



**Stratford City Council  
Special Council Open Session  
AGENDA**

**Meeting #:** 4613th  
**Date:** Tuesday, May 5, 2020  
**Time:** 3:30 P.M.  
**Location:** Council Chambers, City Hall and Electronically  
**Council Present:** Mayor Mathieson - Chair Presiding, Councillor Beatty, Councillor Bunting, Councillor Burbach, Councillor Clifford, Councillor Gaffney, Councillor Henderson, Councillor Ingram, Councillor Ritsma, Councillor Sebben, Councillor Vassilakos  
  
**Staff Present:** Joan Thomson - Chief Administrative Officer, Tatiana Dafoe - Acting Clerk, Ed Dujlovic - Director of Infrastructure and Development Services, Kim McElroy - Director of Social Services, Jacqueline Mockler - Director of Human Resources, David St. Louis - Director of Community Services, John Paradis - Fire Chief, Mike Beitz - Corporate Communications Lead, Janice Beirness - Acting Director of Corporate Services, Michael Mousley - Manager of Transit

Pages

**1. Call to Order:**

Mayor Mathieson, Chair presiding, to call the Council meeting to order.

**2. Declarations of Pecuniary Interest and the General Nature Thereof:**

The *Municipal Conflict of Interest Act* requires any member of Council declaring a pecuniary interest and the general nature thereof, where the interest of a member of Council has not been disclosed by reason of the member's absence from the meeting, to disclose the interest at the first open meeting attended by the member of Council and to otherwise comply with the *Act*.

Name, Item and General Nature Thereof

### 3. Report of the Committee of the Whole In-Camera Session:

Appointment of City Clerk and Acting Deputy Clerk

[Personal matters about an identifiable individual(s) including municipal employees or local board employees (section 239.(2)(b))]

Motion by \_\_\_\_\_

**THAT \_\_\_\_\_ be appointed as City Clerk for The Corporation of the City of Stratford;**

**AND THAT \_\_\_\_\_ be appointed as Acting Deputy Clerk, until the Deputy Clerk position can be filled.**

### 4. Orders of the Day:

#### 4.1 Resolution - Purchase of Four 40' Conventional Buses (COU20-048)

1 - 11

Motion by \_\_\_\_\_

**Staff Recommendation: THAT Council authorize the exemption to the Purchasing Policy, Item 42.1;**

**AND THAT Council authorize the purchase of four 40' conventional buses from Nova (a Metrolinx/TPI vendor), to the amount of \$2,280,000.**

#### 4.2 Resolution - Fare Box System Hardware/Software Upgrade (COU20-049)

12 - 14

Motion by \_\_\_\_\_

**Staff Recommendation: THAT Council authorize the exemption to the Purchasing Policy, Item 42.1;**

**AND THAT Council authorize the purchase from Garival, Laval P.Q the newest version fare box hardware and software, up to the amount of \$175,000.**

#### 4.3 Resolution - Transit Information Technology System, GPS Including Real Time Information and Automated Vehicle Locator Technology Updates (COU20-050)

15 - 19

Motion by \_\_\_\_\_

**Staff Recommendation: THAT Council authorize the exemption to the Purchasing Policy, Item 42.1;**

**AND THAT Consat (a Metrolinx/TPI vendor) be awarded the upgrade to the transit information technology system, GPS including real-time information, automated vehicle locator, additional technology updates**

and installations for Stratford Transit's system, up to the amount of \$200,000.

- 4.4 Resolution - Pilot Project - On Demand Sunday Transit Service (COU20-051)** 20 - 22

Motion by \_\_\_\_\_

**Staff Recommendation:** THAT Council authorize the exemption to the Purchasing Policy, Item 42.1;

**AND THAT** Council authorize the purchase of the on-demand software and hardware from Pantonium to the amount of \$50,000.

- 4.5 Resolution - 2020 New Mobility Bus Purchase (COU20-052)** 23 - 24

Motion by \_\_\_\_\_

**Staff Recommendation:** That Council authorize the exemption to the Purchasing Policy, Item 42.1;

**AND THAT** staff is authorized to procure one mobility bus from Overland Custom Coach (a Metrolinx/TPI vendor) to the amount of \$100,000.

## **5. Reading of the By-laws:**

The following By-laws require First and Second Readings and Third and Final Readings and could be taken collectively upon unanimous vote of Council present:

Motion by \_\_\_\_\_

**THAT By-laws 5.1 to 5.3 be taken collectively.**

Motion by \_\_\_\_\_

**THAT By-laws 5.1 to 5.3 be read a First and Second Time.**

Motion by \_\_\_\_\_

**THAT By-laws 5.1 to 5.3 be read a Third Time and Finally Passed.**

- 5.1 Appointment of City Clerk** 25

To appoint \_\_\_\_\_ as City Clerk for The Corporation of the City of Stratford effective May 5, 2020.

- 5.2 Appointment of Acting Deputy Clerk** 26

To appoint \_\_\_\_\_ as Acting Deputy Clerk for The Corporation of the City of Stratford, until the Deputy Clerk position has been filled.

### **5.3 Confirmatory By-law**

To confirm the proceedings of Council of The Corporation of the City of Stratford at its meeting held on May 5, 2020.

### **6. Adjournment:**

Motion by \_\_\_\_\_

**THAT the May 5, 2020 Special Council Meeting adjourn.**



## MANAGEMENT REPORT

**Date:** April 7, 2020  
**To:** Mayor and Council  
**From:** Michael Mousley, Transit Manager  
**Report#:** COU20-048  
**Attachments:** Electric Buses – Management Report; Metrolinx/TPI Management Report

**Title:** Purchase of Four 40' Conventional Buses

**Objective:** To request Council approval for the purchase of four conventional 40 foot diesel low floor accessible transit buses through the Metrolinx/TPI procurement program and funded through the Infrastructure Canada funding stream.

**Background:** The City's Transit department currently has a fleet of 12 conventional 40' buses and 2 conventional 35' buses, all varying in age from 1997 to 2018. Four of these buses are 1997's and are in need of being replaced.

**Analysis:** In 2019 Federal/Provincial Governments through Infrastructure Canada initiated intakes for municipalities that operate Transit systems for upgrades, replacements, technology, facilities and rolling stock. One of these funded projects applied for was to purchase two 40' conventional buses in 2019 and two 40' conventional buses in 2020.

These new units will replace the 1997's. By taking advantage of the newly signed Metrolinx/TPI Agreement that took place last year, these buses can be procured through this program which, as mentioned in the Metrolinx/TPI report in 2019, gives Municipalities many advantages and streamlines projects such as these.

**Financial Impact:** Through the ten-year Investing in Canada Infrastructure Program (ICIP), an application was approved for 2019 and 2020 to partially fund this project. The funding stream details are as follows:

Total cost of project for 2019, 2020	\$2,280,000.00
Federal Contribution	\$ 912,000.00
Provincial Contribution	\$ 759,924.00
Municipal Contribution*	\$ 608,076.00

\*Municipal contribution is funded through the annual Provincial Gas Tax Program in which we receive approximately \$465,000 annually. We will be using contributions from both 2019 and 2020 for this project.

Although there is no Transfer Payment Agreement, the Federal Government has indicated via letter, that we can move forward and incur costs for this project.

### **Alignment with Strategic Priorities:**

#### **Mobility, Accessibility and Design Excellence**

Improving ways to get around, to and from Stratford by public transit, active transportation and private vehicle.

#### **Developing our Resources**

Optimizing Stratford's physical assets and digital resources. Planning a sustainable future for Stratford's resources and environment.

**Staff Recommendation: THAT Council authorize the exemption to the Purchasing Policy, Item 42.1;**

**AND THAT Council authorize the purchase of four 40' conventional buses from Nova (a Metrolinx/TPI vendor), to the amount of \$2,280,000.**



Michael Mousley, Transit Manager



David St. Louis, Director of Community Services



Joan Thomson, Chief Administrative Officer



## MANAGEMENT REPORT

**Date:** December 4, 2019  
**To:** Finance and Labour Relations Committee  
**From:** Michael Mousley, Transit Manager  
**Report#:** [Click here to enter text.](#)  
**Attachments:** 10 Year Funding ICIP Spreadsheet

**Title:** Management Report - Electric Buses.docx

**Objective:** To provide information to Finance and Labour Relations Committee regarding Conventional and Mobility electric buses.

**Background:** At the November 4, 2019 Finance and Labour Relations Committee meeting, the following recommendations were made:

*That Staff review the purchase of electric buses (Conventional and Mobility); identify potential funding streams for 2020 and a report to be brought back to an upcoming Finance and Labour Relations meeting.*

Presently, Stratford Transit operates 12 Conventional diesel powered buses and 5 Mobility Buses (4 diesel and 1 regular fuel). The breakdown (in age) per unit is as follows:

- 4 conventional buses- 1997 (23 years old)
- 1 conventional bus- 2007 (13 years old)
- 1 conventional bus- 2008 (12 years old)
- 1 conventional bus- 2010 (10 years old)
- 1 conventional bus- 2011 (9 years old) written off due to accident
- 1 conventional bus- 2013 (7 years old)
- 2 conventional bus- 2015 (5 years old)
- 2 conventional buses- 2018 (2 years old)
  
- 1 mobility bus- 2006 (14 years old)
- 1 mobility bus- 2008 (12 years old)
- 1 mobility bus- 2013 (7 years old)
- 1 mobility bus- 2015 (5 years old)
- 1 mobility bus- 2019 (1 year old)

The first intake through the 10 year ICIP funding took place mid-2019 and the City of Stratford applied for numerous funding projects for the first three years of the project which included (and not limited to) six new diesel powered conventional buses and two new regular fuel mobility buses. The funding stream is as follows:

Federal contribution - 40%

Provincial contribution - 33.33%

Municipal contribution - 26.67%\*\*

\*\*Municipal contribution can be paid through the Provincial gas tax program and therefore results in no Capital cost to the City's tax levy.

As of the date this report was submitted the Province approved 12 projects and nominated to the Federal Government for final approval.

The need to replace the highlighted vehicles noted above is of great urgency. These units have gone substantially past their life expectancy to the point of being very costly to repair and in some cases parts difficult to find due to the age of the buses.

To change approved applications for the next three years when acceptance from the Federal Government is imminent would re-set the application process back 6-8 months and possibly see it cancelled until the next intake occurs (which is not yet announced).

Investigating future bus technology (after the first three year funding intake and after the immediate replacement buses are delivered), staff will research the feasibility of alternate fuel sources for Conventional and Mobility buses.

**Analysis:** As newer bus technology is introduced (alternative power and emissions) additional options are beginning to become available. The following below lists some future options and amenities they offer/not offer:

### **30-35 ft. Diesel Buses**

- Cost is approximately \$100,000 less than 40 ft. bus
- Design and durability issues
- Built lighter, smaller engine, works harder
- Turning radius smaller and capacity concerns during peak times of the day
- Challenge to maintain over time
- Not a popular option with most smaller/mid-size transit authorities and not as cost effective as it might seem

### **40 ft. Diesel Buses**

- The option presently that is chosen by the majority of transit authorities in the industry
- Durable, built for extreme weather conditions, handles capacity
- Greater turn capacity on narrow streets/intersections



- In the last few years emission levels have dropped dramatically with the introduction of “greener” technologies such as diesel particulate filter (DPF) systems that have made these stereotypical polluting diesel buses run 97% emissions free and cleaner than the majority of other vehicles presently on our roadways

### **Hybrid Buses**

- This alternative power solution for transit buses was introduced approximately 10 years ago
- This 1<sup>st</sup>/2<sup>nd</sup> generation technology was developed so that the bus would use its normal diesel engine at higher speeds (usually above 30kms/hour) then would automatically switch to electric power once under 30 kms/hour (Residential areas as an example where they ran much quieter and greener)
- The batteries would be charged when the bus diesel engine operated thus not requiring a charging station at terminal points or overnight in a bus storage facility
- Over time, agencies that purchased this new bus technology encountered numerous failures regarding power systems (the switching back and forth from diesel to electric on a continual basis) was the main concern and diesel engines still required its normal service, repairs and parts replacement
- Having two separate systems power a bus and maintaining them became a financial burden
- OC Transpo in Ottawa recently listed all 175 Hybrid buses for sale due to the issues and having the need to replace battery fuel cells at approximately \$40,000.00 per unit
- OC Transpo even seriously considered re-converting the 175 buses to straight diesel units a few years ago which would have been costly
- This alternative power (which is 25-30% more costly to purchase than traditional diesel buses) option is becoming less of a positive bus technology as time moves forward

### **Electric Buses**

- The newest technology introduced over the past couple years are 100% powered electric buses
- Although still in its infancy stages they continue to be developed, redeveloped and tested in North America
- Presently these units are being tested in warmer, stable climates and seem to be generally operating well however length of charge that a bus can operate seems still to be an issue (even in moderate climates)
- Charges even decrease further when additional accessories are introduced such as heat, A/C and other electrical components
- Some cities (Edmonton, Halifax) are currently using them on a trial basis, with general consensus being extreme cold or hot weather is straining on the battery charges

Below are some of the specifications and FAQ:

- Presently battery manufacturers warranties are 12 years so it's reasonable to expect that an e-bus batteries will last about 12 years before loss of capacity and will require replacement (presently \$40,000.00)
- Batteries removed from e-buses will still have many years of useful life in a grid storage system which can be transferred to the charging system and expect another 10-15 years life expectancy before needing to be recycled
- Presently, buses can be charged in 4-6 hours at a charge rate of 50/100kW in a bus storage facility



- Short range buses can use an overhead "on-street" charging system up to 350Kw and can take 5-10 minutes for a charge



- As future battery costs/life expectancy improves on street charging likely won't be required when eventually battery buses will run a full service day and be charged overnight
- Lithium batteries are non-toxic and can be safely disposed of and facilities exist that can recycle
- Electric motors can be more reliable than a diesel engine mainly due to very little moving parts. There are no turbo's, radiators, exhaust systems, injectors, etc. to repair or replace
- Mechanics would require training on new systems and learn features and service training

- Diesel engines typically do not like cold temperatures
- E-buses perform well in cold weather however range can be reduced due to mainly heating the bus.
- Presently, the range of an e-bus is between 200-300 kms per charge and is also based on extreme cold/hot weather operations and heat/A/C options deployed. The more accessories you use the more you drain the battery cells. Each of Stratford Transit's routes for the 16 hour service day travel approximately 425 kms.
- E-Mobility buses have a range of 130-200 kms per charge (as above noted it is also dependant how much of the batteries you use). Stratford's mobility service travels approximately 220 kms per day
- E-buses run quieter inside and outside. Tests show it's approximately 5-15Db quieter
- Major power failures (1998 ice storm, summer 2003, etc.) thankfully are rare but it does raise a concern and an alternate service plan would be required
- Early projections claim that there is a 70% reduction in maintenance costs and seems reasonable. There is a lot of engine and transmission work with a diesel bus which makes up most of the scheduled maintenance (e-buses only have 1/10<sup>th</sup> the number of moving parts in their drive-train). Brakes last about 2-4 times longer as most of the braking is done with regeneration by the motor/battery
- Over the long term batteries will need to be replaced as their capacity declines which is similar to engines/transmissions that are often replaced in diesel buses (roughly the same cost \$50-60,000.00)

**Financial Impact:** Breakdown of costings/savings:

Nova bus presently offers a 40ft Conventional 1<sup>st</sup> generation fully electrical bus for approximately \$1,049,000 with an addition cost for a charging station which can range from \$100-\$250,000 for an approximate total cost of 1.2 million plus HST. A 30-35ft bus is in the range of about \$800,000 plus HST.

Currently, a 40ft Conventional diesel (last purchase in 2018) was \$540,000 plus HST.

Overland Custom Coach (designs Mobility buses) offers a fully electric mobility bus with the following choices:

130 kms range per charge - \$300,000

210 kms range per charge - \$350,000

Currently, a regular fuel E-450 Mobility bus purchased in 2019 was \$92,000.

E-bus technology at this point are more than double the cost at the front end however, it has been projected that annual costs savings per bus would be in the range of \$50,000/year in operating cost savings and the additional investment would pay for itself over time (five - seven years approximately) as these units are deemed to last longer.

Fuel cost comparison:

The diesel fuel to run a bus for 1 km is about .65 cents, using current fuel price of .97 cents/litre.

The electricity to run a bus for 1 km is about .15 cents, assuming electricity is about .10 cents per kWh.

### **Alignment with Strategic Priorities:**

#### **Mobility, Accessibility and Design Excellence**

Improving ways to get around, to and from Stratford by public transit, active transportation and private vehicle.

#### **Developing our Resources**

Optimizing Stratford's physical assets and digital resources. Planning a sustainable future for Stratford's resources and environment.

**Staff Recommendation: That no changes be made to the City's applications to the ICIP Grant Program in order not to jeopardize the next three years through ICIP for the funding of six new conventional diesel buses and two regular fuel mobility buses;**

**AND THAT in years four and five of the funding project staff investigates the potential future bus purchase of alternative fuel sources and brings back to Council at that time for consideration.**



Michael Mousley, Transit Manager



David St. Louis, Director of Community Services



Joan Thomson, Acting Chief Administrative Officer



## MANAGEMENT REPORT

**Date:** April 2, 2019  
**To:** Community Services Sub-Committee  
**From:** Michael Mousley, Manager of Transit  
**Report#:**  
**Attachments:** Metrolinx/TPI Agreement

**Title:** Management Report - Metrolinx TPI Agreement.docx

**Objective:** To provide information to Council on the benefits to signing the Metrolinx/TPI Agreement for transit procurement.

**Background:** In 2006/2007 the Ministry of Transportation partnered with a number of municipalities to develop a common vehicle specification for 40-foot urban diesel buses as part of a Transit Procurement Initiative. The procurement process was designed to be open, fair and competitive.

Due to its success another common specification was developed for the purchase of Specialized Transit Buses.

The objectives of the procurement programs are "to reduce the unit costs of buses by consolidating bus orders to achieve the volumes required to attain economies of scale; reduce procurement process related costs; improve production and delivery scheduling, and reduce uncertainty for manufacturers through longer production runs, greater predictability and performance-based specifications".

Additional benefits to participating municipalities are:

- Increased influence over bus manufacturers to provide a higher quality of product and process;
- Improved warranty periods and delivery standards;
- Improved and guaranteed bus delivery dates (this is important with MTO subsidy program dates);
- The procurement process was built on using collective expertise from the transit industry;
- Quality bus inspection services during the manufacturing process; and

- Potential for future pooling of parts and continued technical knowledge exchange.

Due to the successes of this joint procurement initiative for transit vehicles, Metrolinx in consultation with Ontario transit systems has expanded the program to now include other joint procurements of transit system equipment, technology, facilities and related supplies and services.

The benefits to the Multi-Year Governance Agreement are:

- It streamlines processes throughout the program for Municipalities and Metrolinx;
- Facilitates Joint Procurements across an array of goods/services as approved by the program Steering Committee;
- Continues to add administration savings and value to the Joint Procurement process; and
- Still allows a participant to opt out as they deem necessary.

Metrolinx goes through a full transparent open procurement process and also hires a qualified ITS consultant to help develop the technical specs and evaluate the proponents during the RFP stage.

**Analysis:** To date there have been 47 participating transit agencies in the program since 2006, across Ontario, small, medium & large transit operations. Partnerships continue to grow year over year including (transit agencies roughly the same size as Stratford Transit):

Elliot Lake  
 City of Coburg  
 City of Kenora  
 Peterborough Transit  
 Kawartha Lakes  
 Cornwall Transit  
 Belleville Transit  
 Orangeville Transit  
 Bracebridge Transit  
 Thunder Bay Transit  
 Port Hope  
 North Bay  
 St. Thomas Transit  
 Timmins Transit

TPI have successfully awarded 22 joint procurements covering conventional and specialized buses, bus parts, video and tracking bus technologies. Information in their last Fiscal Annual 2017-2018 report includes:

- Savings to Ontario taxpayers est. \$25.9 million
- 93% client survey satisfaction

- Over \$617 million in contract purchases
- 18.4 % growth in bus order in-take
- Zero liability or liquidated damages claims to date by any of our partners against suppliers

The City is not obligated to participate. This agreement is in place if the City chooses to use it and there is no cost to the City to join TPI. Once the City joins, there is an opportunity to have a steering committee representative.

Once the agreement is signed, staff will prepare a follow up management report, including financial information to authorize procurement through TPI to begin replacing the current GPS system which includes additional amenities as AVL tracking, real time bus arrival, bus app.

**Financial Impact:** There are no financial implications resulting from the recommendations of this report. There is no fee to be in this agreement.

**Staff Recommendation: THAT Council authorize the Mayor and Clerk to sign the Metrolinx/TPI Multi-Year Governance Agreement for a five-year period 2019 - 2024.**




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Transit Manager




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Director of Community Services




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Rob Horne, Chief Administrative Officer



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## MANAGEMENT REPORT

**Date:** April 7, 2020  
**To:** Mayor and Council  
**From:** Michael Mousley, Transit Manager  
**Report#:** COU20-049  
**Attachments:** None

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**Title:** Fare Box System Hardware/Software Upgrade

**Objective:** To request Council approval to purchase a fare box hardware/software system upgrade.

**Background:** At present, Stratford Transit has 13 fare boxes in use in its transit fleet (with 2 spares). These units and software is provided through Garival located in Laval, P.Q and these particular fare boxes are commonly used throughout transit systems that accept tickets, passes, paper currency and coin.

The update is required due to unsupported software, unsupported Windows XP, and fare boxes that breakdown or have connection issues.

Transit ridership is imperative data to capture as annual ridership is part of the calculation for Provincial Gas Tax.

**Analysis:** In 2019 Federal/Provincial Governments through Infrastructure Canada initiated intakes for Municipalities that operate transit systems for upgrades, replacements, new projects, technology and rolling stock. One of these funded projects applied for 2019 was an upgrade to the existing hardware/software fare system due to unsupported infrastructure.

The new system will allow additional detailed ridership and revenue data by hour, day, month and route which the current system does not allow. This hardware and software update will assist in route planning, shelter location, etc.

The following are high level specifications regarding what the project entails:

- Upgrade to most current software



- Upgrade to Dell Computer with O/S Windows 10
- Firmware updates to present fare boxes
- Probing hardware upgrade
- Complete update/refurbishment of each fare box (each has more than 51 working parts that would either be replaced or refurbished as part of the maintenance program).

Once present systems are updated staff will next look for potential future funding streams and investigate electronic fare systems such as Presto, Mobil device fare.

**Financial Impact:** Through the ten-year Investing in Canada Infrastructure Program (ICIP), an application was approved for 2020 to partially fund this project. The funding stream details are as follows:

Total cost of project	\$175,000
Federal Contribution	\$ 70,000
Provincial Contribution	\$ 58,327
Municipal Contribution*	\$ 46,672

\*Municipal contribution is funded through the annual Provincial Gas Tax Program in which we receive approximately \$465,000 annually and we will be using the 2020 contribution for this project.

Although there is no Transfer Payment Agreement, the Federal Government has indicated via email, that we can move forward and incur costs for this project.

### **Alignment with Strategic Priorities:**

#### **Mobility, Accessibility and Design Excellence**

Improving ways to get around, to and from Stratford by public transit, active transportation and private vehicle.

#### **Developing our Resources**

Optimizing Stratford's physical assets and digital resources. Planning a sustainable future for Stratford's resources and environment.

**Staff Recommendation: THAT Council authorize the exemption to the Purchasing Policy, Item 42.1;**

**AND THAT Council authorize the purchase from Garival, Laval P.Q the newest version fare box hardware and software, up to the amount of \$175,000.**



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Michael Mousley, Transit Manager



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David St. Louis, Director of Community Services



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Joan Thomson, Acting Chief Administrative Officer



## MANAGEMENT REPORT

**Date:** April 7, 2020  
**To:** Mayor and Council  
**From:** Michael Mousley, Manager of Transit  
**Report#:** COU20-050  
**Attachments:** Metrolinx/TPI Management Report

**Title:** Transit Information Technology System, GPS Including Real Time Information and Automated Vehicle Locator Technology Updates

**Objective:** To request Council authorization for the updating and introduction of new Information Technology System (ITS)/GPS and the introduction of Automated Vehicle Locator (AVL) Technology for the transit fleet.

**Background:** Presently, Stratford Transit uses a GPS system in buses that audibly calls out bus stop locations and uses a digital sign inside the bus to display stop locations as well. When purchased several years ago from the company Strategic Mapping only the bare AODA minimum was put into use and since then it has become out of date from a technology standpoint.

There is no further AODA requirement besides ensuring the system is up to date and reliable.

**Analysis:** Newer technology continues to evolve and expectations have increased in recent years regarding customers obtaining information as quick as possible and at their fingertips for whichever service they are inquiring about. Transit is no exception.

Recently, the City of Stratford signed the Metrolinx/Transit Procurement Initiative agreement. A company called Consat is presently the preferred vendor under the Metrolinx program. They perform upgrade/replacement ITS installations for several transit agencies in Ontario and staff is recommending that, through the Investing in Canada Infrastructure Program (ICIP) funding, Consat perform upgrades for Stratford as well. Suggested upgrades are as follows:

- New LED easy to read display signs
- New voice call out (internal and external on buses)

- New schedule adherence terminals for each bus (each stop will have a certain time point and visually will alert the bus driver if they are ahead/behind/on time)
- AVL technology giving management a complete view of the entire system and can modify/correct service remotely and communicate same to individual buses
- Real time arrival through a mobile app that will allow customers to plan their trips and to provide a positive customer experience (school specials included).

**Financial Impact:** Through the ten-year Investing in Canada Infrastructure Program (ICIP), an application was approved for 2019 to partially fund this project.

- Federal Contribution \$80,000
- Provincial Contribution \$66,660
- \*Municipal Contribution \$53,340

\*Municipal contribution is funded through the annual Provincial Gas Tax Program in which we receive approximately \$465,000 annually and we will be using the 2019 contribution for this project.

Although there is no Transfer Payment Agreement, the Federal Government has indicated via email, that we can move forward and incur costs for this project.

**Staff Recommendation: THAT Council authorize the exemption to the Purchasing Policy, Item 42.1;**

**AND THAT Consat (a Metrolinx/TPI vendor) be awarded the upgrade to the transit information technology system, GPS including real-time information, automated vehicle locator, additional technology updates and installations for Stratford Transit's system, up to the amount of \$200,000.**



\_\_\_\_\_  
Manager of Transit



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Director of Community Services



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Joan Thomson, Chief Administrative Officer



## MANAGEMENT REPORT

**Date:** April 2, 2019  
**To:** Community Services Sub-Committee  
**From:** Michael Mousley, Manager of Transit  
**Report#:**  
**Attachments:** Metrolinx/TPI Agreement

**Title:** Management Report - Metrolinx TPI Agreement.docx

**Objective:** To provide information to Council on the benefits to signing the Metrolinx/TPI Agreement for transit procurement.

**Background:** In 2006/2007 the Ministry of Transportation partnered with a number of municipalities to develop a common vehicle specification for 40-foot urban diesel buses as part of a Transit Procurement Initiative. The procurement process was designed to be open, fair and competitive.

Due to its success another common specification was developed for the purchase of Specialized Transit Buses.

The objectives of the procurement programs are "to reduce the unit costs of buses by consolidating bus orders to achieve the volumes required to attain economies of scale; reduce procurement process related costs; improve production and delivery scheduling, and reduce uncertainty for manufacturers through longer production runs, greater predictability and performance-based specifications".

Additional benefits to participating municipalities are:

- Increased influence over bus manufacturers to provide a higher quality of product and process;
- Improved warranty periods and delivery standards;
- Improved and guaranteed bus delivery dates (this is important with MTO subsidy program dates);
- The procurement process was built on using collective expertise from the transit industry;
- Quality bus inspection services during the manufacturing process; and

- Potential for future pooling of parts and continued technical knowledge exchange.

Due to the successes of this joint procurement initiative for transit vehicles, Metrolinx in consultation with Ontario transit systems has expanded the program to now include other joint procurements of transit system equipment, technology, facilities and related supplies and services.

The benefits to the Multi-Year Governance Agreement are:

- It streamlines processes throughout the program for Municipalities and Metrolinx;
- Facilitates Joint Procurements across an array of goods/services as approved by the program Steering Committee;
- Continues to add administration savings and value to the Joint Procurement process; and
- Still allows a participant to opt out as they deem necessary.

Metrolinx goes through a full transparent open procurement process and also hires a qualified ITS consultant to help develop the technical specs and evaluate the proponents during the RFP stage.

**Analysis:** To date there have been 47 participating transit agencies in the program since 2006, across Ontario, small, medium & large transit operations. Partnerships continue to grow year over year including (transit agencies roughly the same size as Stratford Transit):

Elliot Lake  
City of Coburg  
City of Kenora  
Peterborough Transit  
Kawartha Lakes  
Cornwall Transit  
Belleville Transit  
Orangeville Transit  
Bracebridge Transit  
Thunder Bay Transit  
Port Hope  
North Bay  
St. Thomas Transit  
Timmins Transit

TPI have successfully awarded 22 joint procurements covering conventional and specialized buses, bus parts, video and tracking bus technologies. Information in their last Fiscal Annual 2017-2018 report includes:

- Savings to Ontario taxpayers est. \$25.9 million
- 93% client survey satisfaction

- Over \$617 million in contract purchases
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The City is not obligated to participate. This agreement is in place if the City chooses to use it and there is no cost to the City to join TPI. Once the City joins, there is an opportunity to have a steering committee representative.

Once the agreement is signed, staff will prepare a follow up management report, including financial information to authorize procurement through TPI to begin replacing the current GPS system which includes additional amenities as AVL tracking, real time bus arrival, bus app.

**Financial Impact:** There are no financial implications resulting from the recommendations of this report. There is no fee to be in this agreement.

**Staff Recommendation: THAT Council authorize the Mayor and Clerk to sign the Metrolinx/TPI Multi-Year Governance Agreement for a five-year period 2019 - 2024.**




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Transit Manager




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Director of Community Services




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Rob Horne, Chief Administrative Officer



## MANAGEMENT REPORT

**Date:** April 2, 2020  
**To:** Mayor and Council  
**From:** Michael Mousley, Manager of Transit  
**Report#:** COU20-051  
**Attachments:** None

**Title:** Pilot Project - On Demand Sunday Transit Service

**Objective:** To request Council approval for the introduction of an On Demand Pilot Project to increase ridership and observe operational cost savings for Transit's Sunday service.

**Background:** Two years ago Stratford Transit introduced a Sunday service of six routes, three buses running a one hour service. The service originally started at 10:00am and went until 6:00pm, but after a year's trial period it was adjusted to an 11:00am start time due to low ridership. Generally ridership has maintained a low level since its inception at approximately 240 customers per Sunday.

**Analysis:** Late last year Belleville, Ontario wanted to improve ridership, productivity, and performance of its late night route consisting of one bus running from 9:30pm-12:30am, circling the City on a fixed route after mainline service ceased at 9:30pm. When an on demand service was introduced they saw an increase of 300%. They then had to increase the number of buses running to five to keep up with the demand.

Stratford Transit has been in conversation with Belleville Transit and a new company called Pantonium. This company approached Belleville and is currently running an on-demand pilot project which is the first of its kind in Canada. Staff and Mayor Mathieson visited Belleville to tour and ride the system first hand. It was determined that a trial of their project model would be ideal to start on our Sunday service.

Briefly the system works as follows:

- Customers/buses use the existing 285 bus stops in the City as on-demand pick up/drop off locations (buses do not travel the normal fixed route).



- Customers use a mobile app, based on their location, choose a bus stop they would like to get picked up at and the system gives the customer the best options/times based on where they are located.
- The customer then chooses their bus stop destination and time and waits for the bus.
- The bus driver uses a tablet that gives them turn by turn information (as the system continues to optimize as additional calls come in through the system). The tablet will only give one stop at a time so that the driver doesn't get a head of themselves and potentially miss customers.
- Fares are collected as normal.
- Trips can be booked through the Transit office (during office business hours) days ahead of time for those customers that do not have access to the technology.

**Financial Impact:** Through the ten-year Investing in Canada Infrastructure Program (ICIP), an application was approved for 2019 to partially fund this project.

Federal Contribution     \$20,000.00

Provincial Contribution   \$16,660.00

\*Municipal Contribution \$13,340.00

\*Municipal contribution is funded through the annual Provincial Gas Tax Program in which we receive approximately \$465,000 annually and we will be using the 2019 contribution for this project.

Although there is no Transfer Payment Agreement, the Federal Government has indicated via letter, that we can move forward and incur costs for this project.

Operational savings of approximately 400 hours annually (\$33,000.00) as the on demand trial would start with two buses instead of three on the present fixed route.

**Staff Recommendation: THAT Council authorize the exemption to the Purchasing Policy, Item 42.1;**

**AND THAT Council authorize the purchase of the on-demand software and hardware from Pantonium to the amount of \$50,000.**



Michael Mousley, Manager of Transit



David St. Louis, Director of Community Services

A handwritten signature in cursive script, reading "Joan Thomson".

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Joan Thomson, Chief Administrative Officer



## MANAGEMENT REPORT

**Date:** April 7, 2020  
**To:** Community Services Committee  
**From:** Michael Mousley, Transit Manager  
**Report#:** COU20-052  
**Attachments:** Metrolinx/TPI Management Report

**Title:** 2020 New Mobility Bus Purchase

**Objective:** To request from Council authorization to purchase one new mobility bus through the Metrolinx/TPI procurement program and funded through the Infrastructure Canada funding stream in 2020.

**Background:** At present, Stratford Parallel Transit has five mobility buses to run the City's mobility service. These units are a 2006, 2008, 2013, 2015 and 2019. Both the Transit Manager and Fleet Supervisor agree that the 2006 model needs to be replaced as it has gone past its life expectancy and is now becoming costly to keep in service.

**Analysis:** In 2019 Federal/Provincial Governments through Infrastructure Canada initiated intakes for Municipalities that operate transit systems for upgrades, replacements, technology, facilities and rolling stock. One of these funded projects applied for was to purchase a new mobility bus in 2020.

By taking advantage of the newly signed Metrolinx/TPI Agreement these purchases can be procured through this program which, as mentioned in the Metrolinx/TPI report in 2019, gives Municipalities many advantages and streamlines projects such as these. Some advantages using this program are costs, available options and units delivered to be in service at an accelerated pace. Overland Custom Coach is the preferred vendor in this program.

**Financial Impact:** Through the ten-year Investing in Canada Infrastructure Program (ICIP), an application was approved for 2020 to partially fund this project. The funding stream details are as follows:

Total cost of project for 2020	\$100,000.00
Federal Contribution	\$ 40,000.00

Provincial Contribution	\$ 33,330.00
Municipal Contribution*	\$ 26,670.00

\*Municipal contribution is funded through the annual Provincial Gas Tax Program in which we receive approximately \$465,000 annually and we will be using the 2020 contribution for this project.

Although there is no Transfer Payment Agreement, the Federal Government has indicated via letter, that we can move forward and incur costs for this project.

### **Alignment with Strategic Priorities:**

#### **Mobility, Accessibility and Design Excellence**

Improving ways to get around, to and from Stratford by public transit, active transportation and private vehicle.

#### **Developing our Resources**

Optimizing Stratford's physical assets and digital resources. Planning a sustainable future for Stratford's resources and environment.

**Staff Recommendation: That Council authorize the exemption to the Purchasing Policy, Item 42.1;**

**AND THAT staff is authorized to procure one mobility bus from Overland Custom Coach (a Metrolinx/TPI vendor) to the amount of \$100,000.**



Michael Mousley, Transit Manager



David St. Louis, Director of Community Services



Joan Thomson, Chief Administrative Officer



**BY-LAW NUMBER \_\_\_\_-2020  
OF  
THE CORPORATION OF THE CITY OF STRATFORD**

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BEING a By-law to appoint \_\_\_\_\_ as City Clerk for The Corporation of the City of Stratford effective May 5, 2020.

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**WHEREAS** Section 228(1) of the *Municipal Act, 2001 S.O. 2001 c.25* as amended, authorizes a municipality to appoint a City Clerk whose duty it is, to record, without note or comment, all resolutions, decisions and other proceedings of Council; if required by any member present at a vote, to record the name and vote of every member voting on any matter or question; to keep the originals or copies of all by-laws and of all minutes of the proceedings of Council; to perform the other duties required under this Act or under any other Act; and to perform such other duties as are assigned by the municipality.

**AND WHEREAS** Council of The Corporation of the City of Stratford deems it appropriate to appoint a City Clerk;

**NOW THEREFORE BE IT ENACTED** by Council of The Corporation of the City of Stratford as follows:

1. That \_\_\_\_\_ be and is hereby appointed City Clerk for The Corporation of the City of Stratford under the *Municipal Act, 2001 S.O. 2001 c.25* as amended, and who shall have all the powers and duties of the position under this and every other Act.
2. That \_\_\_\_\_ shall exercise all the authority, powers and rights and shall perform all the duties and obligations which by statute or by by-law are or may be conferred or imposed upon the City Clerk and any other duties that may be imposed by Council.
3. That this appointment shall come into force and take effect on May 5, 2020 and shall remain in effect until such appointment is rescinded or a successor is appointed.
4. That any By-law and/or portion of any By-law inconsistent with the provisions of this By-law are hereby repealed.

Read a FIRST, SECOND and THIRD time

AND FINALLY PASSED this 5th day of May, 2020.

\_\_\_\_\_  
Mayor – Daniel B. Mathieson

\_\_\_\_\_  
Acting Clerk – Paula Lombardi



**BY-LAW NUMBER \_\_\_\_-2020  
OF  
THE CORPORATION OF THE CITY OF STRATFORD**

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BEING a By-law to appoint \_\_\_\_\_ as Acting Deputy Clerk for The Corporation of the City of Stratford, until the Deputy Clerk position has been filled.

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**WHEREAS** Section 228(2) of the *Municipal Act, 2001 S.O. 2001 c.25* as amended, authorizes a municipality to appoint a Deputy Clerk who has all the powers and duties of the Clerk under this and any other Act;

**AND WHEREAS** Council of The Corporation of the City of Stratford deems it appropriate to appoint an Acting Deputy Clerk;

**NOW THEREFORE BE IT ENACTED** by Council of The Corporation of the City of Stratford as follows:

1. That \_\_\_\_\_ be and is hereby appointed Acting Deputy Clerk for The Corporation of the City of Stratford under the *Municipal Act, 2001 S.O. 2001 c.25* as amended, and who shall have all the powers and duties of the position under this and every other Act.
2. That \_\_\_\_\_ shall exercise all the authority, powers and rights and shall perform all the duties and obligations which by statute or by by-law are or may be conferred or imposed upon the Deputy Clerk and any other duties that may be imposed by Council.
3. That this appointment shall come into force and take effect on May 5, 2020 and shall remain in effect until such appointment is rescinded or a successor is appointed.
4. That any By-law and/or portion of any By-law inconsistent with the provisions of this By-law are hereby repealed.

Read a FIRST, SECOND and THIRD time

AND FINALLY PASSED this 5th day of May, 2020.

\_\_\_\_\_  
Mayor – Daniel B. Mathieson

\_\_\_\_\_  
Acting Clerk – Paula Lombardi



**BY-LAW NUMBER \_\_\_\_-2020  
OF  
THE CORPORATION OF THE CITY OF STRATFORD**

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BEING a By-law to confirm the proceedings of Council of The Corporation of the City of Stratford at its meeting held on May 5, 2020.

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**WHEREAS** subsection 5(1) of the *Municipal Act, 2001, S.O. 2001 c.25* as amended, provides that the powers of a municipal corporation are to be exercised by its council;

**AND WHEREAS** subsection 5(3) of the *Act* provides that the powers of council are to be exercised by by-law unless the municipality is specifically authorized to do otherwise;

**AND WHEREAS** it is deemed expedient that the proceedings of the Council of The Corporation of the City of Stratford at this meeting be confirmed and adopted by By-law;

**NOW THEREFORE BE IT ENACTED** by the Council of The Corporation of the City of Stratford as follows:

1. That the action of the Council at its meeting held on May 5, 2020 in respect of each report, motion, resolution, recommendation or other action passed and taken by the Council at its meeting, is hereby adopted, ratified and confirmed, as if each report, motion, resolution or other action was adopted, ratified and confirmed by its separate by-law.
2. The Mayor of the Council and the proper officers of the City are hereby authorized and directed to do all things necessary to give effect to the said action, to obtain approvals where required, and, except where otherwise provided, to execute all documents necessary in that behalf in accordance with the by-laws of the Council relating thereto.

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 5th day of May, 2020.

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Mayor – Daniel B. Mathieson

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Acting Clerk – Paula Lombardi