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GENERAL BOARD MEETING MINUTES

Friday, June 24, 2020, 2:15 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 Gerry Glover, Municipality of Kincardine (attending for Dave Cuyler)
Vice-Deputy Mayor Mike Myatt, Town of Saugeen Shores
Mayor John Woodbury, Township of Southgate
Councillor Beth Hamilton, Municipality of West Grey

Board Members Absent: Dave Cuyler

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

Chair Mike Myatt called the meeting to order at 2:15 pm.

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

None declared.

3. Approval of the Agenda

Motion #2020-062

Moved by Beth Hamilton; Seconded by Dean Leifso

That the agenda for June 26, 2020 be accepted as circulated.

Carried

4. Minutes of the May 15, 2020 General Board Meeting

Motion #2020-063

Moved by Warren Dickert; Seconded by Scott Mackey

That the Board approve and adopt the minutes of the May 15, 2020 General Board Meeting as circulated.

Carried

5. Business Arising from the Minutes

There was no business arising from the Minutes.

6. Correspondence

A. Resolution from the Township of Huron-Kinloss

B. Resolution from the Municipality of Brockton

The Manager spoke to these items, noting that they relate to the issue of SMART moving to the County level. The items were received by the Board for information.

7. Updates

A. Bruce County Transportation Taskforce

The Manager reviewed this item, highlighting that Bruce County intends to establish an Integrated Mobility Planning Committee as a sub-committee to the Transportation and Environment Services Committee, but the County's plan for transportation covers only roads. A process has begun to establish a transportation master plan but without such a plan, the County is limited on the higher government funding it can apply for. The Chair noted that this is good news but there will be no funding without the master plan.

Scott Mackey asked who the members of the Committee are. The Chair said he does not know and went on to note that the Manager should be on the committee, and he would like to see SMART Board members on the master plan committee. Vice-Chair Warren Dickert informed the Chair that he would be willing to join. It was noted however, that the sub-committee has to first hold its initial meeting. Scott Mackey stated that if this committee operates like Grey County, there would be two to three Council members on the committee and then others would be asked to join.

Ed McGugan said that he sits on the Bruce County Accessibility Advisory Committee and he believes that one member would be invited to sit on the Master Plan Sub-Committee for the Bruce County Task Force. He further indicated that he would be interested in sitting as an alternate member.

The Chair asked Board Members to consider whether they would be interested.

B. MPPs Lisa Thompson and Bill Walker

The Chair had reached out to Ms. Thompson and Mr. Walker and received the fairly high level responses included in the meeting materials. He also had a recent discussion with Mr. Walker, and hopes to be able to meet with the MPPs on this matter. There were no further comments from the Board and the correspondence will be filed for future reference.

The Chair asked the Manager to follow up on this matter with a letter in approximately two to three weeks.

The Manager noted that he had spoken to Christine Walker about getting the gas tax funds in a more timely manner, and she said that the Province is under no obligation to do anything in particular about this.

C. New Vehicles

The Manager noted that he ordered the vehicles immediately after the Board gave its approval at the May 15, 2020 meeting. It takes 12 weeks for the vehicles to be delivered, so they should arrive in another six weeks or so, sometime in August.

Plexiglass shields have been installed in vehicles and work okay, although because they are attached to the head rest pole, drivers can have difficulty in putting their seats back, requiring them to also recline the passenger seat behind the driver's seat.

In total, five vehicles were ordered and the plexiglass barriers cost \$500, although they were quoted at \$1,000.

Scott Mackey noted that a school bus company that he knows of is looking at clear plastic shower curtains as barriers, which are inexpensive and easy to install.

The Manager confirmed that drivers continue to follow the COVID-19 protocols including wearing a mask and using hand sanitizer, and clients are being screened on the phone when they call for their ride.

8. Reports and Recommendations

A. Report 2020-30 Operational

The Manager reviewed highlights from the report, noting that the number of rides is down 87.8% from last year, as is the case with all transit systems. A couple of bus trips have been scheduled in July and more requests and calls are coming in, so things seem to be coming back. The weekend calls are working out fine and generally it is quiet, with Saturday being mostly rides for dialysis. There were four or five messages on the answering service on Monday.

Ed McGugan complimented the Manager on the colour graphs which provide a useful comparison from year to year.

Motion #2020-064

Moved by Gerry Glover; Seconded by Doug Bell

That the Board approve Report 2020-30 May 2020 Operational as presented.

Carried

B. Report 2020-31 Staffing

The Manager presented the report. In response to a question from Gerry Glover, the Manager confirmed that the staff are following COVID-19 protocols, and that there is sufficient space at the office to physically distance and staff do a COVID-19 assessment every day.

Beth Hamilton asked what types of calls are coming in, noting that during the pandemic, at first it was only medical and other necessary trips. The Manager explained that calls are almost entirely for medical appointments, with some people going for hair appointments and shopping. Appointments out of the area (e.g. to Kitchener and Toronto) are now being scheduled and take a driver out for the entire day. The Manager explained that the volume of rides is up and some rides are being turned down. The bus trips scheduled in July are out of long term care facilities, to take residents on a ride in the country and they are not shopping trips. The Manager also noted that perhaps a motion is required to provide direction as to what kind of rides SMART should now be doing.

Scott Mackey asked about the bus trips, noting that it is not definite that those in congregate living should be going on bus trips and it may be that only essential travel is now allowed. The Manager said that two trips have been booked, one each by Brucelea Haven and Tiverton Park Manor. The Board provided direction to the Manager to check with the Medical Officer of Health about whether the two bus trips are allowed. He was also encouraged to check with the MOH at every step along the way in dealing with the pandemic, and to keep the Board informed about his contacts with the MOH. John Woodbury suggested that the Manager use email for this communication in order to have documentation. The Manager said that this is his usual practice. The Chair asked the Manager to request a written response from the MOH and forward it to the Board.

Motion #2020-065

Moved by Ed McGugan; Seconded by Gerry Glover

That Board authorize the Manager to bring back additional drivers on a one or two day per week rotation, the Scheduler/Dispatcher on Monday and the Accounts Receivable Clerk for an additional day per week.

Carried

Catherine McKay left the meeting at 2:45 p.m.

9. Closed Session

Motion #2020-066

Moved by Beth Hamilton; Seconded by John Woodbury

That the Board of SMART move into Closed Session at 2:46 p.m. to discuss matters relating to contract negotiations.

Carried

Reconvene in Open Session

Motion #2020-067

Moved by Scott Mackey; Seconded by Doug Bell

That the Board of SMART reconvene in Open Session at 3:06 p.m.. The Chair confirmed that the Board had met in closed session and discussed personnel matters relating to identifiable individuals.

Carried

10. Adjournment

Moved by John Woodbury; Seconded by Dave Cuyler

That the Board of Directors of SMART adjourn at 3:08 p.m.

Carried

Recording Secretary Meeting Attendance

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

- April 7, 2020
- April 24, 2020
- May 15, 2020
- The Secretary also performed 1.0 hour of work regarding the agenda for the Board's April 24 meeting, to be paid at \$15 per hour.
- June 26, 2020

"Original signed by"

Mike Myatt, President

"Original signed by"

Catherine McKay, Recording Secretary