



A Division of METROLINX

Milton 8th Train Service Addition

Conference Call #: 416-443-4587, Pass code: 604167#

April 25th, 2012 – 9:00 a.m. to 10:00 a.m.

Conference Call - Meeting Agenda

Attendees:

Sam Santarsia (SS)
Geri Wice (GW)
Doug Smith (DS)
Steve Weir (SW)
Suzanne Mackey (SM)
Karen Stevenson (KS)
Maureen Amodio (MA)
Dan O'Donohue (DO)
Trevor Pereira (TP)
Sherwin Gumbs (SG)
Trevor Anderson (TA)
Irene Reid (IR)
Domico Liu (DL)
Caroline Busbridge (CB)
Melissa Crowther (MC)
Karen Warner (KW)
Patti Lavoie (PL)
Robert Currie (RC)
Drew Duquette (DD)
Joshua Wu (JW)

Manager, Rail Operations
Manager, Train Ops Contract
Manager, Rail Equipment Maintenance
Manager, Transit Safety - Rail
Manager, Station Operations West
Assistant Manager, Station Operations West
Assistant Manager, Station Operations Central
Supervisor, Rail Operations
Superintendent, Bus Scheduling
Senior Planning Officer
Senior Planning Officer
Transportation Planner
Transportation Planning Analyst
Communications Coordinator
Schedules and Marketing Coordinator
Customer Communications Leader
Manager, Passenger Operations GO, CN
Manager of Operation, TTR
In place of Dave Humphrey (CPR)
Rail Operations Analyst

Regrets:

Greg Percy (GP)
Paul Finnerty (PF)
Daniel Haufschild (DH)
Remi Landry (RL)
Terry Cattani (TC)
Ken Armstrong (KA)
Barry Stannard (BS)
Laura-Gaye Moats (LM)
Bert Peverini (BP)
Pat Hegarty (PH)
Nancy Pogue (NP)
Ken Golden (KG)
Savio d'Gama Rose (SR)
Stephanie Trendocher (ST)
Dave Humphrey (DH)

Vice President, Operations
Director, Bus Services
Director, Policy and Planning
Chief, Rail Operations
Chief, Rail Equipment Assets
Chief, Bus Operations
Manager, GO Control Center
Manager, Contact Centre Operations
Acting Manager, GO Planning
Assistant Manager, Station Operations Central
Team Lead, Operations & Programs
Transportation Planning Analyst
Customer Communications Leader
Advertising and Promotions Coordinator
Trainmaster GTA West & GO Operation, CPR

Item	Description	Action by
Milton 8th Train Service Addition		

Service Overview

Milton 8th Train Service Overview

- Canadian Pacific Railway has signed the agreement and schedule for operation of the 8th Milton train, dated March 26, 2012

Date of operation:

Monday June 25th 2012 onward

- Regular weekday schedule

Schedule:

We will be operating a new train in the AM and PM peak periods between Union and Milton.

- 0713 in the AM
- 1600 in the PM

Note: Most existing trip numbers have been adjusted to correspond with the addition of the new train.

Please refer to **Appendix A** for the Public Timetable schedule.

Discussion Items

1. Rail Equipment

Equipment cycling

AM

- Departure time of T152 and T154 adjusted 5 minutes earlier to fit the new Milton train T156
- Existing T156, T158, T160, T162 has been renumbered to (T158, T160, T162, T164) to add the new T156 train
- The new train will cycle to Don Yard
- E210 will now cycle to Willowbrook instead of Don Yard

PM

- T151 will be the new train
- Existing T151 to T163 has been renumbered to T153 to T165 respectively
- E281 will cycle from Willowbrook instead of Don Yard

Consist

- The 8th Milton train will be an L12 consist
- New consist will be ready at Willowbrook on Friday June 22nd for relocation to the Milton Layover – time of move depends on CP crewing

Please refer to **Appendix B and C** for equipment cycling & yarding diagram

2. Rail Operations

Boarding times

- Milton trains will be in position approximately 15 minutes before departure from Union Station
- PINS board will open 15 minutes prior to departure in the afternoon, crew will have equipment in place

CPR Crews

- Update CPR crew with new announcements
- Extra crew on Friday June 22nd – confirm time with CPR

Schedule 660

- June 23rd scheduled 660 will be distributed internally after finalizing

JW

3. Bus Operations

Change in bus connections

- AM
 - T152 – now departs 5 minutes earlier
 - Bus Trip 25042 will now depart 5 minutes earlier, maintaining a 13 minute connection to T152
 - T156 – will now connect to new T158 (same times)
- PM
 - T151 – will now connect to new T153 (same times)
 - T157 – will now connect to new T159 (same times)

Existing bus trips

- Three bus trips departing Union prior to the new T151 will be cancelled
 - Bus trip # 21521, 21523, 21525 in Table 21, (depart 15:40 at USBT)
 - Affected passengers will be notified via on-board announcements or handouts during the last few days of service – GO Planning will work with Public Relations group
 - Removal of 15:40 Union to Square One bus (#21521) will affect about 25 passengers
 - Last bus trip (#21511) to Square One GO Terminal will depart Union at 15:25

4. GTCC

PINS board

- Needs to be updated to reflect new train
 - Mike Cameron will be updating the PINS board

Track Allotment

- New track allotment required to reflect changes to stakeholders
 - Mike Cameron will be updating Union Station track allotment

5. TTR

TMD's Awareness

- Letter to Frank O'Neill – sent on Friday March 30th, 2012.
- Have not spoken to TMDs about track allocation
 - Awaiting new Union track allotment from GTCC to notify the TMDs
 - Michael Cameron/Sam Santarsia to distribute updated Union track allotment to TTR
- TMDs will be notified of E210 and E281 move to Willowbrook

SS

6. CN

660 Updates

- To reflect the change in deadheads
- Josh Wu to send draft schedule 660 to Patti Lavoie

JW
(Completed)

7. CPR

Crewing

- Crewing will be arranged by Dave Humphrey
- Determine what the additional CPR crew will require
 - PAX keys/access cards, sleeping accommodations, cab shuttles
 - Once crews on the jobs bulletin are established, CPR will ensure that they are trained and have all the equipment they need

Extra deadhead on Friday June 22nd

- Dave Humphrey to provide time & route
 - Willowbrook via Canpa or Willowbrook via Mimico

8. Station Infrastructure

No conflicts

- Provide awareness of new schedule

9. Station Operations

GO Transit Schedules

- Updated schedules to be posted at all stations
 - Awaiting new schedules
 - ETA: Waiting until MTO gives the word to release the schedule
 - Caroline Busbridge will work with GO Planning to post schedules

CB

PM Ticket Sales

- Will not be doing extended selling of tickets at the end of the month

10. Public Communications

Signage at Union Station

- Notices/advertisements will be posted at Union Station and along the Milton line
 - Marketing and Advertising recommended May 7th as the date to release the information publicly – MTO hasn't confirmed yet.

Promotions and Advertising

- GO Transit website promotion to increase awareness

Communications Plan

- E-news for regular customers
- Announcements on trains and buses
 - Karen Warner will be looking after e-news as well as announcements on trains and buses
 - External communications rollout on June 4th, and customer outreach planned for June 5th and beyond

11. GO Planning

New timetables

- To be updated and distributed internally and externally
- Awaiting confirmation from MTO before distribution – expected announcement date of May 7th – Caroline Busbridge & Irene Reid to find out if new schedules could be released internally as a confidential document

CB & IR

GO website

- Schedules to be uploaded
- GO Planning will take into account the June 4th external communications rollout date

Surveys

- Will be conducting informal surveys in July/August
 - Monitoring ridership patterns, as well as impacts on the 4:30pm train
 - Official cordon counts will be completed late September to early October

Local Transit

- Awareness of 8th Milton train to Milton Transit and Mississauga Transit
 - Local transit agencies are aware of the new train
 - No details were given yet, awaiting official word from MTO

12. Transit Safety

Transit Safety Plan

- Awareness of new train with Police/Fire/Ambulance/etc.
 - Just slotting in an extra train, no concerns expressed

13. Customer Service

On board announcements

- To be reviewed by Karen Warner

KW

PINS board

- 5th line banner announcements will rollout together with on board announcements and website via communications plan

14. All

New business