

# Four Counties Transportation Services Committee

## Agenda

March 9, 2026, 9:00 a.m.

Council Chambers

160 Main Street

West Lorne

This meeting will be held at West Elgin Council Chambers, 160 Main Street, West Lorne, with recording posted at [www.westelgin.net](http://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](mailto:clerk@westelgin.net).

Zoom Link: <https://us02web.zoom.us/j/89788753597?pwd=kXvvn7bTaBYbESIs5rBekTWn7JHwPg.1>  
Pages

**1. Call to Order**

2025 Chair, Mark McGill, to call meeting to order.

**2. Adoption of Agenda**

Recommendation:

That the Four Counties Transportation Services Committee adopt the agenda of March 9, 2026 as presented.

**3. Disclosure of Pecuniary Interest**

**4. Adoption of Previous Meeting Minutes**

Recommendation:

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

**5. Business Arising from Minutes**

**6. Financial Information**

**6.1 2025 Financials and Ridership 4**

Recommendation:

That Four Counties Transit Committee receive the 2025 Financials and Ridership (unaudited), as information only.

**6.2 2026 YTD (February 28) Financials and Ridership 6**

Recommendation:

That Four Counties Transit Committee receive the 2026 Year-to-Date Financials and Ridership, up to February 28, 2026, as information only.

**7. Items of Discussion**

**7.1 Discussion Re: Formalize Agreement and Terms of Reference (TOR) structure 8**

**7.2 Appoint Chair & Vice Chair**

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

Appointees Include, in accordance with the Terms of Reference:

- Mark McGill, Southwest Middlesex, (current chair)
- Don McCallum, Southwest Middlesex
- Richard Leatham, West Elgin
- Philip Sousa, West Elgin
- Jenna Denijs, West Elgin Community Health Centre
- Amanda Starling, Adult Day Program

**8. New Business**

**9. Adjournment**

Recommendation:

That the Four Counties Transportation Services Committee hereby adjourn at \_\_\_\_\_ a.m. to meet again at 9:00am, on Monday, June 8, 2026, or at the call of the chair.

# 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 Towstiuic, 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**

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Mark McGill, Vice-Chair

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Terri Towstiuć, Recording Secretary

	<b>2025 Actuals</b>	<b>2025 Budget</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	(14,736.00)	(12,500.00)
01-7280-6356 SPECIAL TRIP & MILEAGE BUS FEES	(4,470.00)	(4,000.00)
01-7280-7400 WAGES	43,469.01	51,000.00
01-7280-7401 CPP EXPENSE	2,181.27	2,600.00
01-7280-7402 EI EXPENSE	998.11	1,200.00
01-7280-7403 EHT EXPENSE	847.65	1,000.00
01-7280-7404 WSIB	1,343.21	1,600.00
01-7280-7407 OMERS	1,894.92	2,200.00
01-7280-7415 Training	231.19	750.00
01-7280-7510 INSURANCE	5,040.00	7,250.00
01-7280-7601 PHONE & INTERNET	1,196.87	1,300.00
01-7280-7651 POSTAGE & COURIER	-	200.00
01-7280-7652 ADVERTISING	-	500.00
01-7280-7660 OTHER SUPPLIES	342.59	300.00
01-7280-7675 LEGAL	-	1,000.00
01-7280-7701 FUEL - GAS	9,814.90	17,000.00
01-7280-7705 REPAIRS & MAINTENANCE	5,068.52	5,000.00
01-7280-7900 TRANSFER TO RESERVES	-	10,000.00
	<u>                    </u>	<u>                    </u>
	<b>\$ 29,843.24</b>	<b>\$ 10,880.00</b>

**Share of Deficit:**

Municipality of Chatham-Kent	57.50	6%	\$	-
Village of Newbury	90.50	10%	\$	-
Municipality of Southwest Middlesex	509.5	56%	\$	-
Municipality of West Elgin	260.5	28%	\$	-
	<b>918.00</b>	<b>100%</b>	<b>\$</b>	<b>-</b>

**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
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	-	1.00	17.5
DUART	-	-	-	-	-	-	-	-	-	-	-	-	-
MORAVIAN TOWN	5.00	1.00	-	-	9.00	5.00	10.50	-	-	-	-	-	31
<b>SUB-TOTAL</b>	<b>6.50</b>	<b>3.00</b>	<b>8.50</b>	<b>11.00</b>	<b>9.00</b>	<b>5.00</b>	<b>12.00</b>	<b>0.00</b>	<b>0.50</b>	<b>1.00</b>	<b>0.00</b>	<b>1.00</b>	<b>57.50</b>
<b>NEWBURY</b>													-
Villa Apts.	5.0	3.0	5.5	9.0	10.0	6.0	12.0	8.5	7.0	10.0	6.0	8.5	90.5
<b>SUB-TOTAL</b>	<b>5.00</b>	<b>3.00</b>	<b>5.50</b>	<b>9.00</b>	<b>10.00</b>	<b>6.00</b>	<b>12.00</b>	<b>8.50</b>	<b>7.00</b>	<b>10.00</b>	<b>6.00</b>	<b>8.50</b>	<b>90.50</b>
<b>S.W. MIDDLESEX</b>													
GLENCOE	26.5	17.0	24.0	26.0	23.5	21.0	19.0	16.5	16.0	22.0	20.5	13.5	245.5
APPIN	8.0	8.5	8.0	7.0	3.0	4.0	8.0	12.0	12.0	23.0	23.0	14.0	130.5
WARDSVILLE	9.5	10.5	13.5	8.0	14.0	10.0	14.0	7.0	11.5	13.5	11.0	9.0	131.5
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
<b>SUB-TOTAL</b>	<b>46.0</b>	<b>36.0</b>	<b>45.5</b>	<b>41.0</b>	<b>40.5</b>	<b>35.0</b>	<b>41.0</b>	<b>35.5</b>	<b>39.5</b>	<b>58.5</b>	<b>54.5</b>	<b>36.5</b>	<b>509.5</b>
<b>WEST ELGIN</b>													
West Elgin	22.5	17.0	26.0	24.0	24.5	20.0	24.5	22.0	21.0	23.5	21.0	14.5	260.5
<b>SUB-TOTAL</b>	<b>22.5</b>	<b>17.0</b>	<b>26.0</b>	<b>24.0</b>	<b>24.5</b>	<b>20.0</b>	<b>24.5</b>	<b>22.0</b>	<b>21.0</b>	<b>23.5</b>	<b>21.0</b>	<b>14.5</b>	<b>260.5</b>
<b>GRAND TOTAL</b>	<b>80.0</b>	<b>59.0</b>	<b>85.5</b>	<b>85.0</b>	<b>84.0</b>	<b>66.0</b>	<b>89.5</b>	<b>66.0</b>	<b>68.0</b>	<b>93.0</b>	<b>81.5</b>	<b>60.5</b>	<b>918.0</b>
<b>RIDER</b>													
<b>SPECIAL TRIPS</b>													
Mun of SWM													-
Babcock					1	1	2		1		1	1	7
Ridgetown-Village						1		1	2		1	1	6
WECHC													-
Beattie													-
Adult Centre													-
FCHS													-
H Logan													-
D. Kemps													-
J Johnson									1				1
<b>Total Trips</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>4</b>	<b>-</b>	<b>2</b>	<b>2</b>	<b>14</b>

**Revenue**

01-7280-6212	GRANT - PROVINCIAL GAS TAX	(7,793.00)
01-7280-6355	BUS TRIP FEES	(16,992.00)
01-7280-6356	SPECIAL TRIP & MILEAGE BUS FEES	(4,470.00)

**2026 Actuals****Expenses**

01-7280-7400	WAGES	(49,691.26)
01-7280-7401	CPP EXPENSE	(2,487.42)
01-7280-7402	EI EXPENSE	(1,140.11)
01-7280-7403	EHT EXPENSE	(968.98)
01-7280-7404	WSIB	(1,535.47)
01-7280-7407	OMERS	(2,155.76)
01-7280-7415	Training	(54.54)
01-7280-7510	INSURANCE	(4,673.00)
01-7280-7601	PHONE & INTERNET	(200.75)
01-7280-7701	FUEL - GAS	(299.46)
01-7280-7705	REPAIRS & MAINTENANCE	(553.71)
		<b>\$ (93,015.46)</b>

**Share of Deficit:**

Municipality of Chatham-Kent	0.00	\$	-
Village of Newbury	18.50		13%
Municipality of Southwest Middlesex	87		62%
Municipality of West Elgin	35.5		25%
	<b>141.00</b>		<b>100%</b>

**FOUR COUNTIES TRANSIT SUMMARY OF RIDERS - 2026**

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2026 TOTAL
<b>CHATHAM-KENT</b>													
HIGHGATE	-	-	-	-	-	-	-	-	-	-	-	-	0.0
BOTHWELL	-	-											0.0
RIDGETOWN	-	-											0.0
MORPETH	-	-											0.0
THAMESVILLE	-	-											0.0
DUART	-	-											-
MORAVIAN TOWN	-	-											-
<b>SUB-TOTAL</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>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>NEWBURY</b>													-
Villa Apts.	7.0	11.5											18.5
<b>SUB-TOTAL</b>	<b>7.00</b>	<b>11.50</b>	<b>0.00</b>	<b>18.50</b>									
<b>S.W. MIDDLESEX</b>													
GLENCOE	14.5	20.0											34.5
APPIN	15.0	16.0											31.0
WARDSVILLE	9.5	12.0											21.5
MELBOURNE	0.0	0.0											0.0
<b>SUB-TOTAL</b>	<b>39.0</b>	<b>48.0</b>	<b>0.0</b>	<b>87.0</b>									
<b>WEST ELGIN</b>													
West Elgin	20.0	15.5											35.5
<b>SUB-TOTAL</b>	<b>20.0</b>	<b>15.5</b>	<b>0.0</b>	<b>35.5</b>									
<b>GRAND TOTAL</b>	<b>66.0</b>	<b>75.0</b>	<b>0.0</b>	<b>141.0</b>									
<b>RIDER</b>													
<b>SPECIAL TRIPS</b>													
Mun of SWM													
Babcock													
Ridgetown-Village													
WECHC													
Beattie													
Adult Centre													
FCHS													
H Logan													
D. Kemps													
J Johnson													
<b>Total Trips</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



## **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.