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GENERAL BOARD MEETING MINUTES

Tuesday, April 7, 2020, 2:45 p.m.

Board Members Present: Councillor Doug Bell, Municipality of Arran-Elderslie
Councillor Dean Leifso, Councillor, Municipality of Brockton
Mayor Scott Mackey, Township of Chatsworth
Councillor Warren Dickert, Town of Hanover
Councillor Ed McGugan, Township of Huron-Kinloss
Councillor Dave Cuyler, Municipality of Kincardine
Vice-Deputy Mayor Mike Myatt, Town of Saugeen Shores
Councillor Beth Hamilton, Municipality of West Grey

Board Members Absent: Mayor John Woodbury, Township of Southgate

Others Present: Roger Cook, Manager
Catherine McKay, Recording Secretary

The meeting was conducted by teleconference in light of the COVID-19 pandemic.

1. Call to Order

President Mike Myatt called the meeting to order at 2:47 pm.

2. Disclosure of Pecuniary Interest or Declaration of Conflict of Interest

None declared.

3. Approval of the Agenda

Resolution #2020-033

Moved by Scott Mackey; Seconded by Beth Hamilton

That the agenda for March 26, 2020 be amended to change item 9 to read "Closed Meeting – to discuss personnel matters about identifiable individuals", and to add the following items as Other Business: 10.A EI and Top Up, 10.B Government Funding, and 10.C COVID-19 Screening for Staff, and that the agenda be accepted as so amended.

Carried

4. Minutes of the March 26, 2020 General Board Meeting

Resolution #2020-034

Moved by Dave Cuyler; Seconded by Dean Leifso

That the Board approve and adopt the minutes of the March 26, 2020 General Board Meeting as circulated.

Carried

The Board received confirmation from the Manager that staff are asking clients the questions set out on page 3 in the minutes. The Manager also confirmed that SMART has lots of hand sanitizer and that drivers are taking precautions in light of COVID-19.

5. Business Arising from the Minutes

None.

These minutes are considered to be in draft form until signed by the President and the Recording Secretary.

6. Follow-up on Previous Reports and Recommendations

None.

7. Correspondence

None.

8. Reports and Recommendations

A. Report 2020-17 Ridership

The Manager presented the report and the following points were made in the discussion:

- A “wait and see” approach for the first month or so may be best.
- The Manager was asked what the reduction in expenses is, given the reduction in ridership. He noted that expenses are down about \$85,000 per month, or about 66%, while ridership is down 80%.

Resolution #2020-035

Moved by Dean Leifso; Seconded by Ed McGugan

That the Board receive and accept Report 2020-17 Ridership.

Carried

B. Report 2020-18 Driving Staff

The Manager presented the report and the following points were made in the discussion:

- The Manager clarified the statement in the second paragraph of the report, that “... 11 drivers did 133 rides at a cost of 272.5 hours plus 55 daily driver admin hours.” noting that that these are the hours for that group of drivers for the week. To recap, it was noted that 5 drivers were paid 3 hours per day for 5 days which amounts to 75 hours per week. There were additional hours due to some drivers working more than two hours because the three-hour minimum includes 1 hour of administration time. The Manager noted that previous efficiencies are no longer possible and for the period March 22-28 there were 81 rides by 5 drivers.
- The Manager noted that there are 5 drivers on the payroll and others who would work if they could. The question of work sharing was raised, and the Manager explained that this would require a group of drivers to agree to share work. The possibility was mentioned of scheduling drivers every other day and having them receive Employment Insurance (EI) at 55% of their average daily wage, such that they would work 3 days, receive EI for one day, and receive no pay for the fifth day.
- It was clarified that if the Board received this report, then SMART would continue with the 5 drivers, and nothing would be done regarding bringing other drivers in on a rotation. The manager confirmed that SMART can manage with 5 drives, and is not eligible for the federal government wage subsidy, which is intended for private sector employers.
- The Manager confirmed that vehicles are not shared amongst drivers unless a driver’s vehicle is in for inspection.
- The Manager confirmed that attendants are not included in the 81 rides by clients. The March report on ridership is not yet available, so the number of attendant riders is not known. The Manager will email the March ridership report to Board members once it is available.

Resolution #2020-036

That the Board receive and accept Report 2020-18 Driving Staff.

C. Report 2020-19 Administration Staff

The Manager presented the report and the following points were noted in the discussion:

- It may not be possible to take additional steps until more is known about the situation, and it may be that SMART has cut back as much as it can at the moment.

- If ridership is down significantly, it should follow that further administrative cuts be made.

Resolution #2020-037

Moved by Dean Leifso; Seconded by Doug Bell

That Report 2020-19 Administration Staff be deferred until after the closed portion of the meeting.

Carried

D. Report 2020-20 Accounts Receivable Policy

The Manager presented the report and discussion covered the following points:

- The Board deferred the issue of delinquent accounts from the last meeting until it could review this policy.
- These clients have had an opportunity to pay their bills and reinstate their accounts.

Resolution #2020-038

Moved by Ed McGugan; Seconded by Scott Mackey

That the Accounts Receivable Policy be received for information.

Carried

The discussion then moved to the issue of eligibility for COVID-19 funding (Item 10.C), with the following points being noted:

- The Manager informed the Board that at the moment there is no funding that SMART would be eligible for, and the 75% wage subsidy is for the private sector only.
- He spoke to Diane Glebe, Human Resources Co-ordinator at Saugeen Shores, about the EI top up which is really only for people on maternity or parental leave, and it is not the role of the federal government to subsidize salaries. The President confirmed that he had received the same information from Ms. Glebe.
- SMART will continue to investigate funding opportunities, although it seems doubtful that there will be any.
- The President and the Manager will reach out to the office of Bill Walker, M.P.P., regarding a recent announcement of funding for Ontario's most vulnerable people in the pandemic.
- The Manager noted that the Canadian Urban Transit Association has been lobbying the federal government for financial assistance for transit systems in the range of \$400 million a month.

9. Closed Meeting

Resolution #2020-039

Moved by Beth Hamilton; Seconded by Dave Cuyler

That the Board of SMART move into Closed Session at 3:29 p.m. to discuss personnel matters about identifiable individuals.

Reconvene in Open Session

Resolution #2020-040

Moved by Beth Hamilton; Seconded by Dave Cuyler

That the Board of SMART reconvene in Open Session at 4:20p.m.. The President confirmed that the Board had met in closed session and discussed personnel matters relating to identifiable individuals and that it had given direction to the Manager to report back to the Board regarding a realigning of responsibilities.

10. Other Business

A. Employment Insurance Top Up

This item was discussed under item 9d.

B. Government Funding

This item was discussed under item 9d.

C. COVID-19 Screening for Staff

Online screening for COVID-19 is available which staff members could do before coming on shift, a measure being recommended in other sectors.

Resolution #2020-041

Moved by Scott Mackey; Seconded by Dave Cuyler

That staff do self-screening every day before their shifts and forward the results to the Manager.

11. Adjournment

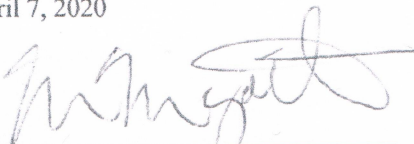
Moved by Dave Cuyler; Seconded by Dean Leifso

That the Board of Directors of SMART adjourn at 4:30 p.m.

Recording Secretary Meeting Attendance

The Recording Secretary attended the following meetings in the second quarter of 2020:

- The Secretary performed 5.5 hours of work reviewing emails to compile decisions on COVID-19 to be paid at \$15 per hour.
- April 7, 2020



Mike Myatt, President

Catherine McKay, Recording Secretary