

# Edmonton Transit System Advisory Board

## 2015 Annual Activity Report and 2016 Work Plan

### Recommendations:

1. That the 2015 Annual Activity Report of the Edmonton Transit System Advisory Board be received for information.
2. That the 2016 Work Plan of the Edmonton Transit System Advisory Board, as outlined in Attachment #5, be received for information.

### Report Summary

The Edmonton Transit System Advisory Board reports its activities of the past calendar year and planned future activities for the upcoming year, to the Transportation Committee on an annual basis.

In 2015 the board continued to provide feedback on the evolving transit strategy, and on implementing its low-income transit pass proposal in Edmonton. The board also provided new reports on Bus Rapid Transit (BRT) opportunities for Edmonton (to be explored further in the Transit Strategy Review), and Park and Ride (reports coming back before September 2016). In 2016 the board plans to review the topics of public art, user experience, heated stations, transit and tourism, BRT implementation, and the impact of autonomous vehicles.

### Report

#### Background

The Edmonton Transit System Advisory Board (ETSAB) is a council advisory committee that was established in 1994 to advise City Council and City Administration on matters relating to public transit.

A draft revised bylaw (no. 16929) was presented to the Transportation Committee on April 22, 2015 for review and Transportation Committee directed that transit planning be integrated into the advisory functions of the board.

The board is comprised of 12 volunteer members appointed by Council. Terms are renewed annually to a maximum of six years. Members are expected to commit at least 10-15 hours per month for board related activities.

#### Overview

ETSAB had a productive year in 2015. The board increased its level of engagement with Council and Administration, making several presentations and issuing reports and other

correspondence on various topics within its mandate. The boards' activities to highlight opportunities to improve transit services and products, with the consideration and response of Administration and Council, have led to tangible benefits in Edmonton's transit system. The board looks forward to continuing these collaborative efforts in 2016.

Selected ETSAB activities and recommendations include:

- Review of Bus Rapid Transit as a precursor to LRT and in current or future high frequency service areas
  - Transportation Committee recommended that the above explicitly be reviewed through the Transit Strategy
- Comments on the proposed implementation of a Low Income Transit Pass in Edmonton
  - A low-income transit pass implementation plan, as supported by ETSAB, was presented by administration to Transportation Committee and approved.
  - While not fully funded in the 2016-18 budget, it provides the framework for how provincial funds could be used.
- Review and approval of the board's bylaw (bylaw no. 16929), in conjunction with City Administration and Transportation Committee, and internal guiding documents
  - "Bylaw 16929 - Replaces Bylaw 12454, Edmonton Transit System Advisory Board Bylaw" approved by Transportation Committee
  - Integration with Transit Planning directed by Transportation Committee
  - Created internal policies, procedures and code of conduct document
- Review of potential improvements to the Park and Ride system
  - ETSAB brought four recommendations to transportation Committee. 1-3 were approved in the short term, while the fourth will be considered in the longer term.
    - Consideration of increasing the proportion of paid stalls
    - Consideration of increasing the price of paid stalls
    - Consideration of short term reserved stalls
    - Future consideration of increasing the supply of stalls through partnerships
  - Separately, a letter was submitted recommending future consideration of improvements for Bike and Ride facilities
- Review of physical accessibility measures as they relate to Edmonton Transit System (ETS) infrastructure and policy.
- Meaningful engagement and continuous updates on Transit Strategy
  - Presentations and feedback on methodology and outcomes
  - Workshops
- Review of draft 2016 budget for ETS
  - Letter submitted to Council
  - Further support for the Low Income Transit Pass
- Field trip to review transit garage and DATS

## Membership and Appointments

Twelve members served the board in 2015: Amy Mannix, Anand Pye (Vice Chair), Bruce Robertson, Izak Roux (Chair), Robert Macklon, Mariah Samji, Vladislav Slavov, Gail Brown, Sean Lee, Shaminder Parmar, Kristina Peter, Kouresh Lotfi and Syed Zaidi.

Members are each appointed for a one year term from May 1<sup>st</sup> to April 30<sup>th</sup>; terms may be renewed up to a maximum of six years.

Three members, Gail Brown (December 2015), Kouresh Lotfi (September 2015), and Anand Pye (end of term), have retired/resigned their position on the board, and recruitment is under way through the Office of the City Clerk for replacements.

At the first regular board meeting of 2016 (January 25<sup>th</sup>), Izak Roux was elected to continue as Chair, and Vladislav Slavov was elected as Vice Chair of the board for the 2016/2017 term.

## Activities

The board held 11 regular monthly meetings throughout the year, (no meeting was held in July). In addition, the board's work plan was renewed at a half-day retreat held February 28, 2015.

To fulfill the work plan for 2015/16, nine sub-committees of the board were formed to gather information and generate submissions:

1. Long Term Fare Strategy
2. Budget
3. Bus Rapid Transit
4. Park and Ride
5. Accessibility
6. Public Art
7. Governance, External
8. Transit Innovation
9. Transportation Strategic Planning

The activities of each sub-committee are described in Attachment #1.

## Communications with Council

Four presentations were made by the board to Transportation Committee in the past year:

1. Low Income Transit Pass (November 9, 2015)
2. Bylaw 16929 (April 22, 2015)
3. Bus Rapid Transit (October 7, 2015)
4. Park and Ride (March 9, 2015)

Three letters from the board were issued to Councillors in the past year:

1. Accessibility (February 10, 2016)
2. Bicycle Parking

### 3. ETSAB Comment on the Proposed 2016-2018 Operating Budget (November 26, 2015)

Councillors were updated on key matters discussed at regular board meetings via e-mail submission of "Topics of the Night". The selected topics for 2015 are listed in Attachment #2.

#### Other activities in 2015

Board members received 10 presentations throughout the year from City Administration and others (Attachment #2). Members had the opportunity to ask questions and offer informal feedback at each presentation. The board also attended a public lecture by Author Taras Grescoe's (Strap-hanger), put on by the City of Edmonton to coincide with the transit strategy kickoff.

The board nominated a delegate to attend a Canadian Urban Transit Association (CUTA) conference in 2015, and intends to do so again in 2016. The board celebrated its 21st anniversary at the board's Annual Social in December, attended by current and past members, members of City Council and Edmonton Transit management.

#### Budget & Resource Usage

This is the second annual report of the board to include budget information for the upcoming year (Attachment #4). All budget items are included within the annual budget submission of ETS.

Edmonton Transit has budgeted **\$89000** in 2016 for its support of the board's activities. This includes the provision of a recording secretary (0.5 FTE), a City Manager and two additional managers (time provision of between 0.1 to 0.3 FTE).

The direct cost of board activities for 2016, including member support and recognition, printing and distribution of meeting materials, meeting room rental and equipment, catering and miscellaneous costs, is estimated to be **\$29505**. Major items include the provision of transit passes to participating members (**\$9000**) and conference attendance (**\$3500**). The combined total cost of the board in 2016, including support from City Administration, is estimated to be **\$118505**.

It is estimated that between 1440 to 2160 total volunteer hours will be allocated to board work in 2016. This assumes that individual members devote an average of 10 to 15 hours per month to board activities, including meetings.

#### Work plan for 2016

A proposed work plan for the board is tabled in Attachment #5. During 2016 the board plans to continue to contribute to the transit strategy, and review the topics of **public art, user experience, heated stations, transit and tourism, BRT implementation, the impact of autonomous vehicles**, and innovation.

### Attachments

1. Sub-committee activities and outcomes in 2015
2. Presentations to the board & Board meeting highlights ("Topics of the Night") in 2015
3. 2015-2016 Work Plan
4. 2016 ETSAB Budget
5. 2016-2017 Work Plan\*

*\*This document was approved at the March 29, 2016 Edmonton Transit System Advisory Board general meeting.*

## **Long Term Fare Strategy (Low Income Transit Pass)**

### Purpose

Research issues relating to fare policy and recommend potential changes and/or new fare products.

### Activities

- A proposal in support of a low-income transit pass was approved in March 2014 and presented to the Transportation Committee on May 7<sup>th</sup>, 2014.
- Communications with City Administration on the timing and contents of a follow-up, implementation report and subsequent budget approval extended into 2015.

### Outcomes

- A low-income transit pass implementation plan was presented to Transportation committee and approved. While not fully funded in the 2016-18 budget it provides the framework for how provincial funds could be used.

### Membership

John Vandenbeld (Chair, 2014), Anand Pye (Acting Chair), John Hayes, Leanne Landry, Amy Mannix, and Bruce Robertson

## **Accessibility**

### Purpose

Explore the broad concept of Accessibility as it relates to Edmonton Transit System (ETS) infrastructure and policy.

### Activities

- Terms of reference were created to define the scope and focus of the committee in August 2015
- Research available accessibility standards and their relevance to transit.
- Identify key people in the ETS organization charged with accessible design and implementation.
- Determine accessibility standards currently in use.
- Recommend a new standard and, or changes if required.

### Outcomes

- The work of this sub-committee concluded in January 2016 with a letter to TC outlining two recommendations submitted February 10, 2016.

- Review the status of implementation of recommendations in the report, *ETS Accessible Public Transportation: 2013 Business Analysis*, by consultants Steer, Davies & Gleave.
- Formalise an ETS Accessibility Advisory Committee for consultation on physical accessibility of the transit system.

#### Membership

Chair: Bob Macklon

Members: Amy Mannix, Anand Pye, Shaminder Parmar, Vlad Slavov, Kristina Peter, Izak Roux

### **Bus Rapid Transit**

#### Purpose

Consider potential for bus rapid transit both as a precursor to LRT, as well as in current and future hightraffic corridors.

#### Activities

- Assign research points to team members, review progress to date, compile a draft report.
- Review previous research for BRT in Edmonton, and identify what has changed
- Review costs and benefits with a special focus on TOD opportunities
- Review use and success of BRT in other municipalities / transit authorities

#### Outcomes

- Report "A Case for Bus Rapid Transit in Edmonton" was approved by the board and submitted to Transportation Committee at October 7th meeting in 2015.
- At the October 7th Transportation Committee D. Iveson moved: "That Administration include consideration of rapid bus and/or super express service as part of the Transit Strategy to serve transit avenue services, crosstown services and consideration for LRT precursor service."

#### Membership

Chair: Anand Pye

Members: Amy Mannix, Shaminder Parmar, Vlad Slavov, Kristina Peter, Izak Roux, Bob Macklon, Gail Brown, Sean Lee, Syed Zaidi

### **Park & Ride**

#### Purpose

Review current and future options related to Park & Ride facilities. The committee looked at Park & Ride at a high level with the focus on demand and supply as well as assessing how both bus and LRT transit ridership may benefit by increasing access to Park & Ride.

#### Activities

- Conduct an overview of the current Park & Ride Policy, organization, structure and facilities within the transit network / system to establish an understanding of the current base line
- Review and summarize current demand points if data is available.
- Summarize Peaks and turn-over / use and trip orientation if data is available.

- Review CoE's current and future strategy for these facilities, and linkages to the Way We Move.
- Develop a benchmarking and precedent summary of like facilities.
- Review current rates and monthly pass and assess opportunities for rate program modification.
- Review and summaries functional issues such as security and availability over the day.
- Look at joint venture opportunities between Private Sector and CoE.

#### Outcomes

- A letter to council on the need for bicycle parking.
  - A Report was submitted to Council in November of 2015 and was presented in March 2016. Council directed administration to implement recommendations 1-3, and review recommendation 4.
    - "That Administration proceed to implement the following solutions by September 2016:
      1. Conversion of free Park and Ride stalls to paid reserved stalls.
      2. Increasing the price to park in reserved Park and Ride stalls.
      3. Designating time-limits and/or charging fees for unreserved stalls."
    - That Administration provide a report on the feasibility, implications and details of implementing the following Park and Ride management option:  
Identifying alternatives to increase the supply of Park and Ride stalls using existing, conveniently-located, parking facilities (private or public),
- Due by:  
Third Quarter 2016
- That Administration incorporate the long term strategies and goals of the Park and Ride policy in conjunction with the Transit Strategy while implementing short term solutions to adhere to the high demand and the increase in users of Park and Ride.

#### Membership

Chair: Mariah Samji and Sean Lee

Members: Bruce Robertson, Bob Macklon, Amy Mannix, Vlad Slavov, Anand Pye, Gail Brown

#### **Public Art**

##### Purpose

Look at ways of promoting and advancing public art throughout Edmonton's public transit system. As part of this work, the Committee will look at different mediums of art, funding sources and opportunities, as well as the existing policy that covers how public art is allocated.

##### Activities

- Initial development of ideas for the preparation of a report to Transportation Committee.

##### Outcomes



- The Committee is expected to complete its' work by the first quarter of 2016.
- Report to the Transportation Committee of Council

#### Members

Chair: Mariah Samji

Members: Shaminder Parmar, Vlad Slavov, Izak Roux, Sean Lee, Syed Zaidi, Bruce Robertson, Anand Pye, Izak Roux

### **Transit Innovation**

#### Purpose

A standing committee to focus is to foster open-ended discussions on how to improve transit. The committee looks at new technologies and trends, innovative approaches taken by other municipalities, and articles/ publications of what other transit authorities are doing.

#### Activities

- Meetings are open discussions, and all members are encouraged to participate
- The Committee may invite subject matter experts and outside stakeholders to share experiences, insights and ideas on bettering public transit
- The Committee may on occasion focus on a particular subject or topic to generate ideas and support the work of other ETSAB Committees
- The Committee may suggest to the Board that a recommendation be put forward to City Administration or Council (with Board approval)

#### Outcomes

- Generate a list of topics or subjects for the Board to consider in making it's annual work plan
- An annual internal report on topics will be prepared, with support and input from all Committee members

#### Membership

Chair: Vlad Slavov

All members

### **Transit Strategy**

#### Purpose

Monitor and review projects and future initiatives that may affect transit, as well as provide input and feedback into the Transit Strategy. This committee is a standing committee of the board during General meetings as applicable throughout the year.

#### Activities

- Input following presentations/updates from Sarah Feldman and Tarra Kongsrude in the form of question and answer periods and workshops

#### Outcomes

- Stakeholder input to strategic planning. Feedback recorded in ETSAB minutes of meetings and posted on the website. This project is ongoing to 2017 and beyond.

#### Membership

All - at General Meetings

#### **Governance**

##### Purpose

Document board process, procedures and code of conduct into one document, and provide feedback on updates to our bylaw if and as required.

##### Activities

- No activities required to be undertaken in 2015

##### Outcomes - n/a

#### Membership

Chair: Anand Pye

Members: Robert Macklon, Amy Mannix, Bruce Robertson, Izak Roux, Mariah Samji, Shannah Sutherland

#### **Budget**

##### Purpose

To comment on the proposed 2015 budget for the Edmonton Transit System.

##### Activities

- Review of ETS proposed operating budget for 2016-2018.
- Meet with Administration (Ken Koropeski and Dave McReynolds) for Q&A session
- DRAFT letter for board approval to submit to council with comments on proposed budget.

##### Outcomes

- A letter to the Mayor and Councillors regarding ETSAB Comment on the Proposed 2016-2018 Operating Budget was submitted November 26, 2015, which included
  - Low Income Transit Pass – As ETSAB has written about extensively, the low income transit pass is one of the first and most tangible efforts by the city on the End Poverty Initiative.
  - Bus Service - Expanded Service Hours - It's increasingly clear that in a diverse city the size of Edmonton, the need and desire to travel on transit doesn't end just after

our arbitrary 'peak service hours'. Given the tremendous 5-7 years growth in ridership, this needs to be met with expanded service.

- Bus & LRT - Safety & Security - Given the increases in ridership, the potential to expand service hours, the results of the recent user survey identifying a desire for more visible presence, and the desire to increase ridership including among non-users, this investment would see good returns in ridership and satisfaction.

#### Membership

Chair: Izak Roux & Anand Pye

Members: All members of the board.



Edmonton Transit System **Advisory Board**

## 2015 Presentations and Topics of the Night Attachment #2

2015	Presentations	Topics of the Night
January	Park & Ride Capacity and Utilization, by Varjinder Chane, City Transportation Planning	<ul style="list-style-type: none"> <li>• Thank-you to both B. Robertson, Chair &amp; A. Mannix, Deputy Chair for their service over the last year.</li> <li>• Welcome I. Roux, as the new Chair and A. Pye, as the new Deputy Chair.</li> </ul>
February	Park & Ride Strategy by Stephanie McCabe (Director of Policy Implementation & Evaluation, City Transportation Planning)	<ul style="list-style-type: none"> <li>• Farewell to Vaughan Hoy and congratulations on his retirement from the board.</li> <li>• V. Hoy's public art white paper.</li> </ul>
March	Transit Strategy and Public Engagement, by City Transportation Planning, Stephanie McCabe & Lindsay Ward (Public Engagement Advisor)	<ul style="list-style-type: none"> <li>• On April 22, 2015 the Low Income Transit Pilot Program to go in front of Council for review.</li> </ul>
April	n/a	<ul style="list-style-type: none"> <li>• The board agreed on a presentation that balanced our unwavering support of the Low Income Transit Pass as originally presented, with concerns over administration's implementation plan that would have been inefficient, and also raised AISH fares. Thank you to Council and all of the hard working agencies that presented. "Transportation Committee showed real leadership by moving ahead with the LITP, and we look forward to its final endorsement in the 2016 budget."</li> <li>• Special thank you to our retiring members: Varinder Bhullar (May 1, 2014 - April 30, 2015), Shannah Sutherland (January 1, 2013 - April 30, 2015), Chris Dulaba, Former Vice-Chair (February 16, 2011 - April 30, 2015), Bruce Robertson, Former Chair (April 29, 2009 - April 30, 2015)</li> </ul>
May	Transit Strategy Update by Sarah Feldman (Project Manager, Transit Strategy), Stephanie McCabe, Lyndsay Ward	<ul style="list-style-type: none"> <li>• Discussion on the Transit Strategy.</li> <li>• Welcoming of new members to their first general ETSAB meeting.</li> </ul>
June	Transit Strategy & Engagement, by Sarah Feldman and Voice of the Customer report by Darren Chernuka (Customers satisfaction and experience were polled, there has been a transition within ETS from a service-based focus to a move towards a more of a customer service and experience focus.)	<ul style="list-style-type: none"> <li>• Focus on improvement to the Customer Service Survey.</li> </ul>
July	no meeting held	no meeting held
August	Winnipeg Bus Rapid Transit Execution Strategy by B. Radstrom & B. Menzies Transit Engagement Strategy & Transportation Planning Branch Update, by S. Feldman & S. McCabe	<ul style="list-style-type: none"> <li>• Topic of the Night to be the Bus Rapid Transit and Park &amp; Ride Report, along with the Winnipeg Bus Rapid Transit presentation.</li> </ul>
September	n/a	<ul style="list-style-type: none"> <li>• ETSAB held our September meeting, and decided to see Author Taras Grescoe's public lecture, and transit strategy kickoff, at the AGA. Grescoe, who toured transit in 14 cities for his book Straphanger, spoke about his experiences and told the crowd that Edmonton should look hard at the kind of transit that fits the city's form.</li> <li>• ETSAB was pleased to see the conversation incorporate elements that we advocate for in our BRT report ("A Case for Bus Rapid Transit in Edmonton", coming to Transportation Committee on Wednesday, October 7th). Grescoe and others in the audience discussed the success of cities around the world who combated congestion through prioritized bus lanes, prioritized signals for buses, and other improvements to quality bus services. We look forward to discussing this and Park and Ride improvements with TC next week.</li> </ul>
October	ETS Budget Presentation - Overview and 2016-2018, by ETS Acting Branch Manager Ken Koropeski & ETS Director of Research, Revenue and Expenditure Control, Dave McReynolds Security Initiative Presentation on Report being presented at Transportation Committee on November 9th, 2015 by ETS Acting Director of Safety & Security, Chuck Van Deel Piepers	<ul style="list-style-type: none"> <li>• Budget presentation - was well put together and easy to understand.</li> <li>• Good discussion with Safety &amp; Security and focus on the Harassment Free Initiative within ETS.</li> </ul>
November	Transit Strategy Workshop – Part 2, by Sarah Feldman, Transportation Planning ETSAB Logo Workshop, by ETS Customer Experience - Brand Management Team Lead, Ray Au	<ul style="list-style-type: none"> <li>• Budget letter submitted to council was well written and well received</li> <li>• Welcoming of new Administrative Support: Justin Townell (Staff Liaison) &amp; Christy McKenzie (Recording Secretary).</li> </ul>
December	n/a (Annual Social to follow the meeting)	<ul style="list-style-type: none"> <li>• CUTA well attended and represented by Edmonton</li> <li>• Farewell &amp; acknowledgement of Carissa Campbell's contributions to the Board in 2015</li> </ul>

## 2015 ANNUAL WORK PLAN (DRAFT)

### Attachment #3

#### ASSUMPTIONS:

1. Main objective with this work plan is to rebuild the board after losing 5 members in April 2015.
2. All the potential projects were prioritized by the Board members and that provided guidance in the projects to be undertaken in 2015/2016.
3. Only two projects will be undertaken by 2 sub-committees (highlighted in green). New projects will only start on completion of the first priority projects (first priority yellow and second priority orange).
4. The budget review is a standing project undertaken annually by ETSAB.
5. To help integrate new members a free discussion open subject meeting will be arranged on a monthly basis. All members will be encourage to attend, socialize and discuss a topic relevant to ETSAB. The team leaders may identify relevant material and distribute to members before the meeting as background info.
6. A standing committee on Strategic Planning will be formed, all ETSAB members will be members of this standing committee. The objective will be to monitor the strategic planning process initiated by ETS. ETSAB will invite the Strategic Planning Director for presentations at the monthly ETSAB board meeting. ETSAB will also participate as a stakeholder in the strategic planning process.

COMMITTEE	DESCRIPTION	OUTPUT	TIMELINE					TASK LEADER	LINKS TO STRATEGIC PLANNING DOCUMENTS AND GOALS
			2015				2016		
			Q1	Q2	Q3	Q4	Q1		
COMPLETION OF CARRY-OVER ACTIVITIES FROM 2014									

Long Term Fare Strategy	Consideration of a low-income concession fare.	Report for submission to Transportation Committee. Review response from ETS to Transportation Committee						Bruce and Anand	<ul style="list-style-type: none"> <li>▪ The Way We Finance</li> <li>▪ The Way We Move: Access and Mobility, Transportation Mode Shift, Sustainability, Economic Vitality</li> </ul>
<b>ACTIVITIES FROM MAY 1, 2015, FOLLOWING INTRODUCTION OF NEW BOARD MEMBERS</b>									
Budget	Annual review of proposed budget for transit services.	Letter to Transportation Committee and presentation to City Council. Other correspondence earlier in year as appropriate.						Izak	<ul style="list-style-type: none"> <li>▪ The Way We Finance</li> <li>▪ The Way we Move</li> </ul>
Bus Rapid Transit	Consider potential for bus rapid transit as an interim measure prior to LRT expansion.	Concept review to be presented to board; results conveyed to Transportation Committee.						Anand	<ul style="list-style-type: none"> <li>▪ The Way We Move: Public Transportation, Transportation and Land Use Integration, Transportation Mode Shift</li> <li>▪ The Way We Grow: Integrated Land Use and Transportation</li> <li>▪ The Way We Live: Connectedness</li> </ul>
Park and Ride	Review current park and Ride strategy and potential influence on ridership	Recommendation paper to be submitted to the Transportation Committee.						Mariah	<ul style="list-style-type: none"> <li>▪ The Way We Move: Public Transportation, Transportation and Land Use Integration, Transportation Mode Shift</li> <li>▪ The Way We Grow: Integrated Land Use and Transportation</li> <li>▪ The Way We Live: Connectedness</li> </ul>

Accessibility	Review physical accessibility of riders of ETS	Recommendation paper to be submitted to the Transportation Committee.						Laurie	<ul style="list-style-type: none"> <li>▪ The Way We Move: Public Transportation, Transportation and Land Use Integration, Transportation Mode Shift</li> <li>▪ The Way We Move: Access and Mobility, Transportation Mode Shift, Sustainability, Economic Vitality</li> <li>▪ The Way We Live: Connectedness</li> </ul>
Public Art	Review opportunities for facility enhancement via incorporation of public art.	Recommendation paper to be submitted to the Transportation Committee.						Mariah	<ul style="list-style-type: none"> <li>▪ The Way We Live: Attractiveness</li> <li>▪ Edmonton Arts Council</li> <li>▪ The Art of Living</li> </ul>
Governance, External	Review implications of governance arrangements for transit services, including with regards to cost and customer outcomes inc. service levels.	Report for submission to Transportation Committee.						Amy / Anand	<ul style="list-style-type: none"> <li>▪ The Way We Move: Regional Interface, Asset Management and Maintenance</li> <li>▪ The Way We Finance</li> </ul>
Transit Innovation	Open discussion on transit matters.	Exchange of transit information among board members, learning experience for all board members.						Vlad	<ul style="list-style-type: none"> <li>▪ The Way We Move</li> <li>▪ The Way We Finance</li> <li>▪ The Way We Live</li> <li>▪ The Way We Grow</li> </ul>
Transportation Strategic Planning	See assumption 6 above	Stakeholder input to strategic planning						TBD	<ul style="list-style-type: none"> <li>▪ The Way We Move</li> <li>▪ The Way We Finance</li> <li>▪ The Way We Live</li> <li>▪ The Way We Grow</li> </ul>

City Administratio n and other requests for input	Review ad hoc requests for input on various proposals and issues.	As required.						TBD	TBD
---	--	--------------	--	--	--	--	--	-----	-----



<b>Staff Support <sup>1</sup></b>	<b>Estimated</b>
Administrative Support	\$89,000.00
<b>Total</b>	<b>\$89,000.00</b>

<b>Printing &amp; Distribution <sup>2</sup></b>	<b>Estimated</b>
Printing - Board Meetings	\$1,850.00
Annual Planning Retreat Materials	\$70.00
Orientation Binder <sup>3</sup>	\$250.00
Courier - Board Meetings <sup>4</sup>	\$1,900.00
Courier Additional (3 per month on average)	\$500.00
<b>Total</b>	<b>\$4,570.00</b>

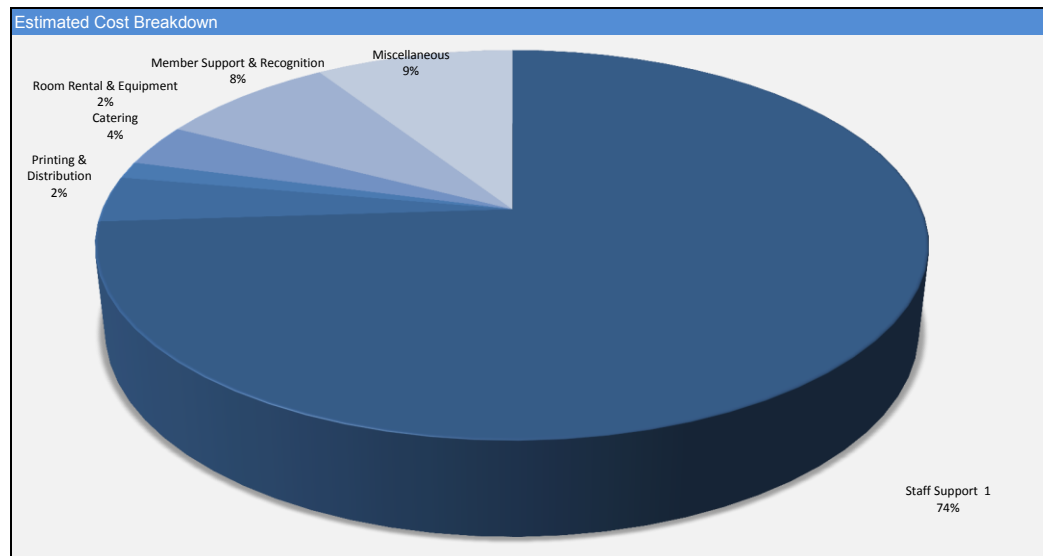
<b>Room Rental &amp; Equipment</b>	<b>Estimated</b>
Room Charge	No Charge
Microphone Charge (\$50.00 per meeting)	\$600.00
Annual Planning Retreat & Facilitator	\$500.00
Subcommittee Rooms <sup>5</sup>	\$500.00
Christmas Social (Room Table Setup)	\$80.00
<b>Total</b>	<b>\$1,680.00</b>

<b>Catering</b>	<b>Estimated</b>
Light Dinner - Board Meetings <sup>6</sup>	\$2,500.00
Christmas Social <sup>7</sup>	\$750.00
Annual Planning Retreat <sup>8</sup>	\$260.00
Facility Tour (average of 4 meeting annually)	\$660.00
<b>Total</b>	<b>\$4,170.00</b>

<b>Member Support &amp; Recognition</b>	<b>Estimated</b>
Annual Recognition (Members Only)	\$120.00
Chair & Deputy Chair Lunch Meetings	\$200.00
Retirement Recognition (Approx. 5 Members) <sup>9</sup>	\$500.00
Orientation <sup>10</sup>	\$60.00
Transit Passes <sup>11</sup>	\$9,000.00
<b>Total</b>	<b>\$9,880.00</b>

<b>Miscellaneous</b>	<b>Estimated</b>
Facility Tours <sup>12</sup>	\$1,600.00
CUTA Conference (Travel, Hotel Food - 1 Attendee)	\$3,500.00
City Manager Office Training	\$600.00
Annual Planning Retreat Facilitator	\$2,000.00
Consulting Fees	\$3,000.00
Transportation Committee Breakfast / Luncheon	\$300.00
<b>Total</b>	<b>\$11,000.00</b>

<b>TOTAL EXPENSES</b>	<b>ESTIMATED</b>
	<b>\$120,300.00</b>



<b>Notes</b>
<sup>1</sup> Recording 50%, Administration Support (4 people) 10% - 30 %
<sup>2</sup> Monthly includes 20 copies x 110 pages x 12 months.
<sup>3</sup> Additional include orientation binders (600 + pages x 6 copies) .
<sup>4</sup> Averaged as \$13.00 per package, per 12 people for 12 months.
<sup>5</sup> Subcommittee fee determined if on-site locations were not available 10% of the time.
<sup>6</sup> Monthly - 13.00 per person x 17 guests x 11 meetings.
<sup>7</sup> Christmas Social - includes appetizers, drinks for approximately 13 member + Councillors + City Staff.
<sup>8</sup> Annual Retreat - include both breakfast and light lunch for 17 guests.
<sup>9</sup> Retirement recognition varies depending on length of service. Ranges from \$25.00 - \$150.00 dollars.
<sup>10</sup> Orientation is the Ride of the Century book (retails for \$20.00).
<sup>11</sup> Transit passes - approximately 9 recipients (based on the taxable benefit form opt-in). Also for every year of service an individual receives a 1 month transit pass after retirement.
<sup>12</sup> Charter bus / operator charge for approximately 4 tours per year.

\* These funds are approved through ETS budget submission. Not specific to Edmonton Transit Advisory Board's budget.



## 2016/2017 Annual Work Plan Attachment #3

### **ETSAB Mission, Vision, and Values:**

The ETSAB Mission is to provide a safe, effective, efficient, and environmentally preferred mode of transportation.

### **The ETSAB Vision is:**

- A transportation system that encourages less car dependent transportation;
- A safe, affordable, efficient, totally user friendly transit service;
- A transit system, including Light Rail Transit, that accesses all parts of metro-Edmonton;
- A family of services which allows all people in Edmonton equal and fair opportunity to access public transit;
- A marketing strategy that increases ridership and results in high levels of public support for the transits system; and
- Urban planning that creates transit-supportive densities and more mixed land use to create stronger, healthier communities.

**ETSAB Values** are fiscally and environmentally responsible behaviour, responsive to the public, and respect for all mobility needs.

### **The 2016/2017 Annual Work Plan**

All projects included in the work plan were collectively prioritized from a larger list of potential topics by the Board. The final selection of committees was determined at the February 29<sup>th</sup>, 2016 ETSAB General Meeting.

### **Work Plan Assumptions:**

1. The main objective with this work plan is to make an impact in the key focus areas identified during the 2016 annual retreat
2. Initiatives that engage all Board members are highlighted in **green**.
3. Secondary projects will only start upon completion of the secondary priority projects (first priority is denoted in **yellow** and secondary priority denoted by **orange**).
4. No more than two first priority committees will concurrently operate (excluding budget review)
5. The budget review is a standing project undertaken annually by ETSAB, always following in Q4.
6. The Transit Innovation Committee will provide a social forum for open-ended discussion to help integrate new members and formulate ideas and opinions as a Board. All members will be encouraged to attend, socialize and discuss topics they are knowledgeable, passionate, or interested in as they relate to transit.

	Committee	Lead	Description	Output	Alignment to Strategic Goals	Timeline				
						2016				2017
						Q1	Q2	Q3	Q4	Q1
COMPLETION OF CARRY-OVER ACTIVITIES FROM 2015										
1	Public Art	Mariah Samji	This Committee looks at the Public Art policy and how it can be updated to be more conducive to incorporating public art into the transit system	Report to Council that examines potential changes and the rationale	D (A & B), E					
ACTIVITIES Planned starting May 1, 2015 (Q1)										
2	Budget Review	All	Standing project undertaken annually by ETSAB	Comments on the annual budget submitted to council	A & B (All)					
3	Transit Strategy	All	All ETSAB members will be members will participate in providing input on the Transit Strategy. The objective is to stay engaged in the strategic planning process initiated by ETS.	ETSAB will receive presentations at general meetings. ETSAB will participate as a stakeholder in the process by providing input and feedback	A, B, C, D					
3	Transit Innovation	Vlad Slavov	Standing committee that meets monthly to have open discussions on Transit issues, with a focus on innovation and improvement ideas	A summary of topics discussed by the committee to provide input into the following year's annual retreat.	A, B, C, D					

	Committee	Lead	Description	Output	Alignment to Strategic Goals	Timeline				
						2016				2017
						Q1	Q2	Q3	Q4	Q1
4	User Experience	Sean Lee	Focus on how ETS can improve the customer experience throughout the entire journey (ease of use, etc.)	A letter or report to Transportation Committee	B, D, E					
5	Heated Stations	Shaminder Parmar	Research different types of heating solutions for public transit stations and do some preliminary analysis (costs, impact on ridership, etc.)	A letter or report to Transportation Committee	B, D					
6	Transit and Tourism	Amy Mannix	Explore partnerships between growing hospitality/tourism industry in Edmonton and Public Transit.	A report looking at potential partnership options based on Edmonton's unique opportunities and an environmental scan	A, B, C, D					
7	Autonomous Vehicles	Izak Roux	Explore what role and impact driver-less cars could play on Edmonton's transit system	A letter or report to Transportation Committee	B, C, D					
8	BRT Follow Up	Kristina Peter	Follow-up on ETSAB's previous work to advocate for BRT and do a more in-depth analysis into a potential route	A letter or report to Transportation Committee	A, B, C, D					

### **Options for Strategic Alignment to the Way Ahead:**

The list below highlights which of the City's strategic goals and outcomes will be tied to specific projects and committee work that will be undertaken by the Board in 2016/17.

- A. The Way We Finance
- B. The Way We Move:
  - a. Access and Mobility
  - b. Transportation Mode Shift
  - c. Sustainability
  - d. Economic Vitality
  - e. Public Transportation
  - f. Transportation and Land Use Integration
  - g. Regional Interface
  - h. Asset Management & Maintenance
- C. The Way We Grow:
  - a. Integrated Land Use and Transportation
- D. The Way We Live:
  - a. Attractiveness
  - b. Connectedness
- E. Edmonton Arts Council, and The Art of Living