

Four Counties Transportation Services Committee

Agenda

March 17, 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 (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.

Zoom Link: <https://us02web.zoom.us/j/84099816571?pwd=n9hUw1bYkV5otFTY7yazAittErb0ib.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.

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

Mark McGill, Vice-Chair

Terri Towstiuć, Recording Secretary

	2025 Actuals	2025 Budget
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>
	\$ 29,843.24	\$ 10,880.00

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%	\$	-
	918.00	100%	\$	-

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	-	1.00	17.5
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	1.00	57.50
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	8.5	90.5
SUB-TOTAL	5.00	3.00	5.50	9.00	10.00	6.00	12.00	8.50	7.00	10.00	6.00	8.50	90.50
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	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
SUB-TOTAL	46.0	36.0	45.5	41.0	40.5	35.0	41.0	35.5	39.5	58.5	54.5	36.5	509.5
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	14.5	260.5
SUB-TOTAL	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
GRAND TOTAL	80.0	59.0	85.5	85.0	84.0	66.0	89.5	66.0	68.0	93.0	81.5	60.5	918.0
RIDER													
SPECIAL TRIPS													
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
Total Trips	-	-	-	-	1	2	2	1	4	-	2	2	14

Municipality of West Elgin - Four Counties Transit

Income Statement

As of February 28, 2026

Revenue	<u>2026 Actuals</u>
01-7280-6212 GRANT - PROVINCIAL GAS TAX	(7,793.00)
01-7280-6355 BUS TRIP FEES	(2,256.00)

Expenses	
01-7280-7400 WAGES	6,222.25
01-7280-7401 CPP EXPENSE	306.15
01-7280-7402 EI EXPENSE	142.00
01-7280-7403 EHT EXPENSE	121.33
01-7280-7404 WSIB	192.26
01-7280-7407 OMERS	260.84
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
	\$ 2,977.29

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%
	141.00	100%

FOUR COUNTIES TRANSIT SUMMARY OF RIDERS - 2026

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



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.