



**Edmonton Transit System Advisory Board**

**Meeting Minutes “FINAL”**

Monday, December 19, 2017

5:30PM –6:30PM

Heritage Room, City Hall

Meeting No. 17.12

*Prepared by Christy McKenzie*

Members Present:

Izak Roux (Chair), Bob Macklon, Charles Kelly, Isabell Hubert, Mariah Samji, Sean Lee, Brian Curry, J. Philip Reid, Vlad Slavov (Vice-Chair)

Regrets:

Jorge Arango, Stewart Smith, Kristina Peter, Mark Tettersington (President, ATU 569), Marc Lachance, ETS Staff Liaison

Guests:

Anthony Dionigi, Transit Supervisor, City of Fort Saskatchewan

ETS & City of Edmonton Staff:

Councillor Tim Cartmell, Ward 9 and Council Advisor for the Edmonton Transit Advisory Board  
Christy McKenzie, Administrative Assistant, ETSAB and ETS Technical Services, City Operations

Materials & Attachments:

- Meeting Agenda
- Draft Meeting Minutes – November 27, 2017
- Handout from presentation on Meetings, Rules & Effective Decision-Making from OCC
- ETS Branch Highlights Report – December 2017

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

<b>2. AGENDA REVIEW</b>	<b>DECISION</b>
<i>MOVED: by B. Macklon &amp; seconded by M. Samji to approve the Dec 18<sup>th</sup>, 2017 agenda</i>	
<b>CARRIED</b>	

<b>3. APPROVAL OF PREVIOUS MEETING MINUTES</b>	<b>DECISION</b>
<i>MOVED: by I. Hubert &amp; seconded by C. Kelly to approve the November 27<sup>th</sup>, 2017 minutes.</i>	
<b>CARRIED</b>	

<b>4. PRESENTATIONS</b>	<b>INFORMATION</b>
<ul style="list-style-type: none"> <li>• n/a</li> </ul>	

<b>5. REQUEST FOR APPROVAL</b>	<b>DECISION</b>
<ul style="list-style-type: none"> <li>• n/a</li> </ul>	

<b>6. SUB-COMMITTEE UPDATES</b>	<b>INFORMATION</b>
<b>Transit Innovation</b>	<b>I. Hubert/S. Lee</b>
<ul style="list-style-type: none"> <li>• Potential work plan topics were noted to bring forward at the Board's Annual Retreat in early February 2018, which include staying current on Council Reports from ETS in 2018 and the new Capital Budget cycle, as well as topics within ETS communications and advertising.</li> </ul>	

<ul style="list-style-type: none"> <li>It was noted that this is still an active working document, and additional contributions are encouraged.</li> </ul>	
<b>Multi-Modal Transportation</b>	<b>I. Roux</b>
<ul style="list-style-type: none"> <li>Interest from over half of members to participate in this sub-committee has been received. First mile/last mile will be a main focus of the research.</li> </ul>	
<b>Gondolas and Cable Cars</b>	<b>V. Slavov</b>
<ul style="list-style-type: none"> <li>Vlad reminded members that the Draft Report is ready for member review and feedback as circulated.</li> </ul>	

<b>7. NEW BUSINESS</b>		<b>INFORMATION</b>
<b>2018 Board Process Sign Up</b>	<b>I. Roux</b>	
<ul style="list-style-type: none"> <li>Members were invited to sign up for Board Process for 2018, which follows each month's meeting.</li> </ul>		
<b>Chair/Vice Chair Election for 2017-2018 term</b>	<b>I. Roux</b>	
<ul style="list-style-type: none"> <li>Izak reminded members that elections for the upcoming term will take place at the January General meeting of the Board.</li> </ul>		
<b>Council Committees Leadership Training Session</b>	<b>I. Roux</b>	
<ul style="list-style-type: none"> <li>The Office of the City Clerk has extended an invitation to up to three members of all Council Boards and Committees to a training session on Saturday, January 13<sup>th</sup>. Izak confirmed that the Chair, Vice Chair and one member have been invited to attend and will report back at the January General meeting.</li> </ul>		
<b>Accessibility Advisory Committee (AAC) Update</b>	<b>I. Roux</b>	
<ul style="list-style-type: none"> <li>Izak provided a summary of his meeting with the Chair of the AAC, Shelley Thompson. This was an action item out of a February 13<sup>th</sup>, 2017 annual report to council by AAC following ETSAB's User Experience report. During the review of the AAC report, it was suggested by council to collaborate regarding access for people with mobility challenges to public transit.</li> </ul>		

<b>8. INFORMATION SECTION</b>		<b>INFORMATION</b>
<b>ATU 569</b>		
<ul style="list-style-type: none"> <li>No update available.</li> </ul>		
<b>DATS Advisory Group Update</b>	<b>B. Macklon</b>	
<ul style="list-style-type: none"> <li>DATS is now offering some new services to clients. Upcoming trips booked under client's cell number are sent automatically by text message in reply to texting the letter "D" to DATS. Clients will have the option to be placed on a waiting list if they request a ride and the schedule is full for that day, instead of having to keep calling back.</li> <li>Some DATS clients currently have up to twelve subscription trips scheduled in one week. One option being considered to manage this is to limit to one subscription trip per client during peak times. Cancellations on subscription trips are not permitted. Subscription will be cancelled if a trip is cancelled. A cap on the number of bookable subscription trips has been suggested, but the maximum number has not yet been determined.</li> <li>DATS is funded to provide around 900,000 total trips per year with each trip provided subtracted from that total. Each person on the bus, even if they are all going from the same pick up point to the same drop off point is counted as a separate trip.</li> </ul>		
<b>ETS Branch Highlights Report</b>	<b>I. Roux</b>	
<ul style="list-style-type: none"> <li>The December ETS Branch Highlights report was provided. Izak drew member's attention to budget updates and upcoming ETS reports to Council which include response to motions from ETSAB reports. Related links are provided. Questions were encouraged to be directed by email to Christy and Izak to consolidate and pass to Marc for follow up at the January meeting.</li> </ul>		

9. TOPIC OF THE NIGHT	DECISION
	<b>I. Roux</b>
<ul style="list-style-type: none"> <li>• Councillor Cartmell was appointed as the Council Advisor for the Edmonton Transit Advisory Board for the 2017-2021 term of Council. He was present for introductions and the Board welcomed him.</li> <li>• The Board is looking forward to the Annual Social following this meeting, and expect to reconnect with five past Board members that were on the Low Income Transit Pass sub-committee.</li> </ul>	

10. MOTION TO APPROVE MINUTES OF THIS MEETING	DECISION
<p><b>MOVED:</b> by I. Hubert &amp; seconded by C. Kelly on January 29<sup>th</sup>, 2018 to approve these December 18<sup>th</sup>, 2017 minutes.</p> <p style="text-align: right;"><b><u>CARRIED</u></b></p>	

**Next Meeting Information:**

Date: Monday, January 29<sup>th</sup>, 2018  
Time: 5: 30PM – 8:00PM  
Location: Heritage Room, City Hall