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Windsor, Ontario May 11, 2016

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 Ed Sleiman  
Bernie Drouillard  
Jacob Frickey (non-voting, representative of the Mayor's Youth Advisory Committee - arrives at 4:08 p.m.)  
Vic Garabedian, Handi Transit (non-voting)

***Regrets received from:***

Councillor Irek Kusmierczyk

**Delegation**

Ray Hoang, regarding Item 4.3

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

Pat Delmore, Executive Director, Transit Windsor  
Steve Habrun, Manager, Planning 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 Councillor Sleiman, seconded by Councillor Bortolin,  
That the minutes of the Transit Windsor Advisory Committee of its meeting held  
November 5, 2015 **BE ADOPTED** as presented.  
Carried.

### 4. **BUSINESS ITEMS**

#### 4.1 Update by the Executive Director

P. Delmore, Executive Director Transit Windsor provides the following updates:

- A report regarding the life cycle of vehicles along with the recommendations will be forwarded to the Environment, Transportation & Public Safety Standing Committee in May 2016.
- In a recent Federal Government announcement regarding funding for infrastructure based on ridership, the City of Windsor could receive up to \$10M over the next three years. This funding will assist in placing Transit Windsor in "good fiscal shape".
- The Federal Government is committed to change the environment with public transportation being one of the "keys". Ontario has the largest ridership in Canada.
- Councillor Bortolin will be attending the CUTA Conference to be held in Halifax this weekend.
- The report regarding bus shelters includes a long term sustainable plan. There are substantial costs to vandalized shelters. The report also includes maintenance to bus shelters and snow clearing.
- The relocation of the west end bus terminal will be determined in 2017.
- In terms of the bus stop redesign project, an RFQ for the manufacture of 1,230 signs has been circulated. An inventory of the system is being undertaken along with the removal of some redundant bus stops.
- The new signs will be visible throughout the city by late summer 2016.
- As it relates to the Intelligent Transportation System (ITS), text messaging has been added at a cost of \$100,000. The ability to use text messaging to determine the arrival of a bus (at no cost to the rider) will be available in December 2016.
- Information on the new signs will include a phone number for real time bus information. The signs constructed of aluminum plate will be approximately 12 x 18 inches.
- Dollars have been allocated for the promotion of the new bus signage and the text messaging feature.

Moved by Councillor Sleiman, seconded by B. Drouillard,  
That the update by the Executive Director, Transit Windsor **BE RECEIVED**.  
Carried.

## 4.2 Transit Windsor Bus Stop Planning & Design Guidelines

The Executive Summary of the Transit Windsor Bus Stop Planning & Design Guidelines is as follows:

All new bus stops should be developed to these standards while existing bus stops should be upgraded as the opportunity arises.

### Section 1

- o Number and spacing of bus stops along routes
- o Land use may influence suggested spacing

### Section 2

- o Determine placement of individual bus stops
- o Far-side, near-side, or mid-block
- o Gradient
- o Route transfer

### Section 3

- o Bus stop types
- o Bus stop on the curb travel lane, bus bulges or bus bays
- o Sharing of a bus stop by multiple bus routes

### Section 4

Optimize physical design for safe passenger access and amenities, and efficient operation

- o Bus stop visibility
- o Passenger access
- o Passenger amenities
- o Universal access
- o Traffic safety
- o Bus stop layout

S. Habrun states lighting in shelters has not been quantified as it is quite costly.

In response to a question asked by Councillor Sleiman regarding solar powered lighting and his request to purchase one of the bus shelters, S. Habrun responds one shelter installed (not including lighting) is \$5,000. P. Delmore will report back with the cost of one bus shelter including the lighting component.

Moved by Councillor Sleiman, seconded by Councillor Bortolin,

That City Council **BE REQUESTED** to approve the report of the Planning Analyst, Transit Windsor dated May 1, 2016 entitled "Transit Windsor Bus Stop Planning & Design Guidelines Report" and the "Transit Windsor Bus Stop Planning & Design Guidelines" dated April 21, 2016.

Carried.

#### **4.3 Universal Bus Pass Program Update**

The report of the Planning Manager, Transit Windsor entitled "Universal Bus Pass Program Update - Partnership with the University of Windsor Students' Alliance and Graduate Student Society" is distributed and **attached** as Appendix "A".

Ray Hoang, delegate is present and thanks the Transit Windsor Advisory Committee for the Universal Bus Pass Program which was successfully approved by the University of Windsor Students Alliance and Graduate Student Society.

Moved by Councillor Sleiman, seconded by Councillor Bortolin,

That the report of the Planning Manager, Transit Windsor entitled "Universal Bus Pass Program Update - Partnership with the University of Windsor Students' Alliance and Graduate Student Society" **BE RECEIVED.**

Carried.

#### **5. NEW BUSINESS**

Discussion ensues regarding regional transit and the following comments are provided:

- There is potential of funding from the Federal Government over the next three years for planning future growth.
- Regional transit is dependent upon the willingness of other municipalities to participate in this initiative.
- Residents are more concerned with better service than expansion of service to other municipalities.
- Suggestion to begin slowly, i.e. two buses to Essex or Leamington in the morning and two buses in the evening.
- As a pilot program, consider Tourism Windsor Essex Pelee Island running a bus to the County on Saturday and Sunday throughout the summer and then report back with a SWAT analysis.
- Question is posed - What are the wants and needs of the surrounding municipalities and what does Windsor want?

#### **6. DATE OF NEXT MEETING**

The next meeting will be held on Thursday, August 11, 2016 at 4:00 o'clock p.m. in the Walkerville Meeting Room, 3<sup>rd</sup> floor, City Hall.

**7. ADJOURNMENT**

There being no further business, the meeting is adjourned at 5:21 o'clock p.m.

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**CHAIR**

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**COMMITTEE COORDINATOR**

**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

1. **CALL TO ORDER**
  
2. **DECLARATIONS OF CONFLICT**
  
3. **ADOPTION OF THE MINUTES**  
Adoption of the minutes of the meeting held November 5, 2015 - *atta\_ched.*
  
4. **BUSINESS ITEMS**
  - 4.1 **Update by the E;xecutiv Dire tor**
  
  - 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 g\_e e-mailed.*
  
5. **NEW BUSINESS**
  
6. **DATE OF NEXT MEETING**
  
7. **ADJOURNMENT**

## MISSION STATEMENT

*"Our City is built on relationships - between citizens and their government, businesses and public institutions, city and region - all interconnected, mutually supportive, and focused on the brightest future we can create together"*

<b>REPORT</b>	<b>Report Date:</b>
<b>Author's Contact:</b> <b>Steve Habrun</b> <b>Planning Manager</b> <b>shabrun@citywindsor.ca</b> <b>519-944-4141 ext. 226</b>	<b>Date to Council:</b>
	<b>Clerk's File#:</b>

**To: Transit Advisory Committee**

**Subject: Universal Buss Pass Program Update - Partnership with the University of Windsor Students' Alliance and Graduate Student Society**

## **RECOMMENDATION:**

That the Transit Advisory Committee **RECIEVE** for information, the update on the Universal Bus Pass Program.

## **EXECUTIVE SUMMARY:**

N/A

## **BACKGROUND:**

Report S 3/2016 was submitted to the Environment Transportation and Public Safety Standing Committee in January 2016. Transit Windsor was authorized to work with the University of Windsor Students' Alliance (UWSA) to develop a Universal Bus Pass Program (U Pass) which would be the subject of a student referendum. Transit Windsor Board of Directors also supported a partnership with the UWSA to provide one week of free service prior to the student referendum.

## **DISCUSSION:**

Leading up to the UWSA referendum, Transit Windsor partnered with the UWSA to offer a free week of transit service to all students who presented a valid student card when boarding a bus. Free service was offered from March 6 - 12, 2016. Total ridership for

that period was approximately 12,863 free rides and provided for a very positive opportunity for university students to use transit as an option. The UWSA referendum on March 16 and 17, 2016 was successful. During the development of the U Pass Program, the Graduate Student Society (GSS) also showed interest in running a separate referendum for their students to be included in the U Pass Program.

The GSS referendum on April 5, 2016 was also successful. As a result, the cost of the U Pass for each student (undergraduate and graduate) is \$132.00 per academic year for a 3 year contract. The U Pass Program also has additional service enhancements that the UWSA requested; the costs of which will be assumed by the UWSA. Specifically, a late night bus on Thursday, Friday and Saturday evenings will depart the downtown core for the University's main campus, providing students with a safe way home after regular transit service has ended. This service will run until 3:00 AM.

The other option that the UWSA selected was direct bus service on Friday evening from the University of Windsor to the VIA Rail station. Direct service will also be available on Sunday nights from the train station to the main University campus to get students home after regular service has ended.

Within the U Pass agreement is an opt out clause available to up to 25% of the UWSA and GSS student population that live outside of Transit Windsor's service area. The U Pass Program will be in place by the start of the fall semester in September 2016.

## **RISK ANALYSIS:**

Transit Windsor previously identified as a risk the challenge of anticipating the ridership growth that would materialize from the U Pass Program. If the usage results in current levels of transit service not being adequate, Transit Windsor will need to look at providing additional service and will report on the same to City Council. The current structure of the U Pass Program does include a provision for some additional service.

## **FINANCIAL MATTERS:**

With both the UWSA and GSS passing a respective referendum on this matter, the cost per student per academic year is \$132.00 for a 3 year term. When determining the cost of the U-Pass, consideration was given to the revenue loss that Transit Windsor would experience from riders who currently purchase a transit pass or pay by cash. Also included in the costing analysis were administration costs and an amount for some ridership enhancements. The financial impact of the U Pass Program was reviewed by the City of Windsor's Finance department. It is anticipated that as many as 10,000 passes will be distributed to University of Windsor students.



Students will also have the option of purchasing a pass for the summer months for the cost \$66.00, provided that they attended university of a full time basis the previous academic year.

**CONSULTATIONS:**

*N/A*

**CONCLUSION:**

Transit Windsor is encouraged about the ridership growth potential of the U-Pass Program. Other cities that have U-Pass agreements in place have experienced increased transit usage due to additional ridership.

**APPROVALS:**

<b>Name</b>	<b>Title</b>
Stephan Habrun	Planning Manager
Patrick Delmore	Executive Director
Carolyn Brown	Corporate Leader-Transportation Services