

In-camera
AGENDA ITEM SHEET (AIS)

Attachment: **Yes** No

Complete ALL Sections

NAME OF COMMITTEE: Committee of the Whole In-camera
(no longer Sub-committee In-camera meetings)

- HIGHLIGHT ONE:**
- DELEGATION COMING TO MEETING;
 - Estimated time for the delegation/presentation:
 - Name of person making presentation:
 - Have you confirmed the meeting date and time with the delegation?
Yes or No
 - **REQUIRES DIRECTION OF COUNCIL;**
- or,
- FOR THE INFORMATION OF COMMITTEE;

REASON / REASONS FOR IN-CAMERA:

- Security of municipal property of the municipality or local board (section 239.(2)(a));
- **Personal matters about an identifiable individual(s) including municipal employees or local board employees (section 239.(2)(b));**
- Proposed or pending acquisition or disposal of land by the municipality or local board (section 239.(2)(c)) (includes municipal property leased for more than 21 years;
- Labour relations or employee negotiations (section 239.(2)(d));
- Litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board (section 239.(2)(e));
- Advice that is subject to solicitor-client privilege including communications necessary for that purpose (section 239.(2)(f));
- A matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act (section 239.(2)(g));
- Information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them (section 239.(2)(h));
- A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons or organization (section 239.(2)(i));
- A trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value (section 239.(2)(j));or

- A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board (section 239.(2)(k));
- A subject matter that relates to the consideration of:
 - a request under the *Municipal Freedom of Information and Protection of Privacy Act* if the council, board, commission or other body is the head of an institution for the purposes of that Act; or
 - an ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman appointed under the *Ombudsman Act*, an Ombudsman referred to in subsection 223.13(1) of the *Municipal Act*, or the investigator referred to in subsection 239.2(1) (section 239.(3));
- For educating or training Council members, provided that no Council member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Council, local board or committee (section 239.(3.1)).

Title: Stratford Transit COVID-19 Service Reduction Follow-up

Objective: To consider a cost savings transit service reduction plan during the Covid-19 Pandemic.

Background and Analysis: At the April 27, 2020 In-camera Session of Council, the following direction was given:

THAT the implementation of a one-hour transit service be reviewed and referred to Community Services staff;

AND THAT additional components to reduce the transit service and increase cost savings be reviewed.

Stratford Transit service changes could include a service that operates hourly Monday to Saturday from 6:00am – 6:00pm, along with the current Sunday service 11:00am – 6:00pm:

- One bus servicing - #1 Huron/#2 East end
- One bus servicing - #3 McCarthy/#5 Devon
- One bus servicing - #4 Queensland/#6 Downie
- Buses would alternate routes on every arrival to the terminal resulting in a one-hour service per route (as it would operating a Sunday service presently)
- #7 Industrial route would be cancelled as most industry is shut down
- To accommodate the #7 cancellation, the #4 Queensland route and #6 Downie route would take over certain popular stops when requested (we do this presently on Saturday mornings when needed as the #7 does not run Saturday)

- If Industry gradually returns and the above mentioned becomes difficult to perform, the #7 can be re-introduced during the morning/afternoon peak service times in order to service Industry Employees.

If Sunday service also ceased this would represent a savings of approximately \$700 plus a fuel savings of approximately \$650 for a total of \$1,350 per week.

Timeline and Staffing Requirements

Administration would require approximately five business days to provide layoff notices, changes to operational requirements and media releases.

Although eighteen is the approximate staffing requirement to run a one-hour service, it is only based on present day projections. The daily uncertainty of front line worker's wellbeing as we navigate through the pandemic could encounter numerous challenges. Staffing levels fluctuate from day to day which may make it difficult to recall laid off drivers at a moment's notice. Accordingly, we may plan for a compliment of part time staff to be retained to address the variable nature of demands.

Financial impact: The new hourly schedule would be 274 operational hours with a labour cost savings of \$13,797 per week and a fuel savings of approximately \$1,500 per week for a total of \$15,297 per week.

If Sunday service was also removed there would be an additional savings of \$1,350 per week.

Alignment with Strategic Priorities:

Developing our Resources

Optimizing Stratford's physical assets and digital resources. Planning a sustainable future for Stratford's resources and environment.

Staff recommendation: THAT Council approve Stratford Transit moving forward with a one-hour service Monday – Saturday from 6:00am – 6:00pm to August 30, 2020.

Is there a departmental report or supporting material to accompany this AIS item?

(Highlight one)

No or Yes If YES, **forward one (1) copy of the report** or material to Joan Thomson, Clerk's Office, for distribution with the In-camera agenda. The exception is if there is a spiral-bound, report such as a consultant's report etc. Then forward 20 copies to Joan Thomson

Date: April 30, 2020 ⇐ (insert date this AIS was completed)

Author: Michael Mousley, Transit Manager ⇐ (Author to insert his/her name and title)

Director: DSTL ⇐ (Director to insert his/her initials to indicate his/her approval of this AIS)

CAO: J Thomson ⇐ (CAO to insert his initials once he has approved this AIS)

After you complete this AIS and it has been reviewed by your Director, if applicable, email it to the CAO or Acting CAO with a cc to Joan Thomson prior to the agenda deadline.