



Edmonton Transit System Advisory Board

Meeting Minutes “DRAFT”

Monday, May 29, 2017

5:30PM –8:00PM

Heritage Room, City Hall

Meeting No. 17.05

Prepared by Christy McKenzie

Members Present:

Vlad Slavov (Vice-Chair), Sean Lee, Bob Macklon, Charles Kelly, Mariah Samji, Kristina Peter, Isabell Hubert, Jorge Arango, Stewart Smith, Mark Tettersington (President, ATU 569)

Regrets:

Izak Roux (Chair), J. Philip Reid, Brian Curry

Guests:

ETS & City of Edmonton Staff:

Councillor Andrew Knack

Vickie Gunderson, Manager of Civic Agency Governance, Office of the City Clerk

Erin Toop, Senior Engineer, Policy Development, Sustainable Development, City Planning

Ralph Brokop, Director, ETS Business Integration

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

Materials & Attachments:

- Meeting Agenda
- Draft Minutes from April 24th, 2017
- Copy of DRAFT CR_4733 Review of Agencies, Boards, Committees and Commissions
- ETS Branch Highlights Report
- DRAFT ETS Performance Measures Plan
- Copy of Sub-Committee Sign Up Sheet

1. CALL TO ORDER	
Call to order at 5:30PM	

2. AGENDA REVIEW	DECISION
MOVED: by M. Samji & seconded by B. Macklon to approve this May 29 th , 2017 agenda.	
<u>CARRIED</u>	

3. APPROVAL OF PREVIOUS MEETING MINUTES	DECISION
MOVED: by C. Kelly & seconded by S. Lee to approve the April 24 th , 2017 minutes.	
<u>CARRIED</u>	

4. PRESENTATIONS	INFORMATION
Update on the City’s planning, re: Automated Vehicles	E. Toop
<ul style="list-style-type: none"> • Erin presented the Board with an update on the City’s planning for autonomous and connected vehicle technology, including an overview of the automated vehicle (AV) study, past and current initiatives and next steps. • The City’s planning for an AV study began with a motion from council in 2015. In 2016 the planning team joined a Canadian working group and a car sharing strategy, launched the <u>ACTIVE-AURORA CV Corridor</u> and presented a report to Council in October. • The current initiatives regarding AVs include an internal New Mobility working group, an ACTIVE-AURORA CAV (connected automated vehicles) testbed, design labs, the transit strategy, vehicle for hire 	

bylaw and March and June reports to Council.

- The state of this technology was presented, comparing levels from 0 – no automation to 5 – full automation, and examples of companies and countries engaged at each level. The development of the technology is estimated at five or more years, with adoption of the technology estimated at 18-30 additional years from now.
- Examples of some impacts on land use and existing forms of transportation were presented. The planning team is recommending studies on support for walking, cycling and complete streets, supporting alternatives to auto ownership, reduction of requirements for parking, considering the cost of growth in new development, deploying a comprehensive automated vehicle technology strategy and deploying partial automation in the transit system to prepare for integration of the technology as a mode of transportation.
- The roles of the City, the provincial and federal governments and the private sector in the development and adoption of AVs were noted.
- Next steps will include a communications and engagement plan led by the EEDC (Edmonton Economic Development Corporation), and the following work plan activities by the City's Transportation and Land Use System Planning department:
 - Data collection and analysis
 - Scenario planning and modelling
 - New mobility policy development
 - Pilot project program
 - Public transportation system integration
 - Ongoing quarterly New Mobility working group meetings
- Question and answer period followed, and included:
 - Discussion around preventing riders from choosing alternative modes of public transportation for complete trip instead of only first mile/last mile.
 - Discussion around impact of cancellation of some ETS community service routes due to service reallocation on July 2nd, and planning messaging around alternatives for riders.
 - Members shared experience of riding an AV in Montreal at the recent UITP conference on a test track with some pedestrian and cyclist through traffic and traffic signals.
 - Request for ongoing dialogue between the City's planning team and regional municipalities (i.e. City of St. Albert and County of Strathcona).
 - It was confirmed that Blatchford was considered for the testbed site, but University of Alberta South Campus grounds was selected, since current policies require the testbed to be closed off from all through traffic.
 - Support from other levels of government was discussed. The City is working on goals and objectives to build the strategy and business case for pilot project funding to submit to the province. Some testing could potentially be funded federally.
 - Lessons learned from other countries were noted, with local regulations being the first hurdle.
 - It was confirmed that ETS staff are part of the stakeholder committee and design labs, as well as being engaged through the Transit Strategy Project. Also, for the testbed, planning is only able to do planning phase, not the testing phase. This would be transferred to ETS or traffic operations.

**Overview of ETS Report to UPC (June 23, 2017):
ETSAB Transit Review - Implementation and Timelines**

R. Brokop

- Ralph spoke to the report prepared for Urban Planning Committee in response to ETSAB's recommendations, which were to:
 1. Create a Code of Conduct for riders and transit operators outlining expectations and responsibilities, in consultation with transit users;
 2. Develop a formal ETS statement of principles of commitments to the public;
 3. Develop a comprehensive reporting mechanism which provides the public with daily, weekly, and monthly feedback against metrics based upon industry best practices and metrics of key concern to user's daily experiences with the system, including a clear response mechanism for 311 complaints to be resolved; and, develop and employ consistent reporting programs and mechanisms which specifically identify quality of customer service, on a regular basis;
 4. Assign specific managers responsible for the overall function, operation, and cleanliness of transit facilities/groups of facilities, and publicize this;
 5. Work to expand the inclusion of ETS fare with tickets to major sporting events and other

- special events;
- 6. Actively engage with other mobility providers such as bike share, ride for hire services, and others, which could complement transit use and make a user's entire journey more convenient and accessible;
- 7. Review and update the approach to Public Consultation to ensure that programs and projects are proactive to public needs and requests, represent the demography and geography of Edmonton, and utilize proven best practices in municipal Public consultation;
- 8. Ensure that transit operators and other public-facing personnel receive regular updated training and qualification in customer service, dealing with individuals with mobility issues and vulnerable persons, and other useful information to assist.
- Question and answer period followed.
 - Discussion around item #3 regarding possibility of a future presentation on scorecards and data mining capabilities with current systems. Example provided was related to Security – age groups, area of the City, etc.
 - Board members provided additional clarification around recommendation #4.
 - Transit strategy is noted in report as the vehicle to address #6 and #7
 - Regarding #8, it was confirmed that the Transit Operator Training Program is being reviewed, as the new Director heads up the newly formed Workforce Development section.
 - The Board acknowledged ETS for their work in responding to the recommendations.

5. REQUEST FOR APPROVAL	DECISION
Heated Shelters	K. Peter
<ul style="list-style-type: none"> • The letter to Council on Heated Shelters was submitted by Kristina for Board review and feedback prior to the meeting. Members suggested the following changes: <ul style="list-style-type: none"> • Request to add to the costing section that the costs are estimates as provided in 2014. • Request to add grid matrix to compare costs with Winnipeg. • All members present voted in favor of approving the letter for submission with the noted changes. 	
<p>MOVED: by M. Samji & seconded by S. Smith to approve the Heated Shelters letter to Council, with changes as noted.</p> <p style="text-align: right;">CARRIED</p>	

6. SUB-COMMITTEE UPDATES	INFORMATION
Transit Innovation	C. Kelly
<ul style="list-style-type: none"> • A meeting was held on May 4th and included a brief review of Heated Shelters letter. Next meeting will be arranged by Vlad for first week of June. • BRT was the main topic of the night, with discussion around alternative to LRT vs. precursor to LRT • A letter to Council may be drafted in regards to increasing stress on BRT option in Transit Strategy 	
Transit and Tourism	S. Lee
<ul style="list-style-type: none"> • The draft final report for this sub-committee is expected to be ready for approval by the June General meeting. An updated draft was circulated in May for member feedback by mid-June. Sean plans to discuss official transition of lead from Amy. • Sean will follow up as well with Edmonton International Airport (EIA) contacts to share report. 	

7. NEW BUSINESS	INFORMATION
Discussion of Report CR_4733 Review of Agencies, Boards, Committees and Commissions	V. Gunderson
<ul style="list-style-type: none"> • Vickie provided the Board with the background for the review of Boards. • There are eight long standing advisory committees to Council, and the review began six years ago to work on standardizing expectations and roles. Mandatory work plans now in place for all Boards were a result of the first phases of the review. 	

- Review includes opportunity for Council to determine if the Boards should be temporary or permanent in nature. Temporary was defined as either one term of council (four years) with the option to extend at that time, or for the duration of a project.
- Another reason for review is new ways for Council to engage with the public, solicit feedback besides advisory boards and committees that are now readily available.
- A review of requirements to be included in recruitment of new members was noted to be dependent on the need of Council for the work to be done by the committee or Board in the next term.
- Vickie confirmed that the report is in draft form and a survey of members and administration, followed by these presentations are to provide opportunity for feedback from the members.
- Vickie confirmed that Wednesday, June 14th is the date for the public special meeting of Council on the subject. Chairs are invited to speak on behalf of the Boards.
- Question and answer period followed.
 - Discussion around the option of having an exemption clause mentioned in the report, in case it may be applicable for some boards.
 - Transition/phase out plan was noted to be unclear within the report.
 - Work plans submitted for Council approval annually by the Board were discussed. Vickie noted that some proposed work may have been done previous members, and boards (and Councillors) with many new members may not be aware of past work.
 - Concern was expressed by members over losing continuity (i.e. knowledge transfer) if Boards are disbanded and then initiated again in the future with all new members.
 - Board members requested continued updates on the status of the report recommendations/motions and impact on the Board.
 - Members observed that some committees they have participated in have outlasted their usefulness, and that a lack of a sense of direction/purpose is a sign of that.
 - The members acknowledged that accountability for a board or committee's performance measures is beneficial, although it was noted that it may be difficult to define metrics that would apply well to a diversity of boards and committees.
 - Members expressed concern around one way direction for work plan from Council to the boards/committees, as the boards may lose the potential to bring forward some items that had not been considered.
 - Concern was expressed over the idea of cancelling a long standing board or committee and replacing it with other methods to elicit public engagement, as opposed to retaining multiple channels. For example, it was noted that the feedback provided by the Board may not have the same value as the feedback that can be obtained by an Insight Community survey.
 - Next steps were discussed, which will be dependent on the motions that come out of the June 14th meeting. The Office of the City Clerk will build the plan for next steps based on the results.

Member sign up for sub-committees	V. Slavov
<ul style="list-style-type: none"> • The member sign-up sheet for upcoming sub-committees was reviewed and members were reminded to join one or the other of two sub-committees that will be running next. • It was confirmed that these will not start until the Transit and Tourism sub-committee and the Heated Shelters sub-committee have deliverables submitted (one report and one letter). 	

8. INFORMATION SECTION	INFORMATION
ATU Update	M. Tetterington
<ul style="list-style-type: none"> • Mark noted union member concerns about confirmed and additional potential ETS community bus service route cuts for Class 4 operators, who currently do not also have a Class 2 licence required for regular buses. About forty operator's hours are potentially affected by these service hour reallocations. An option such as Dial-A-Bus is preferred by members to having taxi or ride share companies take over the service in those areas. 	
DATS Advisory Group Update	B. Macklon
<ul style="list-style-type: none"> • DATS has changed the drop off policy to include a waiver for rider's to sign if they choose to be dropped off at buildings that are not open yet in the morning, with the option for the Driver to over-ride the waiver at his discretion (i.e. inclement weather). Previously the policy included a non- 	

negotiable clause to return to pick up destination, if driver was not able to stay and wait with them. The waiver does not apply to riders with a “do not leave alone” note on their files.	
ETS Branch Highlights Report	R. Brokop
<ul style="list-style-type: none"> The May Branch Highlights were focussed on updates to the Park and Ride Strategy report going to the Urban Planning Committee on June 7th and an invite to member to attend the 2017 internal annual Celebrate Transit event on June 24th. Reports to Council and committees of Council were noted as having a number of changes to dates, including the Transit Strategy report, which has been postponed to July 5th. Question and answer period followed: <ul style="list-style-type: none"> The EIA to ETS Route 747 contract was discussed. It is up for renewal after review and decision to continue the service based on study of the pilot. 	
9. TOPIC OF THE NIGHT	DECISION
	V. Slavov
<ul style="list-style-type: none"> EIA to ETS Route 747 discussion from ETS Branch Highlights report. Presentation by Erin of an update on the City’s planning for autonomous and connected vehicle technology, including an overview of the automated vehicle (AV) study, past and current initiatives and next steps. 	
10. MOTION TO APPROVE MINUTES OF THIS MEETING	DECISION
<p>MOVED: by M. Samji & seconded by K. Peter on June 26th, 2017 to approve these May 29th, 2017 minutes.</p> <p style="text-align: right;">CARRIED</p>	

Next Meeting Information:

Date: Monday, June 26, 2017
Time: 5: 30PM – 8:00PM
Location: Heritage Room, City Hall