

# MINUTES

MEETING	<b>Transit Advisory Committee</b>
DATE	April 18, 2019
LOCATION	Marg MacKinnon Room
TIME	5:30 -7:00 p.m.
CHAIR	Justine Kraemer
PRESENT	Dominica McPherson, Scott McWhinnie, Justine Kraemer, Bonnie Burgess, Brian Adkins, Susan Carey, Kathryn Hofer, Kayla Weiler, Kody Meads
REGRETS	Dominica McPherson, Scott McWhinnie,
MINUTES	John Mather
GUELPH TRANSIT STAFF	Robin Gerus, Transit General Manager David Sodaro, Acting Transit Operations Manager Andrea Mikkila, Supervisor Transit Planning and Scheduling John Mather, TAC Coordinator

ITEM #	DESCRIPTION
1.	<b>Call To Order</b> <ul style="list-style-type: none"><li>5:30 p.m.</li></ul>
2.	<b>Introductions</b>
3.	<b>Adoption of Previous Minutes</b> <ul style="list-style-type: none"><li>Motion to move the Minutes forward by Kayla Weiler, seconded by Susan Carey.</li></ul>
4.	<b>Transit Update</b> <b>Meetings and Discussions amongst TAC and TAAG</b> <p>Following a motion made by Justine Kraemer to allow member of the TAAG committee A motion was made to TAGG Chair Steve Petric presented Staff explained that the TAAG (Transit Action Alliance of</p>

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Guelph) is a citizens group advocating for changes and improvements to Guelph Transit service while TAC is appointed by Council. Staff said they had been approached by the executive of TAAG and had met with them for an informal meeting at a local restaurant. Staff emphasised their commitment and allegiance to TAC but also added that they are always pleased to discuss Transit improvements with any group who are interested in doing so. Staff said that TAAG were discussing the Service review mostly and that there was a consensus amongst the group that Transit was moving in the positive way to improve all aspects of its service. Staff suggested that in the interest of transparency and the encouragement of idea sharing that TAC and TAAG might meet periodically if TAC felt it might be worthwhile. TAC Members asked if the meetings would be formal or informal. TAC Members suggested that it might be best to invite them to a TAC meeting to discuss their vision but also added that their input would be restricted as TAC agendas must take precedence.

**Motion:** TAC Chair – Justine Kraemer motioned that TAC approach TAAG and invite them to a TAC meeting. The motion was passed unanimously.

### **Guelph Transit Update**

Staff discussed the following:

#### **OTE and Electric/Hybrid Buses**

Robin Gerus had just returned from the Ontario Transportation Expo in Toronto. He said he had seen considerable emphasis there on Electric and hybrid vehicles. TAC Members asked if Guelph Transit was considering changing to non-diesel buses and when that might occur. Staff advised that the process had been started but the required infrastructure (physical plant, mechanical staff, training etc.) must be in place before the replacement of buses can begin. TAC Members asked if Council was supporting this initiative. Staff answered that there seems to be support.

#### **Capital Projects**

Staff said the projects to create a Control Centre and new offices at the Transit facilities were underway. Also plans are being made to create additional parking spaces and retrofitting outdoor lighting.

	<p><b>Mobility software</b></p> <p>Staff announced that a pilot project is underway to test new software that will increase efficiency with mobility scheduling. The current “PASS” system is based on a client/trip process. The pilot software operates by accepting bookings on short notice and integrates them into the buses’ current schedule. TAC Members asked if any transit operation are currently using the software. Staff answered that Burlington was using it and they found the results encouraging. They added that should the pilot project show positive results the software would be shown to the TAC Members</p>
<p>5.</p>	<p><b>Other Business</b></p> <p><b>Fare Box Strategy Update</b></p> <p>TAC Members asked for a status and operation update on the new fare box programme. Staff answered that the supplier had been awarded the contract but they were not at liberty to announce the successful candidate at that time. They also announced that a recruitment process was underway to hire a Project Manager who will be committed solely to the fare box initiative. Staff added that they would announce the details of both matters as soon as possible.</p> <p>TAC Members inquired about a) fare media, b) acceptance of cash c) reloadable cards and d) timelines. Staff answered that the fare boxes would accept smart cards, cash, reloadable cards and that it is planned that the fare boxes would be operational by September 2020. Staff said the exact nature of the roll-out was to be determined. They added that Guelph Transit would be making use of public information sessions to assure input from the public on all pertinent matters.</p> <p><b>Review of TAC’s Terms of Reference</b></p> <p>Staff had printed and circulated an older, inaccurate copy of the Terms of Reference so it was agreed that this matter would be</p>

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deferred to the May meeting. Staff promised to source and circulate the correct Terms of Reference immediately.

**Smoking Policy in shelters, Guelph Central Station, etc.**

Justine Kraemer said that previous TAC members had researched and reported on the problems resulting from smoking in and around transit property. They added that they had spoken with city By-Law and The Guelph Wellington Health Unit (GWHU). They said that GWHU did not have the resources or the mandate to manage the infractions.

Kathryn Hofer (manager – Off Campus Living –University of Guelph) said that effective May 31, 2019 the entire University of Guelph campus will be a smoke free zone. She added that there will be a period during which offenders will be warned and educated.

Staff was pleased to hear that that The University of Guelph was starting this initiative. Staff added that they had recently been in contact with By-Law and that it was understood that By-Law can ticket offenders but often request they offender stop smoking first. If they continue they are asked to leave the property. If they do not leave they can be charged with trespassing. Staff added that the limits of the shelters are believed to be any area within the 3 walls and under the roof structure.

**Motion:** TAC Chair – Justine Kraemer motioned that TAC approach By-Law and invite them to a TAC meeting. The motion was passed unanimously.

**Visit to Transit Facilities**

Justine Kraemer said that she had recently visited the Guelph Transit facilities on Watson Road and had found the experience to be fun and interesting. She, and Transit Staff, encouraged everyone to request a similar visit.

**Transit Guest Speaker**

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	<p>Susan Carey asked if Transit Management would be available to be guest speaker(s) at schools and other organizations. Staff said they would be very pleased to send a delegate and that anyone who would like Transit to do so should contact them to make the arrangements.</p>
	<p><b>Next meeting date and location</b></p> <ul style="list-style-type: none"><li>• Thursday May 16, 2019.</li></ul> <p>Committee Boardroom A</p> <p>5:30 p.m.</p>
<p><b>6.</b></p>	<p><b>Adjournment</b></p> <ul style="list-style-type: none"><li>• 7:45 p.m.</li></ul>