



# Kenora Transit Commission Meeting Minutes

Monday, November 27, 2012  
10:00 a.m.  
City Council Chambers

ACTION

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**PRESENT:** Councillor R. McKay, Chair  
Councillor C. Drinkwalter, Alternate Member  
Chris Van Walleghem  
Murray English  
Rick Vincent (left at 11:05)  
Mike Mostow  
Charlotte Edie (left at 11:05)  
Heather Kasprick

**REGRETS:** Karen Brown  
Rick Perchuk  
Wayne Ficek

## A. Declaration of Pecuniary Interest & the General Nature Thereof

### 1) On Today's Agenda

### 2) From a Meeting at which a Member was not in Attendance

There were none declared.

## B. Confirmation of Minutes

### Moved by C. Van Walleghem, Seconded M. English by & Carried:-

That the Minutes of the last meeting of the Kenora Transit Commission held October 31, 2011 be confirmed as written and filed:-

## C. Deputations:-

N/A

## D. Items:-

### 1. Review of Usage / Ridership

Members were asked to review the transit statistics provided up to October 31, 2012. City Treasurer Charlotte Edie was present to explain the statistics and answer any questions. She explained that average fair rate for the year is at \$1.98 and that the amount is as expected. Monthly pass purchases sometimes put the amounts over \$2.00 and afterwards there is usually a drop when the riders are using their passes. Revenue is actually earned during the month before the coin is collected; therefore it has to be looked at as an average as the monthly amounts are not reflective. There were quite a few bus pass purchases for June and July 2012 which explains the increase in average fair rates during this time. There is also usually an increase in sales during March for individual bus passes purchased

by organizations as these groups tend to use up their budgets before the government year-end which is March.

The total bus running hours and passenger counts come from Excel statements. \$180,000 has been paid to Excel Coach Lines for this year so far. It is estimated that \$237,000 plus additional costs (amount doesn't include insurance) will be paid to Excel for 2012. The subsidy is \$92,000. Insurance costs are \$1,704.92 per month. There are additional costs incurred for that department as well and Charlotte will provide a printout of these costs for the next meeting.

C Edie

The bus should be running for 3,070 hours per year and according to the statistics it is running about 48% of that. It was agreed that maintenance issues are part of the cause of these operating statistics. During the past year there have been costly repairs required to the bus as a result of poor maintenance. Bus drivers aren't noticing problems when they happen and by the time the mechanics realize there is an issue the damage has already been done. Substandard maintenance also affects the warranty on the buses which is of great concern.

Heather Kasprick updated the group on the types of complaints received by the City regarding transit service; such as buses being late, bus temperature, travelling of wrong routes, permanently cancelled routes, as well as the recent complaint from the area of the Ne Chee Friendship Centre on Railway Street which the issue is that the routes don't pass by at all. Heather explained that the complaints are always referred to Excel and are not always responded to well. The City does not have control over the staffing or the operation of the buses.

It was agreed that compared to other municipalities the transit service in Kenora is doing quite well. The City is continuously looking for options to reduce costs, which includes reviewing of the routes.

## **2. Transit Tender for 2013**

The current contract with Excel Coach Lines expires at the end of this year. A new tender was released by the City and there was only one bid received from First Student Canada. First Student's price for first year is \$210,432 plus GST for 3,072 hours. The total cost is based on the use of two City owned buses. The City contract requests a third bus to be supplied by company but First Student has indicated that they will not supply the bus from their own fleet as they will not use a school bus due to it not meeting Provincial Standards for Public Transit. They will either purchase their own bus or will require the City to get a third bus to be the back-up to the back-up. There is also a safety clause in the bid for the price of fuel.

Charlotte explained that there is government funding available for purchasing buses. If the city purchases two buses they can be eligible for 100% funding. This amount of funding is not available in the case if just one bus is purchased (maybe 50%). Charlotte explained the formula for the funding with the aid of a spreadsheet and indicated that it is somewhat complex. If the City spends more than then the baseline funding they can be eligible for 100% but the only way this can happen is if the City purchases two buses. It was indicated that the concept is geared for big cities which purchase many buses. In 2011 when the City purchased 2 buses they were 100% funded.

The City currently has \$258,000 in deferred revenues, which is kept as reserve and hopes are to keep taking advantage of the funding rather than using these reserves.

Mike Mostow has been in contact with Metro Links which is the only company that are completely in compliance with Ontario rules and regulations for public transits. There is the option of an order being placed with this company for a full-fledged 30 foot transit bus and an 8 meter handicap bus if approved by Council, however, it may take up to one year for delivery. New buses are very cost effective (repairs, fuel) and can be operated as a prime vehicle for three to four years. The need for a third backup bus was explained. It was agreed that the equipment should be updated but the timing to order the buses is an issue.

Once the tender is awarded the new company can take over January 1, 2013. There was one clause in the tender which was amended as per City request regarding repairs of large component replacements. Large component replacements should fall under warranty. Originally in the tender stated that the repairs of these parts was to be passed onto the City but it was amended by the tendering company to reflect general maintenance responsibilities; that if the bus is not properly maintained and something happens as a direct result of this lack of regular maintenance, then the City would not be responsible for the repairs.

Inspections were conducted on the City's two current buses to determine their state. The buses will be returned to the City with current safety certificates and any repairs required will be completed at Excel's expense prior to the transfer. The third bus will be returned as well but is currently not operating. There is still a possibility that it could be used as the backup bus (to the backup).

The other option is to either withdraw from the services of Transit services, or have the City take on the transit system which realistically is not an option as the City does not have the staff to operate the system in a reasonable cost recovery basis.

It was agreed to move forward with a report to Council to accept the tender from First Student as well as to develop a report for the purchase of two new buses, one conventional bus and one handi transit.

**R Perchuk**

### **3. Other Business**

#### **a) Handi Transit Committee Rep**

Currently the Transit Commission does not have a Handi Transit representative on the Committee as Rick Vincent resigned from the Handi Transit Board. As per the terms of reference for the Committee there must be one Handi Transit representative. Heather Kasprick will look into the Committee membership to see if the Committee has a full compliment of members on the Transit Authority Commission and if Rick could remain on the Committee as a member at large. Heather will contact Joanne regarding posting for a member from the Handi Transit.

**H Kasprick**

#### **b) Next Meeting Date**

Tuesday, January 22, 2012 at 10:00 a.m.

Meeting adjourned at 11:15 a.m.