

# Four Counties Transportation Services Committee Agenda

April 15, 2024, 8:30 a.m.  
Electronic Participation Meeting via Zoom

Pages

1.	Call to Order	
2.	Adoption of Agenda	
	Recommendation: That the Four Counties Transportation Services Committee adopt the agenda of April 15, 2024, as presented.	
3.	Disclosure of Pecuniary Interest	
4.	Minutes	1
	Recommendation: That Four Counties Transportation Services Committee hereby adopt the Minutes of January 15, 2024, as presented.	
5.	Business Arising from Minutes	
6.	Financial Information	
6.1	Four Counties Transit Financials, as of March 31, 2024	5
7.	Reports	
7.1	Safe Restart Funding	7
8.	Correspondence	
8.1	2023-24 Gas Tax Program	10
8.2	2019-2024 Ridership Data	12

**9. New Business**

**10. Adjournment**

Recommendation:

That the Four Counties Transportation Services Committee hereby adjourn at \_\_\_\_\_ a.m. to meet again at 8:30am, on Monday, July 15, 2024, or at the call of the chair.

# Four Counties Transportation Services Committee

## Minutes

January 15, 2024, 8:30 a.m.  
Council Chambers  
160 Main Street  
West Lorne

**Present:** John Wright, Chatham-Kent  
Lorie Arends, Adult Day Program  
Mark McGill, Southwest Middlesex  
Michelle Navackas, West Elgin  
Don McCallum, Southwest Middlesex  
Ryan Statham, West Elgin  
Kristina Pringle, WECHC  
Clyde Harris, Newbury

**Regrets:** Betty Jo Drent, West Elgin Community Health Centre

**Staff Present:** Magda Badura, CAO/Treasurer  
Terri Towstiuc, Clerk/Recording Secretary  
Jan Metcalfe, Chatham-Kent  
Cathy Case, Newbury

### 1. Call to Order

Chair Mark McGill called the meeting to order at 8:31 a.m.

### 2. Adoption of Agenda

#### Resolution No. FCTC 2024- 01

**Moved:** Don McCallum, Southwest Middlesex

**Seconded:** Michelle Navackas, West Elgin

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

**Carried**

**3. Disclosure of Pecuniary Interest**

No disclosures

**4. Minutes**

**Resolution No. FCTC 2024- 02**

**Moved:** Michelle Navackas, West Elgin

**Seconded:** Lorie Arends, Adult Day Program

That Four Counties Transportation Services Committee hereby approve the Minutes of November 29, 2023, as printed and circulated.

**Carried**

**5. Financials as of December 31, 2023**

**Resolution No. FCTC 2024- 03**

**Moved:** Michelle Navackas, West Elgin

**Seconded:** Ryan Statham, West Elgin

That Four Counties Transit Committee acknowledge receipt of the Income Statement as of December 31 2023.

**Carried**

**6. Report - Transit Updates**

**Resolution No. FCTC 2024- 04**

**Moved:** Lorie Arends, Adult Day Program

**Seconded:** Michelle Navackas, West Elgin

That Four Counties Transit Committee receives the report from M. Badura, CAO/Treasurer re: Transit Updates for information only.

**Carried**

**7. Business Arising from Minutes**

None.

**8. Closed Session**

**Resolution No. FCTC 2024- 05**

**Moved:** Lorie Arends, Adult Day Program

**Seconded:** Don McCallum, Southwest Middlesex

That the Four Counties Transit Committee proceed into a Closed Session at 9:00 am, pursuant to Section 239(2)(b), personal matters about an identifiable individual, including municipal or local board employees.

**Carried**

**9. Report from Closed**

**Resolution No. FCTC 2024- 06**

**Moved:** Ryan Statham, West Elgin

**Seconded:** Michelle Navackas, West Elgin

That the Four Counties Transit Committee adjourn the Closed Session at 9:08 am, pursuant to Section 239(2)(b), personal matters about an identifiable individual, including municipal or local board employees, and provided direction to staff.

**Carried**

**10. New Business**

Lorie Arends requested the Transit bus start a two-area pick-up for the Adult Day Program, as there are residents on the bus for almost two hours, twice daily every Thursday. A two-area pick up, one starting at 8:30am and another starting at 9:30am, with drop off commencing at 2pm and 3:30pm, would reduce the amount of time on the transit bus for these riders. The Transit bus operated in this fashion in years past.

**Resolution No. FCTC 2024- 07**

**Moved:** Lorie Arends, Adult Day Program

**Seconded:** Don McCallum, Southwest Middlesex

That the Four Counties Transit Committee approve the Transit bus to commence with a two-area pick up for the Adult Day Program.

**Carried**

**11. Adjournment**

**Resolution No. FCTC 2024- 08**

**Moved:** Lorie Arends, Adult Day Program

**Seconded:** Michelle Navackas, West Elgin

That the Four Counties Transportation Services Committee hereby adjourn at 9:14 a.m. to meet again on Monday, April 15, 2024 at 8:30am, or at the call of the chair.

**Carried**

---

Mark McGill, Vice-Chair

---

Terri Towstiuc, Recording Secretary

## Four Counties Transit

### Income Statement

As of March 31, 2024

	<u>2023 Actuals</u>	<u>2023 Budget</u>
01-7280-6202 GRANTS FROM OTHER MUNICIPALITIES	-	(34,736.80)
01-7280-6212 GRANT - PROVINCIAL GAS TAX	-	(35,867.00)
01-7280-6214 GRANT - SAFE RESTART	6,838.00	6,838.00
01-7280-6353 Gain/Loss on Assest Disposal	(2,704.25)	-
01-7280-6355 BUS TRIP FEES	(2,681.00)	(12,112.00)
01-7280-6356 SPECIAL TRIP & MILEAGE BUS FEES	(645.00)	(3,000.00)
01-7280-7400 WAGES	9,503.37	50,000.00
01-7280-7401 CPP EXPENSE	488.43	2,000.00
01-7280-7402 EI EXPENSE	220.85	1,000.00
01-7280-7403 EHT EXPENSE	185.31	1,000.00
01-7280-7404 WSIB	294.60	1,500.00
01-7280-7407 OMERS	453.76	4,500.00
01-7280-7415 Training	-	1,000.00
01-7280-7510 INSURANCE	6,750.04	5,000.00
01-7280-7601 PHONE & INTERNET	327.86	1,400.00
01-7280-7651 POSTAGE & COURIER	27.15	200.00
01-7280-7652 ADVERTISING	-	500.00
01-7280-7660 OTHER SUPPLIES	133.98	300.00
01-7280-7675 LEGAL	-	1,000.00
01-7280-7701 FUEL - GAS	2,963.91	15,000.00
01-7280-7705 REPAIRS & MAINTENANCE	270.83	5,000.00
01-7280-7900 TRANSFER TO RESERVES	-	5,000.00
	<u>\$ 22,427.84</u>	<u>\$ 15,522.20</u>

FOUR COUNTIES TRANSIT SUMMARY OF RIDERS - 2024																		
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2024 TOTAL	2023	2022	2021	2020	2019
CHATHAM-KENT																		
HIGHGATE	0.0	0.0	0.0		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0					
BOTHWELL	0.0	1.0	0.0		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0				
RIDGETOWN	0.0	0.0	0.0		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0					
MORPETH	0.0	0.0	0.0		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0					
THAMESVILLE	-	0.5	2		-	-	-	-	-	-	-		2.5					
DUART	-	-	4										4					
SUB-TOTAL	0.00	1.50	6.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7.50	51	50	51	83	294
NEWBURY													-					
Villa Apts.	5.0	6.0	5.0		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	16.0					
SUB-TOTAL	5.00	6.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16.00	63	45	-	4	6
S.W. MIDDLESEX																		
GLENCOE	17.0	25.5	19.5		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	62.0					
APPIN	5.0	8.0	9.0		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	22.0					
WARDSVILLE	7.0	10.0	9.0		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	26.0					
MELBOURNE	0.0	0.0	0.0		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0					
SUB-TOTAL	29.0	43.5	37.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	110.0	523	298	202	149	495
WEST ELGIN																		
West Elgin	5.5	14.0	16.5		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	36.0					
SUB-TOTAL	5.5	14.0	16.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	36.0	153	120	112	72	344.5
GRAND TOTAL	39.5	65.0	65.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	169.5	789	513	365	308	1,140
RIDER																		
SPECIAL TRIPS																		
Mun of SWM		1											1					
Babcock													-					
Ridgetown-Village													-					
WECHC													-					
Beattie													-					
Adult Centre													-					
FCHS													-					
Total Trips	-	1	-	-	-	-	-	-	-	-	-	-	1					





## Staff Report

---

**Report To:** Council Meeting  
**From:** Magda Badura, CAO/Treasurer  
**Date:** 2024-03-14  
**Subject:** Safe Restart Funding

---

### **Recommendation:**

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Safe Restart Funding and that the Municipal Council authorizes the refund payment in the amount of \$6,838.00 of unused funding to the Ministry of Transportation.

### **Purpose:**

The purpose of this report is to provide an update on the SRA Funding received from the Ministry of Transportation and seek council's approval to refund the unused portion of the funds to the Ministry of Transportation.

### **Background:**

In 2020 the Ontario government provided additional funding for the municipalities to help deliver critical transportation services to the residents. The funding was designed to help manage the financial impacts of COVID-19 and was intended to offer immediate assistance towards additional municipal transit expenses incurred, as a result of the COVID-19 pandemic.

The following table illustrates the maximum allocation amounts that were available across the four phases of SRA funding:

*Table 1 – Available Funding*

<b>Safe Restart Funding</b>	<b>Amount</b>
SRA – Phase 1	Up to \$16,747.00
SRA – Phase 2	Up to \$30,952.00
SRA – Phase 3	Up to \$3,369.00
SRA – Phase 4	Up to \$6,732.00

In 2020 the Municipality of West Elgin received \$16,747.00 and additional \$3,369.00 was received in 2021. This money had to be allocated towards the transit services to offset COVID-related operating pressures.

To qualify for SRA funding, municipalities were required to submit a report to the Ministry with details of the financial impacts and costs of operations, including priority initiatives, that were being offset by SRA funding. The report had to be filed by each designated deadline and all the eligible expenditures for the reporting period had to be paid prior to the submission of reporting documentation.

Table 2 – Actual Funds Received and Claimed

Safe Restart Funding	Funds Received	Funds Claimed
SRA – Phase 1	\$16,747.00	\$5,455.00
SRA – Phase 2	\$0.00	\$0.00
SRA – Phase 3	\$3,369.00	\$1,965.00
SRA – Phase 4	\$0.00	\$6,619.00
<b>Total</b>	<b>\$20,116.00</b>	<b>\$13,278.00</b>
<b>Net Difference</b>	<b>\$6,838.00</b>	

The above table illustrates the actual amount of eligible expenditures incurred during the eligibility period. A 2019 transit operating budget was used as a baseline for reporting COVID-19 related impacts. Even though the specialized transit was impacted by the pandemic, the financial consequences were mitigated through the cancellation of transit services.

### **Financial Implications:**

Funding received was utilized to offset the overall transit deficit. The refund of funds would have to be incorporated into the 2024 Transit operating budget.

### **Policies/Legislation:**

Safe Restart Funding Transfer Payment Agreement

### **Alignment with Strategic Priorities:**

Infrastructure Improvement	Recreation	Economic Development	Community Engagement
<input type="checkbox"/> To improve West Elgin's infrastructure to support long-term growth.	<input type="checkbox"/> To provide recreation and leisure activities to attract and retain residents.	<input checked="" type="checkbox"/> To ensure a strong economy that supports growth and maintains a lower cost of living.	<input checked="" type="checkbox"/> To enhance communication with residents.

Respectfully submitted by,

Magda Badura  
CAO/Treasurer

**Report Approval Details**

Document Title:	SRA Funding - 2024-07-Administration Finance.docx
Attachments:	
Final Approval Date:	Mar 12, 2024

This report and all of its attachments were approved and signed as outlined below:

Terri Towstiuc

**Ministry of Transportation  
Transit Division**

777 Bay Street, 30<sup>th</sup> Floor  
Toronto ON M5G 2E5  
Tel : 647-539-1762  
Email : [felix.fung@ontario.ca](mailto:felix.fung@ontario.ca)

**Ministère des Transports  
Division des transports en commun**

777 rue Bay, 30<sup>e</sup> étage  
Toronto ON M5G 2E5  
Tel: 647-539-1762  
Courriel : [felix.fung@ontario.ca](mailto:felix.fung@ontario.ca)

March 15, 2024

Magda Badura  
Chief Administrative Officer  
Municipality of West Elgin  
22413 Hoskins Line  
Rodney ON N0L 2C0  
[mbadura@westelgin.net](mailto:mbadura@westelgin.net)

Dear Magda Badura:

I am writing to let you know about the launch of the 2023-24 Gas Tax Program and to advise you of your funding allocation.

The Municipality of West Elgin will be eligible to receive an allocation of **\$31,172** for this program year.

In the coming days we will be distributing, through the Transfer Payment Ontario Network (TPON) system, the electronic versions of your Letter of Agreement, along with program guidelines, reporting forms and the Canadian Content for Transit Vehicle Procurement policy. The primary staff contact at the Municipality of West Elgin will be notified when these documents are available.

Please return a scanned copy of the signed Letter of Agreement (in pdf format), the required supporting by-law (if applicable), and the 2023 Reporting Forms to the Ministry through the TPON system.

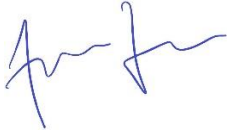
The Municipality of West Elgin currently provides a public transit service that includes service to, and receives financial contributions from, the Village of Newbury, and the Municipality of Southwest Middlesex.

As your municipality is the host for the provision of this joint service, we therefore request that your supporting Council by-law confirm that your municipality is continuing to act as the host for the other supporting municipalities.

If you have any questions regarding the Gas Tax program, please contact Kevin Dowling, Director, Transit Strategy and Programs Branch, at [kevin.dowling@ontario.ca](mailto:kevin.dowling@ontario.ca).

.../2

Sincerely,

A handwritten signature in blue ink, appearing to read 'Felix Fung', with a stylized flourish at the end.

Felix Fung  
Assistant Deputy Minister, Transit Division

Cc : Doug Jones, Deputy Minister, Ministry of Transportation  
Kevin Dowling, Director, Transit Strategy and Programs Branch, Ministry of  
Transportation

Cathy Case, Clerk/ Treasurer, Village of Newbury  
Jeff Brick, Interim Chief Administrative Officer, Municipality of Southwest  
Middlesex

## 2019-2024 Ridership Data

