

# Four Counties Transportation Services Committee

## Agenda

March 15, 2021, 8:30 a.m.

Electronic Participation Meeting via Zoom

Due to the COVID-19 Pandemic and Emergency Orders Issued by the Province of Ontario under the *Emergency Management & Civil Protection Act*, this meeting will be held electronically. 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 February 1, 2021 as printed and circulated.

5. **Business Arising from Minutes**

6. **Financial Information**

4

Recommendation:

That Four Counties Transit Committee hereby receives the Financials as of February 28, 2021 as presented.

7. **Correspondence**

7.1. Gas Tax Funding Letter 6

7.2. Safe Restart Phase 2 Funding Letter 9

8. New Business

8.1. Verbal Update on Operations

9. Adjournment

Recommendation:

That the Four Counties Transportation Services Committee hereby adjourn at \_\_\_\_ a.m. to meet again at 8:30 a.m. on June 21, 2021, or at the call of the chair.

# Four Counties Transportation Services Committee

## Minutes

February 1, 2021, 8:30 a.m.  
Electronic Participation Meeting via Zoom

**Present:** Bonnie Rowe, Chair  
Marigay Wilkins, SWM  
John Wright, Chatham-Kent  
Ian Carruthers, SWM  
Shelley Vergeer, WECHC  
Linda Dunn, Adult Day Program  
Duncan McPhail, West Elgin  
Ann-Marie Millson, Chatham-Kent

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

**1. Call to Order**

Chair Bonnie Rowe called the meeting to order at 8:30 a.m.

**2. Adoption of Agenda**

**Resolution No. FCTS 2020-**

**Moved:** Ian Carruthers, SWM

**Seconded:** Ann-Marie Millson, Chatham-Kent

That the Four Counties Transportation Services Committee adopt the agenda as presented.

**Carried**

**3. Disclosure of Pecuniary Interest**

No disclosures

**4. Minutes**

**Resolution No. FCTS 2020-**

**Moved:** Ann-Marie Millson, Chatham-Kent

**Seconded:** Duncan McPhail, West Elgin

That Four Counties Transportation Services Committee hereby approve the Minutes of December 1, 2020 as printed and circulated.

**Carried**

**5. Business Arising from Minutes**

None.

**6. Financials**

**6.1 2021 Budget**

**Resolution No. FCTS 2020-**

**Moved:** Marigay Wilkins

**Seconded:** Ann-Marie Millson, Chatham-Kent

That Four Counties Transit Committee hereby approves the 2021 Budget as presented.

**Carried**

**6.2 2020 Ridership Numbers**

**7. Report on Framework on Draft Agreement**

The following amendments were made to the draft agreement:

Responsibilities of Operating Party

Add: maintain assets in safe working condition and present budget to the committee for consideration no later than October 31 each year.

Responsibilities of Parties

clarify point a) that operational costs include transfer to reserves

Composition of Committee

Change from 2 members for each party to 1 voting member and 1 alternate member

**Resolution No. FCTS 2020-**

**Moved:** Linda Dunn, Adult Day Program

**Seconded:** Ian Carruthers, SWM

That Four Counties Transit Committee hereby receives the report from Jana Nethercott regarding a draft agreement for the Parties to the Four Counties Transit System; and

That Four Counties Transit Committee direct staff seek Legal review of Draft Agreement

**Carried**

**8. Verbal Update on Adult Day Program Resumption**

Linda Dunn provided an update that right now they were on track for resumption of the Adult Day Program on February 17, 2021. There would be 4 cohorts each with 4 attendees on a two week rotation. Linda will be in contact with staff to provide information for the Driver on cohorts and pick up locations.

**9. New Business**

None.

**10. Adjournment**

**Resolution No. FCTS 2020-**

**Moved:** Marigay Wilkins

**Seconded:** Ian Carruthers, SWM

That the Four Counties Transportation Services Committee hereby adjourn at 9:10 a.m. to meet again on March 15, 2021, or at the call of the chair.

**Carried**

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Bonnie Rowe, Chair

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Jana Nethercott, Clerk

# Four Counties Transit

## Income Statement

As of February 28 2021

	<u>2021 Actuals</u>	<u>2021 Budget</u>
01-7280-6121 DONATIONS/MISC REVENUE	-	-
01-7280-6202 GRANTS FROM OTHER MUNICIPALITIES	-	-
01-7280-6212 GRANT - PROVINCIAL GAS TAX	-	- 30,563.00
01-7280-6213 GRANTS - PUBLIC TRANSIT STREAM	-	-
01-7280-6214 GRANT - SAFE RESTART	-	- 33,544.00
01-7280-6355 BUS TRIP FEES	- 258.00	- 4,000.00
01-7280-6356 SPECIAL TRIP & MILEAGE BUS FEES	-	- 500.00
01-7280-7400 WAGES	2,792.16	26,858.00
01-7280-7401 CPP EXPENSE	109.30	1,128.04
01-7280-7402 EI EXPENSE	61.75	590.88
01-7280-7403 EHT EXPENSE	54.44	537.15
01-7280-7404 WSIB	79.58	778.88
01-7280-7415 Training	25.44	200.00
01-7280-7510 INSURANCE	2,044.00	2,207.52
01-7280-7601 PHONE & INTERNET	111.32	1,200.00
01-7280-7651 POSTAGE & COURIER	0.92	50.00
01-7280-7652 ADVERTISING	395.23	3,500.00
01-7280-7660 OTHER SUPPLIES	-	500.00
01-7280-7675 LEGAL	-	2,000.00
01-7280-7699 BILLABLE	-	-
01-7280-7701 FUEL - GAS	126.50	5,000.00
01-7280-7705 REPAIRS & MAINTENANCE	300.00	5,000.00
01-7280-7900 TRANSFER TO RESERVES	-	19,056.53
01-7280-7901 Transfer from Reserves	-	-
01-7280-8000 CAPITAL - TRANSIT BUS	-	-
	<u>\$ 5,842.64</u>	<u>-\$ 0.00</u>

FOUR COUNTIES TRANSIT SUMMARY OF RIDERS - 2021														2021	2020
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL		
<b>CHATHAM-KENT</b>															
HIGHGATE	-	-											-	9	
BOTHWELL	-	-											-	40	
RIDGETOWN	-	-											-	-	
MORPETH	-	-											-	15	
<b>SUB-TOTAL</b>	<b>-</b>	<b>-</b>											<b>-</b>	<b>64</b>	
<b>NEWBURY</b>															
Villa Apts.	-	-											-	2	
<b>SUB-TOTAL</b>	<b>-</b>	<b>-</b>											<b>-</b>	<b>2</b>	
<b>S.W. MIDDLESEX</b>															
GLENCOE	2	2											4	48	
APPIN	-	-											-	7	
WARDSVILLE	7	2											9	25	
MELBOURNE	-	-											-	-	
BABCOCK N.H.	1	-											1	11	
<b>SUB-TOTAL</b>	<b>10</b>	<b>4</b>											<b>14</b>	<b>91</b>	
<b>WEST ELGIN</b>															
West Elgin	3	1											4	42	
BEATTIE MANOR	-	-											-	3	
<b>SUB-TOTAL</b>	<b>3</b>	<b>1</b>											<b>4</b>	<b>45</b>	
<b>RIDER</b>															
<b>SPECIAL TRIPS</b>															
Single	-												-		
Babcock	-												-	9	
Ridgetown-Village	-												-		
WECHC	-												-		
Beattie	-												-		
Adult Centre	-												-		
FCHS	-												-		
<b>Total People</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>9</b>	

**Ministry of  
Transportation**

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January 14, 2021

Mayor Duncan McPhail  
Municipality of West Elgin  
22413 Hoskins Line, PO Box 490  
Rodney ON N0L 2C0

Dear Mayor McPhail:

**RE: Dedicated Gas Tax Funds for Public Transportation Program**

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This Letter of Agreement between the **Municipality of West Elgin** (the “Municipality”) and Her Majesty the Queen in right of the Province of Ontario, as represented by the Minister of Transportation for the Province of Ontario (the “Ministry”), sets out the terms and conditions for the provision and use of dedicated gas tax funds under the Dedicated Gas Tax Funds for Public Transportation Program (the “Program”). Under the Program, the Province of Ontario provides two cents out of the provincial gas tax to municipalities to improve Ontario’s transportation network and support economic development in communities for public transportation expenditures.

The Ministry intends to provide dedicated gas tax funds to the Municipality in accordance with the terms and conditions set out in this Letter of Agreement and the enclosed Dedicated Gas Tax Funds for Public Transportation Program 2020-21 Guidelines and Requirements (the “guidelines and requirements”).

In consideration of the mutual covenants and agreements contained in this Letter of Agreement and the guidelines and requirements, which the Municipality has reviewed and understands and are hereby incorporated by reference, and other good and valuable consideration, the receipt and sufficiency of which are expressly acknowledged, the Ministry and the Municipality agree as follows:

1. To support local public transportation services in the Municipality, the Ministry agrees to provide funding to the Municipality under the Program to a maximum amount of up to **\$30,563** (“the “Maximum Funds”) in accordance with, and subject to, the terms and conditions set out in this Letter of Agreement and, for greater clarity, the guidelines and requirements.
2. Subject to Section 1, the Ministry will, upon receipt of a fully signed copy of this Letter of Agreement and a copy of the authorizing municipal by-law(s) and, if applicable, resolution(s) for the Municipality to enter into this Letter of Agreement, provide the Municipality with **\$22,922**; and any remaining payment(s) will be provided thereafter.

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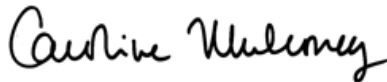


3. If another municipality authorizes the Municipality to provide local public transportation services on its behalf and authorizes the Municipality to request and receive dedicated gas tax funds for those services also on its behalf, the Municipality will in the by-law(s) and, if applicable, resolution(s) described in Section 2 confirm that the Municipality has the authority to provide those services and request and receive those funds.
4. The Municipality agrees that any amount payable under this Letter of Agreement may be subject, at the Ministry's sole discretion, to any other adjustments as set out in the guidelines and requirements.
5. The Municipality will deposit the funds received under this Letter of Agreement in a dedicated gas tax funds reserve account, and use such funds and any related interest only in accordance with the guidelines and requirements.
6. The Municipality will adhere to the reporting and accountability measures set out in the guidelines and requirements, and will provide all requested documents to the Ministry.
7. The Municipality agrees that the funding provided to the Municipality pursuant to this Letter of Agreement represents the full extent of the financial contribution from the Ministry and the Province of Ontario under the Program for the 2020-21 Program year.
8. The Ministry may terminate this Letter of Agreement at any time, without liability, penalty or costs upon giving at least thirty (30) days written notice to the Municipality. If the Ministry terminates this Letter of Agreement, the Ministry may take one or more of the following actions: (a) cancel all further payments of dedicated gas tax funds; (b) demand the payment of any dedicated gas tax funds remaining in the possession or under the control of the Municipality; and (c) determine the reasonable costs for the Municipality to terminate any binding agreement(s) for the acquisition of eligible public transportation services acquired, or to be acquired, with dedicated gas tax funds provided under this Letter of Agreement, and do either or both of the following: (i) permit the Municipality to offset such costs against the amount the Municipality owes pursuant to paragraph 8(b); and (ii) subject to Section 1, provide the Municipality with funding to cover, in whole or in part, such costs. The funding may be provided only if there is an appropriation for this purpose, and in no event will the funding result in the Maximum Funding exceeding the amount specified under Section 1.
9. Any provisions which by their nature are intended to survive the termination or expiration of this Letter of Agreement including, without limitation, those related to disposition, accountability, records, audit, inspection, reporting, communication, liability, indemnity, and rights and remedies will survive its termination or expiration.
10. This Letter of Agreement may only be amended by a written agreement duly executed by the Ministry and the Municipality.
11. The Municipality agrees that it will not assign any of its rights or obligations, or both, under this Letter of Agreement.

- 12. The invalidity or unenforceability of any provision of this Letter of Agreement will not affect the validity or enforceability of any other provision of this Letter of Agreement. Any invalid or unenforceable provision will be deemed to be severed.
- 13. The term of this Letter of Agreement will commence on the date of the last signature of this Letter of Agreement.
- 14. The Municipality hereby consents to the execution by the Ministry of this Letter of Agreement by means of an electronic signature.

If the Municipality is satisfied with and accepts the terms and conditions of this Letter of Agreement, please print and secure the required signatures, and then deliver a fully signed pdf copy to the Ministry at the email account below. Subject to the province's prior written consent, including any terms and conditions the Ministry may attach to the consent, the Municipality may execute and deliver the Letter of Agreement to the Ministry electronically. In addition, all program documents are also to be sent to the following email account:  
[MTO-PGT@ontario.ca](mailto:MTO-PGT@ontario.ca)

Sincerely,



Caroline Mulroney  
 Minister of Transportation

I have read and understand the terms and conditions of this Letter of Agreement, as set out above, and, by signing below, I am signifying the Municipality's consent to be bound by these terms and conditions.

**Municipality**

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Name (print):  
 Title (head of council or  
 authorized delegate):

I have authority to bind the Municipality.

\_\_\_\_\_  
 Date:

\_\_\_\_\_  
 Name (print):  
 Title (clerk or authorized delegate):

I have authority to bind the Municipality.

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March 3, 2021

107-2021-681

Mayor Duncan McPhail  
Municipality of West Elgin  
22413 Hoskins Line, PO Box 490  
Rodney ON N0L 2C0

Dear Mayor McPhail:

The COVID-19 pandemic has created an unprecedented need for financial support for municipal transit. Through the Safe Restart Agreement (SRA), the province of Ontario ("Province") and the federal government are responding to municipalities' needs for transit support.

The Province has heard from municipalities about the ongoing need for financial support beyond the end of the SRA program on March 31, 2021. To respond to the ongoing need, the Province has updated the SRA program. This letter describes the revisions made to the program and provides further details on their implementation, including the provision of the funding amounts outlined in the Dec. 15, 2020, letter ("Letter") sent to the **Municipality of West Elgin** (the "Municipality") and the additional funding from the Province.

I am pleased to advise you that the Province has approved an additional \$150 million of provincial funding to support COVID-19 financial impacts on transit. This brings the total SRA funding envelope to \$2.15 billion, which will now consist of three phases:

- **Phase 1:** \$700 million, including needs-based top-ups, for COVID-19 related financial impacts between April 1 and Sept. 30, 2020;
- **Phase 2:** \$800 million for COVID-19 related financial impacts between Oct. 1, 2020, and March 31, 2021; and
- **Phase 3:** \$650 million for COVID-19 related financial impacts and costs related to transit initiatives, including fare and service integration, on-demand microtransit, and transformation of transit structures/governance, as detailed below, between April 1 and Dec. 31, 2021.

Municipal funding allocations under the program continue to be based on a formula of transit ridership, plus a base amount of \$40,000 applied to each total program allocation.

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As was noted in the Letter, the **Municipality of West Elgin** will be eligible to receive up to **\$30,952** to support the Municipality's COVID-19 municipal transit financial impacts between Oct. 1, 2020 and March 31, 2021. This Phase 2 funding will be provided to the Municipality pursuant to the transfer payment agreement (TPA) with the Ministry of Transportation ("Ministry") that will be shared with the Municipality. The TPA sets out the details of the funding, including a description of the expenditures that are eligible under the TPA and for which the Municipality may submit one claim for payment.

The Letter also referred to a \$500 million funding stream to be made available to municipalities for additional transit needs. This amount, referred to as the "Phase 3 funding," will now include an additional \$150 million, for a total of \$650 million. This funding is being provided upfront to be applied to COVID-19 transit related financial impacts and costs incurred between April 1 and Dec. 31, 2021, related to transit initiatives, including the costs for fare and service integration, on-demand microtransit and transformation of transit structures/governance (see Appendix A to this letter for further details). The Province may also, at its sole discretion and on a case-by-case basis, grant extensions to the Phase 3 eligibility period for costs incurred after Dec. 31, 2021, but prior to Jan. 1, 2023.

I am pleased to confirm that, based on the revised Phase 3 funding amount, the **Municipality of West Elgin's** revised allocation to address additional COVID-19 related financial impacts is up to **\$3,369**.

**For the Municipality to receive its Phase 3 funding, I am requesting that the municipal treasurer for the Municipality sign the acknowledgement below, and return the signed copy to the Ministry by email on or before March 12, 2021 to MTO-COVID\_Transit\_Funding@ontario.ca.**

Once received, the Municipality must place its Phase 3 funding in an interest-bearing account in the name of the Municipality at a Canadian financial institution.

### **Eligible Expenditures and Reporting**

Eligible expenditures under Phase 2 and Phase 3 of the program will continue to include COVID-19 transit financial impacts. Financial impacts refer to the net revenue losses and additional net operating and capital costs the Municipality has incurred in respect of the Municipality's municipal transit system as a result of the COVID-19 pandemic. The losses and new expenditures will have to be incurred in the respective eligibility period corresponding to the Municipality's Phase 2 and Phase 3 allocations.

The Municipality will also have to consider savings associated with COVID-19 (e.g., reduced service levels, lower maintenance costs, etc.) as these savings will need to be included as part of the Municipality's reporting submission. The Province will only provide funding for net municipal expenditures (i.e., net COVID-19 related financial impacts above pre-COVID budgeted expenditures). The SRA funding is not to replace the budgeted municipal funding that the Municipality provides for transit operations.

The eligible expenditures which the Province, at its sole discretion, may consider for Phase 3 funding are described in Appendix A to this letter.

Please note that these eligible expenditures will also include the costs incurred by the Municipality, up to 50 per cent of the total costs, of the following:

1. Initiatives (including short-term foundational actions) that support a long-term vision for regional fare and service integration;
2. On-Demand Microtransit (ODMT) studies and pilot initiatives, including capital expenses incurred; and
3. Expenses to support the transformation of transit structures/governance between neighboring municipal governments, where the Province has been engaged in discussions.

The Municipality must use any interest earned on Phase 3 funding towards eligible expenditures under the program. The Municipality will be required to return any Phase 3 funding, including interest on the funding, that remain unspent at the end of the eligibility period.

For Phase 3 funding, municipal transit systems are required to provide two reports to the Ministry with details of the financial impacts that are being offset by Phase 3 funding and outcomes on the use of the funds. The first report is due to the Ministry on or before Oct. 26, 2021 and consists of actual impacts between April 1 and Sept. 30, 2021 and forecasted impacts between October 1 and Dec. 31, 2021. This report is intended to provide the Ministry with an interim estimate of financial impacts.


The second report is due to the Ministry on or before Jan. 31, 2022, and will consist of actual financial impacts between April 1 and Dec. 31, 2021. This reporting will confirm the actual amount of Eligible Expenditures incurred during the eligibility period.

Should the Municipality request an extension to the Phase 3 eligibility period, a third report will have to be submitted to confirm the actual amount of Eligible Expenditures incurred during the extended eligibility period.

At the end of the eligibility period, the Ministry will review the municipal reporting and provide direction for the return of any unused funds, including interest earned, to the Province. The Ministry reserves the right to conduct an audit to assess the Municipality's compliance with the terms and conditions outlined in this letter.

The funding commitment made as part of the SRA demonstrates the Province's continued action to support municipal transit and ensure transit systems play a role in the Province's economic recovery from COVID-19.

Sincerely,



Caroline Mulroney  
Minister of Transportation

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By signing below, I acknowledge that the amount of **\$3,369** is provided to the **Municipality of West Elgin**, for the purpose of assisting with COVID-19 municipal transit pressures and costs related to transit initiatives, including fare and service integration, on-demand microtransit, and transformation of transit structures/governance as described in this letter, incurred during the eligibility period of April 1, 2021 to Dec. 31, 2021. I further acknowledge that the Municipality is expected to report back to the Province on COVID-19 municipal transit pressures and the use of this funding.

Name: Magda Badura Title: CAO/Treasurer

Signature: M. Badura Date: March 14/2021