



The Corporation of the Town of Tillsonburg

Tillsonburg Transit Advisory Committee

March 19, 2019

10:00 a.m.

Suite 203, 200 Broadway, 2nd Floor

MINUTES

Present:

David Brown, Sherry Hamilton, Kathryn Leatherland, Pete Luciani, Mayor Stephen Molnar, Lynn Temoin, Carolijn Verbakel, John Verbakel

Absent with Regrets:

Cindy Allen

Also Present:

David Calder, Chief Administrative Officer
Kevin De Leebeeck, Director of Operations
Amelia Jaggard, Legislative Services Coordinator
Adam Hamilton and Edmund Burt, BTS Network

1. Call to Order

The meeting was called to order at 10:01 a.m.

2. Adoption of AgendaProposed Resolution #1

Moved by: Kathryn Leatherland

Seconded by: Pete Luciani

THAT the Agenda as prepared for the Tillsonburg Transit Advisory Committee meeting of March 19, 2019, be adopted.

Carried

3. Disclosures of Pecuniary Interest and the General Nature Thereof

There were no disclosures of pecuniary interest declared.

4. Adoption of Minutes of Previous MeetingProposed Resolution #2

Moved by: Pete Luciani

Seconded by: Carolijn Verbakel

THAT the minutes of the Tillsonburg Transit Advisory Committee dated February 14, 2019, be approved.

Carried.

5. Presentations/Deputations

5.1. Representative from BTS Network – TGO Operational Observations (Attached)

Adam Hamilton and Edmund Burt were in attendance and provided an overview of operational observations since taking on the TGO contract in August of 2018. They confirmed that the large TGO logo will be added to the back window of the bus as requested by the committee.

Mayor Molnar left at 10:45 a.m.

Adam Hamilton and Edmund Burt left at 11:00 a.m.

6. General Business & Reports

6.1. Unfinished Business

6.1.1. Meeting dates and time

Motion

Moved by: Lynn Temoin

Seconded by: David Brown

THAT the Tillsonburg Transit Advisory Committee meet the third Tuesday of each month at 10:00 a.m. at the Corporate Office in Suite 203.

Carried

6.1.2. Terms of Reference (Attached)

Staff to remove Section 1.2 from the Terms of Reference.

David Brown informed the committee he has a proposal for new bus routes. Kevin De Leebeeck will meet with David Brown prior to the next meeting to discuss his proposal which will be presented at the next meeting.

Motion

Moved by: David Brown

Seconded by: Pete Luciani

THAT the Terms of Reference for the Tillsonburg Transit Advisory Committee be amended under section 1 to include advising and assisting with the development of the intercommunity transit system.

Carried.

6.2.3. Set Goals:

Review the "Business Plan 2018-2019" document.

Review the operational feedback from the BTS Network and determine how to address the concerns raised.

Adam Hamilton and Kevin De Leebeeck are collaborating on new bus routes including bus stops and using mobile signage.

Staff to report back with proposed routes based on the current schedule at the next meeting.

Review values identified in the Transportation in Tillsonburg: Getting There Study (2014) (pages 31-32).

Staff to confirm that BTS Network is occasionally collecting feedback from customers.

Initial set of goals are to:

- Establish a route and a schedule;
- Increase ridership;
- Provide input on developing marketing strategies;
- Evaluate service periodically. Conduct a mid-term survey.

Staff to provide a draft code of conduct for the TGO service at the next meeting.

6.2. TGO Transit

6.2.1. Background Information Package (**Attached**)

6.2.2. Transportation in Tillsonburg: Getting There Study (2014) (**Attached**)

6.2.3. Current TGO Schedule (**Attached**)

6.2.4. TGO Ridership Stats (**Attached**)

6.3. Inter-Community Transit

6.3.1. Inter-Community Transportation Grant Application (**Attached**)

The grant application was awarded based on the content contained in the application. It would be a lengthy process to amend the agreement with the MTO. Implementation needs to be completed within one year of the agreement being signed. The agreement will be signed sometime in May 2019. The end date of the agreement is March 2023.

6.4. Transportation Coordinator Position Update

Council approved a part-time Transportation Coordinator contract position for one year. The job will be posted soon.

The role of the Transportation Coordinator is split between CVOR responsibilities and working on TGO initiatives for in Town Transit.

The provincial gas tax funding is part of the equation with the intercommunity transportation grant. Increased ridership will increase gas tax allocations.

7. Correspondence

8. Other Business

9. Next Meeting

April 16, 2019 at 10:00 a.m. at the Corporate Office in Suite 203.

10. Adjournment

Resolution #3

Moved by: David Brown

Seconded by: Kathryn Leatherland

THAT the March 19, 2019 Tillsonburg Transit Advisory Committee meeting be adjourned at 11:45 a.m.

Carried