



**Edmonton Transit System Advisory Board**

**Meeting Minutes “FINAL”**

Monday, March 27, 2017

5:30PM –8:00PM

Heritage Room, City Hall

Meeting No. 17.03

*Prepared by Christy McKenzie*

Members Present:

Izak Roux (Chair), Sean Lee, Bob Macklon, Charles Kelly, Brian Curry, Mariah Samji, Kristina Peter, Syed Zaidi

Regrets:

Vlad Slavov (Vice-Chair), Mark Tetterington (President, ATU 569), J. Philip Reid

Guests:

n/a

ETS & City of Edmonton Staff:

Councillor Andrew Knack

Dhanasekar Logaswamy, Supervisor, ETS Research and Customer Insights, ETS Business Integration

Marc Lachance, ETS Staff Liaison for ETSAB, and Project Manager, ETS Business Integration

Christy McKenzie, ETSAB Recording Secretary & Administrative Assistant, ETS Technical Services

Materials & Attachments:

- Meeting Agenda
- Draft Minutes from January 30<sup>th</sup>, 2017
- Draft Minutes from February 27<sup>th</sup>, 2017
- 2017/2018 Draft Work Plan
- Draft 2016 ETSAB Annual Activity Report
- ETS Branch Highlights Report
- PTIF (Public Transit Infrastructure Fund) approved project list

<b>1. CALL TO ORDER</b>	
Call to order at 5:30PM	

<b>2. AGENDA REVIEW</b>	<b>DECISION</b>
<p><b>MOVED:</b> by M. Samji &amp; seconded by B. Macklon to approve this March 27<sup>th</sup>, 2017 agenda.</p> <p style="text-align: right;"><b>CARRIED</b></p>	

<b>3. APPROVAL OF PREVIOUS MEETING MINUTES</b>	<b>DECISION</b>
<p><b>MOVED:</b> by B. Curry &amp; seconded by C. Kelly to approve the January 30<sup>th</sup>, 2017 minutes.</p> <p><b>MOVED:</b> by B. Macklon &amp; seconded by C. Kelly to approve the February 27<sup>th</sup>, 2017 minutes.</p> <p style="text-align: right;"><b>CARRIED</b></p>	

<b>4. PRESENTATIONS</b>	<b>INFORMATION</b>
<b>Statistics overview - ETS Research and Customer Insights</b>	<b>D. Logaswamy</b>
<ul style="list-style-type: none"> <li>• The statistics as provided in the March 2017 ETS Branch Highlights were reviewed and discussed, including what is being measured and why, and methodology changes, such as change from 5 to</li> </ul>	

- 10 point scale for the Customer Satisfaction survey.
- Question and Answer period followed, with discussion around:
  - Bus on time performance statistics
  - Customer Satisfaction survey update
  - Security incidents reported vs. number of additional TPOs
  - Frequency of updates for ETS statistics shared with the Board
  - Coverage vs. frequency effect on ridership
  - Service reallocation

5. REQUEST FOR APPROVAL		DECISION
<b>2017 – 2018 Work Plan</b>		<b>I. Roux</b>
<ul style="list-style-type: none"> <li>• The proposed work plan was reviewed and approved by members for submission to Urban Planning Committee for information with the 2016 Annual Activity Report at their April meeting.</li> <li>• Discussion around assignment loading per member, rotating lead on ongoing sub-committees (Transit Innovation), and decision between two members noted as interested in lead on some sub-committees as to which will be back up/support by April General meeting.</li> <li>• Reminder to all other members to connect with leads identified to sign up for at least one of the two sub-committees that will run simultaneously and new members will be invited to do so as well.</li> </ul> <p><b>MOVED:</b> by K. Peter and M. Samji to approve the 2017 – 2018 Work Plan.</p> <p style="text-align: right;"><b><u>CARRIED</u></b></p>		
<b>UITP (2017 international transit association convention) Member Representation</b>		<b>I. Roux</b>
<ul style="list-style-type: none"> <li>• The convention will be held in Montreal on May 15-17, 2017. Two members were approved for sponsorship by ETS Administration. Three members expressed interest in attending on behalf of the Board and bring back a report on various sessions that are of interest. One of these members has represented ETSAB at CUTA in the past six months. Therefore, Brian Curry and Sean Lee were put forward by the Chair. The Board voted in favor.</li> </ul> <p><b>MOVED:</b> by M. Samji and B. Macklon to approve submitting travel request for Brian Curry and Sean Lee to the UITP conference on May 15 – 17, 2017 to represent the Board at UITP 2017.</p> <p style="text-align: right;"><b><u>CARRIED</u></b></p>		

6. SUB-COMMITTEE UPDATES		INFORMATION
<b>Transit Innovation</b>		<b>I. Roux</b>
<ul style="list-style-type: none"> <li>• No updates, as no meetings were held in February or March.</li> <li>• This sub-committee is ongoing year to year, and was discussed at this meeting in the 2017 – 2018 Work Plan put forward to the Board for approval.</li> </ul>		
<b>Heated Shelters</b>		<b>K. Peter</b>
<ul style="list-style-type: none"> <li>• Kristina confirmed that a letter to Council has now been drafted, instead of a full report.</li> <li>• Izak and Kristina will bring to 80% completion and circulate to the members for feedback for the Final Draft for approval at the April General meeting of the Board.</li> </ul>		
<b>Transit and Tourism</b>		<b>S. Lee</b>
<ul style="list-style-type: none"> <li>• The draft final report for this sub-committee is nearing completion. Input from a few members is pending. Members can expect it to be circulated for feedback with target prior to April meeting.</li> </ul>		

<b>7. NEW BUSINESS</b>		<b>INFORMATION</b>
<b>2016 Annual Activity Report</b>		<b>I. Roux</b>
<ul style="list-style-type: none"> <li>Following the work plan approval at this meeting, the report will be ready to submit for an upcoming presentation to the Urban Planning Committee. A copy has been included for members' records and reference in the meeting materials package.</li> <li>Councillor Knack noted that the City will be presenting a report on Intermodal Transportation Hubs at the Urban Planning Committee meeting on May 24<sup>th</sup>, 2017, and the Board may consider inviting presenters to an upcoming meeting for an overview of the presentation.</li> </ul>		
<b>Update re: Chair Interview/Membership Report to Council (March 23, 2017)</b>		<b>I. Roux</b>
<ul style="list-style-type: none"> <li>Interviews for three new members of the Board will be held April 5<sup>th</sup>, and final selection will be completed by UPC by April 11<sup>th</sup>.</li> <li>Izak confirmed receipt of end of term for two more Board members in addition to Amy Mannix. Shaminder Parmar put forward his resignation in February 2017 due to conflicting schedule with work meetings. Syed Zaidi resigned due to other time commitments as well. His last meeting will be at the end of the term (April 2017).</li> </ul>		
<b>New Member Orientation</b>		<b>I. Roux</b>
<ul style="list-style-type: none"> <li>Invite will go out to new members to observe April general meeting once UPC selection is complete.</li> <li>Formal orientation/training session to be conducted as last year, as members reported it worked well. All board members will be invited as optional.</li> <li>Transit Innovation sub-committee was noted as the best opportunity for social/informal interaction between new members and current members.</li> </ul>		
<b>Spring Luncheon with Councillors</b>		<b>I. Roux</b>
<ul style="list-style-type: none"> <li>April 19<sup>th</sup> was selected as more members will be available to attend than the alternate date which was April 5<sup>th</sup>. Also, this is the date the Board's 2016 Annual Activity Report will be submitted for presentation at the Urban Planning Committee meeting.</li> </ul>		
<b>Engagement Invitation from Edmonton Arts Council – Valley Line LRT Public Art</b>		<b>I. Roux</b>
<ul style="list-style-type: none"> <li>Members were invited to contact Katherine Kerr, Public Art Director at EAC about the <a href="#">art /artist selection meetings</a> that will come up over the year for the LRT. Christy will send all members the contact information.</li> </ul>		

<b>8. INFORMATION SECTION</b>		<b>INFORMATION</b>
<b>ATU Update</b>		
<ul style="list-style-type: none"> <li>No updates available.</li> </ul>		
<b>DATS Advisory Group Update</b>		<b>B. Macklon</b>
<ul style="list-style-type: none"> <li>Bob noted that the DATS Advisory Group will now be contributing to the DATS monthly newsletters.</li> </ul>		
<b>ETS Branch Highlights Report</b>		<b>M. Lachance</b>
<ul style="list-style-type: none"> <li>March report was presented, including internal communications campaign regarding branch name change from Edmonton Transit System to Service, Canada 150 Legacy project (Paint the Rails) in partnership with the John Humphrey Centre for Peace and Human Rights, and an update on PTIF projects status.</li> <li>Question and answer period followed: <ul style="list-style-type: none"> <li>ETS name change public launch plans were requested.</li> <li>DATS scorecard example was provided to Marc by Bob Macklon, with request to consider a similar format on an ETS-wide scale.</li> </ul> </li> </ul>		

- Request for more information on the LRT design project for the Metro Line extension from NAIT to Blatchford (line 2 in the list of PTIF project updates provided).

9. TOPIC OF THE NIGHT	DECISION
	<b>I. Roux</b>
<ul style="list-style-type: none"> <li>• ETS presentation on statistics, with acknowledgement that ETS is reviewing the format and structure of Branch Highlights to the Board.</li> <li>• Work Plan approval for 2017 – 2018 year with interesting new activities to look forward to engaging in.</li> </ul>	

10. MOTION TO APPROVE MINUTES OF THIS MEETING	DECISION
<p><b>MOVED:</b> by M. Samji &amp; seconded by B. Macklon on April 24<sup>th</sup>, 2017 to approve these March 27<sup>th</sup>, 2017 minutes.</p>	
	<b><u>CARRIED</u></b>

**Next Meeting Information:**

Date: Monday, April 24, 2017  
 Time: 5: 30PM – 8:00PM  
 Location: Heritage Room, City Hall