

Four Counties Transportation Services Committee Agenda

December 1, 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**

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Recommendation:

That Four Counties Transportation Services Committee hereby approve the Minutes of September 21, 2021 as printed and circulated.

5. **Business Arising from Minutes**

6. **Financial Information**

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7. 2021 Meeting Dates

Recommendation:

That Four Counties Transit Board Set the 2021 Meeting dates as:

- March 15, 2021
- June 21, 2021
- September 20, 2021
- December 20, 2021

8. Purchase of New Bus Discussion

8.1. Advertising Campaign

8.2. Fundraising Campaign

9. Expanding Service Area Discussion

9.1. Creating a Service Agreement

10. New Business

11. Adjournment

Recommendation:

That the Four Counties Transportation Services Committee hereby adjourn at ____ a.m. to meet again on ____, or at the call of the chair.

Four Counties Transportation Services Committee

Minutes

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

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

Staff Present: Magda Badura, CAO/Treasurer
Jana Nethercott, Clerk

1. Call to Order

Chair Bonnie Rowe called the meeting to order at 8:31 a.m.

2. Adoption of Agenda

Moved: Marigay Wilkins

Seconded: Ian Carruthers

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

For (5): Marigay Wilkins, SWM, Ian Carruthers, SWM, Linda Dunn, Adult Day Program, Duncan McPhail, West Elgin, and Ann-Marie Millson, Chatham-Kent

Carried (5 to 0)

*Note: John Wright, Chatham-Kent had technical difficulties and was unable to communicate during the meeting.

3. Disclosure of Pecuniary Interest

No disclosures

4. Minutes

Moved: Linda Dunn

Seconded: Marigay Wilkins

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

For (5): Marigay Wilkins, SWM, Ian Carruthers, SWM, Linda Dunn, Adult Day Program, Duncan McPhail, West Elgin, and Ann-Marie Millson, Chatham-Kent

Carried (5 to 0)

5. Business Arising from Minutes

None.

6. Financial Information

6.1 Financials as of September 18, 2020

Magda Badura, CAO/Treasurer reported that between resumption of services on August 4, 2020 and September 18, 2020 there had been 23 trips total for approximately 3 trips per week. Driver's are receiving 3 hours per day in standby time, previously they had been laid off for 18 weeks.

Ms. Badura reported that Four Counties Transit has received the first installment of the Gas Tax Funding and the remaining 25% does not usually get disbursed until December. Ms. Badura confirmed that Four Counties Transit was awarded \$16,747 under the Phase 1 Transit Funding Municipal Funding under the Safe Restart Agreement. Ms. Badura indicated that she is still waiting confirmation on what will be received from the Enhanced Cleaning Funding.

Ms. Badura stated that a fogger has been purchased for the bus at a cost of approximately \$1,400 which includes enough supplies to last 12 months.

Ann Marie Milson inquired if any thought had been given towards the disbursement of any surplus funds at the end of the budget year? Ms. Badura reported that she believes Four Counties Transit will be in a surplus at the end of the year but it is not yet clear if all of the grant

monies can be moved into reserves or if it must be spent in this fiscal year.

7. New Business

7.1 Transit Bus Driver's - Hiring Process

Magda Badura, CAO/Treasurer reported that both transit driver's resigned due to increased hours at their other bus driving jobs. Advertising for these positions was completed and there were 4 applicants, with two interviews conducted. Due to the reduced hours, one candidate has been selected and will be mentored by one of the current driver's who has agreed to cover on an as needed basis for now.

7.2. Upcoming Meeting date

Chair Bonnie Rowe inquired if a meeting was not needed sooner to deal with the budget and funding allotments. Ms. Badura agreed that a meeting in the end of November made more sense to deal with potential transfer of monies to reserves.

8. Adjournment

Moved: Shelley Vergeer

Seconded: Ann-Marie Millson

That the Four Counties Transportation Services Committee hereby adjourn at 8:48 a.m. to meet again on November 30, 2020 at 8:30 a.m., or at the call of the chair.

For (5): Marigay Wilkins, SWM, Ian Carruthers, SWM, Linda Dunn, Adult Day Program, Duncan McPhail, West Elgin, and Ann-Marie Millson, Chatham-Kent

Carried (5 to 0)

Bonnie Rowe, Chair

Jana Nethercott, Clerk

Four Counties Transit

As of November 27, 2020

| | <u>2020 Actuals</u> | <u>2020 Budget</u> |
|---|----------------------|--------------------|
| 01-7280-6202 GRANTS FROM OTHER MUNICIPALITIES | - | 20,265.09 |
| 01-7280-6212 GRANT - PROVINCIAL GAS TAX | - 31,172.00 | - 35,454.00 |
| 01-7280-6213 GRANTS - PUBLIC TRANSIT STREAM | - | 45,188.00 |
| 01-7280-6214 GRANT - SAFE RESTART | - 16,747.00 | - |
| 01-7280-6355 BUS TRIP FEES | - 3,650.00 | - 13,836.00 |
| 01-7280-6356 SPECIAL TRIP & MILEAGE BUS FEES | - 536.75 | - 7,000.00 |
| 01-7280-7400 WAGES | 16,714.52 | 48,196.42 |
| 01-7280-7401 CPP EXPENSE | 694.44 | 1,927.86 |
| 01-7280-7402 EI EXPENSE | 369.78 | 963.93 |
| 01-7280-7403 EHT EXPENSE | 325.95 | 963.93 |
| 01-7280-7404 WSIB | 476.37 | 1,445.89 |
| 01-7280-7415 Training | 59.62 | 200.00 |
| 01-7280-7510 INSURANCE | 1,561.00 | 2,351.00 |
| 01-7280-7601 PHONE & INTERNET | 1,024.69 | 1,100.00 |
| 01-7280-7651 POSTAGE & COURIER | 1.78 | 50.00 |
| 01-7280-7652 ADVERTISING | 3,250.04 | 3,000.00 |
| 01-7280-7660 OTHER SUPPLIES | 1,580.28 | 200.00 |
| 01-7280-7701 FUEL - GAS | 3,564.24 | 15,000.00 |
| 01-7280-7705 REPAIRS & MAINTENANCE | 2,777.37 | 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 |
| | <u>-\$ 19,705.67</u> | <u>\$ 8,843.94</u> |

| FOUR COUNTIES TRANSIT SUMMARY OF RIDERS - 2020 | | | | | | | | | | | | | | 2020 | 2019 | Variance |
|--|-----------|-----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|------------|------------|--------------|----------|
| | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | TOTAL | | | |
| CHATHAM-KENT | | | | | | | | | | | | | | | | |
| BOTHWELL | 24 | 16 | 12 | - | - | - | - | 1 | - | - | - | - | 53 | 159 | (106) | |
| RIDGETOWN | - | - | - | - | - | - | - | - | - | - | 0 | - | - | 14 | (14) | |
| MORPETH | 8 | 7 | 4 | - | - | - | - | - | - | - | - | - | 19 | 90 | (71) | |
| SUB-TOTAL | 32 | 23 | 16 | - | - | - | - | 1 | - | - | - | - | 72 | 274 | (202) | |
| | | | | | | | | | | | | | | | | |
| NEWBURY | | | | | | | | | | | | | | | | |
| Villa Apts. | 1 | 1 | - | - | - | - | - | - | - | - | 2 | - | 4 | 5 | (2) | |
| SUB-TOTAL | 1 | 1 | - | - | - | - | - | - | - | - | 2 | - | 4 | 5 | (2) | |
| | | | | | | | | | | | | | | | | |
| S.W. MIDDLESEX | | | | | | | | | | | | | | | | |
| GLENCOE | 26 | 22 | 13 | - | - | - | - | - | 1 | - | - | - | 61 | 254 | (193) | |
| APPIN | 3 | 4 | 2 | - | - | - | - | - | - | - | - | - | 9 | 39 | (30) | |
| WARDSVILLE | 11 | 14 | 14 | - | - | - | - | 3 | 3 | 4 | 4 | - | 52 | 105 | (54) | |
| MELBOURNE | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | |
| | | | | | | | | | | | | | 122 | 398 | (277) | |
| WEST ELGIN | | | | | | | | | | | | | | | | |
| West Elgin | 25 | 17 | 13 | - | - | - | - | 7 | 4 | 4 | 1 | - | 69 | 262 | (193) | |
| BEATTIE MANOR | 3 | - | - | - | - | - | - | - | - | - | - | - | 3 | 65 | (62) | |
| SUB-TOTAL | 27 | 17 | 13 | - | - | - | - | 7 | 4 | 4 | 1 | - | 71 | 326 | (255) | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | 146 | 605 | (735) | |
| RIDER | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| SPECIAL TRIPS | | | | | | | | | | | | | | | | |
| Single | - | | - | | | | | | | 1 | | | 1 | 8 | (7) | |
| Babcock | - | 9 | - | | | | | | | | | | 9 | 142 | (133) | |
| Ridgetown-Village | - | | - | | | | | | | | | | - | 1 | (1) | |
| WECHC | - | | - | | | | | | | | | | - | - | - | |
| Beattie | - | | - | | | | | | | | | | - | 33 | (33) | |
| Adult Centre | - | | - | | | | | | | | | | - | 27 | (27) | |
| FCHS | - | | - | | | | | | | | | | - | 3 | (3) | |
| Total People | - | 9 | - | - | - | - | - | - | - | 1 | - | - | 10 | 228 | (218) | |
| | | | | | | | | | | | | | | | | |