



Peterborough Transit Liaison Committee
AGENDA

Date: Thursday, November 27th, 2025

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. Introduction of Committee Members

4. Confirmation of Minutes – October 30th, 2025

5. Presentations

a. PTLC25-007 Transit Training Video

6. Discussion

7. Other Business

8. Next Meeting

9. Adjournment

Peterborough Transit Liaison Committee Meeting Minutes

Date: October 30th, 2025

Present: John Morris (CPD), Sandra Needham, Larry MacDonald, Phil Mechetuk, Stephanie Bolton (Age-Friendly), Cory MacLeod (Transit Operator & ATU Union Representative), Tracy Milne (Trent), Jeff Leal (Mayor)

Virtual: Lindsay Stroud (Transportation Demand Management Planner)

Staff Present: Barry Wakeford (Director, Transit Services),
Andrea Donnelly (Recording Secretary)

Regrets: Robert J Dunford (Manager-Transportation Planning),
Ilmar Simanovskis (Commissioner of Municipal Operations),
Julie Morris, Joel Willett (Fleming), Keith Riel (Councillor), Natalie
Stephenson (Green-Up),

Call to Order

The meeting of the Transit Liaison Committee was called to order by the Chair at 2:03p.m.

Land Acknowledgement

Confirmation of Minutes

Moved by Sandy Needham and seconded by Larry MacDondal

That the minutes of the meeting held on September 25th, 2025, be approved.

Carried.

Presentations

a) Report PTLC25-006 – Notification Applications

Moved by John Morris, second by Cory MacLeod

That the Peterborough Transit Liaison Committee approves the presentation outlined in reports PTLC25-006, PTLC dated October 30th, 2025, as follows:

That the report be received for information.

Carried

Other Business

- Spoke on process about issues with drivers by students. Students want more of a response to how management investigated the incident. Corey spoke on behalf of ATU operators
- Possible Transit rider etiquette
- Follow up on shelter installations, bench at superstore
- Stephanie spoke to Mayor about right process to implement student ride free voting
- Work on a draft of training components in the training video

Next Meeting

The next meeting of this Committee will be Thursday, November 27th, 2025, at 2:00 PM

Adjournment

Moved by Larry MacDonald second Tracy Milne

That this meeting adjourns at 3:24 pm.

Carried

Andrea Donnelly, Recording Secretary

Phil Mechetuk, Chair



City of
Peterborough

To: Members of the Peterborough Transit Liaison Committee

From: Barry Wakeford, Director, Transit Services

Meeting Date: October 30, 2025

Subject: Transit Training Video
PTLC25-007

Purpose

This report is to inform the Peterborough Transit Liaison Committee of the Plans for creating a Transit Training Video.

Recommendation

That this report be received for information.

Budget and Financial Implications

There are no budget implications to this report.

Background

At the October Transit Liaison Committee meeting, members requested that City staff collaborate with the Union to develop a training video for transit riders, with a focus on post-secondary students.

The video will cover key aspects of **transit rider etiquette**, including:

- **Zero tolerance for aggressive behavior** toward transit staff. Individuals violating this policy may be trespassed, and drivers are encouraged to request police involvement for assault charges when appropriate.

- **Priority and Courtesy Seating:** These seats are reserved for passengers with mobility challenges or assistive devices. Drivers may politely ask riders to move but must recognize that not all disabilities are visible.
- **Clear aisles:** Strollers, bundle buggies, and walkers must not block the aisle.
- **Space management:** Passengers should move to the back of the bus and keep backpacks at their feet.
- **Exiting etiquette:** Use the rear door when possible but avoid standing there unless you are prepared to exit.
- **Ring the bell:** Provide the driver with time to prepare and make a safe stop when you activate the stop request bell.
- **Kneeler and Ramp:** If you need to exit through the front door and require the kneeler or ramp, please ask the driver to activate it. These devices may also be used for other passengers—approach the doorway carefully to avoid contact with the ramp.
- **Wait before you cross:** When you exit the bus, wait until it departs before crossing the street. This ensures you have a clear view of traffic and can cross safely.
- **No eating or drinking** on the bus.
- **Apparel:** All transit riders require shirts and shoes. For safety, **avoid wearing all-black** clothing without reflective elements, especially in low-light conditions.
- **Use of headphones/earbuds** when listening to music, watching videos, or making phone calls.
- **Prohibited items:** Firearms, weapons, hazardous materials (e.g., propane cylinders, lawn mowers, snow blowers), large construction materials, skis, toboggans, wagons, and wearing inline skates.
- **Pets:** Must be in approved carriers unless registered as service animals.
- **Bicycles:** Not permitted inside buses; bike racks are currently available on four buses, with more to come after the new garage is completed.
- **No smoking or vaping** on buses.
- **Language and behavior:** Swearing, profanity, or discriminatory language is prohibited.
- **Avoid strong scents** such as perfumes or colognes and other odors.
- **Boarding etiquette:** Be at your stop before the bus arrives and have fare ready before boarding.

Committee members are encouraged to suggest any additional items or behaviors they would like included in the video.

Summary

Transit is partnering with Trent University and Fleming College to produce a rider etiquette and guidelines video for all passengers.

The video will highlight key behaviors to ensure a safe and respectful transit experience. The list above outlines the major topics to be covered, and members of the committee are invited to suggest any additional items they believe should be included.

Submitted by,

Barry Wakeford
Director, Transit Services

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