



FINAL Meeting Minutes

Monday, April 29, 2019

5:15PM –7:45PM

Heritage Room, City Hall

Meeting No. 19.04

Prepared by Christy McKenzie

Members Present:

Charles Kelly (Chair), Isabell Hubert (Vice Chair), Bob Macklon, Giselle General, Maurice Vincent, Mariah Samji, Jorge Arango, Kouresh Lotfi, Philip Reid

Regrets: Mark Tetterington (President, ATU 569), Stewart Smith, Brian Curry, Marc Lachance

Guests:

Sean Lee, William Agbakoba, Bryan Shepherd, Jarret Esslinger

ETS & City of Edmonton Staff:

Councillor Andrew Knack, ETSAB Council Advisor

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

Christy McKenzie, Administrative Assistant, ETSAB and ETS Technical Services

Materials & Attachments:

- Meeting Agenda & Draft Meeting Minutes
- ETS Branch Highlights Report
- Invitation letter from ETS to ETSAB - 2019 Bus Rodeo Event

CALL TO ORDER at 5:30 PM

AGENDA REVIEW

DECISION

MOVED: by J. Arango & seconded by M. Vincent to approve the April 29th, 2019 agenda with the following changes:

Move: Integrating Land Use and Transit Policies from For Approval to Updates section.

Add: ETSAB name change (from System to Service) to For Approval section.

CARRIED

APPROVAL OF PREVIOUS MEETING MINUTES

DECISION

MOVED: by M. Samji & seconded by B. Macklon to approve the March 25th, 2019 minutes, with change under Transit Communications Sub-Committee updates from Dallas to Austin.

CARRIED

PRESENTATIONS

INFORMATION

ETSAB name change (from System to Service)

V. Gunderson

- The review of the name change for the Board to align with ETS change in 2016 was raised during the presentation to Council of the Board's Annual Activity Report. Vickie confirmed for members that the process for updating the Board's name in the Bylaw from System to Service in Edmonton Transit System Advisory Board would require a vote in favour of the change. If all are in favour, she will proceed to work with the City's Law Branch to prepare the request for approval to present at an upcoming meeting of City Council. The Board added this action to the evening's agenda during the agenda review and approval following Vickie's presentation on ETSAB's mandate, reporting role, and role of Liaisons.

ETSAB Mandate, Reporting Role, and Role of Liaisons	V. Gunderson
<ul style="list-style-type: none"> Vickie presented the mandate and terms of reference to members, in accordance with <u>Bylaw 16929</u>, which is specific to ETSAB. The mandate of the Board is to provide advice and recommendations to Council from a stakeholder perspective on issues relating to public transit, such as ridership, mix of vehicles, the relationship between City projects and public transit, reviewing initiatives of other levels of government, surrounding municipalities, and other local authorities or organizations that could affect public transit, repair, maintenance and accessibility issues, servicing issues, and public transit policies. In order to fulfill its mandate, the Board may identify and engage stakeholder groups and seek their input into the Board's work, conduct research and prepare reports on matters within the Board's mandate, examine City information regarding current and, at the City Manager's request and where confidentiality issues permit, proposed public transit facilities and infrastructure, programs, public services, activities and policies, to identify issues falling within the Board's mandate, work with the City Manager to develop and maintain a dialogue about matters of concern to stakeholders in relation to public transit and inform Council of initiatives of other levels of government, surrounding municipalities and other local authorities and organizations that could impact public transit. Non-members include the Council Advisor assigned to the Board (new last year), the ATU 569 Liaison, DAG Liaison, AAC Liaison, and EAC Liaison. Their role is to provide an update to the Board on work that may inform the Board's work plan, or raise transit related issues of interest to the Board for future terms work plans. Members can visit facilities to observe transit operations and advise Council from a citizen perspective, including providing perspective on transit related reports to Council by City Administration or other Boards and Committees of Council. The Office of the City Clerk will be hosting two special sessions this year for additional information, which are now open to all members of all Boards and Committees of Council. In early June the focus will be on how to run effective meetings, and the duties of members and Chairs. In early fall the focus will be on evaluation of members and recruitment of new members. Vickie noted that in early June a report will go to the Community Services Committee and if the recommendation is passed, reports to Council and Committees will be posted online one week earlier than they are currently, so that there is more time for citizens to review them. 	

FOR APPROVAL	DECISION
ETSAB name change (from System to Service)	C. Kelly
<ul style="list-style-type: none"> Members voted all in favour of updating the Board's name in the Bylaw from System to Service in Edmonton Transit System Advisory Board. This will align it with the change of ETS' name from Edmonton Transit System to Edmonton Transit Service, which took place in 2016. <p>MOVED: by P. Reid & seconded by B. Macklon to approve the change in the bylaw of ETSAB's formal name from "System" to "Service" in "Edmonton Transit System Advisory Board".</p> <p style="text-align: right;">CARRIED</p>	

NEW BUSINESS	INFORMATION
New Board Members	C. Kelly
<ul style="list-style-type: none"> Charlie welcomed the three new members as guests. The term begins May 1st. A special meeting for Orientation of New Members will be held prior to the May 27th general meeting. 	
Debrief Bi-Annual ETSAB Luncheon with Councillors & Annual Activity Report Presentation to Council	C. Kelly
<ul style="list-style-type: none"> The Board members discussed current and future work plans with over half of Councillors in attendance at the bi-annual luncheon at City Hall, Councillor's Boardroom on April 9th. Discussion included ideas for specific elements to consider within the selected topics. The Annual Activity Report was presented to Council by Charlie on April 3rd in the River Valley Room at City Hall. Charlie noted that it was well-received, and Council again expressed appreciation for the quality of the submitted reports to date. Councillors share many of the same concerns for emerging issues, including plans for the change management aspect for citizens for 	

major transit projects such as the Bus Network Redesign and the Smart Fare system and related Fare Policy changes.	
Transit Fare Policy	C. Kelly
<ul style="list-style-type: none"> Charlie brought forward a Councillor request to the Board out of the bi-annual luncheon discussions to review the Transit Fare Policy, especially in regards to concerns around changes to the seniors fare policy. Charlie confirmed that Marc Lachance has agreed to present a summary of the March 19th <u>presentation to Council</u> (6.1) earlier this year, along with related outcomes at the May General Meeting of the Board. Charlie requested that Maurice include a discussion around set up of an ad-hoc sub-committee at the upcoming Transit Innovation sub-committee meeting, with the intent prepare a letter or report to Council speaking to this topic. Councillor Knack noted that the report due date for Transit Fare Policy from ETS has moved up from the November 19th to the October 15th Urban Planning Committee meeting. <p>MOVED: by M. Vincent & seconded by I. Hubert to approve the addition of an ad-hoc sub-committee of the Board for the 2019-2020 term for a review of the Transit Fare Policy and response to Council in the form of a letter or report.</p> <p style="text-align: right;"><u>CARRIED</u></p>	
DATS Customer Experience Stakeholder Engagement Workshop	B. Macklon
<ul style="list-style-type: none"> Bob was able to attend the session for the DATS Customer Experience Stakeholder Engagement Workshops on Wednesday, April 10th. The City of Edmonton hired the consulting group, Leger, to research the DATS Customer Experience in preparation for a report to Edmonton City Council. Seven people were in attendance, and were asked to provide input on what DATS does well and what can improve. Safety, customer service, and reliability were noted as areas that DATS does well. Wait times, available service schedules, inflexibility of scheduling, and poor quality of contract driver services were noted by those in attendance as areas that need improvement. 	

SUB-COMMITTEE UPDATES	INFORMATION
Transit Innovation	M. Vincent
<ul style="list-style-type: none"> Maurice will confirm availability of new members and set a monthly recurring meeting date, time and place for this sub-committee. In May the Transit Fare Policy ad-hoc sub-committee TOR will be discussed. 	
Integrating Land Use & Transit Policies	M. Samji
<ul style="list-style-type: none"> Mariah provided an update on the status of the draft report. The report will include current barriers to integration, and current work in progress that will likely facilitate improved integration. It is about 80% complete, and Mariah will hand over to Isabell for completion, as today is the end of her term with the Board. She plans to be available to present the report to UPC. 	
Transit Communications	I. Hubert
<ul style="list-style-type: none"> An April meeting was held, and additional work was completed with information from three transit agencies included in the draft report, which is expected to be ready for Board approval in May or June. 	
Standing Items	C. Kelly
<ul style="list-style-type: none"> n/a 	

INFORMATION SECTION	INFORMATION
Councillor Emerging Issues Update	Clr. A. Knack
<ul style="list-style-type: none"> Councillor Knack brought to the attention of the Board a report due October 2nd CR_6930 Drive Happiness Business Case (lead by Social Development Branch in Citizen Services) and CR_6931 Assisted Transportation - Program and Funding Solutions. 	

DATS Advisory Group (DAG) Update	B. Macklon
<ul style="list-style-type: none"> • Bob noted that DATS has been working to improve the service using their additional funding. • Currently, there is the same priority for all trip requests (customers are not asked the nature of the trip). 	

ETS Branch Highlights Report	C. Kelly
<ul style="list-style-type: none"> • The ETS Branch Highlights report was reviewed. 	

Edmonton Arts Council (EAC)	M. Samji
<ul style="list-style-type: none"> • Mariah has provided Jorge's contact information to EAC contact to continue in the Liaison role going forward. 	

Accessibility Advisory Committee (AAC)	C. Kelly
<ul style="list-style-type: none"> • Charlie noted that the AAC has elected a new Chair, and he plans to attend their upcoming Executive meeting next Monday. 	

TOPICS OF THE NIGHT	DECISION
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	I. Hubert
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- Topics selected to highlight:
- Establishment of a sub-committee to review City Administration's proposals regarding the fare structure policy, with a view to providing input on the matter when it returns to Urban Planning Committee in October.
 - The presentation from Vickie Gunderson, Office of the City Clerk, regarding ETSAB's mandate, role, and liaisons.
 - Recognition for the service and contributions of the three outgoing members: Sean Lee, Kouresh Lotfi, and Mariah Samji.

MOTION TO APPROVE MINUTES OF THIS MEETING	DECISION
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MOVED: by I. Hubert & seconded by G. General on May 27th, 2019 to approve these April 29th, 2019 minutes.

CARRIED