



The Corporation of the Town of Tillsonburg

## Tillsonburg Transit Advisory Committee

February 14, 2019

3:00 p.m.

Suite 203, 200 Broadway, 2nd Floor

# MINUTES

### **Present:**

Cindy Allen, Sherry Hamilton, Kathryn Leatherland, Pete Luciani, Mayor Stephen Molnar (Arrived at 3:10 p.m.), Carolijn Verbakel, John Verbakel

### **Absent with Regrets:**

### **Also Present:**

Kevin De Leebeeck, Director of Operations  
Amelia Jaggard, Legislative Services Coordinator  
Donna Wilson, Town Clerk

### **1. Call to Order**

The meeting was called to order at 3:00 p.m.

### **2. Adoption of Agenda**

#### Resolution #1

Moved by: Carolijn Verbakel

Seconded by: Kathryn Leatherland

THAT the Agenda as prepared for the Tillsonburg Transit Advisory Committee meeting of February 14, 2019, be adopted.

**Carried**

### **3. Disclosures of Pecuniary Interest and the General Nature Thereof**

There were no disclosures of pecuniary interest declared.

### **4. Adoption of Minutes of Previous Meeting**

### **5. Presentations/Deputations**

### **6. General Business & Reports**

**6.1.** Orientation – Donna Wilson, Town Clerk and Amelia Jaggard, Legislative Services Coordinator

Amelia Jaggard, Legislative Services Coordinator, provided an overview of the materials available to members of the committee.

Donna Wilson, Town Clerk, provided an overview of the roles of members and general governance for committees.

Mayor Stephen Molnar arrived at 3:10 p.m.

Mayor Stephen Molnar welcomed committee members.

Staff to provide background information and updates regarding the T:GO Call-N-Ride community transit service to committee members prior to the next meeting of the committee.

**6.2. Election of Chair and Vice Chair – Donna Wilson, Town Clerk**

**Moved by:** Mayor Stephen Molnar

**Seconded by:** Cindy Allen

THAT Sherry Hamilton be nominated for the role of Chair.

**Carried**

**Moved by:** Pete Luciani

**Seconded by:** Carolijn Verbakel

THAT Cindy Allen be nominated for the role of Vice Chair.

**Carried**

Donna Wilson left the meeting at 3:29 p.m.

**6.3. Meeting location, dates and time**

**Moved by:** John Verbakel

**Seconded by:** Caroljin Verbakel

THAT the Tillsonburg Transit Advisory Committee meet the second Tuesday of each month at 10:00 a.m.

**Carried**

The next meeting of the Tillsonburg Transit Advisory Committee will be Tuesday, March 19, 2019.

**6.4. Terms of Reference**

Discussed Terms of Reference and identified goals.

Evaluate T:GO Call-N-Ride community transit service with regards to extending hours, including weekend service and feasibility.

Provide advice regarding intercommunity transportation project.

It was suggested that the T:GO Call-N-Ride community transit service bus needs more logos to make it identifiable.

Staff to invite a representative from the BTS Network to speak at the next committee meeting.

The committee identified questions for the BTS Network representative, regarding size of bus, schedules and routes.

It was noted that the Town of Tillsonburg website indicates that the T:GO Call-N-Ride community transit service has designated meeting points but does not indicate where those meetings points are located.

A background overview was provided on the former 1990s transit system, and on the current transit system.

Staff to provide the Tillsonburg Transit Study, as well as ridership stats on the T:GO Call-N-Ride community transit service.

Staff noted that the 2019 draft budget includes a half full time employee (FTE) Transportation Coordinator position to assist with transportation.

**6.5. Set goals**

To bring this item forward to the next meeting in order to allow for more discussion.

**7. Correspondence**

7.1. Community Transportation Grant Program Announcement

**8. Other Business**

**9. Next Meeting**

March 19, 2019 at 10:00 a.m. at the Corporate Office in Suite 203.

**10. Adjournment**

Resolution #3

Moved by: Carolijn Verbakel

Seconded by: Cindy Allen

THAT the February 14, 2019 Tillsonburg Transit Advisory Committee meeting be adjourned at 4:24 p.m.

**Carried**