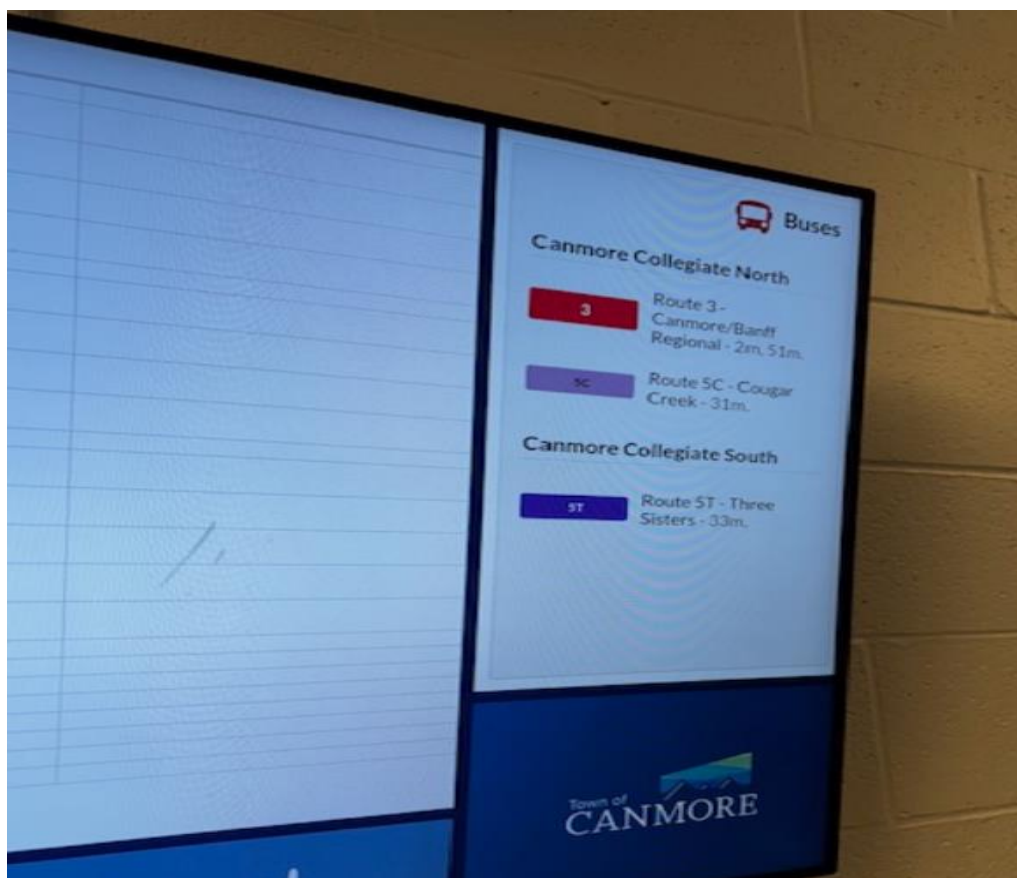
2310hrs Patron with open beer can informed it was not allowed. Confiscated with no further escalation.

2330hrs Finished last loop and heading back to BML to collect vehicle. -end shift report"

- Delivery of the new Nova buses is occurring in April, with the 3 electric buses scheduled to arrive the week of April 14th and the hybrid buses arriving later in the month.

Once the buses arrive, they will be wrapped at Ynot Digital in Calgary and the fareboxes and bike racks will be installed prior to going into service. NovaBus is scheduled to be onsite in Banff to provide training for mechanics, drivers and the operations team the week of April 21st. This will allow ample time to ensure training and seat time is complete prior to buses going into service later in May.

- The Town of Canmore has implemented viewing of real time bus schedules within the Canmore Recreation Centre – this will be especially useful during Canmore Eagles games, as passengers are now able to time their departure to the bus stop easily.



○ **From Transit App:**

Transit Operator and Worker Appreciation Day took place on Tuesday, March 18th and we are excited to share the results from Transit.

Rate-My-Ride prompt This year we added an additional question to Rate-My-Ride, the in-app flash survey for riders using GO, giving riders another way to share their appreciation for transit operators and workers:

Roam Public Transit Banff saw 120 total RMR responses on Tuesday and 14 responses to the additional Transit Operator and Worker Appreciation Day question:

❤️👍 You rock - 5

😊 Thank you - 3

📝 You're the best - 6

Please pass these across to the wider Roam Public Transit Banff team!

General/Health and Safety

○ General:

- I have been invited and approved to join the CUTA Board of Directors for the 2025-2027 period, beginning in May of this year. This will help to ensure that Roam is at the table for CUTA's advocacy efforts and give further insight into other transit agency issues/opportunities.
- Roam is once again a sponsor of the Banff Marathon, providing free race day transportation for participants to encourage vehicles to be left at home or at hotel parking lots.
- Google Review:



Catherine Le

Local Guide • 98 reviews • 388 photos

★★★★★ 2 days ago

My son loved this bus service. The drivers are so friendly and kind. Simple loop and helpful locals and drivers to help you navigate.

○ Human Resources:

- Rewards and recognition were recently shared with our team members who have been with the organization for 5 and 10 years. It was really appreciated by the team and a number of letters of thanks were received. This program is new, with recipients receiving a gift card of their choice for purchases at local merchants.
- Hiring for all roles is going well, with the HR Team using a number of resources for advertising and attending local job fairs. Additionally, a number of seasonal staff are returning in the customer service and driver roles.
- Roam has posted internally for 5 new full-time driver positions to begin in May in response to increased services next fall with the addition of Route 12 winter service and increased hours on route 3C. There has been good response to this opportunity from drivers. Roam will have 34 full time drivers.

- **Safety:**

- Roam's OHS Committee has recently finalized the organization's 2025 hazard assessment, with the next review scheduled for July 2025. As Roam continues to grow rapidly, new positions and tasks are emerging, making hazard assessments essential for identifying risks and ensuring the team has the necessary tools and safety measures in place.
- Roam's Health and Safety Contractor Package has been recently revised and updated to better support the many contractors assisting with bus and infrastructure preparations for the summer.
- With an influx of new employees, applications will soon be opening for the Health and Safety Committee. Fresh perspectives are invaluable in identifying risks and improving safety across our operations, and the team looks forward to welcoming new members to the committee.

- **Training:**

- Training season is in full swing! We've decided to run four training groups this year, with the second group starting on March 24. The next two groups will begin on April 10 and April 28. On some days, we'll have up to 10 trainees training simultaneously across four different buses.
- About half of the new hires already hold a Class 2 license, while the others need to upgrade. Roam continues to work with Derek Brown Academy of Driving to facilitate their Class 2 licensing and air brake certification—both of which are required to operate our buses. In addition to the Class 2 drivers, Roam will potentially hire two or three Class 4 drivers to operate the minibuses.
- Roam's internal training program is going well. New hires spend three weeks learning both in the classroom and on the road while also familiarizing themselves with our operations. After this initial phase, they transition to the "ride-along" portion, where they shadow experienced drivers—our mentors—during a full shift to get hands-on experience. If you see two drivers operating a route, one of them is likely in training!
- Before becoming a mentor, drivers must complete a full-day training session that covers policies, best practices, and coaching techniques. The final mentorship

training session for the year took place on April 3. We always see strong enthusiasm from drivers eager to share their knowledge and help new trainees succeed.

- Looking ahead, we're preparing additional training sessions for our current staff. With the introduction of new electric Nova buses, drivers will need to learn how to operate them. Before the summer season begins, we'll also conduct refresher sessions on policies, summer operating procedures, and other key updates.

Marketing and Customer Experience

- **Summer Customer Experience Survey Development**
Administration is currently developing our Customer Experience Survey with support from Ali Buckingham, Business Intelligence Analyst at BLLT. While last year's survey provided valuable insights, we are refining our approach to ensure each question has a clear objective and generates meaningful data to support decision-making. Under the guidance of Roam's new Strategic Plan, we will also be implementing the Rider Net Promoter Score as a key performance indicator to measure and enhance customer satisfaction.
- **New Seasonal Customer Experience Team Members**
The first Customer Experience Seasonal Training session is scheduled for April 17. With a noticeable increase in summer inquiries over the last few weeks, this training will be essential in preparing our team for a busy season ahead.

Bow Valley *R*egional Transit Services Commission



BRING FORWARD LIST

BRING FORWARD LIST OF ITEMS PENDING (as of April 2025)

ITEM	Date Initiated	Pending Date	Responsible for Completion	Comments:
BVRTSC25-07 Dave Schebek moves to direct administration to obtain consultant quotations and proceed with phase two of the Capital Plan Study, to be funded by a grant of \$50,000 secured from the Rural Transit Solutions Fund. CARRIED UNANIMOUSLY	March 12, 2025	Dec 31, 2025	Martin/Steve	Phase Two will expand on infrastructure and further capital requirements supported by funding from the Rural Transit Solutions Fund
BVRTSC24-75 Dave Schebek moves to direct Commission members to perform a Board Self-Assessment in 2025 led by Elevated HR. CARRIED UNANIMOUSLY	Nov 13, 2024	2025	Elevated HR	
BVRTSC24-76 Tanya Foubert moves to initiate a BVRTSC Bylaw Review in 2025, with each Board Member providing comments to the CEO and Board Chair on any suggested amendments by the end of Q1, 2025, with the intent of having the review completed by the end of Q2, 2025. CARRIED UNANIMOUSLY	Nov 13, 2024	Q2, 2025	Board	

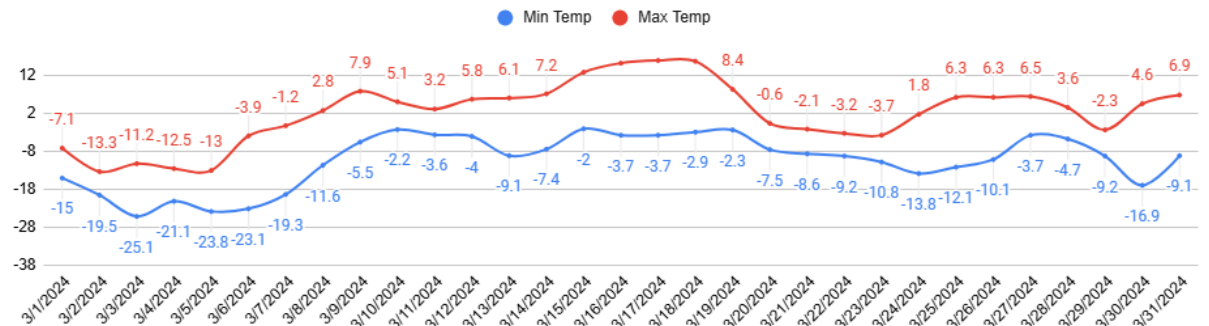
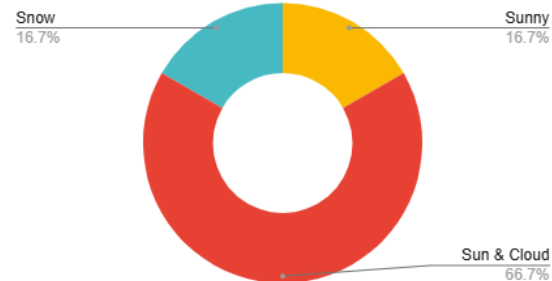
Bow Valley Regional Transit Services Commission Ridership Statistics



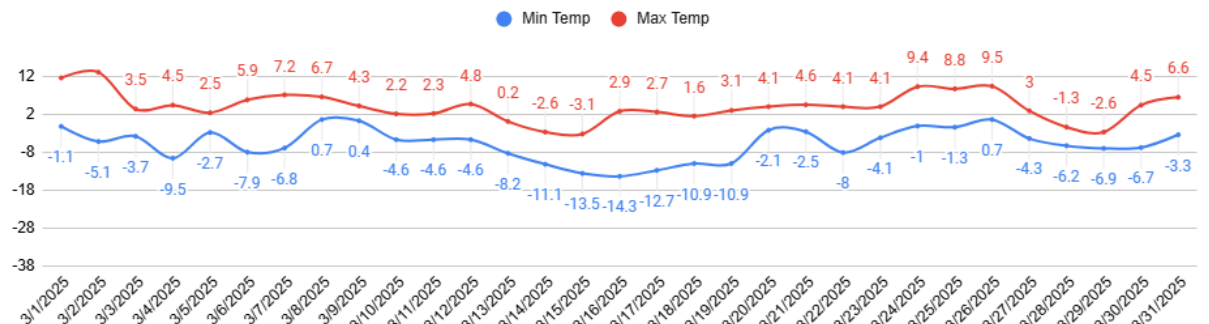
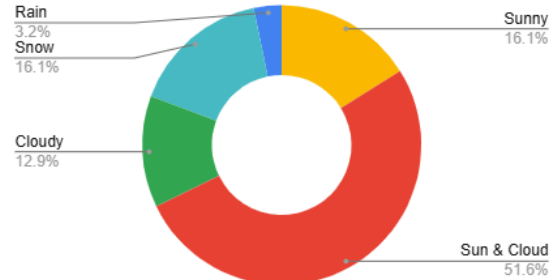
Month	Type	Banff Local	Canmore Local	Canmore-Banff Regional	Lake Louise - Banff Regional
March 2025	Ridership	121,709	33,308	30,832	10,522
	Bikes	59	388	252	5
	Winter Sports	4,053	431	1,483	90
	Strollers	163	181	50	6
	Mobility Devices	5	25	0	1

Route	Monthly Ridership Change 2024 - 2025	Comment
Route 1	19.05%	Change from March 2024 to March 2025
Route 2	-1.85%	Change from March 2024 to March 2025
Route 3	13.94%	Change from March 2024 to March 2025
Route 4		Change from March 2024 to March 2025
Route 5	9.10%	Change from March 2024 to March 2025
Route 6		Change from March 2024 to March 2025
Route 8X	-1.61%	Change from March 2024 to March 2025
Route 9	48.60%	Change from March 2024 to March 2025

Weather Conditions March 2024



Weather Conditions March 2025



4/1/2025

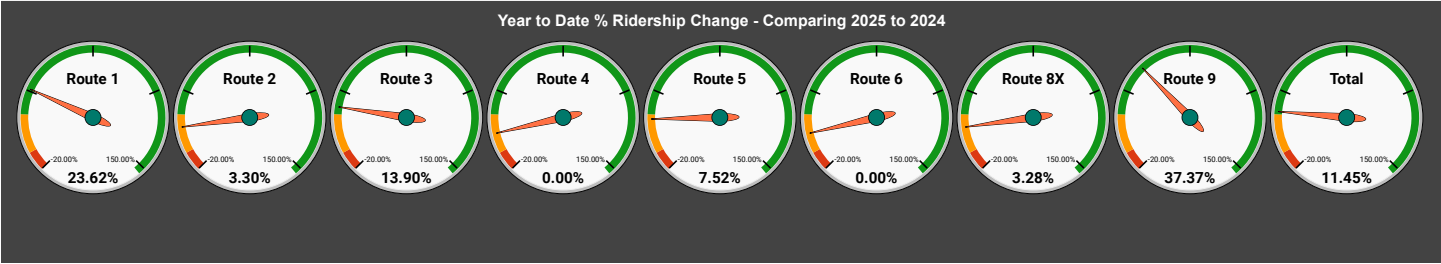
Route 1 (Inns of Banff/ Gondola)								Route 2 (Tunnel Mtn / Banff Springs Hotel)								Route 4 Cave & Basin								Banff Local (Route 1, 2 & 4)							
Month	R1 2022	R1 2023	R1 2024	R1 2024 YTD	R1 2025 YTD	% Change -24	% Change -23	R2 2022	R2 2023	R2 2024	R2 2024 YTD	R2 2025 YTD	% Change -24	% Change -23	R4 2022	R4 2023	R4 2024	R4 2024 YTD	R4 2025 YTD	% Change -24	% Change -23	2022	2023	2024	2024 YTD	2025 YTD	% Change -24	% Change -23			
January	16,080	40,636	41,644	41,644	55,849	34.11%	37.44%	16,870	49,989	52,117	52,117	56,298	8.02%	12.62%								32,950	90,625	93,761	93,761	112,147	19.61%	23.75%			
February	19,661	40,833	46,080	46,080	54,982	19.32%	34.65%	21,518	47,270	51,430	51,430	53,782	4.57%	13.78%								41,179	88,103	97,510	97,510	108,764	11.54%	23.45%			
March	21,722	47,979	52,307	52,307	62,270	19.05%	29.79%	24,785	53,488	60,558	60,558	59,439	-1.85%	11.13%								46,507	101,467	112,865	112,865	121,709	7.84%	19.95%			
April	20,918	41,098	44,341	0	0	0.00%		20,192	44,739	45,853	0	0	0.00%									41,110	85,837	90,194	0	0	0.00%				
May	37,615	67,740	72,973	0	0	0.00%		27,452	55,890	60,403	0	0	0.00%		1,153	1,904	1,740	0	0	0.00%		66,220	125,534	135,116	0	0	0.00%				
June	65,375	103,499	107,404	0	0	0.00%		50,118	76,511	81,019	0	0	0.00%		4,698	6,689	5,116	0	0	0.00%		120,191	186,699	193,539	0	0	0.00%				
July	100,148	125,827	121,640	0	0	0.00%		67,979	93,346	92,431	0	0	0.00%		7,321	7,647	6,131	0	0	0.00%		175,448	226,820	220,202	0	0	0.00%				
August	93,303	122,140	120,506	0	0	0.00%		68,183	91,695	88,241	0	0	0.00%		6,392	7,191	5,945	0	0	0.00%		167,878	221,026	214,692	0	0	0.00%				
September	61,567	88,508	91,008	0	0	0.00%		53,950	75,616	77,274	0	0	0.00%		4,842	4,842	3,200	0	0	0.00%		120,359	168,966	171,482	0	0	0.00%				
October	37,893	52,404	54,243	0	0	0.00%		32,911	46,459	51,530	0	0	0.00%		396							71,200	98,863	105,773	0	0	0.00%				
November	30,751	33,628	42,368	0	0	0.00%		36,146	43,420	48,789	0	0	0.00%									66,897	77,048	91,157	0	0	0.00%				
December	45,460	49,418	60,432	0	0	0.00%		50,744	54,587	61,275	0	0	0.00%									96,204	104,005	121,707	0	0	0.00%				
YTD	550,493	813,710	854,946	140,031	173,101	23.62%	-78.73%	470,848	733,010	770,920	164,105	169,519	3.30%	-76.87%	24,802	28,273	22,132	0	0	0.00%	-100.00%	1,046,143	1,574,993	1,647,998	304,136	342,620	12.65%	-78.25%			

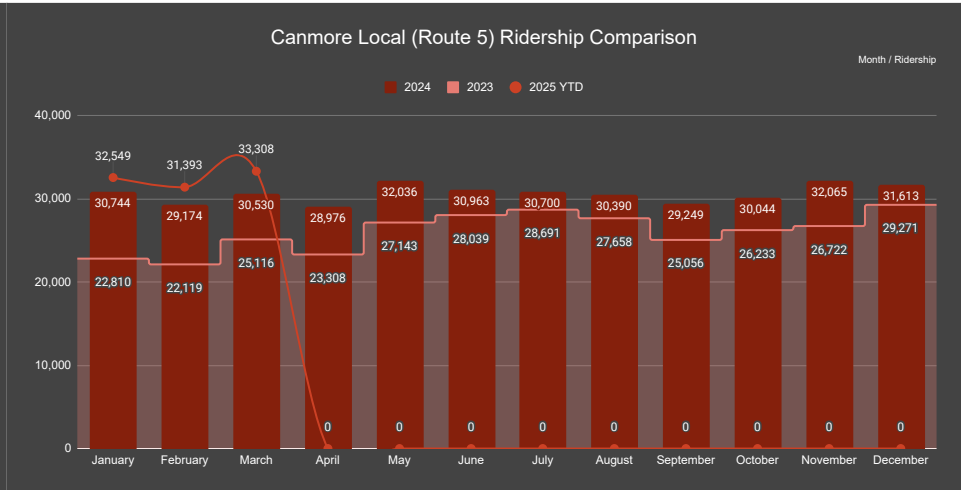
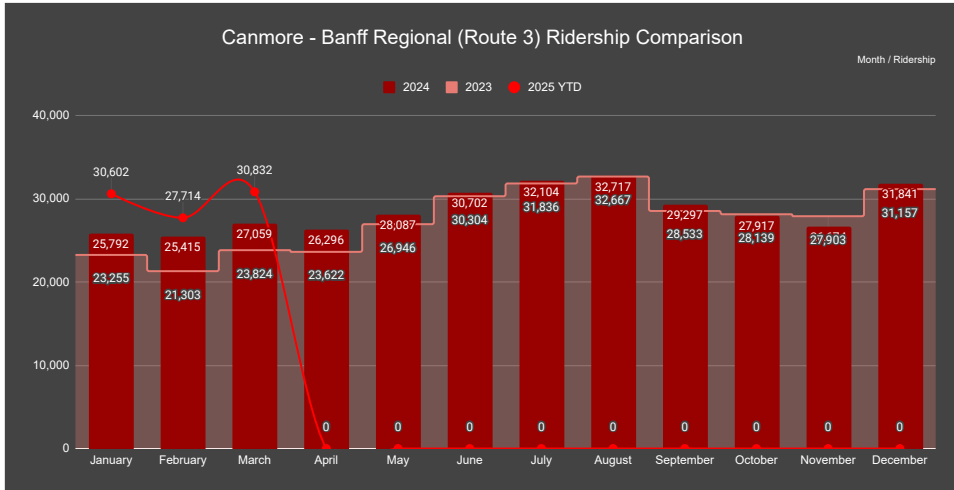
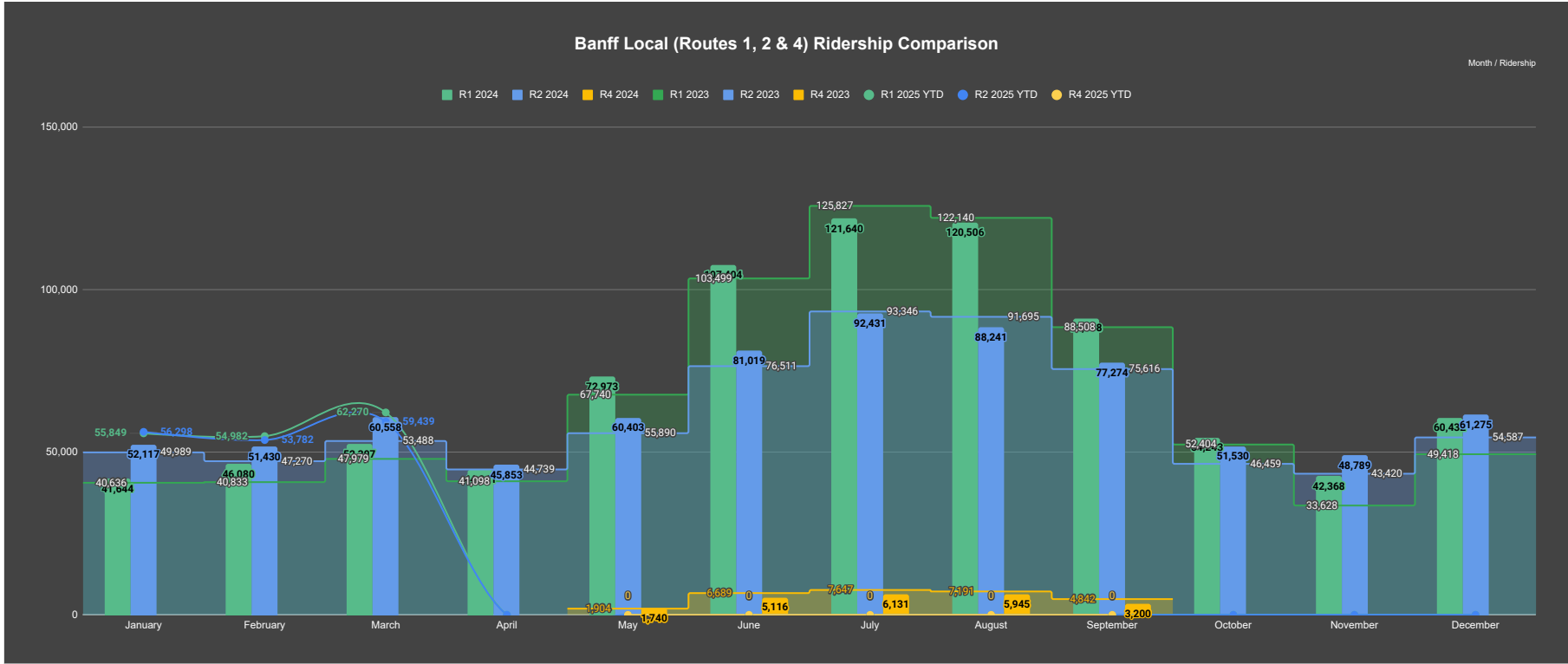
Route 3 (Canmore-Banff Regional)								Route 5 Canmore								Route 6 Minnewanka								Roam Total Ridership							
Month	2022	2023	2024	2024 YTD	2025 YTD	% Change -24	% Change -23	2022	2023	2024	2024 YTD	2025 YTD	% Change -24	% Change -23	2022	2023	2024	2024 YTD	2025 YTD	% Change -24	% Change -23	2022	2023	2024	2024 YTD	2025 YTD	% Change -24	% Change -23			
January	10,642	23,255	25,792	25,792	30,602	18.65%	31.59%	9,224	22,810	30,744	30,744	32,549	5.87%	42.70%								56,530	147,062	162,228	162,228	188,695	16.31%	28.31%			
February	10,492	21,303	25,415	25,415	27,714	9.05%	30.09%	9,789	22,119	29,174	29,174	31,393	7.61%	41.93%								65,499	141,874	163,675	163,675	179,710	9.80%	26.67%			
March	12,770	23,824	27,059	27,059	30,832	13.94%	29.42%	12,208	25,116	30,530	30,530	33,308	9.10%	32.62%								75,790	161,319	182,041	182,041	197,698	8.60%	22.55%			
April	12,028	23,622	26,296	0	0	0.00%		10,924	23,308	28,976	0	0	0.00%									68,215	143,794	156,333	0	0	0.00%				
May	15,148	26,946	28,087	0	0	0.00%		13,066	27,143	32,036	0	0	0.00%		2,783	5,879	4,647	0	0	0.00%		106,822	206,716	223,906	0	0	0.00%				
June	19,058	30,304	30,702	0	0	0.00%		16,015	28,039	30,963	0	0	0.00%		12,662	18,255	14,003	0	0	0.00%		190,769	308,030	316,881	0	0	0.00%				
July	22,015	31,836	32,104	0	0	0.00%		16,715	28,691	30,700	0	0	0.00%		20,639	25,806	21,451	0	0	0.00%		271,789	371,077	358,855	0	0	0.00%				
August	19,854	32,667	32,717	0	0	0.00%		17,070	27,658	30,390	0	0	0.00%		19,238	26,074	22,501	0	0	0.00%		253,615	366,644	354,646	0	0	0.00%				
September	17,364	28,533	29,297	0	0	0.00%		17,127	25,056	29,249	0	0	0.00%		10,182	15,400	13,315	0	0	0.00%		187,534	284,961	288,908	0	0	0.00%				
October	17,605	28,139	27,917	0	0	0.00%		16,802	26,233	30,044	0	0	0.00%		530	921						118,488	179,071	190,907	0	0	0.00%				
November	17,797	27,903	26,674	0	0	0.00%		19,956	26,722	32,065	0	0	0.00%									110,983	142,511	160,626	0	0	0.00%				
December	19,213	31,157	31,841	0	0	0.00%		21,194	29,271	31,613	0	0	0.00%									146,145	180,013	201,519	0	0	0.00%				
YTD	193,986	329,489	343,901	78,266	89,148	13.90%	-72.94%	180,090	312,166	366,484	90,448	97,250	7.52%	-68.85%	66,034	92,335	75,917	0	0	0.00%	-100.00%	1,652,179	2,633,072	2,760,525	507,944	566,103	11.45%	-78.50%			

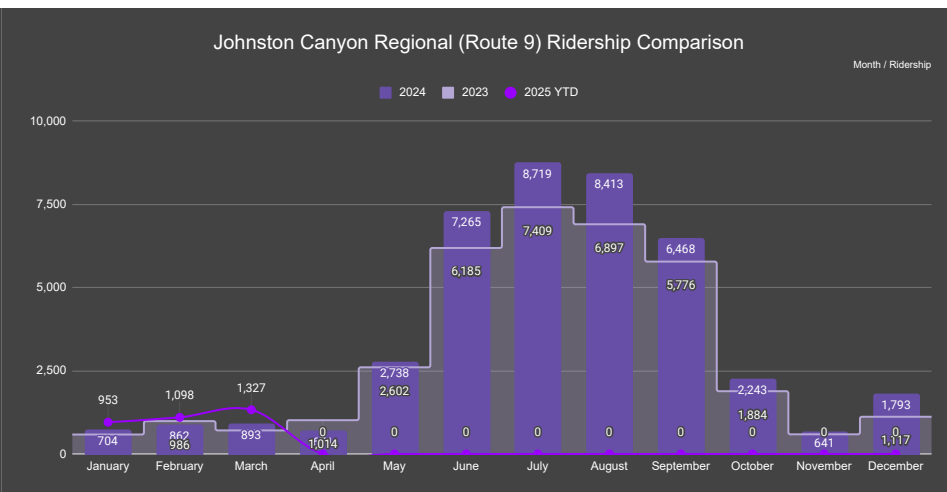
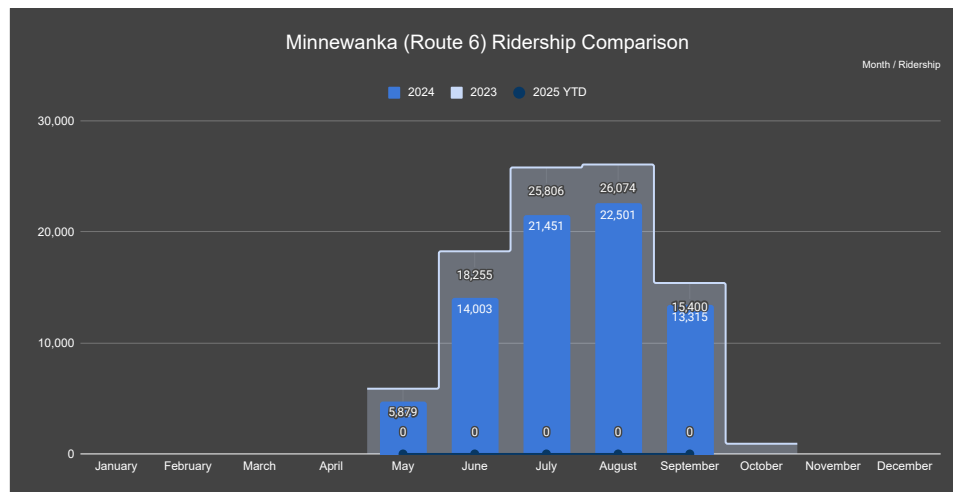
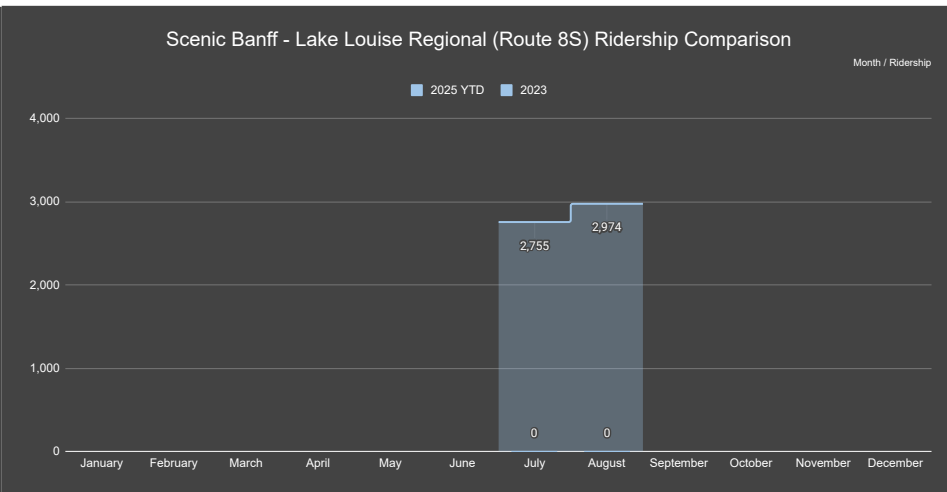
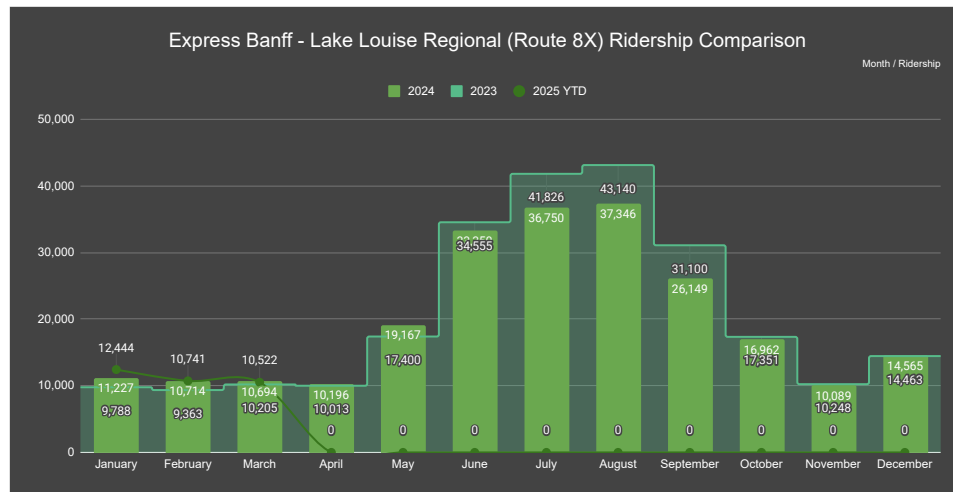
Route 8X (Express Lake Louise - Banff Regional)							Route 8S (Scenic Lake Louise - Banff Regional)							Route 9 (Johnston Canyon)							Route 10 (Moraine Lake)								
Month	2022	2023	2024	2024 YTD	2025 YTD	% Change -24	% Change -23	2022	2023	2024	2024 YTD	2025 YTD	% Change -24	% Change -23	2022	2023	2024	2024 YTD	2025 YTD	% Change -24	% Change -23	2022	2023	2024	2024 YTD	2025 YTD	% Change -24	% Change -23	
January	3,714	9,788	11,227	11,227	12,444	10.84%	27.14%																						
February	4,039	9,363	10,714	10,714	10,714	0.25%	14.72%																						
March	4,305	10,205	10,694	10,694	10,522	-1.61%	3.11%																						
April	4,153	10,013	10,196	0	0	0.00%																							
May	8,422	17,400	19,167	0	0	0.00%																							
June	18,115	34,555	33,350	0	0	0.00%																							
July	28,200	41,826	36,750	0	0	0.00%		2,183	2,755			0			6,589	7,409	8,719	0	0	0.00%									
August	22,575	43,140	37,346	0	0	0.00%		1,640	2,974			0			5,360	6,897	8,413	0	0	0.00%									
September	16,059	31,100	26,149	0	0	0.00%									2,908	5,776	6,468	0	0	0.00%				3,535	6,556	7,178	0	0	0.00%
October	8,061	17,351	16,962	0	0	0.00%									897	1,884	2,243	0	0	0.00%				3,393	4,827	6,751	0	0	0.00%
November	6,021	10,248	10,089	0	0	0.00%									312	590	641	0	0	0.00%									
December	9,248	14,463	14,565	0	0	0.00%									286	1,117	1,793	0	0	0.00%									
YTD	132,912	249,452	237,209	32,635	33,707	3.28%	-86.49%	3,823	5,729	0	0	0	0.00%	-100.00%	22,263	35,751	41,410	2,459	3,378	37.37%	-90.55%	6,928	11,383	13,929	0	0	0.00%	-100.00%	

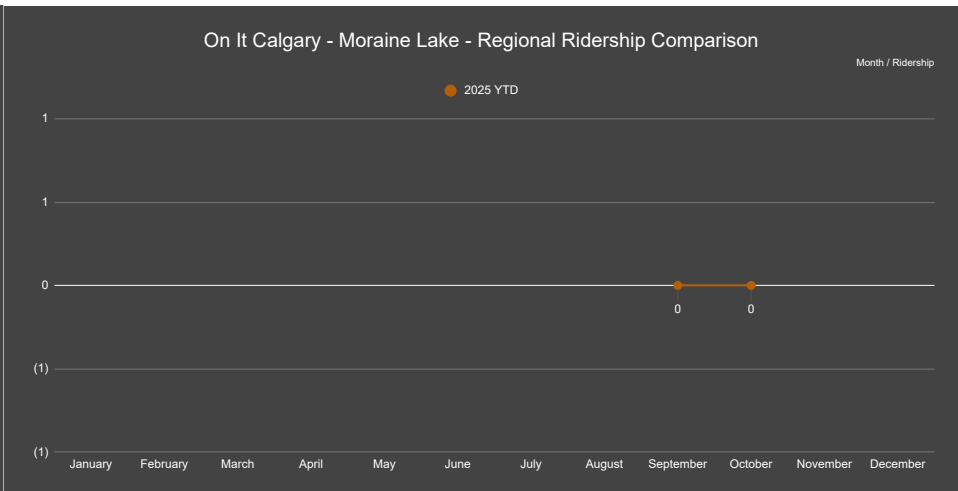
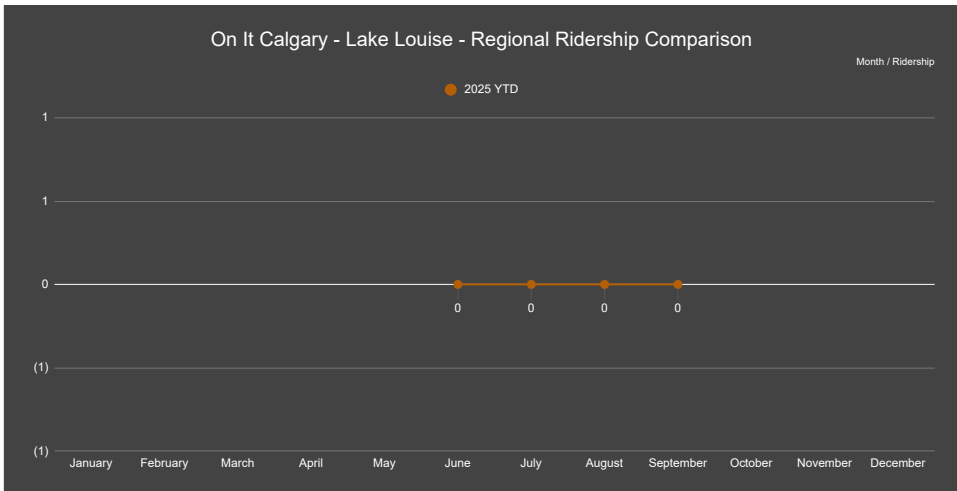
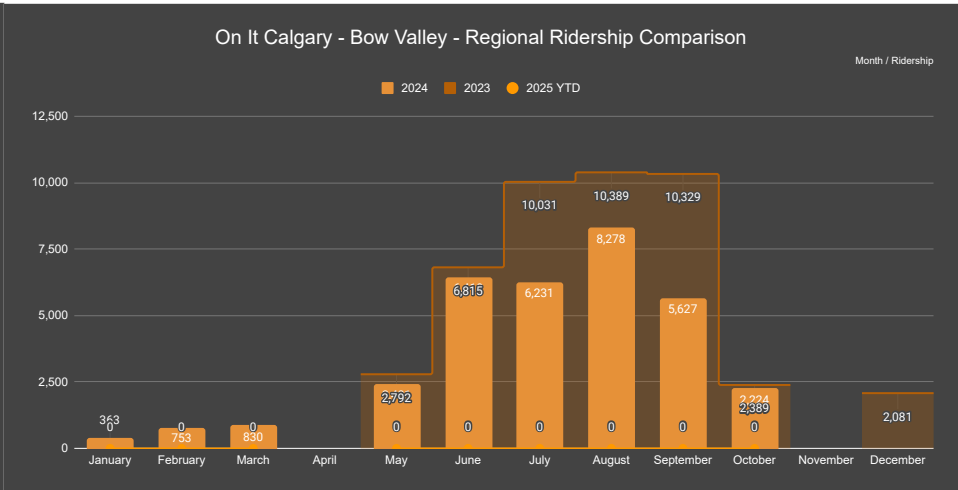
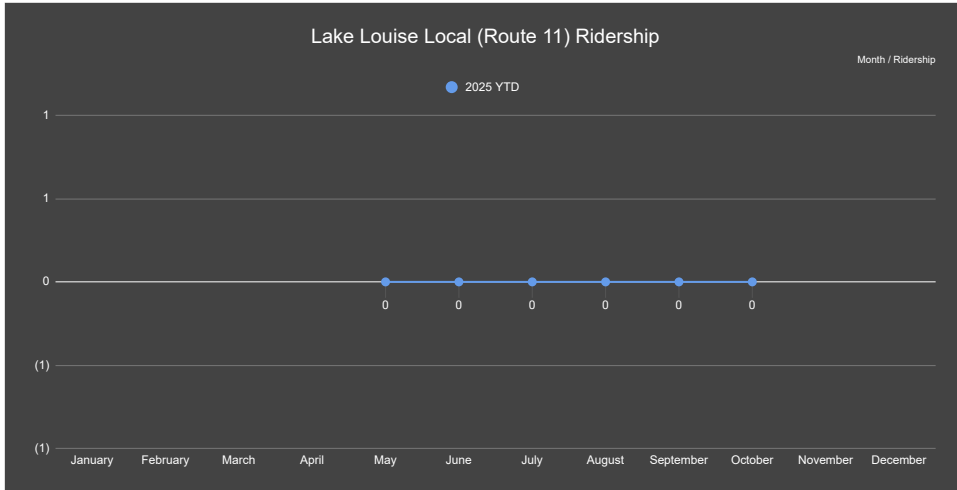
	On-It (Calgary Regional) - Banff							On-It (Calgary Regional) - Lake Louise							On-It (Calgary Regional) - Moraine Lake							Route 11 (Lake Louise Local)						
Month	2022	2023	2024	2024 YTD	2025 YTD	% Change - 24	% Change - 23	2022	2023	2024	2024 YTD	2025 YTD	% Change - 24	% Change - 23	2022	2023	2024	2024 YTD	2025 YTD	% Change - 24	% Change - 23	2022	2023	2024	2024 YTD	2025 YTD	% Change - 24	% Change - 23
January			363	363	0	-100.00%																						
February			753	753	0	-100.00%																						
March			830	544	0	-100.00%																						
April																												
May	1,759	2,792	2,401	0	0	0.00%											1,212	1,435	0	0	0.00%							
June	3,840	6,815	6,410	0	0	0.00%				713	0	0	0.00%				3,993	5,163	0	0	0.00%							
July	7,654	10,031	6,231	0	0	0.00%				1,113	0	0	0.00%				5,934	7,206	0	0	0.00%							
August	6,531	10,389	8,278	0	0	0.00%				1,290	0	0	0.00%				6,208	5,916	0	0	0.00%							
September	5,019	10,329	5,627	0	0	0.00%				199	0	0	0.00%				1,174	0	0	0.00%								
October		2,389	2,224	0	0	0.00%											617	0	0	0.00%								
November																												
December		2,081																										
YTD	24,803	44,826	33,117	1,660	0	-100.00%	-100.00%	0	0	3,315	0	0	0.00%	0.00%	0	0	1,791	0	0	0.00%	0	0	0	21,774	25,750	0	0	0.00%

Route 5C (Cougar Creek)							Route 5T (Three Sisters)							Route 12 (Grassi Lakes)							
Month	2022	2023	2024	2024 YTD	2025 YTD	% Change -24	% Change -23	2022	2023	2024	2024 YTD	2025 YTD	% Change -24	% Change -23	2022	2023	2024	2024 YTD	2025 YTD	% Change -24	% Change -23
January			19,797	19,797	21,263	7.41%				10,947	10,947	11,286	3.10%								
February			17,830	17,830	20,299	13.85%				11,344	11,344	11,094	-2.20%								
March			18,442	18,442	20,995	13.84%				12,088	12,088	12,313	1.86%								
April			17,958	0	0	0.00%				11,018	0	0	0.00%								
May			18,563	0	0	0.00%				13,473	0	0	0.00%				680	0	0		
June			17,076	0	0	0.00%				13,887	0	0	0.00%				1,896	0	0		
July			17,115	0	0	0.00%				13,585	0	0	0.00%				1,723	0	0		
August		15,005	17,118	0	0	0.00%			12,653	13,272	0	0	0.00%				2,671	0	0		
September		14,113	16,643	0	0	0.00%			10,943	12,606	0	0	0.00%				957	0	0		
October		15,771	18,359	0	0	0.00%			10,462	11,685	0	0	0.00%								
November		16,468	20,611	0	0	0.00%			11,318	11,454	0	0	0.00%								
December		18,122	20,228	0	0	0.00%			11,149	11,385	0	0	0.00%								
YTD	0	79,479	219,740	56,069	62,557	11.57%	-21.29%	0	56,525	146,744	34,379	34,693	0.91%	-38.62%	0	0	7,927	0	0	0.00%	0.00%









Bow Valley *R*egional Transit Services Commission



NEW BUSINESS

Bow Valley *R*egional Transit Services Commission



2024 Auditor's Report ***Calvin Scott – Avail LLP***

suggested motion: “...moves to approve the 2024 Audited Financial

Results as presented.”

Bow Valley *Regional* Transit Services Commission



Canada Permanent Transit Fund Baseline Funding Stream

Report to the Bow Valley Regional Transit Services Commission

Report 2025-04.01 Canada Public Transit Fund Baseline Capital Plan

March 25, 2025 – Report by Martin Bean

SUMMARY/ ISSUE

The BVRTSC was approved for funding under the Baseline stream of Infrastructure Canada's Canada Public Transit Fund. Following the approval, the next step is to submit a capital plan for the next 5 or 10 years, which will form the basis of the agreement. The allocation for the BVRTSC is \$394,540 per year for 10 years, beginning in 2026. This funding provides for a maximum of 40% funding for any capital projects and up to 80% for non-capital (primarily studies).

Administration Recommendation:

The Commission directs Administration to submit the capital plan application for the BVRTSC's Baseline Funding allocation as presented within this document

INVESTIGATION

Administration has based the request for funding on known needs over the next five years, with actual detailed project spending to be determined at the next step of the plan.

Roam has a need to retire buses in the next 5 years and will continue to require additional fleet to supplement existing rolling stock.

In addition to fleet, administration is recommending a full system Service Review to determine optimal route planning and ensure the service is designed efficiently to meet the needs of both residents and visitors. This System Service Review will involve significant public engagement and additionally will analyze previous service reviews to determine which aspects remain valid.

Capital projects under this program are funded at a maximum of 40%, with no stacking from Federal sources. Non-capital projects (studies) are funded at a maximum of 80%.

Housing and Infrastructure Canada has allocated the amount of \$3,945,400 over the next 10 years to be allotted at \$394,540 per year beginning in 2026. There may be opportunity to carry over amounts to subsequent years if a larger portion is needed in a specific year.

The allocations by community across Canada were determined by a formula of resident population and ridership, and allocations were only available for municipalities with existing fixed route transit. The allocations are listed on HICC's website:

<https://housing-infrastructure.canada.ca/cptf-ftcc/bf-fb/allocations-eng.html>

BUSINESS PLAN/ BUDGET IMPLICATIONS

The funding for these project through the Baseline Funding Stream is designated at 40% Federal funding for the bus purchases and 80% for the planned System Service Review. The estimated financial implications for these projects would be:

Report to the Bow Valley Regional Transit Services Commission

Report 2025-04.01 Canada Public Transit Fund Baseline Capital Plan

March 25, 2025 – Report by Martin Bean

The funding estimate below is based on the purchase of 2 highway coaches and 1 electric transit bus. The buses being ordered may vary dependent upon the needs at the time of order and finalized pricing and availability.

	<u>Total Project Cost</u>	<u>Federal Funding</u>	<u>Replacement Reserves</u>	<u>Municipal Funding</u>
Vehicle Purchases	\$5,000,000	\$1,872,700	\$800,000	\$2,327,300
System Service review	\$125,000	\$100,000		\$25,000
Total Funding:	\$5,125,000	\$1,972,700	\$800,000	\$2,352,300

It is currently estimated that the expenses for these projects would be between 2027 and 2031 as funding is allotted on an annual basis, with some carrying over allowed.

Capital Plan Investments Overview			
Area of Investment	Activities/Assets/Additional Details	Eligible Costs	Baseline Funding Allocation
Non-Capital Components			
Non-Capital	Includes planning projects, feasibility studies, stand-alone design work, data projects, etc.	\$125,000	\$100,000
Capital Components			
Rolling Stock	Buses	\$5,000,000	\$1,872,700
	Rail (includes subway, heavy rail, light rail, streetcar)	\$	\$
	Other (includes Ferries, specialized transit vehicles, large passenger vans, etc.)	\$	\$
Fixed Assets	Passenger stations, terminals, transit shelters, stops	\$	\$
	Maintenance and storage facility (including garages, railway shops, service facilities, charging and fuel stations)	\$	\$
	Other (includes bicycle racks, charging and fuel stations, etc.)	\$	\$
Transit Exclusive	Includes heavy or light railway track, tunnels, roadways, etc.	\$	\$
Active Transportation	Includes bikeways, footbridges and non-paved pathways, etc.	\$	\$
Total		\$5,125,000	\$1,972,700

Fiscal Breakdown					
Please estimate when Eligible Costs will be incurred per fiscal year (April 1 to March 31).					
2024-2025	\$	2028-2029	\$394,540	2032-2033	\$
2025-2026	\$	2029-2030	\$394,540	2033-2034	\$
2026-2027	\$200,000	2030-2031	\$394,540	2034-2035	\$
2027-2028	\$589,080	2031-2032	\$	2035-2036	\$
Note: Fiscal years 2024/25 to 2030/31 are required from all recipients. If you wish to submit a 10-year capital plan you are required to provide information up to fiscal year 2035/36.					

OPTIONS

Direct administration to revise capital plan to include other elements from the Capital Plan Investments Overview prior to submitting the plan to HICC.

Report to the Bow Valley Regional Transit Services Commission

Report 2025-04.01 Canada Public Transit Fund Baseline Capital Plan

March 25, 2025 – Report by Martin Bean

BRAND IMPACT

This funding ask complements the Roam Brand, through increase the ability to offer frequent and convenient transit service with new low or zero emission vehicles.

RISKS

- Low risk as further approvals would be required prior to ordering vehicles or commencing service review.

Bow Valley *Regional* Transit Services Commission



Chevrolet Cutaway Retirement

Report to the Bow Valley Regional Transit Services Commission

Report 2025-04.02 Cutaway Bus Retirement

April 09, 2025 – Report by Douglas Smith

SUMMARY/ ISSUE

Roam has operated two Chevrolet cutaway buses since 2012, with their scheduled retirement being in 2024. Administration has plans to retire both vehicles prior to the end of 2025 due to increasing maintenance costs and lowering reliability. Research has been completed to determine if one of the vehicles can remain operational to assist in providing spare capacity for the upcoming summer season.

Administration Recommendation:

Administration is planning to retire unit #1008 and keep unit #1007 in service for the remainder of this year. This report for information only.

INVESTIGATION

Research was completed on mechanical history and condition of both vehicles to determine the optimal unit to maintain through 2025 and the recommended vehicle to retire immediately. Through this research, the following was determined:

Disposing of Unit 1008 makes strategic and financial sense due to its age, high mileage, and rising operating costs. As an older vehicle with significant wear and tear, it requires frequent maintenance and repairs, leading to increased downtime and expenses. Its fuel efficiency and overall performance are also declining, making it less cost-effective compared to newer, more reliable buses. By retiring Unit 1008, we can reduce maintenance costs, improve fleet efficiency, free up valuable bus storage space, and allocate resources toward more sustainable and operationally viable vehicles.

There is a potential resale market through auction for the cutaway vehicles, as they can be used by private operators. Administration will determine if the value for resale outweighs the opportunity for a parts supply for the remaining operational vehicle.

Prior to Unit 1008 being retired or sold, all valuable and reusable ITS equipment will be carefully removed to maximize resource efficiency and reduce costs. This includes fareboxes, 2way radio, exterior bike racks, and any other technology that can be repurposed for use in other fleet vehicles or future projects. By salvaging these components, we ensure that functional and high-value equipment is retained, minimizing waste and supporting cost-effective fleet management. Additionally, the identifying components of the bus wrap will be removed from the vehicle in either the scrap or sale scenario

Report to the Bow Valley Regional Transit Services Commission

Report 2025-04.02 Cutaway Bus Retirement

April 09, 2025 – Report by Douglas Smith

1008 Operating costs per hour: 2024 **\$337.83** vs. 1007 Operating costs per hour: 2024 **\$225.60**

* Operating cost, is based on cost of repairs and hours in service

Findings to support retirement/sale of the vehicle.

1. Low number of in-service hours (total in 2024 was 40 hours)
2. Scheduled retirement timeframe
3. Repairs needed to re-enter service

Immediate repairs needed:

EGR valve cost or parts \$726.98 Labor \$896.00

Particulate Filter (DPF) \$3,481.41 (no eta) labor \$625.00

Total: \$5,729.36

Findings to support not retiring 1007 before 1008

1. 1007 was just CVIP and ready for in service use if needed for summer use.
2. Bus contention is far better condition, longer in service for Roam Transit if consideration of staying in the fleet.
3. Minimal existing repairs needed to maintain in service status

It is anticipated that 1007 based on the findings will have a far longer Inservice, major cost savings based on limited hours being used, has fewer major repairs that need to be done.

Based on the result of a recent test drive, the decision to maintain service for 1007 and retire 1008 has been validated.

OPTIONS

After investigating and reaching out to many wholesales, dealer fleet companies, as well an auction company. The recommendations would be to privately sell as we will get fair market value.

The benefit of privately selling 1008, would be the shortage of this type of unit in the market, based on three different inquires the fair market value would range from an estimated low of \$30,000 to a high of \$40,000 on a private market.

1. Private schools
2. Day care
3. Kijiji
4. Auction (with a reserve)

Anticipated timeline to fully dispose of the bus, if the decision is made to sell the vehicle, is between 30 and 60 days.

Report to the Bow Valley Regional Transit Services Commission

Report 2025-04.02 Cutaway Bus Retirement

April 09, 2025 – Report by Douglas Smith

BUSINESS PLAN/ BUDGET IMPLICATIONS

Proceeds from sale of bus will go into capital reserves

BRAND IMPACT

All Roam logos, fare boxes and related equipment owned by Roam Transit will be removed pictures taken and then put up for sale at fair market value.

RISKS

No Financial risks identified.