

**RESULTS / MINUTES “FINAL”**  
**(ETSAB) Edmonton Transit System Advisory Board**  
**Monday, November 17<sup>th</sup>, 2014**  
**5:30PM – 8:00PM**  
**Heritage Room, City Hall**  
**Meeting No. 14.12**

*Results prepared by Carissa Campbell*

**Present:**

Varinder Bhullar, Robert Macklon, Amy Mannix, Anand Pye, Bruce Robertson, Mariah Samji, Vladislav Slavov, Shannah Sutherland, Steve Bradshaw (ATU 569).

**Regrets:**

Christopher Dulaba, Vaughan Hoy, Izak Roux

**ETS & City Staff:**

Vicki Gunderson (Manager Civic Agency Governance), Judy Bonner (Civic Agencies Coordinator), Cliff Hansen (Divisional Supervisor of Bus Operations), Glen Dennis (ETS Security Operations Coordinator), Carissa Campbell (Recording Secretary).

**Materials & Attachments:**

- **Material Package:**
  - Agenda
  - Minutes from September 29, 2014
  - Minutes from October 27, 2014
  - Branch Highlights Report
- **Material Amendments:**
  - Council and Committee Meeting Tracking List
  - TC Meeting Minutes – October 29 /14 – Smart Fare & Smart Bus Implementation
  - Smart Bus Implementation CR1782
  - Smart Fare Project Report CR1724
  - ETSAB Policy, Procedures & Manual
  - September 29 & October 27<sup>th</sup> Draft Minutes Recommendations
  - Branch Highlights Report – Amendment (DATS Update)
  - TC Meeting Minutes – October 29<sup>th</sup> – Escalator Update

**1. CALL TO ORDER**

- B. Robertson called the meeting to order at 5:30PM.

**2. AGENDA REVIEW**

**DECISION**

- Strikeout Valley Line Comment – M. Samji does not have information to speak to.
- Budget will be pushed to the end of the meeting.
- Next meeting has been confirmed as Tuesday, December 16<sup>th</sup>, 2014.

**3. PRESENTATIONS, FOLLOWED BY Q&A SESSION**

**INFORMATION**

**Process for Council Reporting**

**V.Gunderson**

***Reporting Types & Appropriate Uses:***

- Vickie Gunderson & Judy Bonner provided a brief outline to ETSAB explaining the types of processes for Council reporting, and which avenues works best for each situation.
- The process for Council reporting depends on the purpose – if you are providing info, or requesting action from Council or administration it can be an action item.
- An action report is an issue identified, discussed, researched, with a formal recommendations.
- Advice to Council needs to be in a formal action report. The action report is the same format as the information report that ETSAB is currently using.
- Do not include activities in membership report, as it's a private report. – Activity report needs to be public and submitted accordingly.
- In the past ETSAB had created a memo to Council, yet it could have been submitted as an action report to ensure it would go directly to Council members.
- If the information is an item ETSAB has working on or updating it can be sent by memo. Memos may be done at the boards own discretion. Letters and memos sent to Council will go into correspondence – not public.
- If Administration has put forward a report to Council and ETSAB would like to comment on it – may be done as a formal letter recognizing the particular report.
- An action report is a completed item – it officially goes through Transit Committee and then go to the Agenda Review Committee / Formal Reporting with the Sire template.
- Important to use the proper channels as it can be tracked and to provide historical records to future ETSAB members.
- Reports to Council are not public and may never see the light of day. If there is an expectation for action, the report would have to brought forward by one of the Councillors if it was submitted by as a report.
- Activity report – what ETSAB did, what ETSAB plans to do, future work plan. This will allow for the Transit Committee members to understand ETSAB's intentions and allow them to be onside with them. Transit Committee's job is not to approve, yet rather to review. Activity report is done at the end of the year.

***City Changes to Policy Regarding Board Budgeting:***

- In the activity report going forward there will be additions to the policy:
  - To provide the budget to Council (what does it cost to have ETSAB) – take a look at performance measures & also time. Time the members have been giving to the project – and administrations time. Policy items vs operational items – policy items should be ETSAB's role. Operational is more of an Administrative focus.
  - Areas of budget include: time, room rental, meal expenses, administrative services (admin will provide). . ETSAB will not be responsible for adhering to the budget. Also included is time allocation – time in the meeting, preparation time, subcommittees, other times.
  - Important to have the budget laid out as ETSAB is responsible to the Transportation Committee, and the Transportation Committee needs to ensure they are receiving value for the investment and cost.

***Other Discussions:***

- ETAB's role is to identifying policy issues. There will be times when policy and

operations will overlap.

- Topic of the night is used as a way to keep the Councillors informational as to ETSAB's discussions. It may be used as a place of concern, rather than advice to Council.
- ETSAB does not have the ability to persuade Council by creating a petition.
- Contact person for media inquiries should be the Chair of the board.
- When ETSAB is brought in on a particular meeting agenda item – shared with Councillors, but not public.
- If ETSAB wishes, comment letters can go on the ETSAB website.
- If you have any questions, please feel free to contact the City Clerk.

4. APPROVAL OF MINUTES		DECISION
Approval of September 29, 2014 Minutes		B. Robertson & A. Mannix
<ul style="list-style-type: none"><li>• Circulated prior to meeting requesting recommendations. No comments for revisions were provided.</li></ul>		
<b><u>MOVED:</u></b> by B. Macklon & V. Bhullar – minutes approved.		
<b><u>CARRIED</u></b>		<b><u>MOTION CARRIED</u></b>
Approval of October 27 <sup>t</sup> , 2014 Minutes		B. Robertson & A. Mannix
<ul style="list-style-type: none"><li>• Strikeout: page 5's Action requesting further escalator presentation.</li><li>• Spelling: correction of B. Robertson's last name.</li></ul>		
<b><u>MOVED:</u></b> by S. Sutherland & B. Robertson – minutes approved with contingency on review / amendments to spelling and grammatical errors.		
<b><u>CARRIED</u></b>		<b><u>MOTION CARRIED</u></b>

5. ETSAB PRIORITY PROJECTS FOR 2014, PART 1		DECISION
Budget		B. Robertson
<b><i>Discussion relating to the ETSAB Budget Meeting (November 12<sup>th</sup>).</i></b>		
<ul style="list-style-type: none"><li>• ETSAB Budget Discussion with ETS occurred on November 12, 2014 with Troy Shewchuck (Research - Revenue &amp; Expenditure Control Director) presenting.</li><li>• ETSAB's perspective was that the Budget this year was shorter and with less information than previous years. It was presented as more of an information item. Simpler reporting – more focus on below the line items.</li><li>• Below the line service packages discussion and focus: overcrowding, new peak service, schedule adherence, City Hall security and late night bus service.</li></ul>		

- ETS is projecting no ridership increases. Projected the standard annual of 5%. It was explained that there were too many unknown variables to project an actual increase (new Metro Line opening, etc).
- Each year operates in isolation. If there's an increase in surplus from one year it cannot be carried over. If ETS had a surplus or deficit it would come out of the general fund.
- The Low Income Transit Pass will be approximately \$1.8 million to implement. Actual cost of \$1.5 million to \$6.3 million for loss of revenue.
- During the Budget meeting there was the proposition of changing fare structure down the road to coincide with Smart Bus.
- T. Shewchuk had also mentioned that any area with developer funded service, even if the contract is done, the service is continuing – they are just not receiving funding from the developer any longer.

***Discussion relating to the City Budget Deliberations (Week of November 24<sup>th</sup>).***

- How is ridership growth in relation to city growth? This would speak volumes to overcrowding funding and also late night service.
- 747 is still in negotiations, thus T. Shewchuk could not speak on the specific momentary value.
- Items to discuss with the board – are we looking to satisfy existing customers or do we want to target new customers? Also important to consider the payback of each service package.
- Need a clear comment for the Budget. Majority of the board see the priorities as the following: low income pass, 747, late night service, smartcards.
- Smartcards: the City is putting the cart before the horse, as they are still unsure with what they are doing with the fare.
- Briefly spoke to the change-over of transit inquiry calls being handled by 311. The monetary cost rose due to this change. There was a service package in the past that requested to have the calls brought back to ETS, yet no changes have been made. The momentary cost per call with 311 is approximately \$6.00. From ETSAB's understanding this was a City decision – it would be an extensive process to change back.
- Keep the budget comment concise – do not bring in new issues that we are not fully researched. Low income transit, 747, late night, peak service, overflow & schedule adherence, are the topics.
- Finalization of ETSAB's budget topics will not be done as a fast action, as board members are absent and do not have the ability to vote (3 members absent). Those absent members will contribute by email.

***MOVED:*** by B. Robertson & A. Pye that B. Robertson will draft a comment for the Budget and circulate to the board no later than end of day Thursday, November 20<sup>th</sup>, 2014.

**CARRIED**

**MOTION CARRIED**

***MOVED:*** by B. Robertson & A. Pye that for purposes of the draft comment to count the weekend as business days.

**CARRIED**

**MOTION CARRIED**

<b>Governance (Policy and Procedures, Code of Conduct)</b>	<b>A. Pye</b>
<ul style="list-style-type: none"> <li>• Thank-you to ETSAB for reviewing as a group.</li> <li>• Larger changes included topic of the night and creation of the next agenda being the responsibility of the Vice Chair.</li> </ul>	
<b>Transit Planning (Escalator Maintenance)</b>	<b>V. Slavov</b>
<ul style="list-style-type: none"> <li>• V. Slavov sent out the draft memo to the Sub-Committee members and the group provided feedback.</li> <li>• The city of Calgary released a request for proposal for escalator maintenance and service work for all of their stations. Is this something we may want to do for the City of Edmonton – request the RFP or should we send a comment to the board, get approval and sent out to Councillors?</li> <li>• B. Robertson: in regards to the Budget, there was discussion focusing on preventive measures in terms of up front purchasing of escalators in the future.</li> <li>• Important to be seen by Councillors before they do their Capital Budget.</li> </ul>	
<p><b><i>MOVED:</i></b> by B. Robertson &amp; A. Pye that V. Slavov will draft a letter relating to escalator maintenance. To be finalized and circulated to ETSAB no later than Thursday, November 20<sup>th</sup>, 2014. Once finalized, C. Campbell will forward to Councillors.</p>	
<b><u>CARRIED</u></b>	<b><u>MOTION CARRIED</u></b>

<b>6. ETSAB PRIORITY PROJECTS FOR 2014, PART 2</b>	<b>INFORMATION</b>
<b>Low Income Transit Pass</b>	<b>B. Robertson</b>
<ul style="list-style-type: none"> <li>• Postponed with Council until January 2015. Delayed due to inter-departmental responsibility.</li> <li>• As a whole B. Robertson was very happy with the report, as it was in line with the recommendations provided by ETSAB originally.</li> </ul>	
<b>Valley Line RFP Comment</b>	<b>M. Samji</b>
<ul style="list-style-type: none"> <li>• M. Samji confirmed the questions are done and in to Councillor Sohi.</li> </ul>	
<b>Marketing (747 Bus)</b>	<b>A. Mannix</b>
<ul style="list-style-type: none"> <li>• B. Macklon, V. Hoy and A. Mannix were in attendance of the 747 field trip. The group of attendees feels it was a beneficial tour. The letters of authorization to board worked adequately and the 747 driver was aware of their free of charge admission.</li> </ul> <p><b><i>Points of interest / discussion during the tour:</i></b></p> <ul style="list-style-type: none"> <li>• Signage was not present at arrival to show where to take transit. People would have to travel further down the corridor to see the sign. Felt this could limit navigation and use</li> </ul>	

<ul style="list-style-type: none"> <li>of service.</li> <li>Should show more detail on signage for groups such as international tourists. Would even be beneficial if the driver was to announce. Signage could be used as a way to educate individuals of how to get downtown from Century Park.</li> <li>Perhaps the fee could be raised by a dollar, as it's a strong service. Allow for a better return, and help ensure its financial security over the long term.</li> <li>Concerns over 747's frequency. Possibly change peak hours to half hour frequency. Peak hours for this area may be weekends, as the regular business population may not be the main target group (regular office hour peak may not be suitable).</li> <li>Still a concern with the location of the bus stop in relation to the smoking section. Need to find a compromise to allow the smoking section and transit to co-exist.</li> <li>Appears as though there is a good balance between airport staff and travellers for passenger count.</li> </ul>	
<b>Security</b>	<b>I. Roux</b>
<b>Park &amp; Ride</b>	<b>B. Robertson</b>
<b>Bus Rapid Transit (Terms of Reference)</b>	<b>A. Pye</b>

<b>7. TRANSIT INFORMATION</b>	<b>BRANCH</b>	<b>MONTHLY</b>	<b>REPORT</b>
<b>November 2014</b>			<b>P. Waisman</b>
<ul style="list-style-type: none"> <li>C. Henson &amp; G. Dennis prepared and presented for the interim during P. Waisman's departure.</li> <li>There is a terms of referenced now available for the security report.</li> <li>Control centre opening was October 17<sup>th</sup>, 2014 – the Director would like to extend an invitation to tour the centre. ETSAB will be considering this as part of their tour in January.</li> <li>Ridership numbers were not included in the report. They will be circulated by email.</li> <li>Transit &amp; police joint taskforce (TAP) – started in July 2014 until December 2014. Analytics are being pulled at this time, and it appears, thus far, that it's been a very positive pilot project. Edmonton Police Services went to Council to request a service package to implement TAP full time. Unknown if it will be approved – currently depending on Budget. If the Budget is approved the pilot will continue.</li> </ul>			

<b>8. INFORMATION SECTION</b>	<b>INFORMATION</b>
<b>DAG Update</b>	<b>R. Macklon</b>

- No update – meeting was originally scheduled for November 11, 2014 – yet it had been postponed until the November 19<sup>th</sup>, 2014.

#### **ATU 569 Update**

**S. Bradshaw**

- Negotiations are the main focus. Currently in a standstill and heading to mediation. All of the coalition members are of the same stance; with the exception of firefighters who have settled. It's very rare to have negotiations go into mediation.
- The need for negotiations is focused mainly on monetary issues.
- Security – concern with new fees in the budget. ETS could use more security bodies for the implementation of the metro line.
- Complications with hiring the new investigator – now currently on hold.
- The executive team for the Union is now fully formed. A new communications focus can be seen on the website. There is a renewed focus on organizing.
- Steve Bradshaw will be hosting with the coalition partners a telephone town hall meeting on November 27<sup>th</sup> – with all 11,000 members of the service invited to attend.
- The drivers are represented for St. Albert transit under a separate contract, but with the Union.
- There is not a specific Transit Security Package going to budget. The budget is priority basis. The last time there was investment in security was in 2011.

#### **New Board Member**

**B. Robertson**

- New member of Laurie Young. Bruce has not yet reached out to her. Would like to have her present for the upcoming meeting.

#### **ETS Facility Tour**

**A. Mannix**

### **9. TOPIC OF THE NIGHT**

**DECISION**

#### **November 2014**

**A. Mannix**

- Budget – have reached a consensus to focus on the low income pass and late night service.

### **APPROVAL**

**December 16<sup>th</sup>, 2014:**  
Minutes approved at ETSAB meeting.

**Next Meeting Information:**

Date: Tuesday, December 16, 2014  
Time: 5:30PM – 6:30PM  
Location: Heritage Room, City Hall

**Annual Meeting Dates:**

December 16 <sup>th</sup> , 2014	May 25, 2015	October 26, 2015
January 26 <sup>th</sup> , 2015	June 29, 2015	November 30, 2015
February 23 <sup>rd</sup> , 2015	July 27, 2015	December 28, 2015
March 30 <sup>th</sup> , 2015	August 31, 2015	
April 27 <sup>th</sup> , 2015	September 28, 2015	