

Four Counties Transportation Services Committee Agenda

September 14, 2026, 9:00 a.m.
Electronic Participation Meeting via Zoom

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.

Zoom Link: <https://us02web.zoom.us/j/81189533800?pwd=c2H5jJP9oGRqRvUcUhUV1nKqAC3tzc.1>
Pages

1. Call to Order

2. Adoption of Agenda

Recommendation:

That the Four Counties Transportation Services Committee adopt the agenda of September 14, 2026, as presented.

3. Disclosure of Pecuniary Interest

4. Adoption of Previous Meeting Minutes

1

Recommendation:

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

5. Business Arising from Minutes

6. Financial Information

6.1 Year to Date Financials, August 31, 2026

5

7. Reports

7.1 R. Greenall, Verbal Discussion Re: Policy & Service Levels

8. Additional Business

9. Adjournment

Recommendation:

That the Four Counties Transportation Services Committee hereby adjourn at _____ a.m. to meet again at 8:30am, on Monday, November 9, 2026, or at the call of the chair.

Four Counties Transportation Services Committee

Minutes

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

Present: Chair Mark McGill, Southwest Middlesex
Don McCallum, Southwest Middlesex
Clyde Harris, Newbury
Richard Leatham, West Elgin
Amanda Starling, Adult Day Program
Philip Sousa, West Elgin

Regrets: Vice Chair John Wright, Chatham-Kent
Jenna de Nijs, West Elgin Community Health Center

Staff Present: Robin Greenall, CAO, West Elgin
Huda Oda, Chatham Kent
Emma Nilsson, Treasurer, West Elgin
Jenn Vanesse

Staff Absent: Terri Towstiuć, Recording Secretary, West Elgin
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 9:02 am.

2. Adoption of Agenda

Moved: Clyde Harris, Newbury

Seconded: Richard Leatham, West Elgin

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

Carried

3. Disclosure of Pecuniary Interest

No disclosures

4. Adoption of Previous Meeting Minutes

Moved: Clyde Harris, Newbury

Seconded: Don McCallum, Southwest Middlesex

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

Carried

5. Business Arising from Minutes

Discussion around fog days with a policy to be created and brought back for September.

6. Discussion, Transit Operation

Bob Schmitchen, Driver for Four Counties Transit attended to provide information to the committee. There was concern over lack of communication from the municipal office with internal staff notices. He felt the other driver should be involved with the bus operations and decisions. Bob explained that they have dedicated runs on Wednesdays and Thursdays, but on Mondays, Tuesdays and Fridays are on call/as needed. On Wednesdays, the bus is almost full. There has become an issue with walkers blocking the emergency exit when the bus is full as there isn't a designated spot for them like there was on the previous bus. There was some discussion on how to fix the problem with the walkers with a solution to be addressed. When the bus is set to be replaced again, it was advised that the drivers have some input on the layout of the interior.

7. Financial Information

Emma Nilsson, West Elgin Treasurer, presented the financials of ridership split by the areas and reviewed the gas tax for 2026 to date. There will be some adjustments for 2025 and 2026 to reflect the payments received.

Moved: Don McCallum, Southwest Middlesex

Seconded: Richard Leatham, West Elgin

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

Carried

8. Discussion, Four Counties Transit Agreement

The term of reference needs to be looked at as currently Chatham-Kent is not included in them, as well as member make up. community members are recommended as non voting members. Include how to handle deficits, West Elgin administration, reporting structure, and committee approvals over \$10, 000.

Would like to see member make up of 2 West Elgin, 2 Southwest Middlesex, 1 Chatham Kent, 1 Newbury and 2 community members (all voting). Can also have staff elected to join as well. Term limit should reflect terms of council and revision date (October 1st, 2030).

Moved: Don McCallum, Southwest Middlesex

Seconded: Clyde Harris, Newbury

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.

Carried

9. Adjournment

Moved: Don McCallum, Southwest Middlesex

Seconded: Philip Sousa, West Elgin

That the Four Counties Transportation Services Committee hereby adjourn at 10:06 a.m. to meet again at 9:00 am, on September 14, 2026, or at the call of the chair.

Carried

Mark McGill, Vice-Chair

Terri Towstiuc, Recording Secretary

Four Counties Transit

Income Statement

As of August 31, 2026

Revenue

2026 Year to date

01-7280-6212	GRANT - PROVINCIAL GAS TAX	(31,172.00)
01-7280-6355	BUS TRIP FEES	(11,990.00)
01-7280-6356	SPECIAL TRIP & MILEAGE BUS FEES	(610.00)
Total Revenue		\$ (43,772.00)

Expenditures

01-7280-7400	WAGES	\$	28,642.16
01-7280-7401	CPP EXPENSE		1,444.72
01-7280-7402	EI EXPENSE		653.64
01-7280-7403	EHT EXPENSE		558.53
01-7280-7404	WSIB		953.23
01-7280-7407	OMERS		1,230.66
01-7280-7415	Training		218.16
01-7280-7510	INSURANCE		4,673.00
01-7280-7601	PHONE & INTERNET		762.32
01-7280-7701	FUEL - GAS		2,867.90
01-7280-7705	REPAIRS & MAINTENANCE		2,881.49
01-7280-7777	BAD DEBT EXPENSE		94.00
Total Expenditures		\$	44,979.81

Net Expenditures over Revenue	Note 1	\$	1,207.81
-------------------------------	---------------	-----------	-----------------

Note 1

Share of Deficit:

Municipality of Chatham-Kent	\$	4.93	0.41%
Village of Newbury		199.00	16.48%
Municipality of Southwest Middlesex		676.81	56.04%
Municipality of West Elgin		327.07	27.08%
	\$	1,207.81	100%