

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

Date: Wednesday, May 28, 2025

Time: Immediately following the 4:30 o'clock p.m.

Environment, Transportation & Public Safety Standing Committee Meeting

Location: Room 139, 1st Floor, Windsor City Hall

All members will have the option of participating in person in Council Chambers or electronically and will be counted towards quorum in accordance with Procedure By-law 98-2011 as amended, which allows for electronic meetings. The minutes will reflect this accordingly. Any delegations have the option to participate in person or electronically.

MEMBERS:

Ward 2 – Councillor Fabio Costante (Chairperson)

Ward 3 – Councillor Renaldo Agostino

Ward 4 – Councillor Mark McKenzie

Ward 8 – Councillor Gary Kaschak

Ward 9 – Councillor Kieran McKenzie

ORDER OF BUSINESS

- | Item # | Item Description |
|---------------|--|
| 1. | CALL TO ORDER |
| 2. | DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF |
| 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 April 30, 2025 (SCM 163/2025) |
| 4. | REQUEST FOR DEFERRALS, REFERRALS OR WITHDRAWALS |
| 5. | COMMUNICATIONS |
| 6. | PRESENTATIONS AND DELEGATIONS |
| 9. | TRANSIT BOARD ITEMS |
| 9.1. | 2025 Transit Windsor First Quarter Service Report - City Wide (S 64/2025) |
| 11. | NEW BUSINESS |
| 12. | ADJOURNMENT |



Committee Matters: SCM 163/2025

Subject: Adoption of the Environment, Transportation, and Public Safety Standing Committee sitting as the Transit Windsor Board of Directors minutes of its meeting held April 30, 2025

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

**Date: Wednesday, April 30, 2025
Time: 5:30 PM**

Members Present:

Councillors

Ward 2 - Councillor Fabio Costante (Chairperson)
Ward 3 - Councillor Renaldo Agostino
Ward 8 - Councillor Gary Kaschak
Ward 9 - Councillor Kieran McKenzie (Vice Chairperson)

Councillors Regrets

Ward 4 - Councillor Mark McKenzie

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

Robert Martini, Municipal Gaming Analyst
Jelena Payne, Commissioner, Economic Development Participates Via Zoom

ALSO PARTICIPATING ARE THE FOLLOWING FROM ADMINISTRATION:

Wira Vendrasco, City Solicitor
Stephan Habrun, Acting Executive Director Transit Windsor
Anna Ciacelli, Deputy City Clerk / Supervisor of Council Services

1. CALL TO ORDER

The Chairperson calls the meeting of the Environment, Transportation & Public Safety Standing Committee Sitting as the Transit Windsor Board of Directors to order at 5:30 o'clock p.m.

**2. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE
THEREOF**

None disclosed.

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

Moved by: Councillor Renaldo Agostino

Seconded by: Councillor Gary Kaschak

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

Report Number: SCM 87/2025

4. REQUEST FOR DEFERRALS, REFERRALS OR WITHDRAWALS

None requested.

5. COMMUNICATIONS

None presented.

6. PRESENTATIONS AND DELEGATIONS

None presented.

9. TRANSIT BOARD ITEMS

9.1. Response to Instructional Memo TWB 13/2025 Transit Windsor Governance Structure, Roles and Responsibilities - City Wide

Councillor Kieran McKenzie states that while report recommendation is to receive and present to Council, he feels the Transit Windsor Board needs direction regarding its roles and responsibilities, and that clear terms of reference are required for the Board to proceed on an ongoing basis despite the difficulty of doing so. Jelena Payne, Commissioner, Economic Development appears via video conference before the Environment, Transportation & Public Safety Standing Committee, Sitting as the Transit Windsor Board of Directors regarding the administrative report dated April 10, 2025, entitled "Response to the Instructional Memo TWB 13/2025 Transit Windsor Governance Structure, Roles and Responsibilities – City Wide" and states that the Board currently operates under a legal governance operating agreement, and defers to the City Solicitor for comment. Wira Vendrasco, City Solicitor appears before the Environment, Transportation & Public Safety Standing Committee, Sitting as the Transit Windsor Board of Directors regarding the administrative report dated April 10, 2025, entitled "Response to the Instructional Memo TWB 13/2025 Transit Windsor Governance Structure, Roles and Responsibilities – City Wide" and states this is a continued evolution of the Corporation. Currently, both the City and the Board are making decisions regarding Transit Windsor and at times these decisions are not aligned. This report was created to generate a broader

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discussion at Council to help bring the Board and the City into alignment. Ms. Payne states that Transit Windsor has undergone many governance changes over the years, and will be changing again, being governed under the Canadian Labour Code to the Provincial Labour Code due to the elimination of the Tunnel Bus. In writing this report, it was realized that there are a lot of discrepancies and contradictions within the current structure and that a wholesale review of its governance is needed.

Councillor Kieran McKenzie agrees and believes that any changes to the structure of Transit Windsor is a decision that should be made by Council.

Councillor Fabio Costante requests clarification whether administration would be reporting back on options available for the Board to govern itself going forward. Ms. Payne replies that the report provided was created to answer Councillor Kieran McKenzie's request for clarity regarding the Board's role. Administration does not currently have further direction. However, if it is the recommendation of the Board and supported by Council as a whole, administration would be willing to provide a more in-depth review of the Board's roles and responsibilities. Administration would also like the opportunity to look at how other jurisdictions structure their transit systems. This would be done with the goal to recommend options for governance to the Board and to Council.

Councillor Fabio Costante inquires whether this in-depth report would explore the implications of Strong Mayor legislation as it relates specifically to personnel. Ms. Payne inquires whether the Councillor is asking for a more comprehensive, wholistic, broader view of the options that could be presented, and Councillor Costante agrees.

Councillor Kieran McKenzie asks if Transit Windsor could be considered a Municipal Service Corporation. Ms. Vendrasco replies no, Transit Windsor is a corporation, incorporated under private legislation and not under the Municipal Act.

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

Decision Number: **TWB 14**

THAT the report of the Executive Director of Transit Windsor dated April 10, 2025, entitled "Response to Instructional Memo TWB 13/2025 Transit Windsor Governance Structure, Roles and Responsibilities - City Wide" **BE RECEIVED**; and,

THAT the report **BE BROUGHT FORWARD** to City Council at its next meeting for information; and,

THAT administration **BE DIRECTED** to report back on governance models for Transit Windsor for Council consideration, including an analysis of governance frameworks in comparable municipalities across Ontario; and,

THAT the Transit Board **RECOMMENDS** that transit service continue to operate as a separate Corporate entity with its own Board exercising oversight.

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Carried.

Report Number: S 52/2025
Clerk's File: MT2025

11. NEW BUSINESS

None presented.

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 5:53 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 May 28, 2025.

Carried.

Ward 9 – Councillor Fabio Costante
(Chairperson)

Deputy City Clerk / Supervisor of Council
Services

Council Report: S 64/2025

Subject: 2025 Transit Windsor First Quarter Service Report - City Wide

Reference:

Date to Council: May 28, 2025
Author: Stephan Habrun
Acting Executive Director, Transit Windsor
519-944-4141 ext 2226
shabrun@citywindsor.ca
Transit Windsor
Report Date: April 30, 2025
Clerk's File #: MT/13708

To: Mayor and Members of City Council

Recommendation:

THAT the Environment, Transportation and Public Safety Standing Committee, sitting as the Transit Windsor Board of Directors, **RECEIVE FOR INFORMATION** this update regarding Transit Windsor's year-to-date service metrics as of March 31, 2025.

Executive Summary:

N/A

Background:

The information provided herein aims to provide an update on the first quarter of 2025 (January to March). The objective is to provide insights into system efficiency and overall progress toward achieving strategic transit goals, as informed by and aligned with the Transit Windsor Master Plan (*More Than Transit: 2019 Master Plan*).

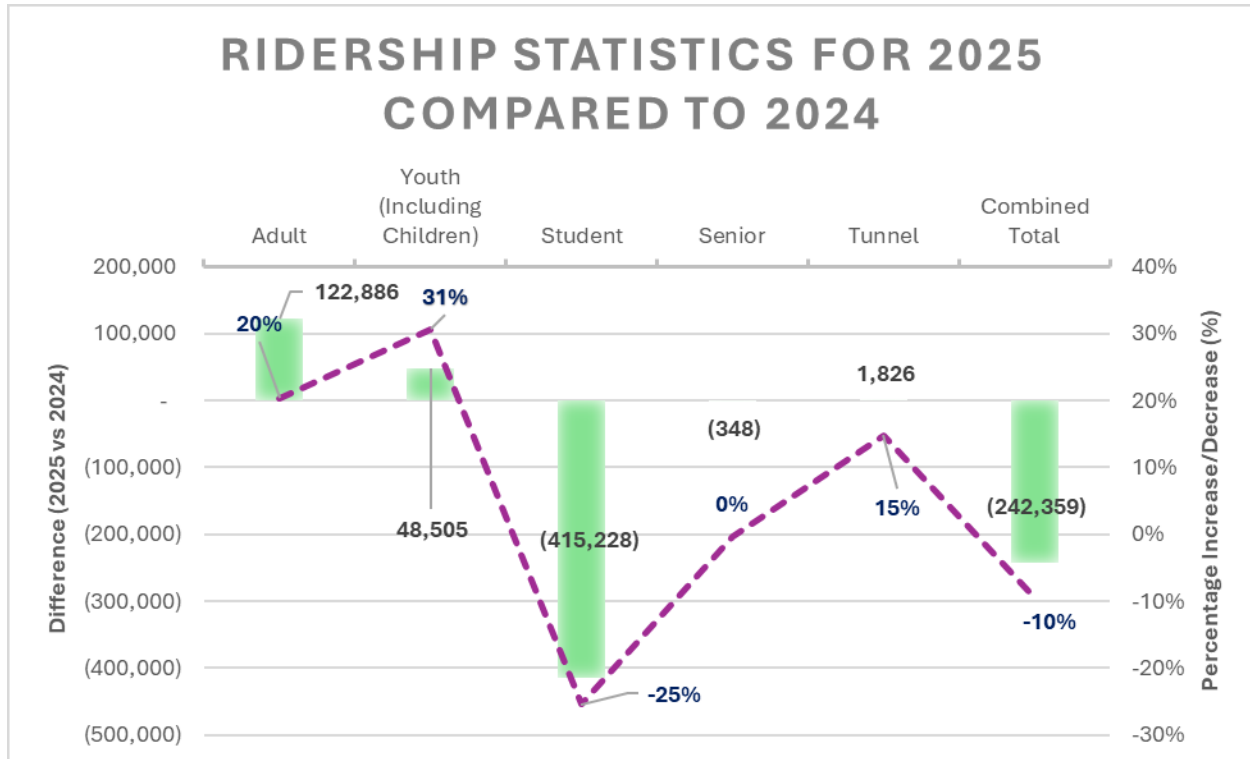
Discussion:

Ridership Data

Transit Windsor regularly collects ridership data through electronic fare boxes installed on each bus. Administration continuously monitors these ridership trends to support various objectives, including service planning, budget considerations, and annual performance reporting to the Canadian Urban Transit Association (CUTA) and the Ontario Ministry of Transportation (MTO) for Provincial Gas Tax (PGT) funding.

In the first quarter of 2025, total ridership was 2,300,693, compared to 2,543,052 trips in the first quarter of 2024. This reflects a decrease of 10%, or 242,359 trips.

The chart below displays ridership statistics and compares the differences between 2024 and 2025:

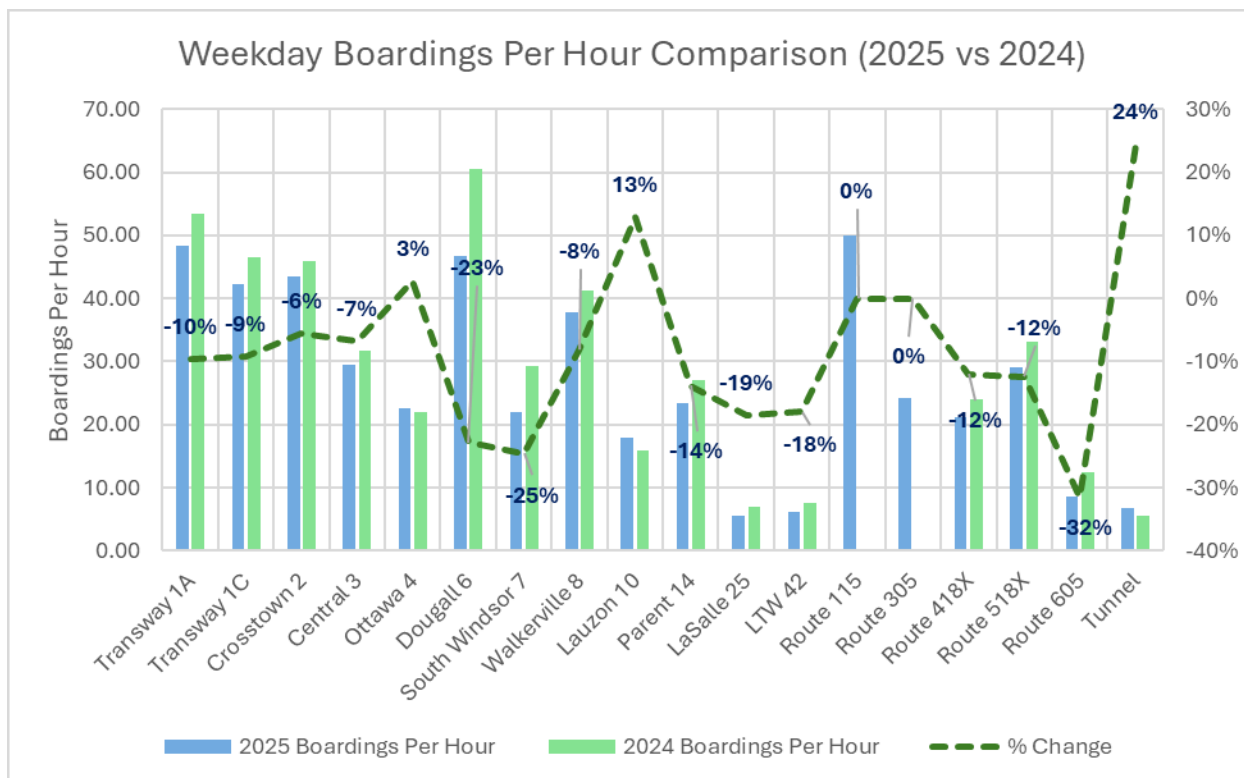


The largest decrease in ridership is observed in the student category. This decline was anticipated due to the cap on international students implemented in September 2024, which has resulted in a drop in both this category and overall ridership. Conversely, the adult ridership category continues to grow, supported by Transit Windsor's introduction of new routes, including Routes 115 and 305.

Route Productivity

Route productivity is expressed as boardings per revenue service hour (BSH). For Primary, Secondary, and Express routes, the industry standard is at least 25 boardings per hour (average) with an ideal target of 35 boardings per hour (average). Local and regional routes should have a minimum of 10 boardings per hour (average) on a service day with a target of 15 boardings per hour (average).

The chart below compares weekday boardings per hour ridership for all routes in the first quarters of 2024 and 2025.



In September 2024, as part of the City Council-approved 2023 operating budget, Transit Windsor implemented significant route modifications to enhance service efficiency and align with the goals of the Transit Master Plan. These changes included the elimination of the Dominion 5 route and the introduction of two new routes: Route 115 and Route 305. Since these new routes did not start operating until September 2024, their ridership statistics showed a 0% increase compared to the previous year. However, in their first seven months of operation, both routes have demonstrated strong ridership performance. In the transit industry, it typically takes 18 to 24 months to realize the full potential for ridership growth. The majority of routes experienced a decline in boardings per service hour. This decrease aligns with the overall drop in anticipated ridership due to the cap that was placed on international students in September 2024.

The Lauzon 10 route experienced a significant increase in weekday boardings per hour in 2025 compared to the first quarter of 2024. This rise can likely be attributed to the substantial development that has taken place in the east end of Windsor. In response to this demand, and as part of Transit Windsor's 2023 service plan, the Lauzon 10 route will be discontinued, and replaced with several new local routes designed to provide more responsive and efficient service to residents in this rapidly growing area. These changes aim to improve transit services in that part of the city, aligning with the objectives of the *Transit Windsor Master Plan*.

On-Time Performance

In 2024, most of Transit Windsor's routes experienced significant growth in ridership, reflecting the increasing demand for public transit services. This increased demand emphasizes the community's dependence on transit and the necessity to adjust service levels to meet changing needs.

Transit Windsor maintained an on-time performance of 79.2% for the first quarter of 2025 compared to the first quarter of 2024 at 78.4%. This stability demonstrates the resilience of the transit system in accommodating rising ridership, while maintaining service reliability. As demand continues to grow, these insights will guide future planning and service enhancements to better meet rider needs.

By-Passing

Transit Windsor monitors and tracks instances of overcrowding on its buses when there is no room to accommodate passengers waiting at a bus stop. In these situations, the Bus Operator contacts the transit dispatch to inform them that they are unable to pick up any additional passengers. This information is manually recorded in a daily report for tracking purposes.

To facilitate effective service planning and improvements, the information gathered, including the frequency of bypasses, peak hours, specific routes affected, and the overall ridership trends, is analyzed as needed. In the first quarter of 2025, an average of 0.72% of all Transit Windsor one-way trips experienced bypasses.

Most bypasses were recorded on weekdays during peak afternoon hours, providing valuable insights into when demand exceeds capacity. By identifying these trends, Transit Windsor can strategically adjust service levels on future service enhancement plans in response to the evolving transportation needs of the community, aligning service offerings with actual passenger demand and supporting efforts to maintain a reliable and efficient public transport system.

Risk Analysis:

There is no risk associated with bringing this report forward for information purposes.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

Any increase in ridership will ultimately provide increased gas tax revenues in future years as the gas tax funding is based partly on ridership numbers. The City of Windsor received \$4,462,356 in Provincial Gas Tax funding for the 2024/2025 year. The amount of gas tax funding to be received for the 2025/2026 year remains unchanged at \$4,462,356. The Ministry of Transportation will continue to monitor the impacts to key elements, such as municipal transit ridership and the availability of funding that is generated from the sale of gasoline, as these influence the Gas Tax allocations for the

2025/2026 program. Annual transit operating and capital budget variances are reported to City Council as part of the regular corporate variance reports.

Consultations:

Tina Moore – Executive Initiatives Coordinator

Poorvangi Raval – Financial Planning Administrator for Transit Windsor

Jason Scott – Manager, Transit Planning, Transit Windsor

Conclusion:

The increasing demand for Transit Windsor services is a clear indication of our community's growth, vitality, and the expansion of its population. This trend underscores the critical role that public transit plays in fostering economic development, providing access to essential services, and connecting residents to one another.

As we look towards the future, the Transit Windsor Master Plan serves as a vital framework for the continued enhancement of our public transportation system over the next decade. The strategic vision outlined in this plan will not only address the current needs of our community but also anticipate future demands as our population continues to grow and evolve.

Planning Act Matters:

N/A

Approvals:

Name	Title
Mark Spizzirri	Manager Performance Measurement and Business Case Development
Stephan Habrun	Executive Director (A), Transit Windsor
Jelena Payne	Deputy CAO/Commissioner, Economic Development
Janice Guthrie	Commissioner, Finance & City Treasurer
Raymond Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices: