



THE MUNICIPALITY OF  
**LAMBTON SHORES**

**Finance**

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July 21, 2020

Municipality of South Huron  
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N0M 1S6

Mayor and Council

The Huron Shores Transit Steering Committee, with Lambton Shores as the lead applicant, was successful in securing a grant to implement a local and long distance bus service. A consultant was engaged to work with the Steering Committee and develop a feasibility study to support the project as well as an implementation guideline. The steering committee has been working with the consultant to move the project along. The following is a project status update:

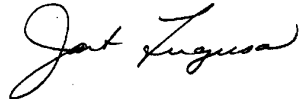
- The Transit Agreement with Voyago is in its final draft stage and is awaiting legal review prior to executing the agreement;
- Due to Covid-19, the new start date for the service has been moved to October 5, 2020;
- The Transit Coordinator position has been advertised and we are in the process of receiving resumes;
- Bus stop locations have been identified for service between Sarnia and Grand Bend via Forest for both the Local and Long-distance services and is currently a work in progress;
- The Municipality of Lambton Shores will join SCOR EDC Southwest Transit Association to coordinate long-distance services and strategies with other CT Grant projects, where feasible;
- It was determined that a Transit Advisory Committee would be formed and remain under the guidance of the Municipality of Lambton Shores to oversee the initial local and Long-distance transit services; and
- The Transit Advisory Committee would then determine the appropriate governance structure during or following the pilot project scheduled to end March 31, 2023.

Although the steering committee mandate has been met, continued participation of many members is encouraged at the Transit Advisory Committee level. Attached is an outline of the proposed Business Model and Governance structure which also deals with the proposed make-up of a Transit Advisory Committee. To further move the project forward, staff is sending out member requests so an advisory committee can be in place in conjunction with the Transit Coordinator being hired.

As noted in the draft business model the advisory committee will have council member representation from each Municipality that the bus service will run in. Could you please provide the name and contact information for the council member you appoint at your earliest convenience and preferably no later than August 31<sup>st</sup>.

If you require further information on the project, please don't hesitate to reach out.

Sincerely,

A handwritten signature in black ink, appearing to read "Janet Ferguson". The signature is written in a cursive, flowing style.

Janet Ferguson,  
Treasurer

## Draft Business Model and Governance Option – Huron Shores Area Transit (HSAT)

The existing business model is provincially-funded through an agreement between the Municipality of Lambton Shores and the Ontario Ministry of Transportation. The actual transit service is operated by the private sector with an existing agreement in place between the Municipality of Lambton Shores and the Operator, Voyago.

Consideration should be given to the establishment of a multi-municipal / multi-disciplinary sub-committee (i.e. Transit Advisory Committee) that would provide input in assisting the Transit Coordinator for the initial implementation of HSAT., If / **when deemed appropriate**, the HSAT could be structured as a not-for-profit or a potential centralized inter-municipal organization for broader governance control.

The purpose of this business and governance model would be to ensure sustainability of the Transit service beyond the existing pilot program end date of March 23, 2023. The committee's participants would be representative of the general public, the business community, social agencies, and municipalities and would be charged with balancing fiscal realities with the meeting the demands placed on the service.

Based on experience in other municipalities, the following composition of the Huron Shores Area Transit Committee is suggested. This may evolve over time.

- Oversight of Transit Advisory Committee (TAC) that would be made up of:
  - Chair (Glen Baillie)
  - 4 municipal councilors – Lambton Shores, South Huron, Bluewater and North Middlesex
  - 3 agency reps:
    - One from Lambton County Social Services
    - One from Grand Bend Health Centre
    - One from South Huron Hospital Board
  - 4 members of the public:
    - Two business representative - Grand Bend Chamber of Commerce, Forest BIA
    - One from Lambton College
    - One from Kettle and Stony Point First Nation
  - Advisors (non-voting)
    - HSAT Transit Coordinator
    - Municipal finance staff member
- The Transit Coordinator would be a contractual employee paid through Municipality, and would be responsible for:
  - Transit implementation and Operator contract oversight
  - SCOR peer-group liaison
  - Liaison with staff and Council of Huron Shores Area Transit partner municipalities
  - Budget monitoring, route and schedule planning
  - Community liaison and fund raising
  - Other tasks as assigned from time to time
- The service budget would be established using Lambton Shores Finance procedures and program, as required by the Transfer Payment Agreement with the Province of Ontario CT Grant reporting requirements
- Bus stop locations, construction, installation and good repair oversight within in Lambton Shores, and in coordination with other municipalities
- A Consultant could advise and assist the Committee Chair and Transit Coordinator during an initial period, and assist with Council presentations