



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 – will be ready for dispatch at 13:00

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 – time will be confirmed with CPR internally

Schedule 660

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

JW
(Completed)

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. - 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
 - All timetables & station displays will be updated on June 22-23 by Station Operations

MC
(Completed)

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

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

Contacts regarding schedules and timetables:

GO Planning's Irene Reid & Ken Golden:

- Excel Timetables (internal use)
- System Timetable book (internal use)
- Enlarged Timetable Displays (external use, soon to be taken over by new Station Displays)

Marketing's Melissa Crowther:

- Schedules (public use)
- Mini Schedules (public use)
- Mini Schedules Signage (public use)
- New Station Display Pilot Project (public use, soon to take over remaining enlarged Timetable Displays)
- Posters & Advertisements (public use) → Also, Stephanie Trendocher from Marketing

Communication's Caroline Busbridge:

- Communication Plans, which lists actions & dates to follow, based on MTO approval (internal use)

11. GO Planning

New timetables

- To be updated and distributed internally and externally

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 were contacted and the draft timetable has been provided to them

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