

**CITY OF BELLEVILLE
TRANSIT OPERATIONS ADVISORY COMMITTEE
MINUTES OF December 5, 2017 MEETING**

A meeting of the Transit Operations Advisory Committee was held on Tuesday, December 5, 2017 at 4:45 p.m. in the Sir Mackenzie Bowell Room (City Hall).

ATTENDANCE

Councillor Jack Miller, Chair
Councillor Jackie Denyes
Councillor Egerton Boyce
Mr. B. Goodman
Mr. Dwain Hilts
Mr. Robert Johnson
Ms. K. Kitchen

REGRETS

None

STAFF PRESENT

Mr. Joseph Reid, General Manager Transportation and Operations Services
Mr. Mark Fluhrer, Director Recreation, Culture & Community Services
Mr. Paul Buck, Transit Supervisor
Mr. Mel Handley, Transit Supervisor

1. CALL TO ORDER

Councillor Miller called the meeting to order at 4:46 p.m.

2. DISCLOSURE OR PECUNIARY INTEREST

Councilor Jack Miller declared a conflict during the discussion of Item 7.4 Update on Park and Ride game Day Shuttle and left the room.

3. CONFIRMATION OF MINUTES

3.1 Minutes of the Transit Operations Advisory Committee Meeting held on October 11, 2017 had been circulated.

Moved by Mr. Johnson
Seconded by Councilor Boyce

THAT the minutes of the Transit Operations Advisory Committee meeting held on October 11, 2017 be approved.

- CARRIED -

4. BUSINESS ARISING FROM MINUTES

None

5. DEPUTATIONS

Congratulations to Mr. Joseph Reid as the new General Manager, Transportation and Operations Services.

Congratulations to Paul Buck on becoming the Manager of Transit Services.

6. CORRESPONDENCE

There was no correspondence

7. REPORTS

7.1 2017 September Ridership – Report DE&OS-2017-TAC-21

The committee reviewed the report, including a breakdown by route. Ridership is still increased over 2016.

7.2 Capital Projects Update – Report DE&OS-2017-TAC-24

Staff report DE&OS-2017-TAC-24 regarding Capital Projects was discussed by the committee.

7.3 Transit Farebox Upgrades - DE&OS-2017-TAC-25

Staff report DE&OS-2017-TAC-25 regarding the upgrade of the farebox system and the benefits to Transit information collection and the customers.

7.4 Park and Ride game Day Shuttle - DE&OS-2017-TAC-26

Councillor Miller leaves the room, Councillor Boyce assumed the chair. Staff report DE&OS-2017-TAC-26 regarding the results of phase one of the shuttle program, and the plan to move forward with phase two.

Director Fluhrer provided detail on the parking situation and issues that have been raised by area business owners.

Motion to receive the reports:
Moved by Councilor Denyes
Seconded by Ms. Kitchen

- CARRIED -

8. GENERAL BUSINESS

8.1 Hastings County Fare Procedure

The selling of fare media to Hastings County clients was reviewed, showing very laborious process taking considerable amounts of Belleville Staff time. A new streamlined process was discussed. Staff will work with Hastings County Staff to develop a better process for the sale of fare media to their clients.

8.2 Veterans Pass Policy Review

The current Veterans Pass Policy was reviewed and it was agreed that it was very restrictive. The committee has requested staff to review other transit facilities to review their policies, and to also review the possibility of a reduced fare; with a report coming back to Committee for next meeting.

8.3 Electric Bus

Staff presented an informal update on the Electric Bus. Customer and driver reviews are positive. Early indications of operating costs are also positive. Staff will provide a detailed review of the bus via report for next meeting.

8.4 Transit Supervisor Posting Update

Staff advised that the posting will close December 15, interviews will be scheduled for early January and it is believed the position will be staffed by the end of January.

8.5 Review Transit Bus Charter Rate

Staff presented the current charter rate, and the current hourly rate to operate a bus. Committee discussed the current rates and the advantages/disadvantages of making changes. Staff has been requested to provide a report with recommendations for next meeting.

8.6 Promotion of Transit to City Departments for Event Transportation

Staff advised that there will be another notification being sent to City Departments reminding them that Transit can be contacted if they require transportation for meetings, site visits, conferences etc.

8.7 Update on Late Night Transit

Routing has been determined, driver sign up is complete. Transit staff are working with Corporate Communications and Economic Development to produce marketing materials, and instructional documents for passengers. Service will begin January 2, 2018.

8.8 Extended Loyalist Semester Pass

Transit Staff received a request from Loyalist College to extend the Fall Semester Pass until January 19, 2018 (a 15 day extension) as a result of the Ontario College Teachers strike. The committee agreed to the extension, and also requested Transit Staff to send a letter to the College outlining the cost of this extension.

8.9 Installation of new Power Doors at the Bus Terminal

Staff provided details on the new auto opening entry doors to the Transit Terminal.

9. NEW BUSINESS AND INFORMATION MATTERS

- 9.1 There was a concern raised about the level of heat in the new shelters installed at the bus terminal. Staff advised that they will have it looked into and corrected.
- 9.2 There was a bus stop sign on the Route #10 that contains incorrect information. The sign at Bridge Street West appears to be incorrect. Staff will review the sign and correct as necessary.
- 9.3 Staff were requested to provide a deputation to Belleville Schools and the School Board to promote the reduced rate fare for schools.
- 9.4 The Committee discussed the possibility of operating a Boxing Day service in December 2018. Staff were requested to provide a report outlining the cost of operating this service.

10. NEXT MEETING

January 9, 2018 at 4:45 PM in the Sir Mackenzie Bowell Room; or at the call of the chair if required.

11. ADJOURNMENT

Moved by Councillor Denyes
Seconded by Councillor Boyce

THAT the December 5, 2017 meeting of the Transit Operations Advisory Committee adjourn.

- CARRIED -