

MINUTES

MEETING	Transit Advisory Committee
DATE	March 21, 2019
LOCATION	City Hall, Room C
TIME	5:30 -7:00 p.m.
CHAIR	Justine Kraemer
PRESENT	Dominica McPherson, Scott McWhinnie, , Justine Kraemer, Bonnie Burgess, Brian Adkins,
REGRETS	Kathryn Hofer, Kody Meads, Susan Carey, Kayla Weiler
MINUTES	John Mather
GUELPH TRANSIT STAFF	Robin Gerus, Transit General Manager Jason Simmons, Transit Operations Manager Laura Bragues, Supervisor Transit Planning and Scheduling John Mather, Transit Data Coordinator

ITEM #	DESCRIPTION
1.	Call To Order <ul style="list-style-type: none">5:40 p.m.
2.	Introductions
3.	Adoption of Previous Minutes <ul style="list-style-type: none">Motion to move the Minutes forward by Brian Adkins, seconded by Scott McWhinnie.
4.	Transit Update Service Review Update Staff announced that: <ul style="list-style-type: none">The Community Bus routes and timings are under review

	<ul style="list-style-type: none"> • The Capital Budget has been approved. Much of it will be spent on purchasing new buses. In December it will be necessary to provide Council with justification for the various projects proposed for the Operating portion. • The 10 new Operators have nearly completed their training and will soon be in fare service • 3 new Operators will begin their training next week • The Route Review Consultant position has been approved for a 2 year term • A full time Human Resources person for Transit has been hired • The Review and Planning Programme (RAPP) is underway. With the benefit of input from Operators, Supervisors, Customers and Management the programme will review routes.
5.	<p>Guelph Transit Update</p> <p>Staff announced that:</p> <ul style="list-style-type: none"> • A job posting has been made for the position of Route Supervisor • A job posting has been made for the position of Senior Route Supervisor • A job posting has been made for the position of Manager of Business Services. TAC Members asked for clarification of this role. Staff answered that the current business structure at transit was not in line with City requirements. Currently 11 people answer directly to the General Manager who otherwise should report to the Manager of Business Services • A replacement has been hired to fill the planned absence of the Supervisor – Planning and Scheduling. • The hiring process continues for new Operators. • The parking lot at the Watson Road Transit Facility will be expanded • The exterior lighting and signage at the Watson Road Transit Facility will updated • A new “Pro-Master” Mobility vehicle will soon be in fare operation • Several shelter have been “wrapped” with marketing materials as a new advertising project • A budget has been approved for additions and improvements to bus stop amenities. Allocation of these amenities is based on the frequency of passenger boardings and alightings and the nature and popularities of the facilities around stop.

- 7 Double-Wide shelters will replace single-wide shelters. The proposed locations are:

1	5608	Gordon at Arkell northbound
2	168	Gordon at Edinburgh northbound
3	529	Gordon at Heritage northbound
4	1117	Willow at Silvercreek eastbound
5	160	Stone at Stone Road Mall eastbound
6	1505	Stone at Stone Road Mall westbound
7	157	Janefield at Poppy southbound

Of these already has 2 shelters so they will be relocated. Also it is planned to install 10-15 new single-width shelters.

TAC Member asked if they could have input in the placement of these amenities. Staff answered that everyone’s input is always welcome and that it can be offered by email, telephone or in person.

TAC Members asked if three were locations that simply could not accommodate a pad or shelter. Staff responded that occasionally sightlines, vegetation, the grade of the ground etc. prevent some installations.

The TAC Members made a formal request for this project and were enthusiastic about this addition to customer service information. Staff responded that was a very good idea and they would make it available as soon as possible.

Other Business

- **University Bus Pass**

6.

TAC Members asked the status of the University of Guelph’s Bus Pass referendum. Staff answered that the University of Guelph administrative structure was different than some other University’s and as such the referendum signed by the student population will take precedence and the pass program will remain as it is.

- **Quorum Requirements**

TAC Members asked for clarification of what constituted a quorum and how long the meeting would be on hold awaiting sufficient quorum numbers to proceed.

They suggested that future meeting announcements and reminders ask specially for a reply from meeting participants indicating their intent to attend or be absent.

They also suggested that a 15 minute limit be allowed for late comers but after that 15 minutes the meeting would be declared cancelled if quorum is not met. Staff agreed to both suggestions.

Access to 130 Grange Street

TAC Members expressed concern that the lack of service to the Affordable Housing building at 130 Grange was preventing people moving to that location. Staff replied that the Community Bus continues to service that location Monday through Saturday 8:30 – 16:30. They also added that plans had been offered to its residents to allow them to apply for special consideration through Mobility Service but no one had taken advantage of this offer yet. TAC Members asked if that offer had sufficient visibility and Staff answered that Mobility Service was of course on the City site, but this offer was specific to 130 Grange and wasn't online. D. McPherson offered to make this better known to passengers she interacts with. Staff added that advocates for service to this area are certainly welcome to submit their input through the channels available to them and during the planned re-branding (as part of the Service Review). Specifically their input will be solicited in June and July for the revised Community Bus.

Impact of new Fare Boxes

TAC Members asked if the new Fare Boxes would accept single tickets as their use is common amongst social services. Staff replied that the paper bus pass would be available for single use or multiple uses as required. Ultimately it is intended that there will be no use of the current ticket format.

TAC Administrator

TAC Members were reminded that Administrator Laura Bragues will be on a leave of absence until mid 2020. The interim administrator will

	be John Mather. He can be reached at 519 822-1260 X 2793 or john.mather@guelph.ca. All further TAC correspondence should be made/copied to him.
7.	Next meeting date and location <ul style="list-style-type: none">April 18, 2019, Marg MacKinnon Room 5:30 p.m.
8.	Adjournment <ul style="list-style-type: none">6:35 p.m.

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