

# Four Counties Transportation Services Committee

## Agenda

July 21, 2025, 8:30 a.m.

West Elgin Community Complex - Hybrid Meeting

160 Main St

West Lorne

Electronic Hybrid Meeting

Pages

1. Call to Order

2. Adoption of Agenda

Recommendation:  
That the Four Counties Transportation Services Committee adopt the agenda of July 21, 2025, 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 January 27, 2025, as presented.

5. Business Arising from Minutes

6. Financial Information & Statistics

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Recommendation:  
That Four Counties Transit Board hereby acknowledge receipt of the Financials as of June 26, 2025 and 2025 Transit Statistics, as information only.

7. Additional Business

## 8. Adjournment

Recommendation:

That the Four Counties Transportation Services Committee hereby adjourn at \_\_\_\_\_ a.m. to meet again at 8:30am, on Monday, October 20, 2025, or at the call of the chair.

# **Four Counties Transportation Services Committee**

## **Minutes**

**January 27, 2025, 8:30 a.m.  
Council Chambers  
160 Main Street  
West Lorne**

**Present:** Vice Chair John Wright, Chatham-Kent  
Chair Mark McGill, Southwest Middlesex  
Don McCallum, Southwest Middlesex  
Ryan Statham, West Elgin  
Kristina Pringle, West Elgin Community Health Centre  
Clyde Harris, Newbury  
Linda Dunn, Adult Day Program  
Richard Leatham, West Elgin

**Staff Present:** Terri Towstiuc, Recording Secretary/Clerk, West Elgin  
Magda Badura, Manager of Corporate Services/Treasurer  
Robin Greenall, Chief Administrative Officer

**Staff Absent:** Jan Metcalfe, Chatham-Kent  
Cathy Case, Clerk/Treasurer, Newbury

**Also Present:** Jenna Denijs, West Elgin Community Health Centre  
Amanda Starling, Adult Day Program

### **1. Call to Order**

Chair Mark McGill called the meeting to order at 8:32 a.m.

### **2. Adoption of Agenda**

**Resolution No. FCTC 2025- 01**

**Moved:** Don McCallum, Southwest Middlesex

**Seconded:** Richard Leatham, West Elgin

That the Four Counties Transportation Services Committee adopt the agenda of January 27, 2025, as presented.

**Carried**

**3. Disclosure of Pecuniary Interest**

No disclosures

**4. Minutes**

**Resolution No. FCTC 2025- 02**

**Moved:** Vice Chair John Wright, Chatham-Kent

**Seconded:** Don McCallum, Southwest Middlesex

That Four Counties Transportation Services Committee hereby adopt the Minutes of October 30, 2024, as presented.

**Carried**

**5. Business Arising from Minutes**

None.

**6. Items of Discussion**

**6.1 Family Day Transit Request - Do Good Things Co.**

Committee members from Southwest Middlesex received a request for special transit, for local events taking place on Family Day, Monday, February 17, 2025 in the Municipality of Southwest Middlesex. The committee received details from M. Badura, Manager of Corporate Services/Treasurer indicating for cost implications, with three options: Charge the full fee at an approximate cost of \$884.00, charge prorated at fifty percent (50%) or provide the service free of charge. The presentation also indicated a need for a policy detailing the procedures, in the event that these requests are received. The committee discussed potential funding through Gas Tax rebates or local recreation funding. Ms. Badura indicated that this type of request does not meet the criteria for Gas Tax Funding, and any fees incurred that are not recuperated through user fees will be included in FCTC deficit. The committee advised they are willing to prorate the request at fifty percent (50%), and passed the following motion:

### **6.1.1 M. Badura - Community Shuttle Request**

#### **Resolution No. FCTC 2025- 03**

**Moved:** Vice Chair John Wright, Chatham-Kent

**Seconded:** Richard Leatham, West Elgin

That the Four Counties Transit Board approve the shuttle service for Family Day at a 50% discounted rate to reduce financial burdens on the organization while maintaining support for the service.

**Carried**

### **7. Other Items or Announcements**

None.

### **8. Adjournment**

#### **Resolution No. FCTC 2025- 04**

**Moved:** Richard Leatham, West Elgin

**Seconded:** Don McCallum, Southwest Middlesex

That the Four Counties Transportation Services Committee hereby adjourn at 9:19am to meet again at 8:30am, on April 14, 2025, or at the call of the chair.

**Carried**

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Mark McGill, Vice-Chair

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Terri Towstiuc, Recording Secretary

**Four Counties Transit**  
**Income Statement**  
**As of June 26, 2025**

	<u>2025 Actuals</u>	<u>2025 Budget</u>
<b>Revenues</b>		
01-7280-6202 GRANTS FROM OTHER MUNICIPALITIES	-	(43,520.00)
01-7280-6212 GRANT - PROVINCIAL GAS TAX	(23,379.00)	(32,000.00)
01-7280-6355 BUS TRIP FEES	(6,472.00)	(12,500.00)
01-7280-6356 SPECIAL TRIP & MILEAGE BUS FEES	(1,090.00)	(4,000.00)
<b>Expenses</b>		
01-7280-7400 WAGES	21,380.34	51,000.00
01-7280-7401 CPP EXPENSE	1,075.21	2,600.00
01-7280-7402 EI EXPENSE	490.94	1,200.00
01-7280-7403 EHT EXPENSE	416.92	1,000.00
01-7280-7404 WSIB	660.64	1,600.00
01-7280-7407 OMERS	933.73	2,200.00
01-7280-7415 Training	-	750.00
01-7280-7510 INSURANCE	5,040.00	7,250.00
01-7280-7601 PHONE & INTERNET	599.60	1,300.00
01-7280-7651 POSTAGE & COURIER	-	200.00
01-7280-7652 ADVERTISING	-	500.00
01-7280-7660 OTHER SUPPLIES	318.21	300.00
01-7280-7675 LEGAL	-	1,000.00
01-7280-7701 FUEL - GAS	2,092.50	17,000.00
01-7280-7705 REPAIRS & MAINTENANCE	1,514.50	5,000.00
01-7280-7900 TRANSFER TO RESERVES	-	10,000.00
Net Deficit	<u><b>\$ 3,581.59</b></u>	<u><b>\$ 10,880.00</b></u>

FOUR COUNTIES TRANSIT SUMMARY OF RIDERS - 2025													
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2025 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	1.0	0.0	3.0	2.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	6.0
RIDGETOWN	0.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.5
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	-	0.0	6	9.0	-	0.0	0.0	-	-	-	-		14.5
DUART	-	-	-	-	-	-	-	-	-	-			-
<b>SUB-TOTAL</b>	<b>1.50</b>	<b>0.00</b>	<b>8.50</b>	<b>11.00</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>0.00</b>	<b>0.00</b>	<b>21.00</b>
<b>NEWBURY</b>													-
Villa Apts.	5.0	4.0	5.5	9.0	9.0	8.0	0.0	0.0	0.0	0.0	0.0	0.0	40.5
<b>SUB-TOTAL</b>	<b>5.00</b>	<b>4.00</b>	<b>5.50</b>	<b>9.00</b>	<b>9.00</b>	<b>8.00</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>40.50</b>
<b>S.W. MIDDLESEX</b>													
GLENCOE	24.5	17.5	24.0	25.0	23.5	19.5	0.0	0.0	0.0	0.0	0.0	0.0	134.0
APPIN	8.0	8.5	8.0	7.0	3.0	4.0	0.0	0.0	0.0	0.0	0.0	0.0	38.5
WARDSVILLE	9.5	11.0	13.5	9.0	14.0	9.0	0.0	0.0	0.0	0.0	0.0	0.0	66.0
MELBOURNE	2.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2.0
<b>SUB-TOTAL</b>	<b>44.0</b>	<b>37.0</b>	<b>45.5</b>	<b>41.0</b>	<b>40.5</b>	<b>32.5</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>240.5</b>
<b>WEST ELGIN</b>													
West Elgin	22.5	17.0	26.0	25.0	24.5	21.0	0.0	0.0	0.0	0.0	0.0	0.0	136.0
<b>SUB-TOTAL</b>	<b>22.5</b>	<b>17.0</b>	<b>26.0</b>	<b>25.0</b>	<b>24.5</b>	<b>21.0</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>136.0</b>
<b>GRAND TOTAL</b>	<b>73.0</b>	<b>58.0</b>	<b>85.5</b>	<b>86.0</b>	<b>74.0</b>	<b>61.5</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>438.0</b>
<b>RIDER</b>													
<b>SPECIAL TRIPS</b>													
Mun of SWM													-
Babcock					1	1							2
Ridgetown-Village						1							1
WECHC													-
Beattie													-
Adult Centre													-
FCHS													-
H Logan													-
D. Kemps													-
J Johnson													-
<b>Total Trips</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>2</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3</b>