

Four Counties Transportation Services Committee Agenda

January 10, 2022, 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.

Pages

1. **Call to Order**

2. **Adoption of Agenda**

Recommendation:

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

3. **Welcome New Member**

1

4. **Disclosure of Pecuniary Interest**

5. **Minutes**

2

Recommendation:

That Four Counties Transportation Services Committee hereby approve the Minutes of September 20, 2021 as printed and circulated.

6. **Business Arising from Minutes**

6.1. Update on Master Agreement

5

Attached is a draft of the Master Agreement that has been reviewed by West Elgin's Solicitor. This draft agreement is for discussion and review by each party to ensure it covers what was wanted. It is anticipated that this agreement will need to be reviewed by each party's solicitors and Council's prior to acceptance.

7. Financial Information

7.1. Transit Stats for 2021

11

Recommendation:

That Four Counties Transit Committee hereby receives the 2021 Transit Stats.

7.2. 2022 Budget

12

Recommendation:

That Four Counties Transit Committee hereby approves the 2022 Budget as presented.

8. New Business

8.1. 2022 Meeting Dates

Recommendation:

That Four Counties Transportation Committee hereby approves the following meeting dates for 2022:

February 14

June 20

September 19

December 19

9. Adjournment

Recommendation:

That the Four Counties Transportation Services Committee hereby adjourn at ____ a.m. to meet again on February 14, 2022, or at the call of the chair.



The Municipality of West Elgin

22413 Hoskins Line, Rodney Ontario N0L 2C0

December 16, 2021

At the Regular Meeting of Council on December 16, 2021 the Council of the Municipality of West Elgin passed the following Resolution:

Resolution No. 2021- 417

Moved: Councillor Rowe

Seconded: Councillor Cammaert

That West Elgin Council hereby appoints Lorie Arends to the Four Counties Transportation Committee in replacement of Linda Dunn.

Carried

Jana Nethercott
Clerk

Four Counties Transportation Services Committee

Minutes

**September 20, 2021, 8:30 a.m.
Electronic Participation Meeting via Zoom**

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

Regrets: Ian Carruthers, SWM

Staff Present: Magda Badura, CAO/Treasurer
Jana Nethercott, Secretary

Also Present: Steph Ouellet, Middlesex Health Alliance

1. Call to Order

Chair Bonnie Rowe called the meeting to order at 9:03 a.m.

2. Adoption of Agenda

Moved: Marigay Wilkins

Seconded: Duncan McPhail

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

Carried

3. Disclosure of Pecuniary Interest

No disclosures

4. Minutes

Moved: Linda Dunn

Seconded: Shelley Vergeer

That Four Counties Transportation Services Committee hereby approve the Minutes of July 16, 2021 as printed and circulated.

Carried

5. Financial Information

5.1 Financials as of September 16, 2021

CAO/Treasurer reported on the Financials for the Four Counties Transit System. No additional grants have been received and the driver has been working approximately 20 to 25 hours per week. There have been some repairs on the Bus since last reporting. Operating expenses are to the Budget right now, with approximately a \$7,000 surplus and depending on grant status we should have small deficit at the end of the year.

5.2 Ridership as of August 31, 2021

Ridership numbers are down compared to previous three years, however numbers have been down since COVID and with services cancelled. We are forecasting at least one more year of low ridership numbers.

Moved: John Wright

Seconded: Ann-Marie Millson

That the Four Counties Transportation Committee hereby receives the financial information as of September 16, 2021.

Carried

6. Business Arising from Minutes

Chair Rowe inquired about the status of the master agreement. Secretary reported that she had received comments from the lawyer with some questions and updates to be made. At this time staff have not had much time to complete this and one of the comments was that it makes more sense to decide if they were purchasing a new bus or van and if there a clause about adding new parties to the agreement. It is currently in the agreement and the committee directed to

keep that in. Secretary stated that she will try to have a draft for December meeting.

7. New Business

7.1 Verbal Update on Transit Operations

7.2 New Bus Purchase

CAO/Treasurer recommended that no decision is made on a new bus purchase until COVID is over as according to the Bus Driver the demand for the current size of bus is there, however currently during COVID it is not. There is concern that purchasing a smaller bus could affect special trips. The grant allows us to wait until 2028 to make a purchase and with the constantly changing demands due to the pandemic and a decision is held off until end of 2022 or early 2023.

Steph Ouellet from Middlesex Health Alliance stated that the hospital support waiting on a decision as there are new activities at the hospital such as Southwestern Ontario Regional Aboriginal Access Centre and are looking to grow the Adult Day program.

Committee agreed to postpone this decision pending staff direction.

8. Adjournment

Moved: Shelley Vergeer

Seconded: Ann-Marie Millson

That the Four Counties Transportation Services Committee hereby adjourn at 8:54 a.m. to meet again on December 20, 2021, or at the call of the chair.

Carried

Bonnie Rowe, Chair

Jana Nethercott, Secretary

FOUR COUNTIES TRANSIT SYSTEM OPERATING AGREEMENT

THIS AGREEMENT made this day of 2022.

BETWEEN:

THE CORPORATION OF THE MUNICIPALITY OF WEST ELGIN

(hereinafter referred to as "West Elgin")

-and-

THE CORPORATION OF THE MUNICIPALITY OF SOUTHWEST MIDDLESEX

(hereinafter referred to as "Southwest
Middlesex")

-and-

THE CORPORATION OF THE MUNICIPALITY OF CHATHAM-KENT

(hereinafter referred to as "Chatham-Kent")

-and-

THE CORPORATION OF THE VILLAGE OF NEWBURY

(hereinafter referred to as "Newbury")

WHEREAS West Elgin is the owner of the Four Counties Transit System. This system established to provide affordable, accessible transportation to residents within the defined service area set forth in Schedule "A" attached hereto.

AND WHEREAS West Elgin, Newbury and Southwest Middlesex established the Four Counties Transit Services Committee in 2002, and Chatham-Kent joined in 2020 (hereinafter referred collectively as the "Parties" and individually as a "Party";

AND WHEREAS the Four Counties Transit Services Committee governs and oversees the operation of the Four Counties Transit System;

NOW THEREFORE IN CONSIDERATION OF the mutual covenants contained in this Agreement and other good and valuable consideration, the receipt and sufficiency of which is hereby irrevocably acknowledged, the Parties agree as follows:

1. Definitions

- a) "Agreement" means this Agreement including all Schedules annexed hereto and any future amendments to the Agreement;
- b) "Bus" means any vehicle operated as means of transportation in connection with the Four Counties Transit System;
- c) "Committee" shall mean the Four Counties Transit Committee. Its composition and duties described herein;
- d) "Members" means Members of the Four Counties Transit Services Committee duly appointed by the Parties;
- e) Operating Party shall mean the Municipality of West Elgin;
- f) "Service Area" shall mean the geographic area in which Four Counties Transit System operates as set out in attached Schedule "A" hereto and, as amended from time to time; and
- g) "System" shall mean the Four Counties Transit System.

2. Purpose

This agreement is entered into under Section 20 of the *Municipal Act, 2001* to provide the terms and conditions pursuant to which the Parties have agreed to jointly manage and contribute to the costs associated with the operation of the System. The Parties hereby acknowledge and agree that the System is owned by West Elgin, but that its operation and maintenance is a joint undertaking of the Parties to be used by and for the inhabitants of the municipalities which are Parties to this agreement.

3. Responsibilities of Operating Party

- a) The day-to-day administration of the System shall be handled by West Elgin. Administration includes but is not limited to scheduling, hiring of employees and vehicle maintenance;
- b) The System shall not have its own bank account. All deposits and payments shall be made through West Elgin. There shall be a separate ledger account for revenue and expenditures and the Committee shall receive updates at each meeting;
- c) Maintain all assets in good working condition and consult the parties prior to any major purchase or maintenance;
- d) Present the capital and operating budgets for the next fiscal year to the Committee by October 31 annually.
- e) Transit drivers shall be employees of West Elgin and shall fall under the personnel policies for the Municipality of West Elgin.
- f) To obtain and maintain proper insurance is in place to insure against all perils for losses and liabilities

- g) Billing of all users of transit system as well as the parties for their share of any operating deficit based on the parties percentage of users calculated annually.

4. Responsibilities of Parties

- a) Each party to this agreement shall pay the applicable portion of the operational cost deficit based on fiscal year's ridership numbers
- b) Each party shall dully appoint members to the Four Counties Transportation Committee at the start of each Council term.
- c) Should a member resign or need to be replaced each Party may nominate a new member during the term of Council.

5. Four Counties Transportation Committee Composition

- a) The Four Counties Transit System shall be managed and controlled on behalf of West Elgin by a Committee known as Four Counties Transportation Committee, herein after called the "Committee".
- b) The Committee shall consist of one (1) member and one (1) named alternate dully appointed by each of the parties to this agreement and two (2) members from the public, with priority being given to representatives of health care industry in the Service Area, appointed by the committee
- c) The term of appointment shall be equal to the term of Council, unless their appointment is otherwise terminated or revoked by the Party that appointed them.

6. Responsibilities of Committee

- a) The Committee shall be responsible for approving all policies and regulations relating to the operation of the System;
- b) The Committee shall set the boundaries of the Four Counties Transit System;
- c) The Committee shall approve an operating and capital budget on annual basis;
- d) The Committee shall meet quarterly, and each member of the Committee shall have one vote on each motion before the board;
- e) The Committee shall receive financial updates at each meeting;
- f) The Committee shall determine the fees and charges levied in connection with use of the System and recommend them to West Elgin Council as part of their Fees and Charges By-law;
- g) The Committee shall approve all purchases over \$5,000; and
- h) The Committee shall appoint two (2) members from the public.

7. Adding New Parties

- a) Any Municipality who wishes its residents to have the ability to use the System must be a party to this agreement; and
- b) Any requests by a municipality to gain access to the System will be evaluated by the Committee and approved through a simple vote of the Committee.

8. Parties Wishing to Leave

- a) Any Party wishing to terminate its participation in the Agreement (and, as such cease having any right to the Committee and/or to use of the System) shall provide the other Parties with a minimum of six (6) months prior written notice of its intention to do so.

9. General

- a) This Agreement and its interpretation shall be governed by the laws of the Province of Ontario.
- b) No Amendment to this agreement shall be effective unless in writing and signed by all Parties to this agreement
- c) This Agreement shall enure to the benefit of the Parties and be binding upon their respective successors and assigns.
- d) In case any one or more of the provisions contained herein shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision of this Agreement, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision or provisions had never been contained herein.
- e) Any notice required to be or may be given or made by one of the Parties hereto to the other shall be in writing and shall be delivered to the Clerk of each of the Parties and may be delivered by hand or by courier, or by registered mail, or by facsimile or e-mail that provides a record of the text of the notice, addressed to the party for whom it is intended at their address or at the last addressed of which the sender has received notice. Any notice shall be deemed to be effective five(5) days from the day it is mailed or the date of delivery if the notice is delivered by courier, facsimile or e-mail.

IN WITNESS WHEREOF the parties hereto have hereunto executed this Agreement by the hands of their duly authorized officers under corporate seal as of the date first written above.

Signed, Sealed, and Delivered

**The Corporation of the Municipality of
West Elgin**

per: _____

Name: Duncan McPhail

Position: Mayor

per: _____

Name: Jana Nethercott

Position: Clerk

We have authority to bind the Corporation.

The Corporation of the Village of Newbury

Per: _____

Name: Diane Brewer

Position: Reeve

Per: _____

Name: Cathy Case

Position: Administrator

**The Corporation of the Municipality of
Southwest Middlesex**

Per: _____

Name: Allan Mayhew

Position: Mayor

Per: _____

Name: Jill Belchamber-Glazier

Position: CAO/Clerk

**The Corporation of the Municipality of
Chatham-Kent**

Per: _____
Name: _____
Position: _____

Per: _____
Name: _____
Position: _____

DRAFT

FOUR COUNTIES TRANSIT SUMMARY OF RIDERS - 2021																
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2021 TOTAL		2020	2019
CHATHAM-KENT																
HIGHGATE	-	-	1	2	3	2	-	-	-	-	-	-	8			
BOTHWELL	-	-	1	1	2	6	4	5	3	6	5	2	35			
RIDGETOWN	-	-	-	-	-	2	2	2	2	-	0	-	8			
MORPETH	-	-	-	-	-	-	-	-	-	-	-	-	-			
SUB-TOTAL	-	-	2	3	5	10	6	7	5	6	5	2	51	14%	82	121
NEWBURY													-			
Villa Apts.	-	-	-	-	-	-	-	-	-	-	0	-	-			
SUB-TOTAL	-	-	-	-	-	-	-	-	-	-	0	-	-		2	0
S.W. MIDDLESEX																
GLENCOE	2	2	7	7	8	12	12	10	13	17	17	15	120			
APPIN	-	-	2	-	-	-	-	-	-	-	-	-	2			
WARDSVILLE	7	2	5	5	7	6	5	5	3	3	10	10	65			
MELBOURNE	-	-	-	-	-	-	-	-	-	-	0	-	-			
BABCOCK N.H.	1	-	-	1	3	1	1	1	3	2	2	1	16			
SUB-TOTAL	9	4	13	13	18	19	18	15	19	22	29	26	202	55%	120	224
WEST ELGIN																
West Elgin	3	1	7	5	14	14	11	11	15	11	8	7	105			
BEATTIE MANOR	-	-	2	1	2	1	1	-	-	-	1	-	7			
SUB-TOTAL	3	1	9	6	16	15	12	11	15	11	9	7	112	31%	57	177
GRAND TOTAL	12	5	24	22	38	43	36	33	39	39	43	34	365	100%	261	522
RIDER																
SPECIAL TRIPS																
Single													-			
Babcock							1	1	1			1	4			
Ridgetown-Village													-			
WECHC													-			
Beattie													-			
Adult Centre													-			
FCHS													-			
Total Trips	-	-	-	-	-	-	1	1	1	-	-	1	4			

Four Counties Transit

2022 Budget

		<u>2022 Budget</u>	<u>2021 Actuals</u>	<u>2021 Budget</u>	<u>2020 Actuals</u>	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>
Revenues								
01-7280-6202	GRANTS FROM OTHER MUNICIPALITIES	-	-	-	-	20,265.09	- 24,063.75	- 20,694.16
01-7280-6212	GRANT - PROVINCIAL GAS TAX	- 30,563.00	- 30,563.00	- 30,563.00	- 31,172.00	- 35,454.00	- 30,454.00	- 35,454.00
01-7280-6213	GRANTS - PUBLIC TRANSIT STREAM	-	- 1,807.12	-	-	45,188.00	-	-
01-7280-6214	GRANT - SAFE RESTART	-	- 3,369.00	- 33,544.00	- 16,747.00	-	-	-
01-7280-6355	BUS TRIP FEES	- 10,000.00	- 4,212.00	- 4,000.00	- 3,770.00	- 13,836.00	- 11,260.00	- 10,000.00
01-7280-6356	SPECIAL TRIP & MILEAGE BUS FEES	- 5,000.00	- 902.00	- 500.00	- 536.75	- 7,000.00	- 7,070.55	- 10,000.00
Expenses								
01-7280-7400	WAGES	42,884.40	24,556.57	26,858.00	18,702.42	48,196.42	46,263.36	46,035.00
01-7280-7401	CPP EXPENSE	2,444.41	1,126.74	1,128.04	784.67	1,927.86	2,003.87	1,841.40
01-7280-7402	EI EXPENSE	909.15	543.17	590.88	413.76	963.93	1,048.25	920.70
01-7280-7403	EHT EXPENSE	857.69	478.86	537.15	364.72	963.93	902.12	920.70
01-7280-7404	WSIB	1,286.53	699.85	778.88	533.03	1,445.89	1,452.40	1,381.05
01-7280-7415	Training	200.00	151.14	200.00	59.62	200.00	146.11	200.00
01-7280-7510	INSURANCE	2,500.00	2,044.00	2,207.52	1,561.00	2,351.00	2,044.00	2,100.00
01-7280-7601	PHONE & INTERNET	1,200.00	1,434.09	1,200.00	1,117.94	1,100.00	1,070.70	1,400.00
01-7280-7651	POSTAGE & COURIER	300.00	192.64	50.00	2.67	50.00	-	30.00
01-7280-7652	ADVERTISING	500.00	4,578.01	3,500.00	3,727.83	3,000.00	2,754.70	3,500.00
01-7280-7660	OTHER SUPPLIES	200.00	193.45	500.00	1,958.14	200.00	203.87	50.00
01-7280-7675	LEGAL	2,000.00	-	2,000.00	-	-	-	-
01-7280-7699	BILLABLE	-	-	-	-	-	-	-
01-7280-7701	FUEL - GAS	15,000.00	5,631.49	5,000.00	3,776.78	15,000.00	14,532.21	16,000.00
01-7280-7705	REPAIRS & MAINTENANCE	5,000.00	3,965.82	5,000.00	2,777.37	5,000.00	10,854.34	10,000.00
01-7280-7900	TRANSFER TO RESERVES	-	-	19,056.53	16,445.80	50,188.00	-	-
01-7280-7901	Transfer from Reserves	-	-	-	-	70,000.00	-	5,000.00
01-7280-8000	CAPITAL - TRANSIT BUS	-	-	-	-	70,000.00	-	-
		\$ 29,719.18	\$ 4,742.71	-\$ 0.00	-\$ 0.00	\$ 8,843.94	\$ 10,427.63	\$ 13,230.69

Notes:

Share of Deficit:

Chatham-Kent	4,160.69	14%	663.98
Southwest Middlesex	16,345.55	55%	2,608.49
West Elgin	9,212.95	31%	1,470.24
	\$ 29,719.18	100%	\$ 4,742.71

Reserves:

Balance - Jan 1, 2021	\$ 99,768.39
	\$ 300.00
	\$ 100,068.39