

Four Counties Transportation Services Committee Agenda

September 20, 2021, 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 July 16, 2021 as printed and circulated.

5. Financial Information

5.1. Financials as of September 16, 2021

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5.2. Ridership as of August 31, 2021

5

6. Business Arising from Minutes

7. New Business

7.1. Verbal Update on Transit Operations

7.2. New Bus Purchase

Discussion on the size of bus or van to be costed out for purchase.

8. Adjournment

Recommendation:

That the Four Counties Transportation Services Committee hereby adjourn at _____ a.m. to meet again on December 20, 2021, or at the call of the chair.

Four Counties Transportation Services Committee

Minutes

July 16, 2021, 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
Ron Challis, Newbury

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

1. Call to Order

Chair Bonnie Rowe called the meeting to order at 8:30 a.m.

2. Adoption of Agenda

Moved: Linda Dunn

Seconded: Marigay Wilkins

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

Carried

3. Disclosure of Pecuniary Interest

No disclosures

4. Minutes

Moved: Ian Carruthers

Seconded: Shelley Vergeer

That Four Counties Transportation Services Committee hereby approve the Minutes of June 28, 2021 as printed and circulated.

Carried

5. Business Arising from Minutes

None.

6. Staff Reports

6.1 Bus Capacity

Moved: Duncan McPhail

Seconded: Marigay Wilkins

That Four Counties Transportation Services Committee hereby receives the report from Magda Badura re: Bus Capacity; and

That Four Counties Transportation Services Committee hereby approves the increase in capacity on the Four Counties Transit bus to a maximum of 8 passengers, while encouraging physical distancing as much as possible and required masking.

Carried

6.2 Driver Recruitment

Moved: Marigay Wilkins

Seconded: Ian Carruthers

That Four Counties Transportation Services Committee hereby adjourns to Closed Session under Section 239 (d) of the Municipal Act in order to consider labour relations or employee negotiations.

Carried

Report out of Closed Session at 9:04 a.m. that consideration was given to items related to labour relations or employee negotiations.

Moved: Duncan McPhail

Seconded: Linda Dunn

That Four Counties Transportation Services Committee hereby receives the report from Magda Badura re: Driver Recruitment; and

That Four Counties Transportation Services Committee recommends the hiring of a permanent Transit Bus Driver for the Four Counties Transit System.

Carried

7. New Business

None.

8. Adjournment

Moved: Ian Carruthers

Seconded: Shelley Vergeer

That the Four Counties Transportation Services Committee hereby adjourn at 9:07 a.m. to meet again on September 20, 2021 at 8:30 a.m., or at the call of the chair.

Carried

Bonnie Rowe, Chair

Jana Nethercott, Clerk

Four Counties Transit

Income Statement
As of September 16, 2021

	<u>2021 Actuals</u>	<u>2021 Budget</u>
01-7280-6212 GRANT - PROVINCIAL GAS TAX	- 30,563.00	- 30,563.00
01-7280-6213 GRANTS - PUBLIC TRANSIT STREAM	- 1,807.12	-
01-7280-6214 GRANT - SAFE RESTART ¹	- 3,369.00	- 33,544.00
01-7280-6355 BUS TRIP FEES	- 2,634.00	- 4,000.00
01-7280-6356 SPECIAL TRIP & MILEAGE BUS FEES	- 577.20	- 500.00
01-7280-7400 WAGES	15,905.60	26,858.00
01-7280-7401 CPP EXPENSE	713.95	1,128.04
01-7280-7402 EI EXPENSE	351.82	590.88
01-7280-7403 EHT EXPENSE	310.15	537.15
01-7280-7404 WSIB	453.30	778.88
01-7280-7415 Training	66.14	200.00
01-7280-7510 INSURANCE	2,044.00	2,207.52
01-7280-7601 PHONE & INTERNET	1,080.36	1,200.00
01-7280-7651 POSTAGE & COURIER	166.08	50.00
01-7280-7652 ADVERTISING	4,190.70	3,500.00
01-7280-7660 OTHER SUPPLIES	193.45	500.00
01-7280-7675 LEGAL	-	2,000.00
01-7280-7701 FUEL - GAS	3,566.25	5,000.00
01-7280-7705 REPAIRS & MAINTENANCE	2,772.17	5,000.00
01-7280-7900 TRANSFER TO RESERVES	-	19,056.53
	<u>-\$ 7,136.35</u>	<u>\$ -</u>

Notes:

Note 1 Grant - Safe Restart - Phase 2 funding is based on expenses incurred to ensure the funding meets the needs of municipalities.

Note 2 Wages - as of PP18 or Sep 5, 2021

Note 3 Advertising - additional cost for Bus Driver position

FOUR COUNTIES TRANSIT SUMMARY OF RIDERS - 2021

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2021	2020	2019
CHATHAM-KENT															
HIGHGATE	-	-	1	2	3	2	-	-					8	11	2
BOTHWELL	-	-	1	1	2	6	4	5					19	53	109
RIDGETOWN	-	-	-	-	-	2	2	2					6	-	12
MORPETH	-	-	-	-	-	-	-	-					-	19	65
SUB-TOTAL	-	-	2	3	5	10	6	7	-	-	-	-	33	83	188
NEWBURY															
Villa Apts.	-	-	-	-	-	-	-	-	-	-	0	-	-	2	2
SUB-TOTAL	-	-	-	-	-	-	-	-	-	-	0	-	-	2	2
S.W. MIDDLESEX															
GLENCOE	2	2	7	7	8	12	12	10					59	60	197
APPIN	-	-	2	-	-	-	-	-					2	9	29
WARDSVILLE	7	2	5	5	7	6	5	5					40	41	73
MELBOURNE	-	-	-	-	-	-	-	-					-	-	-
BABCOCK N.H.	1	-	-	1	3	1	1	1					8	19	60
SUB-TOTAL	9	4	13	13	18	19	18	15	-	-	-	-	108	129	359
WEST ELGIN															
West Elgin	3	1	7	5	14	14	11	11					65	61	190
BEATTIE MANOR	-	-	2	1	2	1	1	-					6	3	57
SUB-TOTAL	3	1	9	6	16	15	12	11	-	-	-	-	71	64	247
GRAND TOTAL													212	277	796
SPECIAL TRIPS															
Single													-	-	10
Babcock							8	1					9	9	156
Ridgetown-Village													-	-	1
WECHC													-	-	-
Beattie													-	-	33
Adult Centre													-	-	27
FCHS													-	-	-
Total People	-	-	-	-	-	-	8	1	-	-	-	-	9	9	227