

# Four Counties Transportation Services Committee Agenda

May 9, 2023, 8:30 a.m.

Electronic Participation Meeting via Zoom

This meeting will be held electronically via Zoom and posted at [www.westelgin.net](http://www.westelgin.net) (pending any technical difficulties). 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](mailto: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 March 28, 2023 as printed and circulated.

5. **Financial Information**

5

Recommendation:

That the Four Counties Transportation Services Committee hereby approves the Financials as of April 30, 2023 as presented.

6. **Business Arising from Minutes**

7. **Correspondence**

8. **New Business**

**8.1 Verbal Update on Driver Recruitment**

**8.2 Verbal Update on New Bus Delivery Timeline**

**8.3 Four Counties Health Services Foundation**

7

Request for Transit Bus at Open House

Request to waive fee.

Recommendation:

That Four Counties Transportation Services Committee hereby  
\_\_\_\_\_ the request of Four Counties Health Services  
Foundation for presence of the Transit Vehicle at the Open House; and

That the request to waive the fee be \_\_\_\_\_.

**8.4 Discussion - Appointment of Chair**

**9. Adjournment**

Recommendation:

That the Four Counties Transportation Services Committee hereby adjourn at  
\_\_\_\_\_ a.m. to meet again at the call of the Chair.

# Four Counties Transportation Services Committee

## Minutes

March 28, 2023, 8:30 a.m.  
Electronic Participation Meeting via Zoom

**Present:** John Wright, Chatham-Kent  
Lorie Arends, Adult Day Program  
Mark McGill, Southwest Middlesex  
Michelle Navackas  
Betty Jo Drent  
Don McCallum  
Jan Metcalf, Chatham-Kent  
Clyde Harris

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

### 1. Call to Order

Vice Chair Mark McGill called the meeting to order at 8:31 a.m.

### 2. Adoption of Agenda

**Moved:** Lorie Arends

**Seconded:** Michelle Navackas

That the Four Counties Transportation Services Committee adopt the agenda as presented, and note the addition of Item 7.4 Verbal Update on West Elgin Members.

**Carried**

### 3. Disclosure of Pecuniary Interest

No disclosures

### 4. Minutes

**Moved:** Don McCallum  
**Seconded:** Lorie Arends

That Four Counties Transportation Services Committee hereby approve the Minutes of January 27, 2023 as printed and circulated.

**Carried**

**5. Business Arising from Minutes**

**6. Financial Information**

A recent MTO inspection discovered a defective hand-brake. The bus has been repaired and will be expensed in March.

The Restart Agreement Phase 4 grant in the amount of \$4,454.00 has been approved and the transfer payment agreement has been approved and signed.

Staff to submit 2023 financials for gas tax funding.

**Moved:** Michelle Navackas  
**Seconded:** John Wright, Chatham-Kent

That the Four Counties Transportation Services Committee hereby approves the Financials as of February 28, 2023 as presented.

**Carried**

**7. New Business**

**7.1 Verbal Update on Drive Recruitment**

CAO/Treasurer M. Badura requested permission to place a job posting for one (1) additional transit bus driver. Prior to COVID there were two (2) drivers who were able to provided consistent driver coverage and service.

**Moved:** Don McCallum  
**Seconded:** Lorie Arends

That the FCTSC hereby approves the posting of a part-time driver position.

**Carried**

**7.2 Verbal Update on New Bus Delivery**

CAO/Treasurer M. Badura reported that delivery of the new bus is scheduled for May/June. A new VIN# has been assigned to the vehicle and it is in production.

### **7.3 Discussion regarding Client Ride Times**

Committee members discussed client drop-off and pick-up times that determine the length of time clients are aboard the bus.

**Moved:** Michelle Navackas

**Seconded:** Clyde Harris

That FCTSC direct staff to develop a detailed ridership expectation document.

**Carried**

### **7.4 J. Nethercott - Update on Declaring the Office of the Mayor Vacant**

Mark McGill addressed the loss of Mayor McPhail and stated that Duncan was a great community leader and will be missed.

## **8. Correspondence**

### **8.1 Lambton County Seniors Advisory Board**

Although there has been an agreement with Dawn-Euphemia in the past, due to the distance involved, more details are required. It was suggested to invite representatives from the Lambton County Seniors Advisory Board to the next meeting.

## **9. Adjournment**

**Moved:** Don McCallum

**Seconded:** Lorie Arends

That the Four Counties Transportation Services Committee hereby adjourn at 9:08 a.m. to meet again at 8:30 a.m. on May 9, 2023 or at the call of the chair.

**Carried**

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Mark McGill, Vice-Chair

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Magda Badura, Recording Secretary



## Four Counties Transit

Income Statement

As of April 30, 2023

	<u>2023 Actuals</u>	<u>2023 Budget</u>
01-7280-6121 DONATIONS/MISC REVENUE	- 200.00	-
01-7280-6202 GRANTS FROM OTHER MUNICIPALITIES	-	- 24,750.71
01-7280-6212 GRANT - PROVINCIAL GAS TAX	-	- 35,867.00
01-7280-6213 GRANTS - PUBLIC TRANSIT STREAM	-	- 45,188.15
01-7280-6214 GRANT - SAFE RESTART	-	-
01-7280-6355 BUS TRIP FEES	- 2,687.00	- 7,000.00
01-7280-6356 SPECIAL TRIP & MILEAGE BUS FEES	-	- 1,000.00
01-7280-7400 WAGES	11,708.05	38,682.46
01-7280-7401 CPP EXPENSE	637.03	1,934.12
01-7280-7402 EI EXPENSE	267.17	773.65
01-7280-7403 EHT EXPENSE	246.47	580.24
01-7280-7404 WSIB	362.96	1,160.47
01-7280-7415 Training	20.35	200.00
01-7280-7510 INSURANCE	4,534.00	4,534.00
01-7280-7601 PHONE & INTERNET	373.87	1,400.00
01-7280-7651 POSTAGE & COURIER	43.06	200.00
01-7280-7652 ADVERTISING	-	500.00
01-7280-7660 OTHER SUPPLIES	-	300.00
01-7280-7675 LEGAL	-	2,000.00
01-7280-7699 BILLABLE	-	-
01-7280-7701 FUEL - GAS	2,392.72	15,000.00
01-7280-7705 REPAIRS & MAINTENANCE	3,501.59	5,000.00
01-7280-7900 TRANSFER TO RESERVES	-	5,000.00
01-7280-7901 Transfer from Reserves	-	- 93,811.85
01-7280-8000 CAPITAL - TRANSIT BUS	-	139,000.00
	<u>21,200.27</u>	<u>8,647.23</u>

FOUR COUNTIES TRANSIT SUMMARY OF RIDERS - 2023																		
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2023 TOTAL		2022	2021	2020	2019
<b>CHATHAM-KENT</b>																		
HIGHGATE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	-			8		
BOTHWELL	1.0	0.0	2.0	3.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	6.0		45	35		
RIDGETOWN	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	-		5	8		
MORPETH	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	-			-		
<b>SUB-TOTAL</b>	<b>1.00</b>	<b>0.00</b>	<b>2.00</b>	<b>3.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6.0</b>	<b>3%</b>	<b>50</b>	<b>51</b>	<b>82</b>	<b>121</b>
<b>NEWBURY</b>													-			-		
Villa Apts.	4.0	3.0	3.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	11.0		52	-		
<b>SUB-TOTAL</b>	<b>4.00</b>	<b>3.00</b>	<b>3.00</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>11.0</b>	<b>5%</b>	<b>52</b>	<b>-</b>	<b>2</b>	<b>0</b>
<b>S.W. MIDDLESEX</b>																		
GLENCOE	14.5	13.5	18.0	7.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	53.0		141	120		
APPIN	6.0	5.0	7.0	7.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	25.0		25	2		
WARDSVILLE	15.5	16.0	19.5	17.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	68.0		123	65		
MELBOURNE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	-			-		
BABCOCK N.H.	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	-			16		
<b>SUB-TOTAL</b>	<b>36.0</b>	<b>34.5</b>	<b>44.5</b>	<b>31.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>146.0</b>	<b>71%</b>	<b>288</b>	<b>202</b>	<b>120</b>	<b>224</b>
<b>WEST ELGIN</b>																		
West Elgin	10.0	9.5	11.0	11.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	41.5		120	105		
BEATTIE MANOR	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	-			7		
<b>SUB-TOTAL</b>	<b>10.0</b>	<b>9.5</b>	<b>11.0</b>	<b>11.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>41.5</b>	<b>20%</b>	<b>120</b>	<b>112</b>	<b>57</b>	<b>177</b>
<b>GRAND TOTAL</b>	<b>51.0</b>	<b>47.0</b>	<b>60.5</b>	<b>46.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>204.5</b>	<b>100%</b>	<b>509</b>	<b>365</b>	<b>261</b>	<b>522</b>
<b>RIDER</b>																		
<b>SPECIAL TRIPS</b>																		
Single													-					
Babcock													-		4	4		
Ridgetown-Village													-					
WECHC													-					
Beattie													-		1			
Adult Centre													-					
FCHS													-		1			
<b>Total Trips</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>6</b>	<b>4</b>		



**From:** Beatty, Jackie <jackie.beatty@mha.tvh.ca>  
**Sent:** Tuesday, May 2, 2023 3:13 PM  
**To:** Deborah Daub <DDaub@westelgin.net>  
**Cc:** Heather Bouw <hbouw@westelgin.net>  
**Subject:** RE: MWE Council Grant Confirmation & FC Transit

Hello Deb and Heather,

We are having an Open House here at the hospital on Saturday June 3<sup>rd</sup> from 10 am – 2 pm. We have invited police, fire, and ambulance as part of our event in order for families to learn more about their services.

I had requested the FC Transit vehicle's presence as well, and had hoped that the fee could be waived, if the municipality and committee were agreeable to that.

If you wouldn't mind looking into it and getting back to me, I would really appreciate it. We were hoping the driver and vehicle could come with some pamphlets or information to share with folks.

I have attached the poster and here is the link to the event for your interest:  
[FCHS Open House & Family Fun Day](#)

I appreciate your help with this.

Thank you!  
Jackie

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**JOIN US IN CELEBRATING  
OUR HEALTH & SAFETY  
SUPERHEROES**



# **OPEN HOUSE**

**FCHS OPEN HOUSE & FAMILY FUN DAY**

**SATURDAY JUNE 3RD**

**10AM-2PM**

**FOOD & FUN  
FOR ALL**

**GIFT SHOP  
GRAND  
RE- OPENING**

**ACTIVITIES!  
RAFFLES!  
PRIZES!**

**FCHS HOSPITAL:  
1824 CONCESSION DRIVE,  
NEWBURY**

