

**Environment, Transportation & Public Safety Standing Committee Sitting as
the Transit Windsor Board of Directors Meeting**

Date: Wednesday, March 26, 2025

Time: 5:00 PM

Members Present:

Councillors

Ward 3 - Councillor Renaldo Agostino

Ward 4 - Councillor Mark McKenzie

Ward 8 - Councillor Gary Kaschak Participates Via Zoom

Ward 9 - Councillor Kieran McKenzie (Vice Chairperson)

Councillors Regrets

Ward 2 - Councillor Fabio Costante (Chairperson)

**PARTICIPATING VIA VIDEO CONFERENCE ARE THE FOLLOWING FROM
ADMINISTRATION:**

Sandra Gebauer, Council Assistant

**ALSO PARTICIPATING IN COUNCIL CHAMBERS ARE THE FOLLOWING FROM
ADMINISTRATION:**

Jelena Payne, Commissioner, Economic Development

David Simpson, Commissioner, Infrastructure Services & City Engineer

Janice Guthrie, Commissioner, Finance & City Treasurer

Stephan Habrun, Acting Executive Director Transit Windsor

Monika Grant, Director, Fleet & Facility Development

Natasha Gabbana, Senior Manager of Asset Planning

Mark Spizzirri, Manager, Performance Measurement & Business Case Development

Colleen Middaugh, Manager, Corporate Projects

Tracey Beadow, Project Administrator

Anna Ciacelli, Deputy City Clerk / Supervisor of Council Services

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1. CALL TO ORDER

The Vice Chairperson calls the meeting of the Environment, Transportation & Public Safety Standing Committee Sitting as the Transit Windsor Board of Directors to order at 5:01 o'clock p.m.

2. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

None disclosed.

3. ADOPTION OF THE MINUTES OF THE ETPS STANDING COMMITTEE SITTING AS THE TRANSIT WINDSOR BOARD OF DIRECTORS

3.1. Adoption of the Environment, Transportation, and Public Safety Standing Committee sitting as the Transit Windsor Board of Directors minutes of its meeting held February 26, 2025

Moved by: Councillor Mark McKenzie

Seconded by: Councillor Renaldo Agostino

THAT the minutes of the Environment, Transportation & Public Safety Standing Committee sitting as the Transit Windsor Board of Director meeting held February 26, 2025, **BE ADOPTED** as presented.

Carried.

Report Number: SCM 80/2025

4. REQUEST FOR DEFERRALS, REFERRALS OR WITHDRAWALS

None requested.

5. COMMUNICATIONS

None presented.

6. PRESENTATIONS AND DELEGATIONS

9.1. Transition of Transit Windsor Tunnel Bus Service - City Wide

Nate Hope, Member, Activate Transit Windsor Essex

Nate Hope, Member, Activate Transit Windsor Essex appears before the Environment, Transportation & Public Safety Standing Committee Sitting as the Transit Windsor Board of Directors regarding the Administrative report dated March 4, 2025, entitled "Transition of Transit Windsor Tunnel Bus Service - City Wide" and expresses concern with the proposed end dates of

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Transit Bus Service being different and encourages Administration to consider one date to end both services as late as possible as it relates to recuperating as much cost as possible within that period.

Councillor Renaldo Agostino asks Administration if there has been any change in savings between the day-to-day service and the special events service. Jelena Payne, Commissioner, Economic Development appears before the Environment, Transportation & Public Safety Standing Committee Sitting as the Transit Windsor Board of Directors regarding the Administrative report dated March 4, 2025, entitled "Transition of Transit Windsor Tunnel Bus Service - City Wide" and responds that there was no way to overcome the deficit from the implementation of paid medical leave. Those costs are still going to be incurred this year but are dependent upon the employees' use of the full 10 days.

Councillor Renaldo Agostino inquires whether ending the day-to-day service could potentially redistribute the resources. Ms. Payne responds that those funds could be deployed into regular service when needed.

Councillor Kieran McKenzie asks Administration the reasoning behind continuing the special event service through the end of the year. Stephan Habrun, Director, Operations and Planning, Transit Windsor appears before the Environment, Transportation & Public Safety Standing Committee Sitting as the Transit Windsor Board of Directors regarding the Administrative report dated March 4, 2025, entitled "Transition of Transit Windsor Tunnel Bus Service - City Wide" and responds that the majority of special events occur after peak service periods or on weekends so as not to remove buses from the regular routes. With the football and hockey seasons starting up in the fall, we are able to try to regain as much revenue as possible during that period of time. Ms. Payne adds that September is the busiest month for transit as students return to school and having the additional resource to supplement the regular service is an advantage for all residents that aligned nicely with the scheduling as per the collective agreement.

Councillor Kieran McKenzie inquires whether winding down an aspect of the tunnel service adds to the chaos of the busy period. Ms. Payne responds that through effective communication surrounding the termination of the service will allow for people to find alternate arrangements. Special Events buses are reserved based on demand and cancelled if not fully booked. We only use the resources as needed. The regularized service is a constant route.

Councillor Kieran McKenzie inquires whether there was any direction from Council regarding wind down timelines in the motion. Ms. Payne responds that the timing was left open, which is why it is before the committee today.

Moved by: Councillor Mark McKenzie

Seconded by: Councillor Renaldo Agostino

Decision Number: TWB 10

THAT the Environment, Transportation and Public Safety Standing Committee, sitting as the Transit Windsor Board of Directors:

- i. **RECOMMEND** to City Council to terminate the regular weekly, Tunnel Bus, effective August 31st, 2025; and,

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- ii. **RECOMMEND** to City Council to continue offering Special Events services through December 20th, 2025; and further,
- iii. THAT City Council **APPROVE** the termination of the regular weekly, Tunnel Bus, effective August 31st, 2025; and further,
- iv. THAT City Council **APPROVE** to continue offering the Special Events services through December 20th, 2025; and further,
- v. **DIRECT** the Acting Executive Director of Transit Windsor to issue notification to the Amalgamated Transit Union, Local 616 (ATU 616) of the effective date of elimination; and further,
- vi. **ACKNOWLEDGE** that Administration is undertaking all necessary actions, including operational, and administrative actions, to support the transition of Transit Windsor away from its current status as a federally regulated service provider, ensuring compliance with all applicable legislation and labour requirements.

Carried.

Councillor Kieran McKenzie voting nay.

Report Number: S 28/2025
Clerk's File: MT/13708 and AF/14854

Moved by: Councillor Renaldo Agostino
Seconded by: Councillor Mark McKenzie

Decision Number: TWB 11

THAT Administration **BE DIRECTED** to allocate any additional resources and funding available from the wind down of the tunnel bus service to support the transition associated with the discontinuation of the School Bus Extra Program if required.

Carried.

9. TRANSIT BOARD ITEMS

9.2. Investing in Canada Infrastructure Program (ICIP) - Transit Windsor Support Projects Update - City Wide

Moved by: Councillor Mark McKenzie
Seconded by: W Councillor Renaldo Agostino

Decision Number: TWB 12

- I. THAT the Environment, Transportation & Public Safety Standing Committee, sitting as the Transit Windsor Board of Directors, **RECEIVE FOR INFORMATION** the project update outlined in this report; and further,

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- II. THAT the Environment, Transportation and Public Safety Standing Committee, sitting as the Transit Windsor Board of Directors, and City Council, in accordance with Section 151 of the Purchasing By-Law, **AUTHORIZE** Transit Windsor to consider all viable propulsion options for the remaining purchases under the Annual Bus Replacement Program; and further,
- III. THAT the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to execute any required documentation/agreement(s) under the Investing in Canada Infrastructure Program (ICIP) for that purpose, satisfactory in legal content to the City Solicitor, in financial content to the City Treasurer and technical content to the Commissioner of Economic Development and the City Engineer; and further,
- IV. THAT the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to execute any amendment(s) as may be required, provided that the amendment(s) are within approved budget amounts, satisfactory in legal content to the City Solicitor, in financial content to the City Treasurer and technical content to the Commissioner of Economic Development and the City Engineer; and further,
- V. THAT Administration **BE AUTHORIZED** to use available funds within the project budget for any amendment(s) or change requirement(s)/directive(s) and additional documents relating to executed agreement(s), pursuant to the Purchasing By-Law 93-2012 and amendments thereto, satisfactory in legal content to the City Solicitor, in financial content to the City Treasurer, and in technical content to the Commissioner of Economic Development and the City Engineer.

Carried.

Report Number: S 30/2025
Clerk's File: MT/13478

11. NEW BUSINESS

Councillor Kieran McKenzie requests for a high-level update regarding the transit director search process, timelines and what the community can expect in terms of when there will be someone permanently in the role. Ms. Payne responds that the recruitment process is underway with an approved job posting through the Human Resources department. The posting was listed online for about three to four weeks. The posting received about 122 resumes, vetted through the automated process, then by the Human Resources business partner, then by her and a couple of other admin staff. There was a list of eligible candidates who were interviewed and that's where the process is now. There are additional subsequent steps where the board would be brought in.

Councillor Kieran McKenzie inquires whether there is a terms of reference for this committee and a governance model that exists, and if not, what needs to be done to develop expectations and process for this committee's role. Anna Ciacelli, Deputy City Clerk indicates that there is a terms of reference related to the legislative requirements for this committee. Administration can provide more information through the legal department if requested.

Moved by: Councillor Renaldo Agostino

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Seconded by: Councillor Gary Kaschak

Decision Number: TWB 13

THAT Administration **BE DIRECTED** to report back to the April 30, 2025, meeting of the Environment, Transportation & Public Safety Standing Committee, sitting as the Transit Windsor Board of Directors, with a report outlining the Terms of Reference for the Transit Windsor Board and the associated powers and responsibilities of the Committee.

Carried.

Councillor Mark McKenzie voting nay.

Clerk's File: ACO2025

12. ADJOURNMENT

There being no further business, the Environment, Transportation & Public Safety Standing Committee Sitting as the Transit Windsor Board of Directors is adjourned at 5:31 o'clock p.m. The next meeting of the Environment, Transportation & Public Safety Standing Committee Sitting as the Transit Windsor Board of Directors will be held April 30, 2025.

Carried.

Ward 9 – Councillor Kieran McKenzie
(Vice Chairperson)

Deputy City Clerk / Supervisor of Council
Services