



FINAL Meeting Minutes

Monday, September 28, 2020

5:30pm - 7:30pm

Remote/Virtual Meeting

Meeting No. 20.11

Prepared by Yuan Zuo

Members Present:

Charles Kelly (Chair), Isabel Hubert Lyall (Vice Chair), Bob Turner, Bryan Shepherd, Giselle General, Jarrett Esslinger, Lindsay Vanstone, Michelle Peter-Jones, Guy Milner, Serena Tang, William Agbakoba, Philip Reid, Steve Bradshaw (President, ATU 569), Mudasser Seraj, Serena Tang

Regrets:

Ngoan Do

ETS & City of Edmonton Staff:

Councillor Andrew Knack, ETSAB Council Advisor
Eddie Robar, Branch Manager Edmonton Transit
Carrie Hotton MacDonald, Director, Business Integrations
Marc Lachance, ETS Staff Liaison
Yuan Zuo, ETSAB & ETS Planning and Scheduling Administrative Assistant

Materials & Attachments:

- Meeting Agenda & Draft Meeting Minutes
- ETS Branch Highlights Report
- GTFS enhancements for LRT Presentation

CALL TO ORDER 5:30 PM	
AGENDA REVIEW	DECISION
<p><i>MOVED: by I.Hubert Lyall to approve the September 28, 2020 agenda.</i></p> <p style="text-align: right;"><u>CARRIED</u></p>	
APPROVAL OF PREVIOUS MEETING MINUTES	DECISION
<p><i>MOVED: by W.Agbakoba to approve the August 31, 2020 minutes.</i></p> <p style="text-align: right;"><u>CARRIED</u></p>	

PRESENTATION	
Return to Service Ridership	E.Robar/C. Hotton-MacDonald
<p>ETS Branch Manager Eddie Robar & Business Integration Director Carrie Hotton-MacDonald presented the board with a transit resumption presentation this evening. In this presentation, Eddie and Carrie shared ETS's strategies for Respond, Relaunch, Recover & Reimagine for what transit will look like.</p> <ul style="list-style-type: none"> • Respond: The immediate response prioritizing public health over all other considerations ○ Included closure of facilities, measures taken to keep Edmontonians safe & 2020 budget decisions to manage impacts. • Relaunch: The intentional act of reopening what was closed & activating what was paused. • Recover: Reassessment of business systems, assumptions & rules. Establishment of services when considering the potential health & economic expectations in the midterm. 	

- **Reimagine:** Taking a long term view of how the crisis has impacted our assumptions & expectations. This stage will support informed decision making & responsible action to ensure long term resilience of the organization.
- During the pandemic, ETS has ensured weekly CUTA calls across Canada with its transit partners.
- ETS developed spread approaches to respond to COVID 19 to reduce risks for staff and riders. Some of the examples are: Service schedules, Faring decisions, PPE decisions, Workforce decisions, Fleet decisions and Paratransit decisions. The emergency response protocol was put on March 20, 2020 with Operator shields, PPE, enhanced cleaning and disinfecting buses every time they return to a garage, transit centre and LRT.
- ETS has provided support to vulnerable Edmontonians: Expo centre and shuttle services
- The City's plans of relaunch consists of 4 questions: Safety, Sustainability, Affordable & Action of Re-adjustment
- Transit is essential and the top 3 reasons for transit is work, errands and healthcare appointments.
- A survey conducted shows that 91% wore masks or face covering, 85% followed social distancing and 40% are comfortable using transit.
- There is acknowledgement what ridership would look like if there is a 2 or 3rd wave. How would it impact transit, UPASS, and etc.. ETS will continue to monitor the situation as conditions demand.
- Relaunch and recovery started on August 30th, 2020 back to service planned schedule. There are more and new routes to accommodate schools that are opened.
- Boardings have been averaging at 50% of 2019 levels and are slowly increasing.
- Safety and security measures have been implemented in the recovery plan. ETS will work with the public via communication and marketing campaign to provide updates with relaunch and promote transit as a safe option of transportation
- ETS will continue with Smartfare.
- Currently there are nine participating municipalities enrolled in the regional Transit Services Commission. Pre-implementation work underway for the Regional mobility & the Regional Transit Services Commission (RTSC) is set up in 2021 and begins running regional and local services, except ETS local, in 2022.
- Integrated Regional Transit Master Plan (IRTMP); ConnectEdmonton and The City Plan
- Layering of transit solutions "Big bus", paratransit, on-demand services, active transportation
- Significant pressures on municipalities & transit agencies; be creative & open-minded.

New Business/Updates	INFORMATION
Google Education Alternatives & Organizational Folder	I. Hubert Lyall
<ul style="list-style-type: none"> ● Yuan has sent out an email to everyone on ETSAB explaining that due to COVID and the lack of staff we currently have on hand, we are unable to provide in person training. However, Izzy has suggested that there are many videos and resources online that might be helpful with training. The school of business is also offering to provide videos and tutorials. Yuan will send out an email to everyone on ETSAB regarding interest. ● Izzy has noted that the organization of Google Folder will be a huge project to take on and is cautious with reorganizing with what high level organizational would look like (what can we keep, what can we retain and etc...). Yuan has noted that she can slowly go into each month and slowly clean up. Yuan has also followed up with her predecessors with justification of all the archives and is also concerned with how they should be handled. The team agrees that setting up with a procedure that going forward what the drive should look like is extremely important for the future. ● The organization of Google Folder is tabled for discussion for next month. 	

CUTA Conference	C.Kelly
<ul style="list-style-type: none"> Charlie wanted to remind everyone to sign up for CUTA interest via the spreadsheet Yuan has shared. This year, 3 members can attend and attendance will be based on seniority. Members who attend are expected to give a presentation to the board on their learnings and findings. 	
Membership Evaluation & Reapplication	C.Kelly
<ul style="list-style-type: none"> By November you will be asked for your interest in re-application to the board. Yuan will give you a form for re-application. Charlie will send an email to each member outlining the annual evaluation of their participation on the Board. Feedback from the members is welcomed in return. 	

SubCommittee Updates	INFORMATION
COVID Sub Committee	B.Shepherd
<ul style="list-style-type: none"> Bryan thinks that the group is well and on the right track. There are two deliverable groups from the COVID sub committee and they are working proactively with Marc to answer some of the questions addressed. The subcommittee thinks that the presentation from Eddie and Carrie has been extremely helpful. 	
BIPOC Sub Committee	J.Esslinger
<ul style="list-style-type: none"> Jurisdictional scan on what other countries have been doing and see how Edmonton can work in the same way. Discussions on how we can best capture the opinion of BIPOC individuals. Discussion groups, surveys, social media (Facebook) on sharing experiences. Next meeting is October 8, 2020 	
Innovation Sub Committee	J.Esslinger
<ul style="list-style-type: none"> The meeting for innovation has been cancelled for tonight. Jarrett will reschedule. 	

EXTERNAL UPDATES	INFORMATION
ETS Branch Highlights Report	M. Lachance
<ul style="list-style-type: none"> Ridership continues to gradually increase with a return to regular service frequency. Starting with October monthly passes, ETS has advanced plans for online payment, payment over the phone, and auto-debit of bank accounts, supported by a mailout process to receive the monthly passes. Those who still require an in-person payment option will be able to set up appointments to pay for and collect their pass at one of four city facilities. PATH was intended to provide free transit passes to vulnerable Edmontonians who were homeless or at risk of homelessness. During COVID-19, Administration created an internal COVID-19 response task force to enhance support for these at-risk groups, including the provision of emergency services at the Expo Centre and associated transit supports. The City Plan has proceeded through two readings by City Council on September 16, 2020 as well as public hearings 	

<ul style="list-style-type: none"> • In response to COVID-19, the provincial government released public transit guidelines to support the public transit industry in Alberta in responding to the pandemic and in support of the health safety of riders and employees. • The Smart Fare launch is experiencing delays. Some of the delays are due to the pause of the installation of the card readers which were slated for March 2020 as the American firm returned to the US. An Edmonton-based firm has been brought onboard to resume the work as of September 2020. • Starting September 17, Red Arrow will begin operating their 'Ebus' service from Bus Stop #1109, located on the east side of the Kingsway/RAH Transit Centre facing northbound. • CUTA has released a new report about the future of transit in a post-pandemic world and the need to continue to fund public transit despite low ridership at the moment. The report outlines a number of recommendations for municipalities and transit agencies to lead a path to recovery for transit agencies and imagine a low-carbon transportation future. CUTA has also released Covid-19 Guidance for the Public Transit Industry, a collection of industry best practices. The guidance document includes pragmatic recommendations for keeping transit safe transit Covid-19 pandemic, including physical distancing, cleaning, masks usage, etc. ETS has been an active participant in supporting both pieces of work and through weekly transit system calls, discussing best practices for COVID-19 response and recovery efforts. • Rail Safety Week started September 21 until September 27. • ETS has selected Pacific Western Transportation (PWT) and Via Transportation to launch Canada's largest On Demand Transit service. A total of 57 shuttle buses will connect residents in select neighbourhoods with a nearby transit hub. 	
ATU 569	S.Bradshaw
<ul style="list-style-type: none"> • There have been challenges in the past few months with drastic changes of COVID. Many members have been redeployed to other departments, vacation plans were disrupted and drivers endured temp layoffs, homeless camps, and pensions were disrupted. There was a lot of uncertainty. • Steve praised the City for the fast response to positive COVID testings. The City of Edmonton reacted quickly, ensured proactive tracing and responded professionally to ensure that staff and riders were well taken care of. • Steve appreciates the close working relationship between ETS & The union. He praised Carrie, Eddie and the rest of the team for their hard work and fast responses. 	
TOPICS OF THE NIGHT	DECISION
	I. Hubert Lyall
<ul style="list-style-type: none"> • Topics selected to highlight: <ul style="list-style-type: none"> ○ The board heard a presentation by Carrie Hotton-MacDonald (Director, Business Integration & Workforce Development) and Eddie Robar (Branch Manager) on ETS's ridership numbers and return to service during and after the ongoing CoViD-19 pandemic, and was given a chance to ask questions; and ○ The board recognized the work that is being done by the two current subcommittees on <i>Returning Safely to Transit during CoViD-19</i> and <i>Inclusive Transit: BIPOC Experiences with ETS</i>. 	
MOTION TO APPROVE MINUTES OF THIS MEETING	DECISION

MOVED: by B.Shepherd on October 26, 2020 to approve these September 28 , 2020 minutes.

CARRIED

CHAIR SIGN-OFF _____

DocuSigned by:
Charles Kelly
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