

# Four Counties Transportation Services Committee

## Agenda

July 22, 2024, 8:30 a.m.

Council Chambers

160 Main Street

West Lorne

This meeting will be held at the West Elgin Community Complex (Council Chambers), 160 Main Street, West Lorne.

Pages

1. Call to Order

2. Adoption of Agenda

Recommendation:

That the Four Counties Transportation Services Committee adopt the agenda of July 22, 2024, as presented.

3. Disclosure of Pecuniary Interest

4. Minutes

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Recommendation:

That Four Counties Transportation Services Committee hereby adopt the Minutes of April 15, 2024 as presented.

5. Business Arising from Minutes

6. Financial Information, as of June 30, 2024

4

Recommendation:

That the Four Counties Transit Committee hereby accept the Financials as of June 30, 2024, as presented.

7. Verbal Reports and Open Discussion

## 8. Adjournment

Recommendation:

That the Four Counties Transportation Services Committee hereby adjourn at \_\_\_\_\_ a.m. to meet again at 8:30am, on Monday, October 21, 2024, or at the call of the chair.

# Four Counties Transportation Services Committee

## Minutes

April 15, 2024, 8:30 a.m.

Electronic Participation Meeting via Zoom

- Present:** Mark McGill, Southwest Middlesex  
Michelle Navackas, West Elgin  
Don McCallum, Southwest Middlesex  
Ryan Statham, West Elgin  
Clyde Harris, Newbury  
Linda Dunn, Adult Day Program
- Regrets:** John Wright, Chatham-Kent  
Kristina Pringle, West Elgin Community Health Centre
- Staff Present:** Magda Badura, CAO/Treasurer, West Elgin  
Terri Towstiuć, Recording Secretary/Clerk, West Elgin  
Jan Metcalfe, Chatham-Kent
- Staff Absent:** Cathy Case, Clerk/Treasurer, Newbury

**1. Call to Order**

Chair Mark McGill called the meeting to order at 8:31am

**2. Adoption of Agenda**

**Resolution No. FCTC 2024- 09**

**Moved:** Michelle Navackas, West Elgin

**Seconded:** Don McCallum, Southwest Middlesex

That the Four Counties Transportation Services Committee adopt the agenda of April 15, 2024, as presented.

**Carried**

**3. Disclosure of Pecuniary Interest**

No disclosures

**4. Minutes**

**Resolution No. FCTC 2024- 10**

**Moved:** Ryan Statham, West Elgin

**Seconded:** Don McCallum, Southwest Middlesex

That Four Counties Transportation Services Committee hereby adopt the Minutes of January 15, 2024, as presented.

**Carried**

**5. Business Arising from Minutes**

**6. Financial Information**

Four Counties Transit Committee received the financials, as of March 31, 2024.

**6.1 Four Counties Transit Financials, as of March 31, 2024**

**7. Reports**

**7.1 Safe Restart Funding**

Four Counties Transit Committee was provided with an updated regarding the Safe Restart Funding, and the amount unused, which was returned in March 2024.

**8. Correspondence**

**8.1 2023-24 Gas Tax Program**

M. Badura to confirm that Chatham-Kent was included in program, as they are not noted on the correspondence.

**8.2 2019-2024 Ridership Data**

For information only.

**9. New Business**

None.

**10. Adjournment**

**Resolution No. FCTC 2024- 11**

**Moved:** Don McCallum, Southwest Middlesex

**Seconded:** Michelle Navackas, West Elgin

That the Four Counties Transportation Services Committee hereby adjourn at 8:51am, to meet again at 8:30am, on Monday, July 15, 2024, or at the call of the chair.

**Carried**

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Mark McGill, Vice-Chair

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Terri Towstiuic, Recording Secretary

# Four Counties Transit

## Income Statement

As of June 30, 2024

	<b>2024 Actuals</b>	<b>2024 Budget</b>
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 Asset Disposal - <b>Note 1</b>	(2,704.25)	-
01-7280-6355 BUS TRIP FEES - <b>Note 2</b>	(6,161.00)	(12,112.00)
01-7280-6356 SPECIAL TRIP & MILEAGE BUS FEES - <b>Note 3</b>	(1,788.50)	(3,000.00)
01-7280-7400 WAGES - <b>Note 4</b>	22,019.97	50,000.00
01-7280-7401 CPP EXPENSE	1,121.03	2,000.00
01-7280-7402 EI EXPENSE	511.74	1,000.00
01-7280-7403 EHT EXPENSE	429.38	1,000.00
01-7280-7404 WSIB	716.29	1,500.00
01-7280-7407 OMERS	1,014.85	4,500.00
01-7280-7415 Training	122.11	1,000.00
01-7280-7510 INSURANCE	6,750.04	5,000.00
01-7280-7601 PHONE & INTERNET	623.60	1,400.00
01-7280-7651 POSTAGE & COURIER	61.71	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	9,894.11	15,000.00
01-7280-7705 REPAIRS & MAINTENANCE - <b>Note 5</b>	1,264.16	5,000.00
01-7280-7777 BAD DEBT EXPENSE	20.92	-
01-7280-7900 TRANSFER TO RESERVES	-	5,000.00
	<b>\$ 40,868.14</b>	<b>\$ 15,522.20</b>

**Notes:**

**Note 1** Gain/Loss on Asset Disposal - funds received from the sale of the bus.

**Note 2** Bus Trip Fees - see Bus Trip Schedule Summary

**Note 3** Special Trip & Mileage -

	<b>No. of Trips</b>
Babcock Community Care	3
Municipality of Southwest Middlesex	1

FOUR COUNTIES TRANSIT SUMMARY OF RIDERS - 2024													2024	2023	2022
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL		
<b>CHATHAM-KENT</b>															
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	0.0		
BOTHWELL	0.0	1.0	0.0	0.0	3.5	2.0	0.0	0.0	0.0	0.0	0.0	0.0	6.5		
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	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	0.0		
THAMESVILLE	-	0.5	2	5.0	14	16.5	0.0	-	-	-	-		38.0		
DUART	-	-	4	4	4	4	-						16		
<b>SUB-TOTAL</b>	<b>0.00</b>	<b>1.50</b>	<b>6.00</b>	<b>9.00</b>	<b>21.50</b>	<b>22.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>60.50</b>	<b>51</b>	<b>50</b>
<b>NEWBURY</b>													-		
Villa Apts.	5.0	6.0	5.0	6.0	6.5	4.5	0.0	0.0	0.0	0.0	0.0	0.0	33.0		
<b>SUB-TOTAL</b>	<b>5.00</b>	<b>6.00</b>	<b>5.00</b>	<b>6.00</b>	<b>6.50</b>	<b>4.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>33.00</b>	<b>63</b>	<b>45</b>
<b>S.W. MIDDLESEX</b>															
GLENCOE	17.0	30.5	14.5	16.5	19.0	17.0	0.0	0.0	0.0	0.0	0.0	0.0	114.5		
APPIN	5.0	10.0	7.0	8.0	10.0	3.0	0.0	0.0	0.0	0.0	0.0	0.0	43.0		
WARDSVILLE	7.0	12.0	7.0	10.0	15.0	9.0	0.0	0.0	0.0	0.0	0.0	0.0	60.0		
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	0.0		
<b>SUB-TOTAL</b>	<b>29.0</b>	<b>52.5</b>	<b>28.5</b>	<b>34.5</b>	<b>44.0</b>	<b>29.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>217.5</b>	<b>523</b>	<b>298</b>
<b>WEST ELGIN</b>															
West Elgin	5.5	16.5	14.0	13.0	13.5	13.5	0.0	0.0	0.0	0.0	0.0	0.0	76.0		
<b>SUB-TOTAL</b>	<b>5.5</b>	<b>16.5</b>	<b>14.0</b>	<b>13.0</b>	<b>13.5</b>	<b>13.5</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>76.0</b>	<b>153</b>	<b>120</b>
<b>GRAND TOTAL</b>	<b>39.5</b>	<b>76.5</b>	<b>53.5</b>	<b>62.5</b>	<b>85.5</b>	<b>69.5</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>387.0</b>	<b>789</b>	<b>513</b>
<b>RIDER</b>															
<b>SPECIAL TRIPS</b>															
Mun of SWM		1											1		
Babcock				1		2							3		
Ridgetown-Village													-		
WECHC													-		
Beattie													-		
Adult Centre													-		
FCHS													-		
<b>Total Trips</b>	<b>-</b>	<b>1</b>	<b>-</b>	<b>1</b>	<b>-</b>	<b>2</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4</b>		