

Message

**From:** Dina Graser [/O=GOTRANSIT/OU=POSTOFFICE/CN=RECIPIENTS/CN=DINA.GRASER]  
**Sent:** 8/22/2012 8:58:00 PM  
**To:** Andrea [Gusen]; Dina [Graser]; Eric [Barkman]; Jade [Holliwel]; Judy [Pfeifer]; Mathew [Bertin]; Nicholas [Kazakoff]; Tom [Aylward-Nally]  
**Subject:** Stakeholder Relations biweekly minutes and action items Aug 22

Minutes and action items

SAGE –

- Jade has done 1:1 training with [Personal Information] who is nervous about added workload; Stacey Kenny who is enthusiastic; Allison Collins is coming up. She will get them all their passwords this week. As Meghan is going away, we will change hers to Lori Crouse.
- Prime list – [Personal Information] T harassing message about timing on getting the prime list imported and tested in SAGE. Jade volunteered to babysit the import if needed. Andrea to follow up Friday if no response from [Personal Information] between now and then.

Google Earth – Jade followed up with Nancy and Trina about who would use Google Earth. They came up with a list of 12 people. All those people need to have it installed by IT. This may be faster than doing it via the Intranet and no reason not to get both going now. Jade to write IT and copy Dina, Trina and Nancy on request to have Google Earth installed.

Partnership Program – we are recommending postponing the round/deadline until we can be assured of funding for the round. Targeting 3<sup>rd</sup> week of September to announce/post PP and CPP.

Andrea to redo BN to MTO and flag it as a TBC in the rollout.

Accessibility meetings –

- Nick has gone on three site visits and is going to a final one on Friday – they were helpful – and the A/V and staging companies will now get back to us with more precise quotes for equipment and setup.
- Ad strategy has been finalized, with help from Marilyn. Ads run twice in major dailies and will list all 4 events. Stakeholder invitations going out over the next week from the accessibility group to disability groups etc. We also need to invite elected reps to each as well as other key provincial reps. Need to identify who signs; current thinking is that Leslie or Eve signs formal letters to bureaucrats etc with whom PPI works on a regular basis and Dina signs to elected reps; we could do elected reps letter from Bruce or Judy but neither will not be there for all 4 meetings, so this may set up unreasonable expectations.
- Lisa and Jeff are culling through the multiyear accessibility plan to create first drafts of storyboards and Strat comm will polish.
- Dina needs to recruit facilitators; will send signup sheet with Fridays Week that Was
- Overview format: emcee welcomes, introduces Bruce or Leslie; they give “Corporate” welcome on behalf of Mx; Eve gives overview of plan; breakout groups follow. Attendees are invited to preregister so we can get a sense of #s and needs.

LRV Commissioners’ tour – Taking place Friday at 10 a.m. Chair Stinz, Councillors Cho and Colle confirmed thus far. Jack, Jamie and Dina will be there. Andrea/Anne Marie keeping MTO informed.

STM visit to Mx – Three people from the Societe de Transport de Montreal (Chair, CEO and other) coming Wed and Thurs next week. Spending Wed at TTC, coming to us on 30<sup>th</sup>. Andrea has put together itinerary with meeting at head office (welcome from Bruce, TBM from Leslie, IS from John, Presto from a Steve Zucker delegate, Viva from Jack); then Union Station where Mike Wolczyk will give a tour; then CNE for an LRV tour with Jack.

IS –

- potential RFP to be issued on public consultation; Dina brushing up scope of work for early next week; Eric to get requisition underway; Andrea to do full first draft for procurement; targeting to have on the street in mid to late September.
- Mathew getting Merlin up and running – will be ready to share link internally by end of week; working with FH on detailed workplan out of which will come a better sense of internal resourcing (Melissa finally sent it late last night – it's about 50% done). Still spending lots of time on product review and development as we work to "lock down" materials.
- Mathew and Jade preparing post-stakeholder followup for outreach sessions – general thank-you for participating letting them know a summary will be coming later and inviting to see the LRV and "mild" call to action (Jade to draft, to come to Dina for review by Friday). This will be followed by another missive later in September when we hopefully can tell them about the Partnerships Program and invite them to event(s).
- Mathew is going to be a book! Taking part in the Living Library series in October.

Tom is back Tuesday. We are happy he got a chance to take a vacation and we've only had to make one emergency appeal to him. But we will also be very happy to see him back!