

Four Counties Transportation Services Committee Agenda

December 4, 2025, 8:30 a.m.

West Elgin Community Complex - Hybrid Meeting

160 Main St

West Lorne

Electronic Hybrid Meeting

This meeting will be held electronically via Zoom and posted at www.westelgin.net (pending any technical difficulties). 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 of December 4, 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 July 21, 2025 as presented.

5. **Business Arising from Minutes**

6. **Reports**

6.1 2025 Ridership, November 30, 2025

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Recommendation:

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

6.2 2026 Budget Discussion

6.3 2026 Meeting Schedule

5

Recommendation:

That Four Counties Transit Committee hereby receives the report from Terri Towstiuc, Recording Secretary/Clerk, and approve the 2026 Meeting Schedule, as presented.

6.4 2026 Chair and Vice-Chair

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Annually, the Committee shall elect a Chair and Vice-Chair from the appointees.

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, March 9, 2026, or at the call of the chair.

Four Counties Transportation Services Committee

Minutes

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

West Elgin Community Complex - Hybrid Meeting

160 Main St

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Electronic Hybrid Meeting

- Present:** Chair Mark McGill, Southwest Middlesex
Don McCallum, Southwest Middlesex
Ryan Statham, West Elgin
Linda Dunn, Adult Day Program
Jenna Denijs, West Elgin Community Health Center
Amanda Starling, Adult Day Program
- Regrets:** Vice Chair John Wright, Chatham-Kent
Kristina Pringle, West Elgin Community Health Centre
Clyde Harris, Newbury
Richard Leatham, West Elgin
- Staff Present:** Terri Towstiuć, 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
Amanda Gubbels, CAO, Southwest Middlesex
- 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- 05
Moved: Ryan Statham, West Elgin
Seconded: Don McCallum, Southwest Middlesex

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

Carried

3. Disclosure of Pecuniary Interest

No disclosures

4. Minutes

Resolution No. FCTC 2025- 06

Moved: Don McCallum, Southwest Middlesex

Seconded: Ryan Statham, West Elgin

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

Carried

5. Business Arising from Minutes

Chair M. McGill and M. Badura, Manager of Corporate Services/Treasurer reviewed the request for special transportation received at the January 27, 2025 meeting. The request was approved for a fifty-percent (50%) reduction, however the requester decided not to proceed. Fees are outlined in the West Elgin "Fees & Charges" By-law for special trips.

6. Financial Information & Statistics

M. Badura, Manager of Corporate Services/Treasurer, reviewed the financials as of June 26, and 2025 Statistics, for information purposes. Ms. Badura also advised that as of 2025, the bus drivers fuel the bus at the West Elgin Public Works yard using a key fob, and this has not been allocated to the bus yet, which explains why the fuel is only indicating approximately \$2,000 use, as of June 26.

Resolution No. FCTC 2025- 07

Moved: Don McCallum, Southwest Middlesex

Seconded: Ryan Statham, West Elgin

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

Carried

7. Additional Business

None

8. Adjournment

Resolution No. FCTC 2025- 08

Moved: Don McCallum, Southwest Middlesex

Seconded: Ryan Statham, West Elgin

That the Four Counties Transportation Services Committee hereby adjourn at 8:43 am to meet again at 8:30am, on Monday, October 20, 2025, or at the call of the chair.

Carried

Mark McGill, Vice-Chair

Terri Towstiuc, Recording Secretary

FOUR COUNTIES TRANSIT SUMMARY OF RIDERS - 2025													
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2025 TOTAL
CHATHAM-KENT													
HIGHGATE	-	-	-	-	-	-	-	-	-	-	-	-	0.0
BOTHWELL	1.00	2.00	3.00	2.00	-	-	1.00	-	-	-	-	-	9.0
RIDGETOWN	0.50	-	-	-	-	-	-	-	-	-	-	-	0.5
MORPETH	-	-	-	-	-	-	-	-	-	-	-	-	0.0
THAMESVILLE	-	-	5.50	9.00	-	-	0.50	-	0.50	1.00	-	-	16.5
DUART	-	-	-	-	-	-	-	-	-	-	-	-	-
MORAVIAN TOWN	5.00	1.00	-	-	9.00	5.00	10.50	-	-	-	-	-	31
SUB-TOTAL	6.50	3.00	8.50	11.00	9.00	5.00	12.00	0.00	0.50	1.00	0.00	0.00	26.00
NEWBURY													-
Villa Apts.	5.0	3.0	5.5	9.0	10.0	6.0	12.0	8.5	7.0	10.0	6.0	0.0	82.0
SUB-TOTAL	5.00	3.00	5.50	9.00	10.00	6.00	12.00	8.50	7.00	10.00	6.00	0.00	82.00
S.W. MIDDLESEX													
GLENCOE	26.5	17.0	24.0	26.0	23.5	21.0	19.0	16.5	16.0	22.0	20.5	0.0	232.0
APPIN	8.0	8.5	8.0	7.0	3.0	4.0	8.0	12.0	12.0	23.0	23.0	0.0	116.5
WARDSVILLE	9.5	10.5	13.5	8.0	14.0	10.0	14.0	7.0	11.5	0.5	11.0	0.0	109.5
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
SUB-TOTAL	46.0	36.0	45.5	41.0	40.5	35.0	41.0	35.5	39.5	45.5	54.5	0.0	460.0
WEST ELGIN													
West Elgin	22.5	17.0	26.0	24.0	24.5	20.0	24.5	22.0	21.0	23.5	21.0	0.0	246.0
SUB-TOTAL	22.5	17.0	26.0	24.0	24.5	20.0	24.5	22.0	21.0	23.5	21.0	0.0	246.0
GRAND TOTAL	80.0	59.0	85.5	85.0	84.0	66.0	89.5	66.0	68.0	80.0	81.5	0.0	814.0
RIDER													
SPECIAL TRIPS													
Mun of SWM													-
Babcock					1	1	2		1		1		6
Ridgetown-Village						1		1	2		1		5
WECHC													-
Beattie													-
Adult Centre													-
FCHS													-
H Logan													-
D. Kemps													-
J Johnson									1				1
Total Trips	-	-	-	-	1	2	2	1	4	-	2	-	12



Staff Report

Report To: Tri-County Water Board
From: Terri Towstiuc, Recording Secretary/Clerk
Date: 2025-12-04
Subject: 2026 Meeting Schedule, Four Counties Transit Committee

Recommendation:

That Four Counties Transit Committee hereby receives the report from Terri Towstiuc, Recording Secretary/Clerk, and approve the 2026 Meeting Schedule, as presented.

Purpose:

The purpose of this report is to present the 2026 Meeting Schedule to the Four Counties Transit Committee.

Background:

Prior to December 31st, there is a requirement for West Elgin to publish their meeting schedule for the following year, including board and committee meetings.

Four Counties Transit Committee meets quarterly, with no specific starting month indicated. In years past, Four Counties Transit Committee held their first quarterly meeting in January, with meetings scheduled for the third Monday of the quarterly month. However, the proposed meeting schedule will commence in March 2026, which will allow finance staff adequate time to prepare year-end reports. The proposed schedule also avoids the months of July & August, which are typically prime vacation months for staff and Council due to reduced meetings schedules.

Meetings will continue in a hybrid manner at 8:30am, unless otherwise directed by the board, with the option of attending in person at the West Elgin Council Chambers (160 Main Street, West Lorne) or via a Zoom virtual meeting.

The proposed quarterly meeting dates for Four Counties Transit Committee are:

1. Monday, March 9 – Year End, 2025
2. Monday, June 8 – First Quarter, 2026
3. Monday, September 14 - Second Quarter, 2026
4. Monday, November 9 – 2027 Budget
5. Monday, December 14 – Third Quarter, 2026

Financial Implications:

None.

Policies/Legislation:

Four Counties Transit Committee Agreement, Approved 2019

Alignment with Strategic Priorities:

Infrastructure Improvement	Recreation	Economic Development	Community Engagement
☐ To improve West Elgin's infrastructure to support long-term growth.	☐ To provide recreation and leisure activities to attract and retain residents.	☐ To ensure a strong economy that supports growth and maintains a lower cost of living.	☒ To enhance communication with residents.

Respectfully submitted by,

Terri Towstiuc, Dipl. M.A.

FCTC Recording Secretary/West Elgin Clerk

Report Approval Details

Document Title:	2026 Meeting Schedule, Four Counties Transit Committee - 2025-26-Community ServicesClerks.docx
Attachments:	
Final Approval Date:	Dec 1, 2025

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

Robin Greenall



Four Counties Transit Committee Terms of Reference

Purpose of the Committee

The purpose of Four Counties Transit Committee is to assist Council in carrying out the work of the municipalities of Southwest Middlesex and West Elgin by advising Councils on matters regarding Four Counties Transit System Management.

The Committee is guided by the Municipal Act, the Conflict of Interest Act, and the Committee Terms of Reference.

Membership Composition and Responsibilities

The Four Counties Transit Committee will be composed of 6 voting members consisting of 2 members of Southwest Middlesex Council, 2 members of West Elgin Council and 2 members of the Public.

The Council shall appoint all Committee members by By-law and the term of appointment for public members shall be concurrent with the four-year term of Council, and members of Council appointed to the Committee shall be appointed annually.

Staff Support

The Secretary to the Committee is the Municipal Clerk or designate.

Meeting Roles and Requirements

The Committee shall meet at 8:30 a.m. on the Quarterly, in West Elgin Council Chambers.

Annually, the Committee shall elect a Chair and Vice-Chair from the appointees.

Minutes and Agenda

The Secretary will prepare and distribute the Agenda and provide recording secretarial services. The Minutes of each meeting will be amended when necessary and adopted at the following Committee Meeting. Approved minutes shall be forwarded to the municipal clerk for inclusion in the next Council agenda. Recommendations to Council shall be made by Committee resolution and forwarded to the municipal clerk for inclusion in the next Council agenda for Council's consideration.

Amendments to the Terms of Reference

Amendments to the Terms of Reference may be proposed to Council from time to time, by members of the Committee for their endorsement requiring a majority of the voting membership.

Amendments to the Terms of Reference can only be made by Council.



Four Counties Transit Committee Terms of Reference

General Conduct

The Committee meetings shall be conducted in accordance with Council's current Procedural By-law regarding Committee Meetings, and Robert's Rules of Order.

The meetings shall be held in public. Closed sessions shall comply with the Municipal Act, Section 239.

Conflict Of Interest

A conflict of interest may arise for Committee members when their personal business interests clash with the duties and decisions of the Committee. Municipal conflict of interest requirements as defined by the Municipal Conflict of Interest Act will apply to the Committee. At every meeting held by the Committee, the Chair shall call for the disclosure of any pecuniary interests.