

Four Counties Transportation Services Committee Agenda

February 3, 2020, 8:30 a.m.

Council Chambers, West Elgin Municipal Building

Documents are available in alternate formats upon request. Please contact the Clerk's Department if you require an alternate format or accessible communication support at 519-785-0560 or by email at jnethercott@westelgin.net.

Pages

1. Call to Order

2. Adoption of Agenda

Recommendation:

That the Four Counties Transportation Services Committee adopt the minutes of December 16, 2019 as printed and circulated.

3. Disclosure of Pecuniary Interest

4. Minutes

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Recommendation:

That Four Counties Transportation Services Committee hereby approve the Minutes of December 16, 2019 as printed and circulated.

5. Business Arising from Minutes

6. Financial Information

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Recommendation:

That the Four Counties Transportation Services Committee receives the Financials as of December 31, 2019 as presented by CAO/Treasurer Magda Badura.

7. New Business

7.1 Council Delegations

7.2 Rate Increase Feedback

8. Adjournment

Recommendation:

That the Four Counties Transportation Services Committee hereby adjourn at ____ a.m. to meet again at 8:30 a.m. on April 20, 2020, or at the call of the chair.

Four Counties Transportation Services Committee

Minutes

**December 16, 2019, 8:30 a.m.
Council Chambers, West Elgin Municipal Building**

Present: Bonnie Rowe, Chair
Duncan McPhail
Ian Carruthers
Linda Dunn
Marigay Wilkins
Shelley Vergeer
Ann-Marie Millson

Staff Present: Magda Badura
Jana Nethercott

Also Present: John Wright, Councillor Chatham Kent

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 printed and circulated.

Carried

3. Disclosure of Pecuniary Interest

None.

4. Minutes

Moved: Duncan McPhail

Seconded: Linda Dunn

That Four Counties Transportation Services Committee hereby approve the Minutes of September 16, 2019 as printed and circulated.

Carried

5. Financial Information

5.1 Ridership to Date

CAO/Treasurer M. Badura presented the ridership to date. Chair Rowe stated that what stood out to her is that ridership in Chatham Kent area and Southwest Middlesex is increasing and Newbury is decreasing, overall the ridership has remained stable since 2017.

5.2 Proposed 2020 Budget

M. Badura. CAO/Treasurer went through the two proposals for the budget, one with a \$2 increase and one with no changes to the ridership fees. The total deficit we are budgeting is \$31,000 with option one and \$29,000 for option 2 (with increase). Currently Four Counties Transit has budgeted for ridership to stay similar in 2020 as to 2019. Insurance has increased approximately 17%, in 2020 West Elgin will be doing an RFP for insurance coverage.

Ms. Badura stated that we are still waiting to hear from the Federal government for their share of the gas tax grant.

Moved: Marigay Wilkins

Seconded: Duncan McPhail

That the Four Counties Transit Committee hereby approves the 2020 budget, with a \$2 increase to the fee structure overall.

Carried

5.3 2019 Fee Structure

Discussions around the fee structure and how an increase would affect the Adult Day program at Four Counties Health Services.

Anne Marie Millson from Chatham Kent provided information on the Toronto Metrolinx as a purchasing consortium, to provide assistance with a purchasing of equipment and tendering for group purchases.

6. Business Arising from Minutes

6.2 Expanding of Catchment Area

Chair Rowe wondered if we are not doing a disservice to our residents by not having a special rate to take our residents to Strathroy Middlesex Hospital for appointments as that is outside of the catchment area, as this Hospital is linked to Four Counties Health Services Centre. WEHC no longer has a catchment area so their van does these trips.

Chatham Kent is looking to ensure that their North District is serviced with the assistance of Four Counties Transit as they are currently not serviced by the Chatham Kent Transit Service doesn't operate in this area.

Chair Rowe stated at the last meeting it was discussed expanding the catchment area by 2km, however this is not possible without an agreement in place.

Anne Marie Milson stated that Chatham Kent is in the process of a review of transportation services for the whole of the municipality.

6.1 Delegations to Area Council - Results and Other Potential Delegations

Bonnie requested thoughts on doing delegations to Brooke-Alvinston, Adelaide Metcalfe and Moraviantown.

West Elgin municipal staff to confirm attendance at Brooke Alvinston and Adelaide Metcalfe

6.3 Advertising on New Bus

A brain storming session was discussed as way to produce a list of possible sponsors for the new bus and potential advertisers.

Moved: Marigay Wilkins

Seconded: Shelley Vergeer

That Four Counties Transit Committee purchase advertising space on the new bus on the back window and the cost be split out among the partner municipalities.

Carried

7. New Business

7.2 Update Brochure and Advertising

An updated version will be distributed as soon as possible with the updated rates for 2020

7.3 Proposed Update to Terms of Reference

Moved: Duncan McPhail

Seconded: Marigay Wilkins

That Four Counties Transit Committee hereby recommends to West Elgin Council to change the Terms of reference to include 2 members from Chatham Kent.

Carried

7.4 2020 Meeting Dates

Moved: Marigay Wilkins

Seconded: Duncan McPhail

That the Four Counties Transportation Services Committee sets the 2020 meeting dates as 8:30 a.m. on February 3, April 20, June 22, September 21 and December 21.

Carried

7.5 Accessibility Policy

Moved: Ian Carruthers

Seconded: Marigay Wilkins

That Four Counties Transportation Services Committee hereby receives the report from Jana Nethercott, Clerk re: Accessibility Policy; and

That Four Counties Transportation Services Committee hereby recommends adoption of the Accessibility Policy to West Elgin Council.

Carried

8. Adjournment

Moved: Duncan McPhail

Seconded: Ian Carruthers

That the Four Counties Transportation Services Committee hereby adjourn at 10:17 a.m. to meet again on January 13, 2020, or at the call of the chair.

Carried

Bonnie Rowe, Chair

Jana Nethercott, Clerk

Four Counties Transit

For the Year Ended December 31, 2019

	<u>2019 Actuals</u>	<u>2019 Budget</u>
01-7280-6121 DONATIONS/MISC REVENUE	-	-
01-7280-6202 GRANTS FROM OTHER MUNICIPALITIES	- 22,085.52	- 20,694.16
01-7280-6212 OSG - Transit	- 35,454.00	- 35,454.00
01-7280-6355 BUS TRIP FEES	- 11,260.00	- 10,000.00
01-7280-6356 SPECIAL TRIP & MILEAGE BUS FEES	- 7,070.55	- 10,000.00
01-7280-7400 WAGES	46,263.36	46,035.00
01-7280-7401 CPP EXPENSE	2,003.87	1,841.40
01-7280-7402 EI EXPENSE	1,048.25	920.70
01-7280-7403 EHT EXPENSE	902.12	920.70
01-7280-7404 WSIB	1,452.40	1,381.05
01-7280-7415 Training	146.11	200.00
01-7280-7510 INSURANCE	2,044.00	2,100.00
01-7280-7601 PHONE & INTERNET	1,070.70	1,400.00
01-7280-7651 POSTAGE & COURIER	-	30.00
01-7280-7652 ADVERTISING	2,754.70	3,500.00
01-7280-7660 OTHER SUPPLIES	190.63	50.00
01-7280-7675 LEGAL	-	-
01-7280-7699 BILLABLE	-	-
01-7280-7701 FUEL - GAS	14,532.21	16,000.00
01-7280-7705 REPAIRS & MAINTENANCE	7,926.94	10,000.00
01-7280-7900 TRANSFER TO RESERVES	<u>5,000.00</u>	<u>5,000.00</u>
Net Deficit	\$ 9,465.22	\$ 13,230.69

Deficit Allocation:

Chatham-Kent	26%	8,203.19
Newbury	1%	315.51
SWM	43%	13,566.82
West Elgin	<u>30%</u>	<u>9,465.22</u>
	100%	\$ 31,550.74

FOUR COUNTIES TRANSIT SUMMARY OF RIDERS - 2019														
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2019 TOTAL	
CHATHAM-KENT														
HIGHGATE	-	-	-	-	1	-	-	1	3	3	4	2	13	
BOTHWELL	16	12	13	16	16	10	12	14	14	18	18	13	172	
RIDGETOWN	2	1	1	3	2	1	1	2	2	-	0	-	14	
MORPETH	8	5	8	8	10	8	9	9	7	10	8	6	96	
SUB-TOTAL	26	18	22	27	29	19	22	26	26	31	30	21	294	26%
NEWBURY														
Villa Apts.	-	-	-	-	-	2	-	-	-	3	0	1	6	
SUB-TOTAL	-	-	-	-	-	2	-	-	-	3	0	1	6	1%
S.W. MIDDLESEX														
GLENCOE	23	22	28	21	31	24	25	26	20	18	20	8	262	
APPIN	3	2	4	3	5	3	5	4	2	5	3	3	42	
WARDSVILLE	11	6	11	9	8	8	13	9	10	11	12	13	118	
MELBOURNE	-	-	-	-	-	-	-	-	-	-	0	-	-	
BABCOCK N.H.	11	7	10	5	8	5	6	9	3	3	6	2	73	
SUB-TOTAL	47	37	52	37	52	40	48	48	34	37	40	26	495	43%
WEST ELGIN														
West Elgin	20	19	27	24	37	20	20	25	20	29	23	19	280	
BEATTIE MANOR	7	8	14	12	10	5	2	-	4	1	3	-	65	
SUB-TOTAL	27	27	41	36	47	25	22	25	23	30	26	19	345	30%
GRAND TOTAL													1,140	100%
RIDER														
SPECIAL TRIPS														
Single						2	1	3			2	2	10	
Babcock				32		11	33	21	25	11	9	14	156	
Ridgetown-Village			1				-	-					1	
WECHC							-	-					-	
Beattie			1	2	3		13	-		14			33	
Adult Centre							14	13					27	
FCHS	1	1				1	-						3	
Total People	1	1	2	34	3	14	61	37	25	25	11	16	230	