

## **Transit Windsor Advisory Committee Meeting held September 25, 2018**

A meeting of the Transit Windsor Advisory Committee is held this day commencing at 4:00 o'clock p.m. in Room 406, 400 City Hall Square East, there being present the following members:

Councillor Bill Marra, Chair (arrives at 4:05 p.m.)  
Councillor Rino Bortolin  
Councillor Irek Kusmierczyk  
Councillor Ed Sleiman  
Sarah Cipkar  
Bernie Drouillard  
Vic Garabedian

### ***Regrets received from:***

Jacob Frickey

### ***Guest in attendance:***

Dale McKenzie

### ***Also present are the following resource personnel:***

Pat Delmore, Executive Director  
Steve Habrun, Manager Planning, Transit Windsor  
Jason Scott, Planning Analyst, Transit Windsor  
Mark Winterton, City Engineer  
Karen Kadour, Committee Coordinator

### **1. Call to Order**

Councillor Kusmierczyk calls the meeting to order at 4:02 o'clock p.m. and the Committee considers the Agenda being Schedule "A" attached hereto, matters which are dealt with as follows:

### **2. Declarations of Conflict**

None disclosed.

### 3. Adoption of the Minutes

Moved by B. Drouillard, seconded by Councillor Bortolin,  
That the minutes of the Transit Windsor Advisory Committee of its meeting held  
April 3, 2018 **BE ADOPTED** as presented.  
Carried.

Councillor Marra, arrives at the meeting at 4:05 o'clock p.m. and assumes the  
Chair.

### 4. Business Items

#### 4.1 Update by the Executive Director of Transit Windsor

##### Regional Transit Update

P. Delmore provides the highlights relating to regional transit as follows:

- Celebrated the 1 year Anniversary of Transit Windsor providing services for LaSalle Transit. The Town of LaSalle is very pleased with the level of service which exceeded their ride expectations (40,000 rides in the first year or approximately 3,000 rides per month). There are requests from residents to further expand the services.
- A community has approached Transit Windsor to provide a proposal using the same business model affiliated with the Town of LaSalle.

P. Delmore provides an overview of the Public Transit Infrastructure Fund - Phase I and II as follows;

- In Phase 1, the City of Windsor will receive \$10 M from the Federal Government to be used for rehabilitation projects such as the upgrading of Transit Windsor's facilities and the replacement of buses.
- Phase 2 (over the next 10 years) the City of Windsor will receive \$57 M from the Federal Government of which 40% of the project is funded by the Federal Government, 33% from the Province and 27% by the municipality.
- The municipal contribution will be approximately \$39 M over 10 years
- The Province had announced the Gas Tax will be doubled by 2021 so the incremental amount is approximately \$30 M. over 10 years. This increase is pending approval by the new provincial government.
- Phase 2 pertains to growth and expansion.

In response to a question asked by Councillor Bortolin regarding if the City can front end the finances and recoup them in 10 years, M. Winterton responds that would be part of a bigger funding strategy that would be put before Council as an initiative. He further remarks that if in years nine and ten, if there is \$20 M earmarked and there is a hard commitment, then it could be front ended.

Councillor Kusmierczyk states in terms of the BRT Project, and the impending new hospital, is there an opportunity to build a BRT line from downtown to Walker Road and to the new hospital. P. Delmore responds that we will have to wait for the results of the Service Delivery Review.

**Clerk's Note:** Wikipedia defines **BRT Bus Rapid Transit** is a bus based public transport system designed to improve capacity and reliability relative to a conventional bus system. Typically, a BRT system includes roadways that are dedicated to buses and gives priority to buses at intersections where buses may interact with other traffic; alongside design features to reduce delays caused by passengers boarding or leaving buses, or purchasing fares. BRT aims to combine the capacity and speed of a metro with the flexibility, lower cost and simplicity of a bus system.

P. Delmore indicates Dillon Consulting has purchased statistical information from Streetlight Data Inc. to determine the destinations of people, and where they are coming from. A BRT line is based on how many cars you get to move off of the street and on to transit. There has to be a certain level of vehicles using the street at this point in order to justify the cost and the traffic in Windsor is not high enough to support a full BRT but could support a "BRT light".

P. Delmore states they are awaiting an announcement regarding the doubling of the gas tax. He adds the Provincial gas tax is dedicated to public transit, whereas, the Federal gas tax can be utilized for many more initiatives. His hope is that the incremental increase in gas tax will go to capital expenditures.

#### **4.2 2018 Quarter 2 Customer Service Request on Accessibility**

P. Delmore provides an overview of the document entitled "2018 - Quarter 2 - Transit Windsor Customer Service Requests (CSR) on Accessibility". He states this information will be provided twice a year. He also indicates the 311/211 Call Centre as of 2018 answers the phone with the following question "Is this an accessibility issue (disability or service barrier)?"

Moved by Councillor Sleiman, seconded by Councillor Bortolin,

That the update relating to the 2018 Quarter 2 Customer Service Request on Accessibility **BE RECEIVED** and forwarded to the Windsor Accessibility Advisory Committee for information.

Carried.

### 4.3 Fare Structure Review Status Update

P. Delmore advises a draft report was received from the Consultants who have reviewed the current fare structure and there is a desire to move to Smart Cards and mobile ticketing. Recommendations based on fare increases have been provided that will go forward to City Council for consideration. The recommendations put forth are as follows:

- o Five year fare freeze on all categories
- o Two per cent increase annually which many municipalities are now doing to avoid a ten per cent fare increase every few years.
- o Looking at student category - Any student in elementary, high school or post secondary will pay the same discounted rate. Post secondary students do not receive a discounted fare in most municipalities.
- o Also looking at a Youth Pass and those who are 12-19 years of age will receive a discount.
- o Seniors discounts are also being reviewed. Transit Windsor recognizes a "senior" as one who is 60 years of age. The City of Windsor has an Affordable Pass Program so the category for seniors is still appropriate.

The Chair states we cannot lose sight of the fact that recent poverty statistics would suggest one in four kids are living in poverty and in parts of our community it's one in three which is something that needs to be considered. As much as we're looking at best practices in other municipalities, we cannot lose sight of our demographics.

### 4.6 Transit Windsor Advisory Committee Structure 2018-2022

The Chair advises there was a bigger voice and more impact when the structure of a Transit Windsor Board of Directors was in place. He notes City Council will be revisiting appointments to Standing Committee/Advisory Committees and he suggests this is the time for the Committee to change, to revisit the Terms of Reference and its governance model.

The Chair provides the following comments relating to the Committee structure:

- Suggestion for a representative from the University of Windsor and the Student Alliance to sit on the committee given the significant partnership the city has with them.
- A representative from Handi Transit has been a major partner and stakeholder.
- No need for four Council representatives, rather one or two Councillors.
- Invite stakeholders and community members to sit on the committee.

The Chair requests that Administration report back on the Transit Windsor Advisory Committee structure going forward. Councillor Bortolin requests that examples

of the structure of committees in other municipalities whose committee consists mostly of community groups, etc. and less political representation be provided.

#### **4.4 Service Delivery Review Status Update**

Please refer to Item 4.1.

#### **4.5 Intelligent Transportation System**

P. Delmore provides an overview of the wide range of features relating to the Intelligent Transportation System as follows:

- Users can click on "where's my bus" and the bus route and time of arrival is displayed.
- Users can rely on the system in real time in order to determine when to leave their house and go to the bus stop.
- Five cameras are located on the buses.
- Videos on how to use the Transit App will be available on the City's website.
- Internal features include:
  - Detour routes are provided.
  - Can manage the transit system without speaking to the driver
  - Whether a bus is in service or in bypass mode (out of service)
  - Can determine the speed of a bus

#### **5. Date of Next Meeting**

The next meeting will be at the call of the Chair.

#### **6. Adjournment**

There being no further business, the meeting is adjourned at 5:10 o'clock p.m.

---

**CHAIR**

---

**COMMITTEE COORDINATOR**

## **Transit Windsor Advisory Committee - Terms of Reference and Mandate**

*May 2015*

### **Introduction/Preface**

The Transit Windsor Advisory Committee was created with the goal of advising Council on public transit matters as they relate to the provision of conventional transit services in the City of Windsor.

### **Mandate**

The Transit Advisory Committee (TAC) shall provide input to the Environment, Transportation & Public Safety Standing Committee on:

- Policies and procedures with respect to the operation of conventional transit services in Windsor
- The extent of service hours and days of operation
- Operational rules and regulations relating to transit services.

### **Composition/Membership**

The Transit Windsor Advisory Committee is comprised of 2 community members and 4 City Councillors.

### **Duties and Responsibilities**

- Providing input on issues and concerns of public transit users;
- Providing input on the implementation of Provincial and Federal legislation, policies, and guidelines related to the public transit industry
- Providing input on transit service policy including the review of transit service plans and planning guidelines, transit marketing and communication plans, and the provision of on-street passenger amenities and route infrastructure
- Providing input on the identification and implementation of programs that create public awareness and educate residents on the benefits of public transit
- Providing a forum for transit stakeholder groups to identify issues affecting the delivery of transit service and to provide input to the Environment, Transportation & Public Safety Standing Committee on the disposition of these issues.
- Review financial reports and performance indicator information and provide recommendations as required
- Generally advise the Environment, Transportation & Public Safety Standing Committee with respect to public transit in Windsor and the region

### **Appointment and Term**

Windsor City Council shall appoint the members of the Transit Windsor Advisory Committee.

The term of Committee membership shall be established by Windsor City Council and is currently approved to be the same as the term of Windsor City Council (4 years). A Committee member may be offered and accept consecutive terms subject to the approval of Windsor City Council.

A Chairperson -shall be chosen by a majority vote of the Committee members.

**Vacancy:**

The Committee may, but is not required to, recommend persons to fill a vacancy if such recommendation is approved by a majority vote of the members present. A vacancy, and any recommended replacements shall be reported by the Chair of the Transit Windsor Advisory Committee to Windsor City Council. Windsor City Council shall appoint a replacement for the unexpired term of the vacant position.

**Agenda and Minutes**

An Agenda will be provided prior to each meeting. Committee members may suggest items for the agenda to the Chair who may direct that item to be scheduled.

Minutes shall be taken of all meetings of the Committee and shall be distributed as soon as possible to all Committee members.

**Rules of Order**

Elections and meetings will be conducted in accordance with Bourinot's Rules of Order and the City of Windsor's Procedural By-law 98-2011.

**Reporting Structure/Frequency of Meetings**

The Transit Windsor Advisory Committee reports to the Environment, Transportation & Public Safety Standing Committee.

The Committee shall hold quarterly meetings in each calendar year.

**Remuneration**

Advisory Committee members receive no compensation for their service on the City's Advisory Committees.

**Quorum**

The quorum of the Transit Windsor Advisory Committee is 4 (50% plus one).