

# MINUTES

MEETING	<b>Transit Advisory Committee</b>
DATE	June 20, 2019
LOCATION	Marg McKinnon Room
TIME	5:30 -7:00 p.m.
CHAIR	Justine Kraemer
PRESENT	Scott McWhinnie, , Justine Kraemer, Bonnie Burgess, Kathryn Hofer, Kody Meads, Susan Carey, Horeen Hassen, Dominica McPherson
REGRETS	Brian Adkins, Bonnie Burgess
MINUTES	John Mather
GUELPH TRANSIT STAFF	Jason Simmons, Transit Operations Manager Andrea Mikkila, Supervisor Transit Planning and Scheduling John Mather, Transit Data Coordinator

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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 approve the Minutes forward by Justine Kraemer, seconded by Horeen Hassen</li></ul>

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4.	<p><b>Transit Update</b></p> <ul style="list-style-type: none"><li>• <b>InfoWeb</b></li></ul> <p>Staff announced that the final testing and integration of the InfoWeb system is well underway and will soon be in an eight week test period. InfoWeb will provide web and mobile access to Mobility customers who can book passage and receive updates on arrival times.</p> <ul style="list-style-type: none"><li>• <b>University Sunday Late Night (Magic Bus) Service</b></li></ul> <p>Staff announced that effective in September the Central Students' Association will be funding additional Sunday late night (Magic Bus) service. That service will include revised routes that removes the underutilized northern portion and an additional bus will raise the service to half hour. It is anticipated that one of the buses will use the dynamic InfoWeb system being tested currently by Mobility, although it may not be implemented in September.</p> <ul style="list-style-type: none"><li>• <b>Routes 11/14</b></li></ul> <p>Staff announced that effective September 2019 service on the Routes 11/14 will change from 40 minute evening service to 30 minute evening service.</p>
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- **Route 59 Express**

Staff announced that the new University Express Route 59 will operate Monday to Friday 8:00 a.m. - 10:40 a.m. and 4:30 p.m. to 6:50 p.m. beginning in September. This route is intended to offer express trips to/from 3 stops only along Gordon Street to/from the University.

- **Route 41 Express**

Staff announced that the Route 41 will no longer be running as of the new sign-up in September. Also they said the Routes 17 and 18 will have extended layover periods now during the times that they used to complete the Route 41 run.

- **Double Wide Shelters**

Staff announced that 11 double-wide shelters will be installed in 2019

- **Guelph Central Station - Platform Changes**

Staff announced that effective in September the Route 9 bus will be moved to Platform 6 at the Guelph Central Station. This will reduce walking distanced for passengers.

- **Community Bus Service**

Staff announced that the public engagement portion of the Community Bus update and rebranding was completed in May. They said that engagement meetings had taken place at several locations around the city (Evergreen Centre, Stone Road Mall, West End Recreation Centre, Guelph Central Station, and YMCA) and that over 300 surveys had been completed

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on line and on the buses. That input resulted in the following proposals for service changes to begin in September 2019:

- Service will be increased to 45 minutes
- 2 additional buses will be required
- Service will be extended to several locations in the north and south ends of the city
- Service will be extended in to the evening to 18:00
- Service Sunday will be provided from the start of service to 18:00

TAC Members expressed their appreciation that the public had been so thoroughly canvassed and that their opinions had been responded to so readily.

- **Hanlon Creek Business Park (HCBP) Service**

Staff announced that the public engagement portion of the Hanlon proposed service was also completed in May. They said there had been considerable feedback for this service as well. Following the review it is proposed that 30 minute service to the area begins in September 2020.

- **Fare Box Strategy Update**

TAC Members asked for a status and operation update on the new fare box programme particularly as it applied to the acceptance of university Student Cards. Staff responded that the fare boxes would receive regular updates from the Central Students' Association list of card numbers that are on a "good" list and a "bad" list.

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Staff added that Guelph Transit would be making use of public information sessions to assure input from the public on all pertinent matters.

- **Route Review Specialist**

Staff announced that the recruitment of the Route Review Specialist was well underway and that interviews for it should begin in 2 weeks.

### **Review of TAC's Terms of Reference**

Staff had printed and circulated the following:

- Current Terms of Reference with suggested amendments
- The City of Guelph Procedural By-law (2018) – 20352
- The City of Guelph Public Appointment Policy (September 2016)
- The City of Guelph Advisory Committee Meeting Procedures (September 2013)

Staff reviewed the following suggested changes and the subsequent suggestions and resolutions were agreed upon by TAC Members (red):

- The dating of all changes to future Terms of Reference will be clearly dated indicating the date of changes and revisions (**Agreed – Updated**).
- Pages are to be numbered correctly (**Agreed – Updated**).
- 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. (**Following input from The Council & Committee Coordinator, it was**

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decided that this item should remain an internal resolution noted in minutes and not appear on the Terms of Reference).

- A requirement under the Composition of Committee section be added in which representation by geographical location be added. (Following input from The Council & Committee Coordinator, it was decided that this item should minutes and not appear on the Terms of Reference).
- Reference to By-Law Number (1966)-15200 under the Roles and Responsibilities - TAC Members section be updated as required. (Agreed – Updated to The City of Guelph Procedural By-law (2018) – 20352)
- 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)*”. (Agreed – Updated).
- Clarification that the Community Bus service is an integral part of conventional service (Following discussion it was decided that this change was unnecessary and may cause confusion).
- Clarification of the process when both the Chair and Vice Chair are unable to attend a meeting. (Following input from The Council & Committee Coordinator, it was decided that this item should remain an internal resolution noted in minutes and not appear on the Terms of Reference).
- 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*” (Agreed – This is the current and accurate version of the Advisory Committee Meeting Procedures).

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It was further resolved that once the revisions are made as noted above the Terms of Reference will be submitted to the City Clerk's office for their approval/comments/revisions.

### **Discussion of Smoking Working Group**

Staff had printed and circulated the following:

- Public Health - Considerations for Strengthening the City of Guelph's Smoking By-Law
- Public Health – Cannabis Places of Use By-laws
- Minutes from Smoking Working Group meeting – May 22, 2019
- Collection of Smoke-Free Public Place By-laws in Ontario

TAC Chair Justine Kraemer reviewed the agenda and topics covered in the Smoking Working Group meeting that she attended on June 17, 2019. She added that the Group had asked specifically for any input the TAC members might have. TAC Members suggested:

- Enforcement. The University of Guelph is private property and likely controllable but enforcing smoking by-laws on City of Guelph property will be less manageable. By-law Officers may find themselves overwhelmed with complaints.
- Boundaries. The restriction to smoke outside of a 9 metre radius is impractical as smoke may very well drift outside of that boundary.
- Bus Operators smoking at Guelph Central Station. TAC Members asked what the expectations are for Operators smoking when stopped at the Guelph Central Station. Staff said that there are Standard Operating Procedures which state that the Operator may leave their bus if the bus is adequately secured.

- TAC Members asked if a designated smoking area the Guelph Central Station would be practical but it was decided that it would not be as smoking areas can not have roofs
- TAC Members suggested that polite encouragement not to smoke in restricted areas may be the best course of action
- TAC Members suggested that smoking cessation means may be the best way to ultimately seriously reduce or end smoking problems.
- TAC Members recommended extended community and public engagement

### **RAPP (Review and Planning Programme) Review**

Staff supplied the following summary of the latest RAPP routes:

- **Route 10**

#### **Key conclusions**

#### **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. Paisley at Candlewood eastbound
3. Paisley at Imperial eastbound
4. 225 Westwood northbound

#### **On-time performance (May 2019)**

On-Time = 2 minutes early to 5 minutes late

Route 10: 88% On-Time

Guelph Transit Average: 92%

	<ul style="list-style-type: none"> <li>• <b><u>Route 12</u></b></li> </ul> <p style="text-align: center;"><b>Key conclusions</b></p> <p><b>Average ridership per revenue vehicle hour:</b></p> <p>Above industry average</p> <p><b>Top 5 busiest stops (APC counts of ons and offs) – also identified by operators:</b></p> <ol style="list-style-type: none"> <li>1. Guelph Central Station</li> <li>2. Woodlawn at Victoria westbound</li> <li>3. Speedvale at Stevenson eastbound</li> <li>4. Wyndham at Cork southbound</li> <li>5. Victoria at Brant northbound</li> </ol> <p><b>On-time performance (May 2019)</b></p> <p>On-Time = 2 minutes early to 5 minutes late  Route 12: 93% On-Time  Guelph Transit Average: 92%</p>
<p><b>5.</b></p>	<p><b>Next meeting date and location</b></p> <ul style="list-style-type: none"> <li>• August 15, 2019. 5:30 p.m. Tentative – As required.</li> <li>• September 19. 2019. 5:30 p.m.</li> </ul>
<p><b>6.</b></p>	<p><b>Adjournment</b></p> <ul style="list-style-type: none"> <li>• 6:45 p.m.</li> </ul>