



## **Peterborough Transit Liaison Committee**

### **AGENDA**

**Date:** Thursday, October 24, 2024

**Time:** 2:00 pm

**Location:** Training Room, Transit Offices, 130 Aylmer Street North

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

#### **2. Land Acknowledgement**

We respectfully acknowledge that we are on the treaty and traditional territory of the Mississauga Anishinaabeg. We offer our gratitude to the First Peoples for their care for, and teachings about, our earth and our relations. May we honour those teachings.

#### **3. Confirmation of Minutes**

- a. September 26, 2024

#### **4. Presentations**

- a. Introduction of the new Commissioner of Municipal Operations, Ilmar Simanovskis
- b. PTLC24-010 Bus Stop Update
- c. PTLC24-011 Transit Onboard Camera System
- d. PTLC24-012 Ridership Etiquette Video Template

#### **5. Discussion**

#### **6. Other Business**

#### **7. Next Meeting**

#### **8. Adjournment**

## **Peterborough Transit Liaison Committee Meeting Minutes**

**Date:** September 26th, 2024

**Present:** Keith Riel (Councillor), John Morris (CPD), Julie Morris, Sandra Needham, Stephanie Bolton (Age-Friendly), Natalie Stephenson (Green-Up), Larry MacDonald, Tracy Milne (Trent), Phil Mechatuk

**Virtual:**

**Staff Present:** Barry Wakeford, Director, Transit Services  
Lindsay Stroud, Transportation Demand Management Planner  
Jennifer McFarlane (Commissioner of Municipal Operations (Acting))  
Andrea Donnelly, Recording Secretary

**Regrets:** Robert J Dunford (Manager-Transportation Planning), Kevin Duguay (Councillor) Cory MacLeod, Transit Operator & ATU Union Representative, Joel Willett (Fleming)

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

The meeting of the Transit Liaison Committee was called to order by the Chair at 2:02 p.m.

### **2. Land Acknowledgement**

### **3. Confirmation of Minutes**

Moved by Julie Morris and seconded by Larry MacDonald

**That the minutes of the meeting held on April 11th, 2024, be approved.**

Carried.

### **4. Presentations**

- a) Report PTLC24-007 – De-escalation Training

Moved by Phil Mechatuk second by Natalie Stephenson

- b) Report PTLC24-008 – Contacting Transit

Moved by Larry MacDonald second by Tracy Milne

c) Report PTLC24-009 – Service Changes Fall 2024

Moved by Phil Mechatuk and seconded by John Morris

**That the Peterborough Transit Liaison Committee approve the presentation outlined in reports PTLC24-007, PTLC24-008, PTLC24-009 dated September 26th, 2024, as follows:**

**That the report be received for information.**

**Carried**

**5. Other Business**

- Report on educational Transit etiquette video.
- Report on CCTV progress for all conventional buses.
- Report on the Shelter and pad installations across the city.

**Next Meeting**

The next meeting of this Committee will be Thursday, October 24th, 2024, at 2:00PM

**Adjournment**

Moved by Julie Morris and seconded Tracy Milne

**That this meeting adjourns at 3:10 pm.**

**Carried**

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Andrea Donnelly, Recording Secretary

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Keith Riel, Chair



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**To:** Peterborough Transit Liaison Committee

**From:** Barry Wakeford, Director Transit Services

**Meeting Date:** October 24, 2024

**Report:** Bus Stop and Shelter Update, Report Number PTLC24-010

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## **Subject**

A Report to inform the Peterborough Transit Liaison Committee of the 2024 Bus stop and Shelter upgrades.

## **Recommendation**

That the Peterborough Transit Liaison Committee approve the recommendation outlined in Report PTLC24-010, dated date of meeting October 24, 2024, of the Director, Transit Services as follows:

That the Report PTLC24-010 and the presentation be received for information.

## **Executive Summary**

- At the September 26<sup>th</sup>, 2024, PTLC meeting there was a request for an update on the progress of the Bus stops and Shelter upgrades.
- In 2019 Transit applied to the Invest in Canada Infrastructure Program (ICIP) for several capital projects. One of those was to upgrade bus stops and shelters.
- There are many bus stops in the city of Peterborough that don't have a suitable area for passengers to wait for or disembark a bus onto. Some are grass, some are a gravel shoulder, and others are very close to ditches.

- The current contract (ITT-06-24) involves earth excavation, grading, removal of existing asphalt roadway, concrete curb, concrete sidewalk, topsoil, sod, signs. Installation of new asphalt roadway, concrete curb, concrete sidewalk, topsoil and sod, and signs, and supply and installation of new transit shelters and concrete transit pads.
- The current project lists 49 locations to be serviced by 2025. The locations are comprised by transit staff, including feedback from the PTLC. General population and consumer group requests are included in the process. The City's Engineering Services Department oversees awarding the contract, construction of the infrastructure and ensures that all standards are adhered to.
- The contractor mobilized to site on July 31, 2024, and will continue to mobilize to various locations across the city. To view all locations, please refer to the City's current construction project map. It can be found by visiting [peterborough.ca/ConstructionMap](https://peterborough.ca/ConstructionMap)
- As of October 18<sup>th</sup>, 2024, the project was 20% complete.

## **Background**

The City of Peterborough has an estimated 700 bus stops within the city. There are 92 shelters, 10 are owned by Pattison, 2 are owned by Fleming College, one by Walmart and one by Trent University.

In 2018 there were 68 total shelters. Transit continues to apply for funding and upgrade stops and install shelters for passenger safety and comfort.

## Strategic Plan

Strategic Pillar: Governance & Fiscal Sustainability

Strategic Priority: Support a culture of continuous improvement, safety, and innovation to enhance cost effective delivery of City programs and services.

This Report fits the Strategic Priority by recommending the continuation of a City service the residents depend on.

## Budget and Financial Implications

There are no budget and financial implications associated with this report.

## Conclusion

The Transit department realizes the need to improve bus stops and add shelters throughout the city. Financial assistance has been secured and the work is underway. Capital budget requests and applications will be made as funding streams become available in the future, to continue this project.

Submitted by,

Barry Wakeford  
Director, Transit Services

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**To:** Peterborough Transit Liaison Committee

**From:** Barry Wakeford, Director Transit Services

**Meeting Date:** October 24, 2024

**Report:** Transit Onboard Camera System, Report Number PTLC24-011

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## **Subject**

A Report to inform the Peterborough Transit Liaison Committee of the status of the Transit Onboard Camera System.

## **Recommendation**

That the Peterborough Transit Liaison Committee approve the recommendation outlined in Report PTLC24-011, dated October 24, 2024, of the Director, Transit Services as follows:

That the Report PTLC24-011 and the presentation be received for information.

## **Executive Summary**

- On September 26<sup>th</sup>, 2024, PTLC meeting there was a request for an update on transit on-board camera system.
- The Intelligent Transit system was purchased by the City of Peterborough in 2019. This consisted of several components such as Vehicle Diagnostics, Destination Sign, Stop and Preboard Announcements, Computer Aided Dispatch, Automated Vehicle Location System, Automated Passenger counting a Driver Console, Onboard Cameras etc.
- The onboard camera system is a hard drive recording system. Some municipalities use a cloud-based system which allows remote access. With a hard drive system,

any access to information requires the removal of the hard drive and installation of it on a docking station. Drivers have a button they can push which identifies a time on the recordings for easy identification. There are 7 cameras installed on each bus. Four have been mounted on the outside of the vehicle and three on the inside.

- As part of the City's policy and Freedom of Information Act, anytime a camera's information is viewed, the reason, date of access, person's name and signature must be entered into a logbook. These logbooks are audited annually.
- The benefits of these cameras are to provide accurate information on incidents, passenger concerns and collisions. Cameras have been installed on all transit buses; however, they have not been activated. A corporate policy and stickers (installed on each vehicle) notifying the public that the vehicle is equipped with onboard cameras is required to activate the cameras. The stickers have been acquired and the policy is near completion.

## **Background**

Transit systems across the country have been installing on-board camera systems on their vehicles for over a decade. They are beneficial with investigations regarding collisions, customer concerns, passenger injuries and other issues where video helps remove any confusion.

Peterborough Transit applied for ICIP funding in 2019 for a package of technological tools; an onboard camera system was included in the package. The cameras have been installed and a docking station for viewing images has been set up, including a safe for securing saved information per the chain of custody requirements. Once the corporate policy is completed, the cameras will be activated.

## Strategic Plan

Strategic Pillar: Governance & Fiscal Sustainability

Strategic Priority: Support a culture of continuous improvement, safety, and innovation to enhance cost effective delivery of City programs and services.

This Report fits the Strategic Priority by recommending the continuation of a city service the residents depend on.

## Budget and Financial Implications

There are no budget and financial implications associated with this report.

## Conclusion

Peterborough Transit has installed cameras on all the buses in the fleet. The benefits of these cameras are to provide accurate information in incidents, passenger concerns and collisions. A policy is required before the cameras can be made operational; this policy is near completion. Once complete, stickers advising that the bus is equipped with onboard cameras, will be placed on all vehicles, and the cameras will be made active.

Submitted by,

Barry Wakeford  
Director, Transit Services

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**To:** Peterborough Transit Liaison Committee

**From:** Barry Wakeford, Director Transit Services

**Meeting Date:** October 24, 2024

**Report:** Ridership Etiquette Video Project with Trent University and Fleming College, Report Number PTLC24-012

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## **Subject**

A Report to inform the Peterborough Transit Liaison Committee of the status of the Ridership Etiquette Video Project with Trent University and Fleming College.

## **Recommendation**

That the Peterborough Transit Liaison Committee approve the recommendation outlined in Report PTLC24-X012, dated October 24, 2024, of the Director, Transit Services as follows:

That the Report PTLC24-012 and the presentation be received for information.

## **Executive Summary**

- At the September 26, 2024, PTLC meeting, a request was made for the status of the Ridership Etiquette Video Project with Trent University and Fleming College.

## **Background**

Over the past year, there has been a noticeable decline in the passenger etiquette on Peterborough Transit buses. This seems to mirror the growing disrespect that transit staff are experiencing from riders (please see Report number PTLC24-007 “De-escalation Training”).

Early in 2024, there was a recommendation to have transit staff team up with Trent University and Fleming College to create a video on how to behave while riding Peterborough Transit buses.

This video project is still in the concept phase and is not yet finished. However, transit staff have been working with the Fleming and Trent Security teams to assist passengers at the bus stops on both campuses, providing guidance on how to board and use the buses. Additionally, there has been ongoing communication with Fleming's International Student Affairs to address cultural differences related to using transit services. Transit staff will continue collaborating with Trent and Fleming to complete the project.

## **Engagement and Consultation**

Input from The members of the PTLC is welcome for this project.

## **Strategic Plan**

Strategic Pillar: Governance & Fiscal Sustainability

Strategic Priority: Support a culture of continuous improvement, safety, and innovation to enhance cost effective delivery of City programs and services.

This Report fits the Strategic Priority by recommending the continuation of a City service the residents depend on.

## **Budget and Financial Implications**

There are no budget and financial implications associated with this report.

## Conclusion

A need for a video collaboration between Peterborough Transit, Trent University and Fleming College to produce a video on Ridership Etiquette. The video has not been completed. Input from the PTLC is welcomed for ideas concerning what content should be included in the video.

Submitted by,

Barry Wakeford  
Director, Transit Services

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