

# **The Corporation of the City of Kawartha Lakes**

## **Council Report**

**Report Number TR2019-001**

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**Date:** May 21, 2019

**Time:** 2:00 p.m.

**Place:** Council Chambers

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**Ward Community Identifier:** Ward 5 and 7

**Title:** Transit Advisory Board Annual Report

**Description:** Detailed 2018 activities and 2019 work plan Transit Board

**Author and Title:** Todd Bryant, Manager Fleet and Transit Services

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### **Recommendation(s):**

**That** Report **TR2019-001, Transit Advisory Board Annual Report**, be received; and

**That** the 2019 work plan for the Transit Advisory Committee be approved;

**Department Head:**\_\_\_\_\_

**Financial/Legal/HR/Other:**\_\_\_\_\_

**Chief Administrative Officer:**\_\_\_\_\_

## **Background:**

Lindsay Transit has been in operation since 1977 and LIMO Specialized Transit since 1979. Transit ridership, over the past five years, has continued to increase for Lindsay Transit to 105,842 and LIMO Specialized Transit to 17,774 rides respectively for 2018. This is a 3.0% increase for conventional transit and a 3.5% increase for specialized transit compared to 2017 transit data.

The Transit Advisory Board (TAB) was established by Council in 2013. The current Terms of Reference (TOR 2015) were updated and approved by Council in 2015.

### **Mission:**

The Transit Advisory Board is responsible for governance oversight of Lindsay Transit and LIMO Specialized Transit operations in accordance with the Municipal Act 2001 and all regulations thereunder, and as may be delegated by Council and defined in these terms of reference. (TOR 2015)

### **Vision:**

The Transit Advisory Board vision is to provide safe, reliable and accessible transportation to the Citizens of the City of Kawartha Lakes. (TOR 2015)

### **Board Composition Membership:**

The Committee is comprised of a maximum of eight members consisting of up to six (6) members of the public and up to two (2) Council representatives. (TOR 2015)

### **2018 Board Members:**

Lynda Palmer (Chair)  
Norm Price (Vice Chair)  
Michelle Murphy-Ward  
Mark Gray  
Lynda DaSilva  
Councillor Stauble  
Councillor James

The Committee meets a minimum of twice a year and established a Budget and Customer Service working groups.

The Capital Budget Team (CBT) meets as part of the Board involving all members.

The Customer Service Team (CST) is comprised of the Fleet and Transit Manager, Lynda Palmer, Norm Price and Councillor Stauble.

#### Work Plans:

For 2018, the Transit Advisory Board is pleased to report to Council on the work ongoing and completed. In the fall of 2018, Council chose to make the Transit Advisory Board a Committee of Council and updated the terms of reference accordingly.

In future reports the TAB will be referred to as the Transit Advisory Committee (TAC). This report provides a summary of the work completed by the TAB in 2018 and outlines the 2019 work plan for the TAC.

#### **Rationale:**

Boards are required to report on the work completed at the end of each year and identify what is planned for following year. The Committee goals are in various levels of progress with completion expected before the end of 2018.

##### Goal #1

To prepare, by September 15th of each year, a projected budget of the board and annual work plan for the succeeding year, for Council approval during the budget process. The work plan to include details on promotion of public education programs, review of other government reports, programs and legislation for any impacts on the City or its programs, and future City policy direction all with the view of advancing the City's adopted strategic priorities and the proposed budget.

##### Goal #2

Monitoring the delivery of service to residents by periodic review of ridership information.

##### Goal #3

Monitor progress on capital projects.

##### Goal #4

Seeking and receiving advice and recommendations from the ridership and stakeholders regarding hours of operation, type of services offered and pricing.

##### Goal #5

Prepare an annual written report to Council by the end of January of the following year to outline the Board achievements in line with the approved work plan.

The following details the work completed for each of the Board's required activities as per the Terms of Reference.

## Activity

### **Goal #1**

To prepare, by September 15th of each year, a projected budget of the board and annual work plan for the succeeding year, for Council approval during the budget process. The work plan to include details on promotion of public education programs, review of other government reports, programs and legislation for any impacts on the City or its programs, and future City policy direction all with the view of advancing the City's adopted strategic priorities and the proposed budget.

### **Work Completed**

#### Funding

The Federal Government has publicly released information stating Lindsay Transit will receive \$229,145 in funding through Public Transit Infrastructure Funding (PTIF) for four major projects in 2017: LIMO Scheduling software, shelter replacement, cement pad installation and a new main transit shelter/hub in Lindsay. These projects are now fully completed as of June 23, 2018. In accordance with the Terms of Reference, progress was being monitored by the Transit Advisory Board.

#### Promotion

Lindsay Transit has continued promoting transit through the December "Free Ride" program, the "Fill the Bus for Food Source", Easter and Thanksgiving Brunch service for several long term care facilities in Lindsay, media advertising and shelter advertising.

#### Advertising

Fifteen of the newly installed solar shelters have advertising space that is being used by advertisers.

### **Goal #2**

Monitoring the delivery of service to residents by periodic review of ridership information

### **Work Completed**

Completed ridership reviews as per the work plan. Ridership in 2018 continues to improve.

### **Goal #3**

Monitor progress on capital projects.

## **Work Completed**

The Transit Advisory Board was kept up to date on the three Capital projects of Cement Pad Installation, Shelter Installation and Bus purchase. All of these projects have been completed utilizing Public Transit Infrastructure Funding or Provincial Gas Tax.

## **Goal #4**

Seeking and receiving advice and recommendations from the ridership and stakeholders regarding hours of operation, type of services offered and pricing.

## **Work Completed**

This ongoing goal will continued to be developed through 2027. For 2018, the Transit Advisory Board assisted the development of Sunday Service for Lindsay Transit in accordance with the Lindsay Transit Master Plan. Sunday service is scheduled to start end of second quarter of 2019.

## **Goal #5**

Prepare an annual written report to Council by the end of January of the following year to outline the Board achievements in line with the approved work plan.

## **Work Completed**

This report completes this activity. Please see attached 2018 work plan that outlines activities.

## **Other Alternatives Considered:**

No other alternatives are being considered at this time.

## **Financial/Operation Impacts:**

There are no financial implications for regular activities of the Transit Advisory Committee.

## **Relationship of Recommendation(s) To The 2016-2019 Strategic Plan:**

This Report is in alignment with the City's Strategic Plan with respect to effective transit management services.

## **Review of Accessibility Implications of Any Development or Policy:**

All legal requirements as legislated within Regulation 191/11 made under the Accessibility for Ontarians with Disabilities Act, 2005 are met by Lindsay Transit and LIMO Specialized Transit. Lindsay Transit continues to strive for Service Excellence when providing transportation services to the residents of the City of Kawartha Lakes and will continue to consult all users including people with disabilities to ensure that future service excellence are maintained.

## **Consultations:**

Transit Advisory Board

Transit Advisory Committee

Accessibility Coordinator

Transit Supervisor

## **Attachments:**



Appendix A – Transit Advisory  
Board Work Plan 2018



Appendix B – Transit Advisory  
Committee Work Plan

**Department Head E-Mail:** [brobinson@city.kawarthalakes.on.ca](mailto:brobinson@city.kawarthalakes.on.ca)

**Department Head:** Bryan Robinson

**Department File:** TR2019-001 Transit Advisory Board Annual Report