



FINAL Meeting Minutes

Monday, April 27, 2020

5:15PM –7:45PM

Remote/Virtual Meeting

Meeting No. 20.04

Prepared by Christy McKenzie

Members Present:

Charles Kelly (Chair), Isabell Hubert Lyall (Vice Chair), Bob Macklon, Bryan Shepherd, William Agbakoba, Jarret Esslinger, Giselle General, Jorge Arango, Philip Reid

Regrets: Ngoan Do, Mudasser Seraj, Steve Bradshaw (President, ATU 569), Councillor Andrew Knack

Guests:

n/a

ETS & City of Edmonton Staff:

Marc Lachance, ETS Staff Liaison

Christy McKenzie, ETSAB and ETS Administrative Assistant

Yuan Zuo, ETS Planning and Scheduling Administrative Assistant

Trevor Dennehy, ETS Operations, Transit Facilities General Supervisor

Materials & Attachments:

- Meeting Agenda & Draft Meeting Minutes
- ETS Branch Manager Memo to Members in lieu of Branch Highlights report
- DRAFT ETS Safety and Security Sub-Committee Letter to UPC
- Copy of Letter - Bus Operator, re: Administration Operations and Pandemic
- Copy of Letter – Administration response, re: Administration Operations and Pandemic

CALL TO ORDER 5:30 PM

AGENDA REVIEW

DECISION

MOVED: by I. Hubert Lyall to approve the April 27th, 2020 agenda.

CARRIED

APPROVAL OF PREVIOUS MEETING MINUTES

DECISION

MOVED: by B. Macklon to approve the March 30th, 2020 minutes.

CARRIED

Presentations

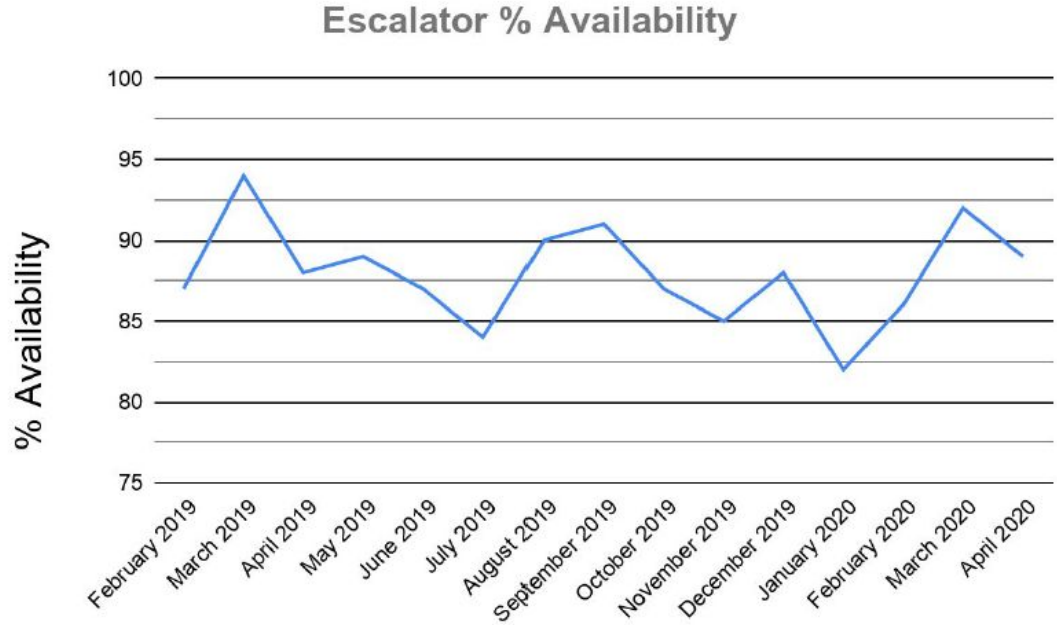
INFORMATION

Escalator Performance at Edmonton Transit Centres and Stations

T. Dennehy

- Trevor Dennehy, General Supervisor of Transit Facilities in ETS Operations presented an overview of the current condition of escalators at Edmonton’s transit centres and stations, reliability statistics, and a status on renewal and replacement projects.
- Current Condition of ETS’ escalators:
 - Average age 21.8 years old (Average age last year - 28 years old).
 - Of the 39 machines from multiple different manufactures, 21 machines are still 29 years old or older (The average life expectancy of an escalator is 25 years).

- A new maintenance contractor was procured in 2019.
- Recent/current renewals: Churchill (2012), Corona (2020), and Bay (2020).
- Approximate total cost to replace is \$1.5 million.
- The escalator availability was noted to be on par with industry standards. Review meetings occur monthly with the maintenance contractor to ensure compliance with Key Performance Indicators.



- Additional planned improvements:
 - Central (43 years old) – renewal (life cycle replacement) planned for 2021.
 - Stadium (43 Years old) – will be removed in 2021 with the station redesign/upgrade.
 - Work with security staff for restarting escalators. (Citizens have been known to press the stop button in order to use it as stairs during peak travel times, and mainly at Century Park Station. This accounts for approximately 3% of escalator down time).
 - Maintaining a critical spare parts supply / list for expediting turnaround on maintenance down time.
- Question and Answer period followed with discussion around communications while out of service. Placement of signage at last opportunity to choose a different path (i.e. University LRT Station, and also review for other locations).

FOR APPROVAL	DECISION
Draft ETS Safety and Security Sub-Committee Letter to UPC	P. Reid
<ul style="list-style-type: none"> ● The draft letter as circulated was discussed by members. Based on feedback, it was decided that deferral for approval at the May General Board meeting with additional input incorporated would be the appropriate course of action. 	
NEW BUSINESS	INFORMATION
ETSAB Admin Support Transition	C. Kelly
<ul style="list-style-type: none"> ● Charlie introduced and welcomed Yuan Zuo (ETS Planning and Scheduling Administrative Assistant) to Board members. She will be transitioning into the role of Administrative Support for ETS Advisory Board in place of Christy McKenzie (ETS Technical Services Administrative Assistant) when meetings are being held in person, later this year. 	
Letter from Bus Operator, re: Administration Operations and Pandemic	C. Kelly

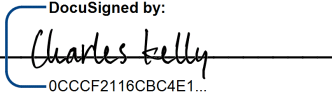
<ul style="list-style-type: none"> The Board formally acknowledged receipt of a letter from an ETS Bus Operator outlining his concerns regarding health and safety of operating procedures while the local state of emergency is in effect, and also receipt of Administration's response to the Bus Operator addressing their concerns. Members engaged in discussion around the additional temporary layoffs in ETS that were announced April 27th and the Operator's situation and Administration's approach. It was determined that no action from the Board is necessary. 	
Recruitment Update	C. Kelly
<ul style="list-style-type: none"> Charlie provided an update on the status of recruitment for five new Board members. On Monday, May 4th, Charlie has a virtual Chair Interview and Candidate Short-Listing opportunity for input with the UPC members, and interviews are expected to be conducted May 22nd. New members will be invited to the June General meeting, and a virtual new member orientation session will be organised for mid-June, with all members invited to attend. 	
Recognition for Outgoing Members – Jorge Arango and Bob Macklon	C. Kelly
<ul style="list-style-type: none"> Charlie acknowledged outgoing members, Jorge and Bob, for their contributions to the Board during their appointment term. Bob served a full six year term for the second time, and Jorge served three years on the Board. Their contributions were valued, with active participation. DATS service updates and the development of Board policies and procedures were noted as highlights for Bob. Jorge's noted contributions were CUTA attendance, EAC liaison, and Wayfinding sub-committee leadership. 	

SUB-COMMITTEE UPDATES INFORMATION	
Vulnerable Users and Transit	C. Kelly
<ul style="list-style-type: none"> A sub-committee meeting for further work and research updates will be held in May. 	

INFORMATION SECTION	INFORMATION
ETS Branch Highlights Report	M. Lachance
<ul style="list-style-type: none"> The ETS Branch Update was provided in the form of a memo from Eddie to members, in lieu of a Branch Highlights report. Question and Answer period followed. <ul style="list-style-type: none"> Smart Fare was noted as not being further delayed, at this time. BNR and First/Last KM will be delayed until next year, due to the temporary service adjustments currently in place. 900 additional staff were given notice of temporary lay-off in the City's Operations department on April 27th, and over 500 were ETS staff, mainly bus Operators. 	
Liaison Updates – DAG/EAC/AAC/ATU569/Council Emerging Issues	B. Macklon
<ul style="list-style-type: none"> Bob noted that DATS service has been adjusted to only one accompanying passenger for riders, and the service is similar to a taxi service model. 	

TOPICS OF THE NIGHT	DECISION
	I. Hubert Lyall
Topics selected to highlight: <ul style="list-style-type: none"> The Board heard a presentation by Trevor Dennehy on escalator performance at transit centres and stations, and was given an opportunity to ask questions. The Board recognized the service of two outgoing members, Bob Macklon and Jorge Arango Diaz. The continuing members appreciate their contributions over the years and will miss them on the Board. 	

MOTION TO APPROVE MINUTES OF THIS MEETING	DECISION
<p><i>MOVED:</i> by W. Agbakoba on May 25th, 2020 to approve these April 27th, 2020 minutes.</p>	
<p><u>CARRIED</u></p>	

CHAIR SIGN-OFF  DocuSigned by:
Charles Kelly
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