

# MINUTES

MEETING	<b>Transit Advisory Committee</b>
DATE	May 16, 2019
LOCATION	City Hall Meeting Room A
TIME	5:30 -7:00 p.m.
CHAIR	Justine Kraemer
PRESENT	Scott McWhinnie, , Justine Kraemer, Bonnie Burgess, Brian Adkins, Susan Carey, Kody Meads, Horeen Hassen
REGRETS	Kathryn Hofer, Dominica McPherson
MINUTES	John Mather
GUELPH TRANSIT STAFF	Jason Simmons, 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>5:35 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 approval of the Minutes forward by Justine Kraemer. Seconded by Kody Meads.</li></ul>
4.	<b>TAC Business</b> <ul style="list-style-type: none"><li>TAAG Member visitation</li></ul> <p>A motion was made by Justine Kraemer to allow a member of the TAAG committee to address the Transit Advisory Committee. The motion was seconded by Horeen Hassen.</p>

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TAAG (Transit Action Alliance of Guelph) Chair Steve Petric presented the mission and vision of TAAG. He explained that while TAC is appointed by City Council TAAG is a citizens' group advocating for changes and improvements to Guelph Transit service. He stressed that TAAG is not in competition with TAC but rather another voice with similar goals and agendas. He said TAAG's mission is to advocate for a public transportation system that is frequent, accessible and affordable and that their vision is to educate, motivate, advocate and activate the community on transit. Petric said that TAAG collaborates with various community members, groups, organizations and businesses to build a strong community-wide alliance on transit matters.

Petric stressed that TAC and TAAG should work together whenever possible to create better services for Guelph Transit passengers. Petric added that TAAG communicates by means of their web site, social media, social events and a regular column in the Guelph Mercury. TAC Members reinforced the importance of education. TAAG intends to have a summit in September/October 2019 in order to be prepared for the fall budget. More details will follow.

- By-Law Member visitation

David Wiedrick - Manager Bylaw Compliance Security Licensing Operations addressed the committee concerning smoking on transit properties. He advised that Smoke Free Ontario Act of 2017 governs many of the applicable constraints but it did not permit city By-law officers to enforce the rules by ticketing offenders. Consequently the city created their own by laws similar to the Ontario Act in order to impose penalties where required. Currently the city is engaged in discussion through a working group in order to further address smoking restrictions on city property (parks, transit hubs, transit stops). Recent changes to cannabis laws require further attention. Furthermore Wiedrick said that the technicalities of the 9 metre restriction need to be addressed at stops throughout the city as the land may be privately owned at their locations. The changes proposed following the work group process will have to be approved by city council. TAC Members asked if they could be advised of these proposals before they are forwarded to council. Wiedrick advised that the report could not be shared but the results of the survey could be. TAC Members suggested that he could return to another meeting in the fall and share those survey thoughts with them. TAC Members asked about the effect these new by-laws would have on University property but Wiedrick said

that the University was private property and therefore city by-laws would not apply.

TAC Members advised that Susan Carey would be attending a city by-law meeting on May 22 in which smoking will be discussed.

- Review of TAC's Terms of Reference

TAC Members advised that the Terms of Reference were amended in February 2018 but not forwarded to council. They proposed that the following edits be made to the Terms of Reference:

- The dating of all changes to future Terms of Reference will be clearly dated indicating the date of changes and revisions
- Pages are to be numbered correctly
- Addition of the duration of the waiting period required before the meeting is considered to not meet quorum requirement as discussed in during the March 2019 meeting will be added.
- A requirement under the Composition of Committee section be added in which representation by geographical location be added.
- Reference to By-Law Number (1966)-15200 under the Roles and Responsibilities - TAC Members section be updated as required
- Following a proposal from a February 2018 meeting the following will be added: *"Change regular users on committee from four to three members. The extra TAC position will now be specified as a senior position. (Three Regular Members and One Senior)"*.
- Clarification that the Community Bus service is an integral part of conventional service
- Clarification of the process when both the Chair and Vice Chair are unable to attend a meeting
- Clarification of the accuracy of the statement in Committee Procedures which reads *"The TAC will follow the Advisory Committee Procedures Guidelines as outlined by council September 30, 2013"*

Staff advised that the changes would be made and circulated to TAC Members before June 13, 2019 with the intent that TAC Members can review it and propose further changes. The revised version can then be addressed during the June 20, 2019 meeting.

<b>5.</b>	<p><b>Transit Update</b></p> <ul style="list-style-type: none"> <li>• Summary of first RAPP (Review and Planning Programme) Route 13</li> </ul> <p>Staff advised that it was the intent of the RAPP to review one route, or routes that are paired, monthly using input from passengers, Operators, Supervisors and data analysis. The information collected from all these sources is used to create action items that will improve service. The route 13 was the first route to be analysed as it was felt that it required attention. Analysis of it resulted in the following action items:</p> <table border="0" style="width: 100%;"> <tr> <td style="padding-left: 40px;"><i>Identify midday trips that are overloaded</i></td> <td style="padding-left: 100px;"><i>In progress</i></td> </tr> <tr> <td style="padding-left: 40px;"><i>Analyze and adjust timing between timing points</i></td> <td style="padding-left: 100px;"><i>In progress</i></td> </tr> <tr> <td style="padding-left: 40px;"><i>Identify the feasibility, desire, and required resources to expand midday service to 20-minute service</i></td> <td style="padding-left: 100px;"><i>In progress</i></td> </tr> <tr> <td style="padding-left: 40px;"><i>Identify the feasibility, desire, and required resources to extend Sunday service</i></td> <td style="padding-left: 100px;"><i>In progress</i></td> </tr> <tr> <td style="padding-left: 40px;"><i>Develop alternative routing that bypasses St. George's square. Identify required resources, and cost/benefit analysis</i></td> <td style="padding-left: 100px;"><i>In progress</i></td> </tr> <tr> <td style="padding-left: 40px;"><i>Request additional signal timing on identified intersections along Victoria</i></td> <td style="padding-left: 100px;"><i>Traffic contacted – Victoria corridor currently under review by Traffic; considerations will be taken</i></td> </tr> <tr> <td style="padding-left: 40px;"><i>Identify feasibility of replacing stop on Stevenson at Lane to Eramosa at Stevenson for J.F. Ross students. Reach out to traffic</i></td> <td style="padding-left: 100px;"><i>Traffic contacted – no concerns Work orders placed to relocate stop</i></td> </tr> <tr> <td style="padding-left: 40px;"><i>Shift pole at Victoria at Greenview northbound stop closer to the curb</i></td> <td style="padding-left: 100px;"><i>Work order placed</i></td> </tr> </table>	<i>Identify midday trips that are overloaded</i>	<i>In progress</i>	<i>Analyze and adjust timing between timing points</i>	<i>In progress</i>	<i>Identify the feasibility, desire, and required resources to expand midday service to 20-minute service</i>	<i>In progress</i>	<i>Identify the feasibility, desire, and required resources to extend Sunday service</i>	<i>In progress</i>	<i>Develop alternative routing that bypasses St. George's square. Identify required resources, and cost/benefit analysis</i>	<i>In progress</i>	<i>Request additional signal timing on identified intersections along Victoria</i>	<i>Traffic contacted – Victoria corridor currently under review by Traffic; considerations will be taken</i>	<i>Identify feasibility of replacing stop on Stevenson at Lane to Eramosa at Stevenson for J.F. Ross students. Reach out to traffic</i>	<i>Traffic contacted – no concerns Work orders placed to relocate stop</i>	<i>Shift pole at Victoria at Greenview northbound stop closer to the curb</i>	<i>Work order placed</i>
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The following conclusions were also made:

*Average ridership per revenue vehicle hour: Above industry average*

*Top 4 busiest stops (APC counts of ons and offs) – also identified by operators:*

- 1. Guelph Central Station*
- 2. Stevenson at Lane southbound*
- 3. Eramosa at Meyer westbound*
- 4. Wyndham at Cork southbound*

*On-time performance (April 2019)*

*On-Time = 2 minutes early to 5 minutes late*

*Route 13: 92% On-Time*

*Guelph Transit Average: 93%*

TAC Members asked if the analysis indicated that the Route 13's on-time performance was worse on the weekends. Staff answered that did not appear to be the case but the on-time performance did suffer during the mid-day on weekdays as there were less resources used at that time. TAC Members asked about the criterion on which the data was based. Staff replied that the current analysis was based on all GPS/Trapeze data collected in September – December 2018. It was further explained that the nature and cost of wireless transmission requires that currently data is only downloaded when the buses return to transit and not interactively. TAC Members inquired if the criterion on which the data was based is published along with the data so that the reader can better identify the relativity of the examined sample.

TAC Members asked that a map of the route analyzed be attached to the report in the future as it will help them to better visualize the details. Staff agreed and will do so. TAC Members asked if the RAPP reports were to be released to the public. Staff said that it is something to be considered as ultimately disclosure will be required when requesting resources. TAC Members asked where they can find the city's published Transit Key Performance Indicators. Staff showed the link to be:

<https://guelph.ca/city-hall/city-administrators-office/public-reporting/performance-dashboard/>

and Staff said that site would be circulated to TAC Members by separate email before the next TAC meeting.

	<ul style="list-style-type: none"> <li>• Community Bus and Hanlon Creek Business Park Route Community Engagement</li> </ul> <p>Staff distributed sample surveys and route options for the Hanlon Creek Business Park service. Staff explained that Community Engagement was underway to better understand the needs and preferences of the public. Each route is to be .5 hours (15 minutes outbound and 15 minutes inbound)</p> <p>Staff announced that the Community Bus rebranding was also underway. Again Community Engagement is extremely important and has taken the form of City staff presence at the Evergreen Centre, YMCA, Stone Road Mall and the West End Recreation Centre. At these locations, the Guelph Central Station and on the buses themselves passengers and perspective passengers are being surveyed. Also there is a survey web site on the City site. TAC Members suggested that an integral part of the rebranding be education as many people do not know the routes and that anyone can take the Community Bus and flag it down at any safe location en route.</p>
<p><b>6.</b></p>	<p><b>Next meeting date and location</b></p> <ul style="list-style-type: none"> <li>• June 20, 2019 – City Hall - Marg MacKinnon Room</li> </ul>
<p><b>7.</b></p>	<p><b>Adjournment</b></p> <ul style="list-style-type: none"> <li>• 18:50 p.m.</li> </ul>