

Four Counties Transportation Services Committee

Agenda

June 8, 2026, 9:00 a.m.
Rodney Recreation Centre
135 Queens Line
Rodney, ON

Pages

1. **Call to Order**

2. **Adoption of Agenda**

Recommendation:

That the Four Counties Transportation Services Committee adopt the agenda of June 8, 2026, as presented.

3. **Disclosure of Pecuniary Interest**

4. **Adoption of Previous Meeting Minutes**

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Recommendation:

That Four Counties Transportation Services Committee hereby adopt the Minutes of March 17, 2026, as presented.

5. **Business Arising from Minutes**

6. **Discussion, Transit Operation**

Bob Schmitchen, Driver for Four Counties Transit will be attending to address any questions regarding ridership, routes, frequently requested destination, and challenges.

7. **Financial Information**

5

Recommendation:

That Four Counties Transit Committee hereby receive the year to date financials and ridership, dated May 31, 2026.

8. Discussion, Four Counties Transit Agreement

Recommendation:

That the Four Counties Transit System Committee hereby receives the report titled Four Counties Transit System – Draft Contract from R. Greenall, and

That the Committee direct staff to communicate contract details is member municipalities.

9. Adjournment

Recommendation:

That the Four Counties Transportation Services Committee hereby adjourn at _____ a.m. to meet again at 8:30am, on September 14, 2026, or at the call of the chair.

Four Counties Transportation Services Committee

Minutes

March 17, 2026, 9:00 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
Clyde Harris, Newbury
Richard Leatham, West Elgin
Jenna de Nijs, West Elgin Community Health Center
Amanda Starling, Adult Day Program
Philip Sousa, West Elgin

Regrets: Linda Dunn, Adult Day Program

Staff Present: Terri Towstiuc, Recording Secretary, West Elgin
Robin Greenall, CAO, West Elgin

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 9:00am.

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 March 9, 2026 as presented.

Carried

3. Disclosure of Pecuniary Interest

John Wright, Chatham-Kent, advised that his company, John & Kori Wright Towing & Repairs, installed new tires on the Four Counties Transit Bus.

4. Adoption of Previous Meeting Minutes

Resolution No. FCTC 2025- 02

Moved: Clyde Harris, Newbury

Seconded: Vice Chair John Wright, Chatham-Kent

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

Carried

5. Business Arising from Minutes

None.

6. Financial Information

6.1 2025 Financials and Ridership

West Elgin CAO R. Greenall advised the board that the number do not include the municipal contributions from Southwest Middlesex, Newbury and Chatham-Kent. West Elgin is in the process of recruitment for a Treasurer, who will be responsible for this function.

Resolution No. FCTC 2025- 03

Moved: Don McCallum, Southwest Middlesex

Seconded: Richard Leatham, West Elgin

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

Carried

6.2 2026 YTD (February 28) Financials and Ridership

CAO Greenall advised the group that the 2026 year-to-date does not include the budget amount.

Resolution No. FCTC 2025- 04

Moved: Vice Chair John Wright, Chatham-Kent

Seconded: Clyde Harris, Newbury

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

Carried

7. Items of Discussion

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

Resolution No. FCTC 2025- 05

Moved: Don McCallum, Southwest Middlesex

Seconded: Richard Leatham, West Elgin

That staff proceed to amend the Terms of Reference, to be approved by West Elgin Council.

Carried

7.2 Appoint Chair & Vice Chair

2026 Committee Chair and Vice-Chair appointment, until the end of Council term after the 2026 Municipal Election.

Resolution No. FCTC 2025- 06

Moved: Don McCallum, Southwest Middlesex

Seconded: Vice Chair John Wright, Chatham-Kent

That Mark McGill be appointed at chair for the remainder of the 2026 term.

Carried

Resolution No. FCTC 2025- 07

Moved: Chair Mark McGill, Southwest Middlesex

Seconded: Clyde Harris, Newbury

That John Wright be appointed at vice-chair for the remainder of the 2026 term.

Carried

8. New Business

Amanda Starling, Adult Day Program representative, requested clarification on the cancellation policy as recent fog day cancellations have created confusion. Typically, cancellations follow suit from the Thames Valley District School Board (TVDSB), and cancellations occur due to inclement weather, due to significant snow fall. Recently, TVDSB has been cancelling morning busses due to fog, however leaving the Four Counties Transit Bus out of operation for a full day. Ms. Starling as for policy or procedure clarification regarding fog day. West Elgin CAO R. Greenall advised she would seek clarification and report back.

9. Adjournment

Resolution No. FCTC 2025- 08

Moved: Vice Chair John Wright, Chatham-Kent

Seconded: Richard Leatham, West Elgin

That the Four Counties Transportation Services Committee hereby adjourn at 9:40am to meet again at 9:00am, on Monday, June 8, 2026, or at the call of the chair.

Carried

Mark McGill, Vice-Chair

Terri Towstiuć, Recording Secretary

Four Counties Transit
Income Statement
As of May 31, 2026

Revenue	2026 Year to date
01-7280-6212 GRANT - PROVINCIAL GAS TAX Note 1	(12,988.33)
01-7280-6355 BUS TRIP FEES	(7,140.00)
01-7280-6356 SPECIAL TRIP & MILEAGE BUS FEES	(328.00)
Total Revenue	<u>\$ (20,456.33)</u>
Expenditures	
01-7280-7400 WAGES	\$ 17,683.43
01-7280-7401 CPP EXPENSE	888.78
01-7280-7402 EI EXPENSE	403.55
01-7280-7403 EHT EXPENSE	344.82
01-7280-7404 WSIB	589.41
01-7280-7407 OMERS	752.65
01-7280-7415 Training	136.35
01-7280-7510 INSURANCE	4,673.00
01-7280-7601 PHONE & INTERNET	456.70
01-7280-7701 FUEL - GAS	1,441.32
01-7280-7705 REPAIRS & MAINTENANCE	2,631.76
Total Expenditures	<u>\$ 30,001.77</u>
Net Expenditures over Revenue Note 2	\$ 9,545.44

Note 1 \$31,172 to be received in 2026.

Note 2	Share of Deficit:	
Municipality of Chatham-Kent	1.50	0%
Village of Newbury	73.50	17%
Municipality of Southwest Middlesex	232	54%
Municipality of West Elgin	120	28%
	<u>427.00</u>	<u>100%</u>

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	-	-	-	-	0.50								0.5
DUART	-	-	-	-	-								-
MORAVIAN TOWN	-	-	-	-	1.00								1
SUB-TOTAL	0.00	0.00	0.00	0.00	1.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.50
NEWBURY													-
Villa Apts.	7.0	11.5	23.0	23.0	9.0								73.5
SUB-TOTAL	7.00	11.50	23.00	23.00	9.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	73.50
S.W. MIDDLESEX													
GLENCOE	14.5	20.0	19.0	18.0	15.5								87.0
APPIN	15.0	16.0	16.0	21.5	17.0								85.5
WARDSVILLE	9.5	12.0	10.5	11.5	16.0								59.5
MELBOURNE	0.0	0.0	0.0	0.0	0.0								0.0
SUB-TOTAL	39.0	48.0	45.5	51.0	48.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	232.0
WEST ELGIN													
West Elgin	20.0	15.5	27.5	33.0	24.0								120.0
SUB-TOTAL	20.0	15.5	27.5	33.0	24.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	120.0
GRAND TOTAL	66.0	75.0	96.0	107.0	83.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	427.0
RIDER													
SPECIAL TRIPS													
Mun of SWM													
Babcock				1	1								
Ridgetown-Village													
WECHC													
Beattie													
Adult Centre													
FCHS													
H Logan													
D. Kemps													
J Johnson													
Total Trips	-	-	-	1	1	-	-	-	-	-	-	-	2



Staff Report

Report To: Four Counties Transit Committee
From: Robin Greenall, Chief Administrative Officer
Date: 2026-06-08
Subject: Four Counties Transit System – Draft Contract

Recommendation:

That the Four Counties Transit System Committee hereby receives the report titled Four Counties Transit System – Draft Contract from R. Greenall, and

That the Committee direct staff to communicate contract details is member municipalities.

Purpose:

The purpose of this report is to provide a draft contract that outlines terms of reference outlining the structure of the committee, the roles and responsibilities of committee members, and the roles and responsibilities of the administrating office.

Background:

The Four Counties Transit system has been in operation since 2002 with the municipalities of West Elgin, Southwest Middlesex, and Newbury as the original members. The Municipality of Chatham-Kent entered the system in 2020.

2022 there was a direction to administration to draft a formal contract for service agreements between the member municipalities to outline roles and responsibilities of the Committee and its members. Due to staff absence and staff turnover, the draft contract remained unpublished.

2025, the Committee identified that the current Terms of Reference for the Committee no longer aligned with the Committee's structure; administration was direct to return with updated Terms.

Attached is a contract as previously drafted. The contract provides a structure for consideration. The committee should consider the roles and authority of community representatives, while their position at the table provides awareness of the lived experiences of the service users, their agency are non-funding bodies. The draft contract recommends that these positions be non-voting members, however a weighted voting system can be explored whereby the votes of contributing members are weighted higher.

Financial Implications:

There are no financial implications from this report.

Policies/Legislation:

Respectfully submitted by:
Robin Greenall,

FOUR COUNTIES TRANSIT SYSTEM OPERATING AGREEMENT

THIS AGREEMENT made this day of 2026.

BETWEEN:

THE CORPORATION OF THE MUNICIPALITY OF WEST ELGIN

(hereinafter referred to as "West Elgin")

-and-

THE CORPORATION OF THE MUNICIPALITY OF SOUTHWEST MIDDLESEX

(hereinafter referred to as "Southwest
Middlesex")

-and-

THE CORPORATION OF THE MUNICIPALITY OF CHATHAM-KENT

(hereinafter referred to as "Chatham-Kent")

-and-

THE CORPORATION OF THE VILLAGE OF NEWBURY

(hereinafter referred to as "Newbury")

WHEREAS West Elgin is the owner of the Four Counties Transit System. This system established to provide affordable, accessible transportation to residents within the defined service area set forth in Schedule "A" attached hereto.

AND WHEREAS West Elgin, Newbury and Southwest Middlesex established the Four Counties Transit Services Committee in 2002, and Chatham-Kent joined in 2020 (hereinafter referred collectively as the "Parties" and individually as a "Party";

AND WHEREAS the Four Counties Transit Services Committee governs and oversees the operation of the Four Counties Transit System;

NOW THEREFORE IN CONSIDERATION OF the mutual covenants contained in this Agreement and other good and valuable consideration, the receipt and sufficiency of which is hereby irrevocably acknowledged, the Parties agree as follows:

1. Definitions

- a) "Agreement" means this Agreement including all Schedules annexed hereto and any future amendments to the Agreement;
- b) "Bus" means any vehicle operated as means of transportation in connection with the Four Counties Transit System;
- c) "Committee" shall mean the Four Counties Transit Committee. Its composition and duties described herein;
- d) "Members" means Members of the Four Counties Transit Services Committee duly appointed by the Parties;
- e) Operating Party shall mean the Municipality of West Elgin;
- f) "Service Area" shall mean the geographic area in which Four Counties Transit System operates as set out in attached Schedule "A" hereto and as amended from time to time; and
- g) "System" shall mean the Four Counties Transit System.

2. Purpose

This agreement is entered into under Section 20 of the *Municipal Act, 2001* to provide the terms and conditions pursuant to which the Parties have agreed to jointly manage and contribute to the costs associated with the operation of the System. The Parties hereby acknowledge and agree that the System is owned by West Elgin, but that its operation and maintenance is a joint undertaking of the Parties to be used by and for the inhabitants of the municipalities which are Parties to this agreement.

3. Responsibilities of Operating Party

- a) The day-to-day administration of the System shall be handled by West Elgin. Administration includes but is not limited to scheduling, hiring of employees and vehicle maintenance;
- b) The System shall not have its own bank account. All deposits and payments shall be made through West Elgin. There shall be a separate ledger account for revenue and expenditures, and the Committee shall receive updates at each meeting;
- c) Maintain all assets in good working condition and consult the parties prior to any major purchase or maintenance;
- d) Present the capital and operating budgets for the next fiscal year to the Committee by October 31 annually.
- e) Transit drivers shall be employees of West Elgin and shall fall under the personnel policies for the Municipality of West Elgin.
- f) To obtain and maintain proper insurance is in place to insure against all perils for losses and liabilities

- g) Billing of all users of transit system as well as the parties for their share of any operating deficit based on the party's percentage of users calculated annually.

4. Responsibilities of Parties

- a) Each party to this agreement shall pay the applicable portion of the operational cost deficit based on fiscal year's ridership numbers
- b) Each party shall dully appoint members to the Four Counties Transportation Committee at the start of each Council term.
- c) Should a member resign or need to be replaced each Party may nominate a new member during the term of Council.

5. Four Counties Transportation Committee Composition

- a) The Four Counties Transit System shall be managed and controlled on behalf of West Elgin by a Committee known as Four Counties Transportation Committee, herein after called the "Committee".
- b) The Committee shall consist of one (1) member and one (1) named alternate dully appointed by each of the parties to this agreement and two non-voting (2) members from the public, with priority being given to representatives of health care industry in the Service Area, appointed by the committee
- c) The term of appointment shall be equal to the term of Council, unless their appointment is otherwise terminated or revoked by the Party that appointed them.

6. Responsibilities of Committee

- a) The Committee shall be responsible for approving all policies and regulations relating to the operation of the System;
- b) The Committee shall set the boundaries of the Four Counties Transit System;
- c) The Committee shall approve an operating and capital budget on annual basis;
- d) The Committee shall meet quarterly, and each member of the Committee shall have one vote on each motion before the board;
- e) The Committee shall receive financial updates at each meeting;
- f) The Committee shall determine the fees and charges levied in connection with use of the System and recommend them to West Elgin Council as part of their Fees and Charges By-law;
- g) The Committee shall approve all purchases over \$10,000; and
- h) The Committee shall appoint two non-voting (2) members from the public.

7. Adding New Parties

- a) Any Municipality who wishes its residents to have the ability to use the System must be a party to this agreement; and
- b) Any requests by a municipality to gain access to the System will be evaluated by the Committee and approved through a simple vote of the Committee.

8. Parties Wishing to Leave

- a) Any Party wishing to terminate its participation in the Agreement (and, as such cease having any right to the Committee and/or to use of the System) shall provide the other Parties with a minimum of six (6) months prior written notice of its intention to do so.

9. General

- a) This Agreement and its interpretation shall be governed by the laws of the Province of Ontario.
- b) No Amendment to this agreement shall be effective unless in writing and signed by all Parties to this agreement
- c) This Agreement shall enure to the benefit of the Parties and be binding upon their respective successors and assigns.
- d) In case any one or more of the provisions contained herein shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision of this Agreement, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision or provisions had never been contained herein.
- e) Any notice required to be or may be given or made by one of the Parties hereto to the other shall be in writing and shall be delivered to the Clerk of each of the Parties and may be delivered by hand or by courier, or by registered mail, or by facsimile or e-mail that provides a record of the text of the notice, addressed to the party for whom it is intended at their address or at the last address of which the sender has received notice. Any notice shall be deemed to be effective five (5) days from the day it is mailed or the date of delivery if the notice is delivered by courier, facsimile or e-mail.

IN WITNESS WHEREOF the parties hereto have hereunto executed this Agreement by the hands of their duly authorized officers under corporate seal as of the date first written above.

Signed, Sealed, and Delivered

**The Corporation of the Municipality of
West Elgin**

per: _____

Name:

Position:

per: _____

Name:

Position

We have authority to bind the Corporation.

The Corporation of the Village of Newbury

Per: _____

Name:

Position

Per: _____

Name:

Position: r

**The Corporation of the Municipality of
Southwest Middlesex**

Per: _____

Name:

Position: r

Per: _____

Name:

Position:

**The Corporation of the Municipality of
Chatham-Kent**

Per: _____
Name:
Position:

Per: _____
Name:
Position:

DRAFT