

**AGENDA**  
and Schedule "A" to the minutes of the meeting of the  
**TRANSIT WINDSOR ADVISORY COMMITTEE**  
Wednesday, May 11, 2016  
at 4:00 p.m.  
Walkerville Meeting Room, 3<sup>rd</sup> floor, City Hall

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1. **CALL TO ORDER**
  
2. **DECLARATIONS OF CONFLICT**
  
3. **ADOPTION OF THE MINUTES**  
Adoption of the minutes of the meeting held November 5, 2015 – **attached.**
  
4. **BUSINESS ITEMS**
  - 4.1 **Update by the Executive Director**
  
  - 4.2 **Transit Windsor Bus Stop Planning & Design Guidelines**
    - Report of the Planning Analyst, Transit Windsor entitled "Transit Windsor Bus Stop Planning & Design Guidelines" dated May 4 2016 – **attached.**
    - The document entitled "Transit Windsor Bus Stop Planning & Design Guidelines" – **attached.**
  
  - 4.3 **Universal Bus Pass Program Update**  
Report entitled "Universal Bus Pass Program Update – Partnership with the University of Windsor Students Alliance and Graduate Student Society" – **to be e-mailed.**
  
5. **NEW BUSINESS**
  
6. **DATE OF NEXT MEETING**
  
7. **ADJOURNMENT**

Windsor, Ontario November 5, 2015

A meeting of the **Transit Windsor Advisory Committee** is held this day commencing at 4:00 o'clock p.m. in the Walkerville Meeting Room, 3<sup>rd</sup> floor, City Hall, there being present the following members:

Councillor Bill Marra, Chair  
Councillor Rino Bortolin  
Councillor Irek Kusmierczyk  
Councillor Ed Sleiman  
Marion Cabral  
Bernie Drouillard  
Jacob Frickey (non-voting – representative of the Mayor's Youth Advisory Committee)

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

Pat Delmore, Executive Director, Transit Windsor  
Jason Scott, Planning Analyst, Transit Windsor  
Karen Kadour, Committee Coordinator

**1. CALL TO ORDER**

The Chair calls the meeting to order at 4:00 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 Sleiman,  
That the minutes of the Transit Windsor Advisory Committee of its meeting held October 7, 2015 **BE ADOPTED AS AMENDED** to delete the phrase "suggestion to place solar panels in the bus shelters" and replace with "solar powered LED lighting in the bus shelters".  
Carried.

#### 4. BUSINESS ITEMS

##### 4.1 Update by the Executive Director

P. Delmore provides the following updates relating to Transit Windsor initiatives:

- The Intelligent Transportation System (ITS) Project is proceeding well and the contract has been signed.
- Full implementation of the project will be unveiled at one time. The project will be customized for the City of Windsor. It is anticipated the project will take 12-18 months for completion however more information will be known after meetings with the successful vendor take place
- Testing of the ITS System will be conducted on several buses during the 75% completion phase of the project.
- Recently attended a meeting with the University of Windsor regarding the March Referendum for the U-Pass initiative.

Moved by Councillor Bortolin, seconded by B. Drouillard,  
That the verbal update by the Executive Director, Transit Windsor regarding current initiatives **BE RECEIVED**.  
Carried.

##### 4.2 Vision for Transit Windsor

This item is not discussed.

##### 4.3 Transit Shelter & Bus Stop Condition Report

The salient points of discussion relating to the report of the Executive Director Transit Windsor dated October 29, 2015 entitled "Transit Shelter and Bus Stop Condition Report" are as follows:

- Bus stops are a key component of a transit system.
- The report identifies positive and negative aspects.
- No replacement plan for bus shelters is in place.
- Guidelines for bus stops/shelters were developed in 1998.
- Transit Windsor is not required to comply with AODA legislation as Transit Windsor is a federal entity; however, measures consistent with AODA requirements are being introduced.
- CBS Outdoor, now Outfront Media, previously held the advertising and maintenance contract with Transit Windsor until 2013 when the City of Windsor issued a request for proposals for a new contract.
- Transit Windsor receives through Streetseen Media approximately \$3,339 per month in advertising revenue from 57 shelters.

- The condition of many of Transit Windsor's bus shelters is not ideal and portrays a poor image to the public about using transit as a viable option in this city.
- There are many bus stops which are lacking proper landing pads, have mud holes, located along ditches or on a gravel shoulder.
- 56.1% of Transit Windsor's bus stops are accessible, meaning there is a hard surface landing pad with barrier free access to a sidewalk.
- The 2006 Transit Master Plan noted that Windsor's shelter coverage rate was 7.3% with 103 shelters installed, based on 1,400 bus stops.
- The target coverage rate that was established six years prior was 25% coverage which would equal 350 shelters.
- Currently, Transit Windsor has 155 bus shelters throughout its service area.
- Transit Windsor has 1,139 bus stops in its service area. Currently only 56.1 % of bus stops are accessible by virtue of the fact that they have some type of hard surface landing pad (concrete) with direct access to a sidewalk.
- More advertising on bus shelters may assist in lowering the overall cost
- Bus stops could be a standard item for revitalization of a street.
- Survey could be provided to the public to solicit public opinion.
- 150 bus shelters are still required at a cost of approximately \$1M.

Moved by Councillor Bortolin, seconded by M. Cabral,  
That Administration **BE DIRECTED** to provide scenarios/options in order to achieve an overall 25% coverage of bus shelters throughout the City and to report back.  
Carried.

#### 4.4 2013 Campus Commuting Survey

The Chair indicates the salient points of the survey are most likely still relevant.

Moved by B. Drouillard, seconded by Councillor Kusmierczyk,  
That the document entitled "Results of 2013 Campus Commuting Survey" conducted by Paul Henshaw, PhD., P. Eng., University of Windsor **BE RECEIVED**.  
Carried.

The Chair remarks the University of Windsor is the only major university in Ontario that does not utilize the U-Pass.

### 5. NEW BUSINESS

Councillor Bortolin advises there is a Face book group that allows the public to provide complaints relating to Transit Windsor. P. Delmore indicates correspondence with riders is not done through the Face book site and adds that using the City of Windsor 311 system is the best venue for suggestions and concerns to be brought to Transit Windsor.

6. DATE OF NEXT MEETING

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

7. ADJOURNMENT

There being no further business, the meeting is adjourned at 4:55 o'clock p.m.

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CHAIR

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COMMITTEE COORDINATOR

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  - 4.2 **Vision for Transit Windsor**
  
  - 4.3 **Transit Shelter & Bus Stop Condition Report**  
The report of the Executive Director Transit Windsor dated October 29, 2015 entitled "Transit Shelter and Bus Stop Condition Report" – *attached.*
  
  - 4.4 **Campus Commuting Survey**  
The "Results of 2013 Campus Commuting Survey" – *attached.*
  
5. **NEW BUSINESS**
  
6. **DATE OF NEXT MEETING**
  
7. **ADJOURNMENT**