

Four Counties Transportation Services Committee

Minutes

December 4, 2025, 8:30 a.m.
West Elgin Community Complex - Hybrid Meeting
160 Main St
West Lorne
Electronic Hybrid Meeting

Present: Vice Chair John Wright, Chatham-Kent
Chair Mark McGill, Southwest Middlesex
Don McCallum, Southwest Middlesex
Clyde Harris, Newbury
Linda Dunn, Adult Day Program
Richard Leatham, West Elgin
Jenna de Nijs, West Elgin Community Health Center
Philip Sousa, West Elgin

Staff Present: Terri Towstiuć, Recording Secretary, West Elgin
Cathy Case, Clerk/Treasurer, Newbury
Robin Greenall, CAO, West Elgin
Amanda Starling, Adult Day Program

Staff Absent: Jan Metcalfe, Chatham-Kent
Amanda Gubbels, CAO, Southwest Middlesex

1. Call to Order

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

2. Adoption of Agenda

Moved: Richard Leatham, West Elgin

Seconded: Philip Sousa, West Elgin

That the Four Counties Transportation Services Committee adopt the agenda of December 4, 2025, as presented.

Carried

3. Disclosure of Pecuniary Interest

No disclosures

4. Minutes

Moved: Don McCallum, Southwest Middlesex

Seconded: Clyde Harris, Newbury

That Four Counties Transportation Services Committee hereby adopt the Minutes of July 21, 2025 as presented.

Carried

5. Business Arising from Minutes

None.

6. Reports

6.1 2025 Ridership, November 30, 2025

Moved: Don McCallum, Southwest Middlesex

Seconded: Philip Sousa, West Elgin

That Four Counties Transit Committee hereby receive the Ridership Statistics, dated November 30, 2025, for information purposes.

Carried

6.2 2026 Budget Discussion

Moved: Vice Chair John Wright, Chatham-Kent

Seconded: Richard Leatham, West Elgin

That Four Counties Transit Committee hereby approve the 2026 budget and fee schedule, as presented.

Carried

6.3 2026 Meeting Schedule

The meeting schedule was presented with an additional recommendation not presented in the report to change the meeting start time to 9:00am, for staffing purposes. The committee agreed to a 9:00am start time.

Moved: Vice Chair John Wright, Chatham-Kent

Seconded: Richard Leatham, West Elgin

That Four Counties Transit Committee hereby receives the report from Terri Towstiuć, Recording Secretary/Clerk, and approve the 2026 Meeting Schedule, as amended, with a 9:00am start time.

Carried

6.4 2026 Chair and Vice-Chair

Annually, the Committee shall elect a Chair and Vice-Chair from the appointees. The committee reviewed the composition in the terms of reference (TOR) created in 2019, which is significantly different from how the committee has been operating. The committee requested a review of the TOR prior to voting on a Chair and Vice-Chair for 2026. CAO R. Greenall advised that a formal contract will be recommended and will include an update to the TOR as well. This will be brought back to the committee in March 2026.

Moved: Clyde Harris, Newbury

Seconded: Jenna de Nijs, West Elgin Community Health Center

That Four Counties Transit Committee defer the appointment of 2026 Chair and Vice Chair until March 2026

Carried

7. Additional Business

None.

8. Adjournment

Moved: Richard Leatham, West Elgin

Seconded: Linda Dunn, Adult Day Program

That the Four Counties Transportation Services Committee hereby adjourn at 9:12am to meet again at 9:00am, on Monday, March 9, 2026, or at the call of the chair.

Carried

Mark McGill, Vice-Chair

Terri Towstiuć, Recording Secretary