



**City of Kingston  
Report to Council  
Report Number 19-131**

---

**To:** Mayor and Members of Council  
**From:** Sheila Kidd, Commissioner, Transportation & Public Works  
**Resource Staff:** Jeremy DaCosta, Director, Transit & Fleet Services  
**Date of Meeting:** May 21, 2019  
**Subject:** Universal Transit Pass Agreement – St. Lawrence College

---

**Executive Summary:**

This report recommends the continuance of the long-standing relationship with the St. Lawrence College Student Association (SA) to provide universal access to Kingston Transit for post-secondary students.

The current three-year agreement between the City of Kingston and the St. Lawrence College Student Association (Kingston Campus) expires on August 31, 2019. This report recommends entering into a new three-year agreement effective September 1, 2019.

The proposed agreement establishes a base contract rate of \$164 per eligible student per academic year, resulting in an estimated contract value of \$832,136 in the first year of the contract. The contract rate increases to \$168 per eligible student in Year 2 of the agreement and to \$172 per eligible student in Year 3 of the agreement. All eligible students are assessed a mandatory student fee.

**Recommendation:**

**That** Council authorize the Mayor and Clerk to enter into an agreement with the St. Lawrence College Student Association, in a form satisfactory to the Director of Legal Services, to provide a Universal Transit Pass Program for students for a period of three years (September 1, 2019 to August 31, 2022) at a contract rate of \$164 per eligible student per year (Year 1), \$168 per eligible student per year (Year 2), and \$172 per eligible student per year (Year 3), in accordance with the terms and conditions outlined in Report 19-131.

May 21, 2019

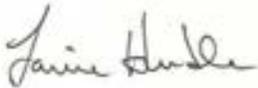
Page 2 of 4

**Authorizing Signatures:**



---

**Sheila Kidd, Commissioner,  
Transportation & Public Works**



---

**Lanie Hurdle, Acting Chief  
Administrative Officer**

**Consultation with the following Members of the Corporate Management Team:**

Gary Dyke, Commissioner, Corporate Enterprise Services	Not required
Peter Huigenbos, Acting Commissioner, Community Services	Not required
Jim Keech, President & CEO, Utilities Kingston	Not required
Desirée Kennedy, Chief Financial Officer & City Treasurer	Not required

May 21, 2019

Page 3 of 4

**Options/Discussion:**Agreement Summary:

Kingston Transit and the St. Lawrence College Student Association (SA) have partnered since 1995 to provide a student fee based, Universal Transit Pass Program. The program provides eligible St. Lawrence College students with unlimited access to all of Kingston Transit's fixed-route service. Kingston Transit also has a Universal Pass Program in place with the Queen's University Student Association (Alma Mater Society).

The current agreement with the SA expires on August 31, 2019. The new agreement recommended in this report is for a three-year period from September 1, 2019 to August 31, 2022.

The following is a summary of the terms and conditions of the proposed three-year contract:

- Full-time and part-time students (enrolled in a minimum of three full academic courses) have unlimited, universal access to use Kingston Transit. This eligibility is consistent with the previous agreement.
- Eligible students must present a valid student photo ID card with a current validation sticker to the bus operator upon boarding. The SA is responsible for administering the distribution of photo ID cards and stickers.
- The agreement may be terminated by either the City or the SA on August 31 of each year by providing notice of termination no later than June 1 of the same year.
- A contract value of \$164 per eligible student in Year 1 of the contract (September 2019 to August 2020). The contract value increases to \$168 per eligible student in Year 2 (September 2020 – August 2021) and to \$172 per eligible student in Year 3 (September 2021 – August 2022). All eligible students will be assessed a mandatory student fee.
- The SA will be provided with advertising space on a 40-foot bus for a vinyl bus wrap for the promotion of St. Lawrence College SA services. The SA is responsible for the design, production, and installation costs of the bus wrap with Kingston Transit's current advertising supplier. At the expiry or termination of the agreement, the SA is responsible for the costs, if any, to remove the bus wrap.
- The SA will be provided with an additional 40 hours of transit service in each year of the contract. The use of additional 40 hours of transit service will be determined between Kingston Transit and the St. Lawrence College SA, it being understood that the 40 hours of transit service may be used for private charters, private shuttles, or to supplement existing conventional fixed-route transit service.

The projected revenue for this three-year agreement is \$2,556,000. This represents a 6.2% increase in revenue compared to the current three-year agreement.

Consideration is given to student enrollment levels, historical and projected ridership by St. Lawrence College students, and the cost of providing service balanced against student affordability in establishing the financial terms of the agreement.

May 21, 2019

Page 4 of 4

MTCU Mandatory Ancillary Post-Secondary Student Fees:

The Ministry of Training, Colleges, and Universities (MTCU) released new guidelines in early 2019 regarding mandatory ancillary post-secondary student fees. Under these guidelines, if an institution has a mandatory student fee to fund universal student transit passes that was established prior to January 17, 2019, mandatory student fees can continue to be collected for the duration of any current and subsequent transit agreements. Renewals are understood to be subsequent agreements creating uninterrupted service to students.

The agreement being recommended with the SA in this report would be considered a renewal of a subsequent agreement and therefore SA can continue to collect a mandatory student fee. The new guidelines will have no impact. However, if the agreement was not renewed, the SA would have no ability to re-establish a mandatory student fee to support a universal transit pass program.

**Existing Policy/By-law:**

Not applicable

**Notice Provisions:**

Not applicable

**Accessibility Considerations:**

Not applicable

**Financial Considerations:**

The projected revenue for this three-year agreement is \$2,556,000. This represents a 6.2% increase in revenue compared to the current three-year agreement. The revenue generated from this agreement will be reflected in Kingston Transit operating budgets.

**Contacts:**

Jeremy DaCosta, Director, Transit & Fleet Services, 613-546-4291, Extension 1310

**Other City of Kingston Staff Consulted:**

Not applicable

**Exhibits Attached:**

Not applicable