

Four Counties Transportation Services Committee Agenda

September 21, 2020, 8:30 a.m.
Electronic Participation Meeting via Zoom

Due to the COVID-19 Pandemic and Emergency Orders Issued by the Province of Ontario under the *Emergency Management & Civil Protection Act*, this meeting will be held electronically. Please contact the Clerk's Department if you require an alternate format or accessible communication support or wish to receive the link to this meeting at 519-785-0560 or by email at clerk@westelgin.net.

Pages

1. **Call to Order**

2. **Adoption of Agenda**

Recommendation:

That the Four Counties Transportation Services Committee adopt the agenda as presented.

3. **Disclosure of Pecuniary Interest**

4. **Minutes**

1

Recommendation:

That Four Counties Transportation Services Committee hereby approve the Minutes of July 13, 2020 as printed and circulated.

5. **Business Arising from Minutes**

6. **Financial Information**

6.1 **Financials as of September 18, 2020**

4

7. **New Business**

7.1 **Transit Bus Driver's - Hiring Process**

8. Adjournment

Recommendation:

That the Four Counties Transportation Services Committee hereby adjourn at ____ a.m. to meet again on December 21,2020 at 8:30 a.m., or at the call of the chair.

Four Counties Transportation Services Committee

Minutes

July 13, 2020, 8:30 a.m.
Electronic Participation Meeting via Zoom

Present: Bonnie Rowe, Chair West Elgin
Duncan McPhail, West Elgin
Ian Carruthers, Southwest Middlesex
Linda Dunn, Adult Day Program
Marigay Wilkins, Southwest Middlesex
Ann-Marie Millson, Chatham-Kent
John Wright, Chatham-Kent

Regrets: Shelley Vergeer, West Elgin Community Health Centre

Staff Present: Magda Badura, CAO/Treasurer
Jana Nethercott

1. Call to Order

Chair Bonnie Rowe called the meeting to order at 8:39 a.m.

2. Adoption of Agenda

Moved: Marigay Wilkins

Seconded: Ian Carruthers

That the Four Counties Transportation Services Committee adopt the agenda as circulated.

For (6): Duncan McPhail, Ian Carruthers, Linda Dunn, Marigay Wilkins, Ann-Marie Millson, and John Wright

Carried (6 to 0)

3. Disclosure of Pecuniary Interest

No disclosures

4. Minutes

Moved: Duncan McPhail

Seconded: Ian Carruthers

That Four Counties Transportation Services Committee hereby approve the Minutes of June 22, 2020 as printed and circulated.

For (6): Duncan McPhail, Ian Carruthers, Linda Dunn, Marigay Wilkins, Ann-Marie Millson, and John Wright

Carried (6 to 0)

5. Business Arising from Minutes

None.

6. New Business

6.1 M. Badura - Resumption of Services

Magda Badura, CAO/Treasurer reported that she has applied for a reduction in Insurance due to the shut down of services. Ms. Badura provided a power point presentation with two options for the Transit Service. Option #1 has a projected deficit of \$9,088.93 if services resume August 3, 2020. Option #2 has no resumption of services and projects a deficit of \$19,087.13 due to a loss of funding.

Ms. Badura also reported that a letter has been received from the Province indicating they will be providing some additional funding for cleaning and PPE for transit services.

Ann-Marie Millson inquired if there will be a reduction in seating to provide adequate separation. Ms. Badura stated that this will be required.

Moved: Duncan McPhail

Seconded: Marigay Wilkins

That Four Counties Transit Service Board hereby approves the resumption of Transit Services as of August 3, 2020.

For (6): Duncan McPhail, Ian Carruthers, Linda Dunn, Marigay Wilkins, Ann-Marie Millson, and John Wright

Carried (6 to 0)

7. Correspondence

7.1 Middlesex-London Health Unit Section 22 Order

8. Adjournment

Moved: Ann-Marie Millson

Seconded: Marigay Wilkins

That the Four Counties Transportation Services Committee hereby adjourn at 9:09 a.m. to meet again at 8:30 a.m. on September 21, 2020, or at the call of the chair.

For (6): Duncan McPhail, Ian Carruthers, Linda Dunn, Marigay Wilkins, Ann-Marie Millson, and John Wright

Carried (6 to 0)

Bonnie Rowe, Chair

Jana Nethercott, Clerk

Four Counties Transit

Income Statement
As of September 18, 2020

	2020 Actuals	2020 Budget
01-7280-6121 DONATIONS/MISC REVENUE	-	-
01-7280-6202 GRANTS FROM OTHER MUNICIPALITIES	-	20,265.09
01-7280-6212 OSG - Transit	- 23,379.00	- 35,454.00
01-7280-6213 GRANTS - PUBLIC TRANSIT STREAM	-	45,188.00
01-7280-6355 BUS TRIP FEES	- 3,380.00	- 13,836.00
01-7280-6356 SPECIAL TRIP & MILEAGE BUS FEES	- 239.75	- 7,000.00
01-7280-7400 WAGES	11,991.27	48,196.42
01-7280-7401 CPP EXPENSE	502.99	1,927.86
01-7280-7402 EI EXPENSE	265.28	963.93
01-7280-7403 EHT EXPENSE	233.83	963.93
01-7280-7404 WSIB	341.76	1,445.89
01-7280-7415 Training	24.00	200.00
01-7280-7510 INSURANCE	2,351.00	2,351.00
01-7280-7601 PHONE & INTERNET	763.20	1,100.00
01-7280-7651 POSTAGE & COURIER	-	50.00
01-7280-7652 ADVERTISING	2,656.53	3,000.00
01-7280-7660 OTHER SUPPLIES - Note 1	1,568.28	200.00
01-7280-7701 FUEL - GAS	3,261.31	15,000.00
01-7280-7705 REPAIRS & MAINTENANCE	2,193.10	5,000.00
01-7280-7900 TRANSFER TO RESERVES	-	50,188.00
01-7280-7901 Transfer from Reserves	-	- 70,000.00
01-7280-8000 CAPITAL - TRANSIT BUS	-	70,000.00
	-\$ 846.20	\$ 8,843.94

Notes:

Transit Services resumed on August 3, 2020

Note 1 Other Supplies

Bus Cleaning	16.56
Tablet	122.46
Fogger	1,429.26
	\$ 1,568.28

FOUR COUNTIES TRANSIT SUMMARY OF RIDERS - 2020

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2020 TOTAL
CHATHAM-KENT													
HIGHGATE	4	5	3	-	-	-	-	-	-	-	0	-	11
BOTHWELL	24	16	12	-	-	-	-	1	-	-	-	-	53
RIDGETOWN	-	-	-	-	-	-	-	-	-	-	0	-	-
MORPETH	8	7	4	-	-	-	-	-	-	-	-	-	19
SUB-TOTAL	36	27	19	-	-	-	-	1	-	-	-	-	83
NEWBURY													-
Villa Apts.	1	1	-	-	-	-	-	-	-	-	0	-	2
SUB-TOTAL	1	1	-	-	-	-	-	-	-	-	0	-	2
S.W. MIDDLESEX													
GLENCOE	26	22	13	-	-	-	-	-	-	-	-	-	60
APPIN	3	4	2	-	-	-	-	-	-	-	-	-	9
WARDSVILLE	11	14	14	-	-	-	-	3	1	-	-	-	42
MELBOURNE	-	-	-	-	-	-	-	-	-	-	0	-	-
BABCOCK N.H.	4	7	3	-	-	-	-	6	2	-	-	-	21
SUB-TOTAL	43	46	32	-	-	-	-	9	3	-	-	-	132
WEST ELGIN													
West Elgin	25	17	13	-	-	-	-	7	3	-	-	-	63
BEATTIE MANOR	3	-	1	-	-	-	-	-	-	-	-	-	3
SUB-TOTAL	27	17	13	-	-	-	-	7	3	-	-	-	66
RIDER													
SPECIAL TRIPS													
Single	-		-										-
Babcock	-	9	-										9
Ridgetown-Village	-		-										-
WECHC	-		-										-
Beattie	-		-										-
Adult Centre	-		-										-
FCHS	-		-										-
Total People	-	9	-	-	-	-	-	-	-	-	-	-	9