

**AGENDA**  
**TRANSIT WINDSOR WORKING GROUP**  
meeting held Wednesday August 13, 2025  
at 2:00 o'clock p.m.  
Room 522b, 350 City Hall Square West

**1. Call to Order**

**READING OF LAND ACKNOWLEDGEMENT**

We [I] would like to begin by acknowledging that the land on which we gather is the traditional territory of the Three Fires Confederacy of First Nations, which includes the Ojibwa, the Odawa, and the Potawatomie. The City of Windsor honours all First Nations, Inuit and Métis peoples and their valuable past and present contributions to this land

**2. Declaration of Conflict**

**3. Minutes**

Minutes of the meeting of the Transit Windsor Working Group of its meeting held May 27, 2025 – ***attached.***

**4. Business Items**

**4.1 Terminals Update**

**4.2 Garage Renovation Updates**

**4.3 Fall Service Change Preparations**

**4.4 Creating a Refresher Training Program for Bus Operators**

**4.5 Ridership Update**

**5. Other Business**

**6. Date of Next Meeting**

**7. Adjournment**

# TRANSIT WINDSOR WORKING GROUP

Meeting held Tuesday, May 27, 2025

A meeting of the Transit Windsor Working Group is held this day commencing at 2:30 o'clock p.m. in Room 522b, 350 City Hall Square West, there being present the following members:

Bernard Drouillard  
Trevor Ramieri  
Katie Stokes

## ***Regrets received from:***

Jaykumar Patel  
Iain Sutcliffe

## ***Also present are the following resource personnel:***

Stephen Habrun, Acting Executive Director Transit Windsor  
Jason Scott, Manager Transit Planning  
Noel Mailloux, Project Manager, Economic Development  
Karen Kadour, Committee Coordinator

### **1. Call to Order**

Stephan Habrun, Chair calls the meeting to order at 2:32 o'clock p.m. and the Transit Windsor Working Group considers the Agenda being Schedule A, attached hereto, matters which are dealt with as follows:

### **2. Declaration of Conflict**

None disclosed.

### **3. Minutes**

Moved by Katie Stokes, seconded by Trevor Ramieri,  
That the minutes of the Transit Windsor Working Group of its meeting held March 26, 2025 **BE ADOPTED** as presented.  
Carried.

### **4. Business Items**

#### **4.1 Update on Tunnel Bus Service (Regular service and Special Events)**

The Chair advises that the regular tunnel bus service will be ending on August 30, 2025, and adds that the Special Event service will be eliminated on or before December 20, 2025. He states that Transit Windsor will be providing official direction to the regular riders who use the tunnel bus.

#### **4.2 Communication Plan for School Extras Elimination and Route Options for September 2025**

The Chair reports that Transit Windsor will begin its school bus extra transition plan with the launch to be held on June 2, 2025. The four schools that have school extras include St Joseph Catholic High School, Riverside High School, Vincent Massey High School and Holy Names High School. He states that the Transit Windsor website will be updated with static pages showing routes and times available that are searchable by school. An in-person team will be available at the forementioned schools to provide direction to the students. A back-to-school campaign component will be provided.

Noel Mailloux, Project Manager, Economic Development remarks that they will create a welcome to Transit package for the students which will include safety tips, and a letter from Transit that says, "welcome to high school". Post cards will be placed on the seats in the buses so the students will be aware that city staff will be on site.

The Chair refers to the following components of Item 4.2 which includes the following:

- (b) Feedback/input on the plan
- (c) Suggestions for bolstering confidence with parents and students
- (d) Suggestions on how to promote the added benefits of the overall transit system.

In response to a question asked by Katie Stokes regarding what is meant by bolstering confidence in the students, Stephen Habrun responds that some parents who have students that use school extras are concerned about their children using public transit versus a dedicated service. Katie Stokes asks if data is available that exemplifies the safety of riding public transit.

The Chair reports that there are two areas in the city that are difficult to service which includes Devonshire Hights and Ducharme between 6<sup>th</sup> Concession and Walker Road.

Bernard Drouillard remarks that some municipalities were quite surprised to learn that Transit Windsor is still running school bus extras.

### 4.3 Vision/Focus for the Transit Windsor Working Group – Brainstorming and Discussion

Katie Stokes asks what the original purpose and intent was for the Transit Windsor Working Group.

**Clerk's Note:** The Mandate and Duties of the Transit Windsor Working Group are as follows:

#### Mandate

- The Transit Windsor Working Group will provide advice on:
- Policies and procedures with respect to the operation of conventional transit services in Windsor
  - The extent of service hours and days of operation
  - Operational rules and regulations relating to transit services
  - The Transit Windsor Working Group will act in an advisory role to the Environment, Transportation and Public Safety Standing Committee, City Council and Transit administration.
  - To provide feedback and input on service development and improvements.

#### Duties and Responsibilities

- Review proposed service changes for feedback
- Make suggestions for future service improvements
- Provide feedback on current operations and fare policies and suggested changes for the same
- Provide feedback on customer-related policies/procedures

Stephen Habrun reports that the contract with the new vendor was recently approved which will allow for equipment to be installed on the buses. These validators will be mounted on the front of each bus. Phase 1 of this process is to transition the University of Windsor and St. Clair College over to that first transition followed by the City of Windsor pass holders. He adds that the current fare boxes will remain on the buses for a year or two.

Discussion ensues regarding the role of the Working Group and what is expected of them. The Chair advises that the minutes of the Transit Windsor Working Group are provided to the Environment and Transportation Public Safety Standing Committee and then to City Council.

**5. Other Business**

None.

**6. Date of Next Meeting**

The next meeting will be held on Wednesday, August 6, 2025, at 2:00 o'clock p.m. in a room to be determined.

**7. Adjournment**

There being no further business, the meeting is adjourned at 3:50 o'clock p.m.