

EDMONTON TRANSIT SYSTEM ADVISORY BOARD
MEETING #1, JANUARY 31, 2011
HERITAGE ROOM, CITY HALL

PRESENT: Bruce Robertson, Vaughan Hoy, Masood Makarechian, Elizabeth Johnston, John Doucette, John Hayes, John Vandenberg, Leanne Landry, Gordon Smith, Stu Litwinowich (ATU 569)

REGRETS: Brian Marcotte

ETS AND CITY STAFF: Lorna Stewart (DATS), Dennis Nowicki, Vicki Luxton

1. CALL TO ORDER

- M. Makarechian called the meeting to order at 17:30 hr.

2. SMART BUS PRESENTATION (Lorna Stewart)

- **Highlights:**
 - ***What is Transit Smart Bus Technology?***
 - ❖ Technology that enhances communication and collection of information from the Transit service on the road.
 - ❖ Information used to:
 - Provide better information to transit customers
 - Provide better management of on-road services
 - Provide additional data for service planning
 - **Smart Bus Functions**
 - ❖ Automated Stop Announcement
 - ❖ Automated Vehicle Location
 - ❖ Computer Aided Dispatch
 - ❖ Advanced Traveler Information System (GPS)
 - ❖ Mobile Data Terminal
 - **Costs**
 - ❖ Based on the planned 2011 fleet size of 959 buses, the estimated capital budget expenditure for a fleet-wide implementation is \$32.7 million to cover all Transit Smart Bus Technologies that were described.'
 - ❖ The annual impact on the operating budget is estimated to be \$4.3 million.
 - ❖ The Transit Smart Bus Technology pilot cost is estimated at \$3.4 million (50 buses) in capital budget expenditures.
 - **Benefits**
 - ❖ More accurate and comprehensive customer information.
 - ❖ More reliable and safe transit service.
 - ❖ Improved ability to manage a large and growing asset.
 - **Pilot**
 - ❖ Begin by doing a pilot on routes 111 and 128 with 50 total buses.
 - ❖ Doing a pilot will:
 - Ensure Smart Bus solution meets the Transit business' and riders'

- needs.
 - Confirm selected solution performs as promised.
 - Validate full system costs.
 - Work out wrinkles for full system deployment.
- Questions:
 - *Cost?* 3.4 million in capital benefit expenditures.
 - *Will Smart Card be implemented on the Smart Bus?* This is not included in this project.
 - *Why is ETS doing a pilot on only two routes?* Doing a pilot on core routes such as route 111 and route 128 using 50 buses has the advantage of only using one garage. Time line for full implementation would be 2014/15, three to five years.
 - *Savings?* Annual savings comes from such areas as fuel economy, reduced spare ratio, reduced maintenance efforts and changeovers, and reduced calls to 311. Pretty detailed analysis in the business case.
 - *Staffing?* There would be a large impact in retraining staff as different skill sets would be required.
 - *Software?* Using DATS as an example, the software has a ten year life cycle with the original installation made in 2005, an upgrade will be required in 2011, and replacement in 2015.

3. BOARD ELECTIONS FOR 2011 CALENDAR YEAR

- D. Nowicki advised members on the available elected positions and roles of Chair, and Deputy Chair.
- The Board nominated and approved D. Nowicki to administer the elections.

Chair Election

- D. Nowicki called for nominations for the Chair of ETS Advisory Board for 2010.

NOMINATED: J. Doucette nominated M. Makarechian

J. Vandenbeld nominated J. Hayes

SECONDED: V. Hoy

Further nominations were called twice.

Further nominations were called three times. No further nominations.

M. Makarechian and J. Hayes agreed to let their names stand. J. Hayes and M.

Makarechian spoke briefly to the Board members.

CARRIED: By secret ballot, M. Makarechian will be the Chair of the ETS Advisory Board for the 2011 term.

Deputy Chair Election

- D. Nowicki called for nominations for the Deputy Chair of ETS Advisory Board for 2011.

NOMINATED: V. Hoy nominated B. Robertson

J. Doucette nominated V. Hoy

L. Landry nominated J. Hayes

SECONDED: J. Vandenbeld

Further nominations were called twice.
Further nominations were called three times. No further nominations.
B. Robertson, V. Hoy, and J. Hayes agreed to let their names stand.

CARRIED: By secret ballot, V. Hoy will be the Deputy Chair of the ETS Advisory Board for the 2011 term.

- D. Nowicki returned the chair duties to M. Makarechian.

Board Process Work Group Members

- M. Makarechian called for Rotating Board Process Volunteers for January 31st, February 28rd, March 28th, April meeting (May 2, 2011), May 30th, and June 27th. The Chair and Deputy Chair will attend all the Board Process Meetings.

VOLUNTEERED: J. Doucette for January meeting.
VOLUNTEERED: G. Smith for January meeting.
VOLUNTEERED: J. Doucette for February meeting.
VOLUNTEERED: B. Robertson for February meeting.
VOLUNTEERED: E. Johnston for March meeting.
VOLUNTEERED: L. Landry for March meeting.
VOLUNTEERED: J. Hayes for April meeting.
VOLUNTEERED: G. Smith for April meeting.
VOLUNTEERED: G. Smith for May meeting.
VOLUNTEERED: J. Hayes for May meeting.
VOLUNTEERED: J. Vandebeld for June meeting.
VOLUNTEERED: B. Robertson for June meeting.

Board Process Work Group meets at the end of each regular Board Meeting.

4. AGENDA REVIEW

- The following additions were made to the agenda:
1) Add Proposed Task Group between Items 5 and 6.

MOVED: by to J. Vandebeld/B. Robertson to approve the amended agenda. <u>CARRIED</u>
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Amended
Agenda
Approved

MOVED: by J. Doucette/V. Hoy to destroy the ballots. <u>CARRIED</u>

Motion
Approved

5. REVIEW OF DECEMBER 13, 2010 MEETING MINUTES

MOVED: by J. Doucette/J. Vandebeld to approve the December 13, 2010 minutes. <u>CARRIED</u>

Minutes
Approved

- Amend ETSAB Orientation and Retreat 2011 Summary - Marketing Task Group members are J. Vandebeld (Chair), J. Hayes and V. Hoy.

6. PROPOSED TASK GROUP

- M. Makarechian had a meeting with Councillor B. Henderson last week addressing the state of ETSAB and how this Board is doing. As a result of this meeting, M.

Makarechian proposed that a sub-committee be struck to look over the bylaw and mandate and assess internally if the members are meeting their goals and the goals of TPW, and that the Board is serving their purpose to TPW, Transportation Department and Edmonton Transit. M. Makarechian would like to engage past chairs of ETSAB to attend and speak, and share their knowledge and reflect on the member's role. At the end of this reflection this Board should come up with some recommendations to the City Clerk's Office and TPW about ETSAB's bylaw and mandate. The deliverable time would be in early Fall so current members can see the outcome of this group.

- D. Nowicki advised the Board that the City struck a Steering Committee a couple of years ago to look at Advisory Boards. A consultant was retained and a report was drafted and was completed the summer of 2009 but was held off under the appointment of a new City Manager. D. Nowicki will get an update to the members on this committee's progress.
- D. Nowicki suggested contacting the City Clerk's Office to get clarification on how a bylaw can be changed as this will affect the end product.

MOVED: by J. Hayes/G. Smith to strike a task group called ETSAB Mandate and Bylaw Review. **CARRIED**

Motion
Approved

- Members – Committee as a whole.

6. **ADOPTION OF ETSAB PRIORITY PROJECTS FOR 2011**

- DATS Efficiency Task Group (G. Smith)
 - This task group will meet with L. Stewart, Director of DATS as there are still service performance inconsistencies, both from views of riders and drivers, in the DATS system.
 - Deliverables in April or May 2011.
- Marketing Standing Committee (J. Vandenbeld)
 - A list of potential projects and issues the Marketing Standing Committee could take on over the next few months:
 - 1) Comment on Smart Bus initiative
Preliminary timeline is January-February
 - 2) Integrating Transit with other forms of transportation
Preliminary timeline is February-March
 - 3) ETS Website Navigation Review
Preliminary timeline is March-April
 - 4) Customer Service Satellite Location Review
Preliminary timeline is April-May
 - 5) Leading the Way Youth Summit
Preliminary timeline is April-May
 - 6) Community Fair
Preliminary timeline is May
 - 7) Review of Strategic Marketing Plan
Preliminary timeline is June-July
 - The structure of the Marketing Standing Committee could be open enough to deal with things that just come up.
 - **Questions:**
 - *More information on the integrating Transit with other forms of transportation and what is that?* This stems from a discussion with D.

Nowicki that one of the goals for Edmonton is to look at inter-modal transportation. As a Board there is a lot that can be done to promote inter-modal transportation.

- Fare Policy Task Group (M. Makarechian)
 - A meeting has been arranged with J. Davidson tomorrow with M. Makarechian and L. Landry attending this meeting. The meeting will begin by asking J. Davidson how policy is developed and refined, what basis ETS uses for developing fare policy and examining fare increases. D. Nowicki stated the timing for this work is very good with the current Fare Strategy Policy needing updating (Policy outlines fares to 2013 and an update needs to be presented to council beforehand).
 - The deliverables work flow chart and action plan will be discussed and presented at the next Board meeting.
- LRT Task Group (B. Robertson)
 - The main things for this Board to comment on are the construction delivery model, and funding sources report. Once that is done this task group can move on to future items to work on.
 - **Question/Comment:**
 - Comments were forthcoming that this task group becomes a standing committee as there is much future work on LRT.
 - Members of the task group are B. Robertson (Chair), J. Doucette, V. Hoy and L. Landry).
- Commuter Rail Task Group (J. Hayes)
 - Members are: J. Hayes (Chair), J. Vandenbeld, E. Johnston, B. Robertson
 - A meeting has been scheduled in February.

Motion by: V. Hoy/L. Landry to approve the five priority projects.

CARRIED

Motion
Approved

8. **MANAGER'S REPORT**

- Highlights:
 - Early Release of Reports. Update from the Office of the City Clerk regarding early release of reports was outlined by D. Nowicki and discussed by the members of the Board. The Agenda Review Committee (comprised of the Mayor and chairs of the Standing Committees) can request the early release of a report.
 - Leading the Way Youth Summit. Youth between the ages of 18 and 28 that are available the weekend of May 6-8, please encourage them to complete a registration form. Deadline is February 18th, 2011.
 - Every Day Way Lost Articles. Sometime in the next couple of weeks ETS will be rolling out publicly a new software application called Foundtastic. It will enable individuals to search on-line to see if their articles may have been found. In order to prevent fraud it offers fairly broad search criteria.
 - Donate-a-Ride. Today is the last day of the official campaign.
 - DATS will start providing booking, scheduling and dispatch functions on February 7th for Leduc Assisted Transportation Service.
 - D. Nowicki outlined all the January Council reports relating to transit and their outcomes.
 - Transit to the International Airport. This report was dealt with in-private and when TPW was reconvened to the public the motion put forward was

that administration enter into negotiations with affected stakeholders for joint funding of bus service, to the Edmonton International Airport, based on the service parameters and negotiating position, as outlined in the confidential report.

- Board Leadership Seminar is on March 19, 2011 from 8:00 am to 4:00 pm at the Robbins Health Learning Centre.
- Questions:
 - *Cold weather service. Why were the routes 47 and 100 excluded from picking up passengers during the cold weather?* These routes are the super express routes and do not stop.
 - *DATS new vehicle updates, the vehicles are in Saskatoon, but why Saskatoon?* These buses are assembled in Saskatoon.
 - *February 8th is the date for the report on LRT cars being purchased for the NAIT line, how many cars?* The report did not say, this was just a report asking for information and funding required.
 - *Could ETSAB have access to the In-Private Airport Report?* D. Nowicki cannot release this information. At Board Process the Board may put in a request that someone from Administration come to the next Board Meeting to discuss this report in-Private.

9. INFORMATION SECTION

- DAG Report (E. Johnston)
 - No report.
- ATU 569 Report (S. Litwinowich)
 - S. Litwinowich was elected for another three years. S. Litwinowich is the only member attending ETSAB meetings from ATU 569. S. Litwinowich thanked the Board members and stated he is looking forward to making changes and working with ETSAB for the next three years.
- Update of Council Decisions
 - After February 8th if the two new Board members are appointed M. Makarechian, V. Hoy, D. Nowicki and V. Luxton will meet the new members to give them a quick orientation to the Board.
- February Social
 - March 14th was chosen as the new date for the Board's Social. V. Luxton will send out invitations with a change of format.
- Grant MacEwan Board Leadership Conference
 - Up to four members can attend this conference. Please give names of members wanting to attend to V. Luxton.
- Orientation Binder
 - J. Doucette will deliver the updated Orientation Binder to V. Luxton before the end of the month.

10. TOPIC(S) OF THE NIGHT

- Advise TPW of the 2011 ETSAB Chair and Vice Chair.

MOVED: by E. Johnston/V. Hoy to adjourn the January 31, 2011 ETSAB Meeting at 20:07 hours.

CARRIED

Motion
Approved

Next meeting: Monday, February 28, 2011 in the Heritage Room, City Hall

ETSAB January 31, 2011
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