



**Edmonton Transit System Advisory Board**

**FINAL Meeting Minutes**

Monday, July 30, 2018

5:30PM –8:00PM

Heritage Room, City Hall

Meeting No. 18.07

*Prepared by Christy McKenzie*

Members Present:

Sean Lee (Chair), Charles Kelly (Vice-Chair), Stewart Smith, Bob Macklon, Isabell Hubert, Giselle General, Kouresh Lotfi, Maurice Vincent, Mark Tettersington (President, ATU 569), Mariah Samji

Regrets:

Jorge Arango, Philip Reid, Brian Curry

Guests:

University of Alberta Masters Programs student presenters, re: Open Science Event - Hannah Graham and Emma Zurawell

ETS & City of Edmonton Staff:

Councillor Andrew Knack, ETSAB Council Advisor

Christy McKenzie, Administrative Assistant, ETSAB and ETS Technical Services

Marc Lachance, Manager, ETS Business Strategy and Planning, and ETS Staff Liaison for ETSAB

Materials & Attachments:

- Meeting Agenda
- Draft Meeting Minutes – June 25, 2018
- ETS Branch Highlights Report

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

<b>2. AGENDA REVIEW</b>	<b>DECISION</b>
<i>MOVED: by M. Samji &amp; seconded by C. Kelly to approve the July 30<sup>th</sup>, 2018 agenda.</i>	
<b><u>CARRIED</u></b>	

<b>3. APPROVAL OF PREVIOUS MEETING MINUTES</b>	<b>DECISION</b>
<i>MOVED: by I. Hubert &amp; seconded by B. Macklon to approve the June 25<sup>th</sup>, 2018 minutes.</i>	
<b><u>CARRIED</u></b>	

<b>4. PRESENTATIONS</b>	<b>INFORMATION</b>
<b>University of Alberta Open Science Presentations – Winter City Design &amp; Transit</b>	
<b>Emma &amp; Hannah</b>	
<ul style="list-style-type: none"> <li>• Emma and Hannah presented their findings on an evaluation of transit as it relates to Winter City design. They considered the frequency and structure of the various types of stops, as well as surrounding lighting.</li> <li>• The data map of the City they created indicated which areas had higher densities of the stops that met the Winter City design guidelines. The Downtown core was reported as the most winter-friendly area for transit.</li> <li>• Open City Data did not provide data for some other important considerations such as snow removal on sidewalks, although it does have the road clearing schedule. It was acknowledged that sidewalk design as well as snow clearing would have to be considered, which makes it difficult to assess.</li> <li>• Challenges specific to the Millwoods area transit user experience in winter were discussed. Millwoods Transit Center was found to have a winter-friendly design, as compared with Lakewood and Millgate stations. Century Park station performed moderately well with potential for</li> </ul>	

- improvement during redevelopment to incorporate additional Winter City design elements.
- Question and answer period followed:
  - It was noted that a parallel study after the Bus Network Redesign may be interesting.
  - Frequency was noted to be most important; with shelters at stops being important at stops with less frequency, and shelters in addition to frequency as nice to have.

5. FOR APPROVAL	DECISION
<b>Terms of Reference – Wayfinding Sub-Committee</b>	<b>C. Kelly</b>
<ul style="list-style-type: none"> <li>• The terms of reference for the wayfinding sub-committee were reviewed and approved.</li> </ul>	
<p><b>MOVED: by B. Macklon &amp; seconded by M. Samji to approve the Wayfinding sub-committee TOR.</b></p> <p style="text-align: right;"><b><u>CARRIED</u></b></p>	

6. NEW BUSINESS	INFORMATION
<b>Land Use and Transit Policies Sub-Committee</b>	<b>M. Samji</b>
<ul style="list-style-type: none"> <li>• Mariah provided a summary of the objective of the work of the sub-committee. The goal of the sub-committee will be to draw attention to the need for policies and procedures that ensure approved land use strategies are aligned well with bylaws, or that bylaws are adjusted as part of the approval process.</li> <li>• Monthly meetings will begin in August. The agenda for the first meeting will include drafting the Terms of Reference.</li> </ul>	
<b>Transit Fare Policy Updates</b>	<b>M. Lachance</b>
<ul style="list-style-type: none"> <li>• <u>The Transit Fares and Discounts survey</u> was available to the public from July 10 to July 25, 2018. About 2500 responses were received. Focus groups, representatives of special interest groups and the <u>Edmonton Insight Community</u> were also invited to provide feedback on the draft Fare Policy.</li> <li>• The draft Fare Policy is scheduled to be presented to Council’s Community and Public Services committee on October 3, 2018.</li> </ul>	

7. SUB-COMMITTEE UPDATES	INFORMATION
<b>Transit Innovation</b>	<b>M. Vincent</b>
<ul style="list-style-type: none"> <li>• Maurice will send an invite to members for the week of August 13<sup>th</sup> and has compiled a list of previous topics covered from past minutes for members’ reference.</li> </ul>	
<b>First Mile/Last Mile</b>	<b>I. Hubert</b>
<ul style="list-style-type: none"> <li>• The first/last mile sub-committee draft report will be distributed to members for review and feedback during August, and presented for approval at the August 27<sup>th</sup> general Board meeting.</li> </ul>	
<b>Standing Items</b>	<b>S. Lee</b>
<ul style="list-style-type: none"> <li>• The Board reviewed several standing items including determining if follow up was required on motions of past reports that were submitted.           <ul style="list-style-type: none"> <li>• Past activities of the Board BRT were summarized. A comprehensive report was presented to the Transportation Committee (now UPC) on October 7, 2015, with two follow up letters to Council on January 16, 2017 and June 30, 2017. Next steps were considered, with discussion around the LRT precursor versus complimentary service models. The history and use of BRT in Calgary and other Canadian cities was also discussed. Councillor Knack noted that the Transit Priority Measures Study (CR_5074) due October 30, 2018 is expected to speak to <u>part 4 of the motion</u> from July 5, 2017 in response to 6.1 Edmonton’s Transit Strategy report presentation. ETSAB discussed resubmitting their BRT report for reconsideration in alignment with this date, or the September 11<sup>th</sup> report CR_6111 on ETS Priority Initiatives.</li> <li>• Route 747 and the status of the MOU for the Regional Transit Service Commission (RTSC) were discussed, as airport connection services were noted to be behind other Canadian</li> </ul> </li> </ul>	

cities. Marc provided an update, noting that the RTSC is expected to be formally established in 2019, after which, a funding model will be required to be in place before beginning operations. The members requested that this be added as a standing item on the ETS Branch Highlights report as new information becomes available.

- Administrative items discussed included some changes to the [ETSAB website](#). The general meeting agendas area added in March now includes the annual meetings calendar and agendas will be schedule to be uploaded one week earlier. The draft minutes will be scheduled for posting about one week after the general meetings, and replaced by the Board approved copy following the next general meeting.

8. INFORMATION SECTION	INFORMATION
<b>ATU569</b>	<b>M. Tetterington</b>
<ul style="list-style-type: none"> <li>• Mark provided an example of some situations where the new safety shields being piloted could be beneficial for bus operators, such as the Late Night Owl service routes.</li> </ul>	
<b>DATS Advisory Group (DAG) Update</b>	<b>B. Macklon</b>
<ul style="list-style-type: none"> <li>• Bob reminded members that DATS Open House will be held on September 13<sup>th</sup> this year.</li> </ul>	
<b>ETS Branch Highlights Report</b>	<b>M. Lachance</b>
<ul style="list-style-type: none"> <li>• The ETS Branch Highlights report was summarized for members.</li> <li>• Question and answer period followed.               <ul style="list-style-type: none"> <li>○ The upcoming reports were reviewed and discussed.</li> </ul> </li> </ul>	
<b>Edmonton Arts Council (EAC)</b>	<b>M. Samji</b>
<ul style="list-style-type: none"> <li>• Three different artists have been selected to commission art pieces for the Heritage Valley Park &amp; Ride.</li> </ul>	
<b>Accessibility Advisory Committee (AAC)</b>	<b>C. Kelly</b>
<ul style="list-style-type: none"> <li>• Nothing new to report.</li> </ul>	

9. TOPIC OF THE NIGHT	DECISION
	<b>C. Kelly</b>
<ul style="list-style-type: none"> <li>• Highlights of the meeting selected were review of standing items, the U of A student's presentation, and the Board's approval of the terms of reference for a new subcommittee that will evaluate wayfinding as it relates to transit.</li> </ul>	

10. MOTION TO APPROVE MINUTES OF THIS MEETING	DECISION
<p><b>MOVED:</b> by I. Hubert &amp; seconded by B. Macklon on August 27<sup>h</sup>, 2018 to approve these July 30<sup>th</sup>, 2018 minutes.</p> <p style="text-align: right;"><b>CARRIED</b></p>	