

Four Counties Transportation Services Committee Agenda

July 13, 2020, 8:30 a.m.

Electronic Participation Meeting via Zoom

Due to the COVID-19 Pandemic and Emergency Orders Issued by the Province of Ontario under the *Emergency Management & Civil Protection Act*, this meeting will be held electronically. 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.

Pages

1. Call to Order

2. Adoption of Agenda

Recommendation:

That the Four Counties Transportation Services Committee adopt the agenda as circulated.

3. Disclosure of Pecuniary Interest

4. Minutes

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Recommendation:

That Four Counties Transportation Services Committee hereby approve the Minutes of June 22, 2020 as printed and circulated.

5. Business Arising from Minutes

6. New Business

6.1 M. Badura - Resumption of Services

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7. Correspondence

7.1 Middlesex-London Health Unit Section 22 Order

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8. Adjournment

Recommendation:

That the Four Counties Transportation Services Committee hereby adjourn at ____ a.m. to meet again at 8:30 a.m. on September 21, 2020, or at the call of the chair.

Four Counties Transportation Services Committee

Minutes

**June 22, 2020, 8:30 a.m.
Electronic Participation Meeting via Zoom**

Present: Bonnie Rowe, Chair
Duncan McPhail, West Elgin
Linda Dunn, Adult Day Program
Marigay Wilkins, Southwest Middlesex
Shelley Vergeer, WECHC
Ann-Marie Millson, Chatham-Kent
John Wright, Chatham-Kent

Regrets: Ian Carruthers, Southwest Middlesex

Staff Present: Magda Badura
Jana Nethercott

1. Call to Order

Chair Bonnie Rowe called the meeting to order at 8:39 a.m.

2. Adoption of Agenda

Resolution No. FCTS 2020-05

Moved: Marigay Wilkins

Seconded: Duncan McPhail

Recommendation: That the Four Counties Transportation Services Committee adopt the agenda as circulated.

Carried

3. Disclosure of Pecuniary Interest

No disclosures

4. Minutes

Resolution No. FCTS 2020-06

Moved: Duncan McPhail

Seconded: John Wright

Recommendation: That Four Counties Transportation Services Committee hereby approve the Minutes of February 3, 2020 as amended.

Carried

5. Business Arising from Minutes

Chair Bonnie Rowe reported that the Municipality of Brooke Alvinston is interested in participating in Four Counties Transit Service and would like to review an agreement. CAO/Treasurer Magda Badura reported that currently there is no agreement, however West Elgin will approach the County Solicitor to create such an agreement as it is good business sense. Once an agreement has been drafted it will be brought forward to the Board for approval.

Linda Dunn reported that the Adult Day Program administration would prefer that no delegation take place on their behalf. Linda reported that at this time they aren't sure when the Adult Day Program will re-start as there are no plans in place.

6. Financial Information

CAO/Treasurer Magda Badura reported that we should be receiving the Provincial portion of funding for the purchase of the new bus shortly, the purchase of this new bus has been delayed until 2021. Ms. Badura reported that with no trips since March 24, 2020 revenues are down and insurance has been notified that the bus was not in service in hopes of receiving a rebate on the insurance.

Resolution No. FCTS 2020-07

Moved: Marigay Wilkins

Seconded: Linda Dunn

That Four Counties Transportation Services Committee hereby receives the Financial Update as per May 31, 2020 as presented by CAO/Treasurer Magda Badura.

Carried

7. Correspondence

7.1 Ministry of Transportation - Guidelines for Public Transit Agencies and Passengers in response to COVID-19

8. New Business

8.1 Update on Service Disruptions due to COVID-19

Shelley Vergeer stated that West Elgin Community Health Centre has been providing essential service trips on their bus for medical appointments, but have had low numbers using the service.

Ann-Marie Millson reported that Chatham-Kent's accessible transit service is currently running one passenger at a time and has taped off seats for physical distancing in their regular transit buses.

Magda Badura reported that staff have investigated protective gear and physical distancing practices for the bus. It is not possible for a protective barrier for the driver due to the fact the driver assists passengers, therefore face shields and masks will be required, along with taping off seats to maintain physical distancing. Ms. Badura reported that municipal staff are checking messages daily and at this point there are low numbers of inquiries.

Four Counties Transit Committee provided direction to Staff to re-start the Four Counties Transit Service when appropriate.

8.2 Update on Purchasing of New Bus

Magda Badura, CAO/Treasurer reported that West Elgin Council reviewed the 2020 Capital spending due to COVID-19 Pandemic and postponed the purchase of the new transit bus until 2021 as the funding does not require a purchase in 2020.

9. Adjournment

Resolution No. FCTS 2020-08

Moved: Duncan McPhail

Seconded: Linda Dunn

Recommendation: That the Four Counties Transportation Services Committee hereby adjourn at 9:26 a.m. to meet again at 8:30 a.m. September 21, 2020, or at the call of the chair.

Carried

Bonnie Rowe, Chair

Jana Nethercott, Clerk



FOUR COUNTIES TRANSIT

RESUMPTION OF SERVICES AS OF AUGUST 3, 2020





THREE CONSTRAINTS TO CONSIDER:

- TECHNICAL
- LOGISTICS
- FINANCIAL



TECHNICAL FEASIBILITY

- ENACT SOCIAL DISTANCING PRACTICES IN ALL EMPLOYEE AND PASSENGER AREAS
- INSTALL SEAT MARKINGS INDOORS TO SUPPORT SOCIAL DISTANCING BY PASSENGERS AND EMPLOYEES
- USE SIGNAGE TO SUPPORT AND ENCOURAGE SOCIAL DISTANCING, AND OTHER KEY SAFETY PRACTICES SUCH AS PROPER COUGH AND SNEEZE PROTOCOLS AND HANDWASHING
- PERFORM ENHANCED CLEANING OF A BUS AT LEAST ONCE PER DAY
- THOROUGHLY AND REGULARLY DISINFECT HIGH TOUCH AREAS SUCH AS DOOR HANDLES AND HANDRAILS THROUGHOUT THE DAY
- PROVIDE HAND SANITIZER FOR THE DRIVERS AND PASSENGERS
- ENCOURAGE THE USE OF HAND WASHING AND HAND SANITIZER THROUGH SIGNS
- PROVIDE DRIVERS AND PASSENGERS WITH NON-SURGICAL/CLOTH FACE MASKS ALONG WITH AN EXPECTATION THEY WILL BE WORN
- SET MAXIMUM LOAD OF 25% OF SEATS OR 4 PASSENGERS ON BOARD
- PERFORM COVID-19 SCREENING WHEN MAKING TRANSPORTATION ARRANGEMENTS.
- PERFORM TEMPERATURE SCREENING BEFORE BOARDING THE BUS.







LOGISTICS

- PROVIDE RIDES TO SENIORS AND DISABLED PERSONS IN THE FOUR COUNTY AREA.
- COVER CURRENT CATCHMENT AREA THAT INCLUDES WEST ELGIN, EASTERN PORTION OF CHATHAM-KENT, SOUTHWEST MIDDLESEX AND NEWBURY
- PROVIDE SENIORS AND DISABLED WITH TRANSPORTATION SERVICES FOR APPOINTMENTS, SHOPPING AND OTHER ACTIVITIES WITHIN THE CATCHMENT AREA
- HAVE BUS AVAILABLE DAILY FROM 8:00 AM – 4:30 PM BY APPOINTMENT ONLY

FINANCIAL FEASIBILITY

OPTION #1

RESUME SPECIALIZED
TRANSIT SERVICES AS OF
AUGUST 3, 2020



		2020 Actuals	
	2020 Forecast	as of June 30, 20	2020 Budget
01-7280-6121 DONATIONS/MISC REVENUE	-	-	-
01-7280-6202 GRANTS FROM OTHER MUNICIPALITIES	-	-	20,265.09
01-7280-6212 OSG - Transit	- 31,172.00	-	35,454.00
01-7280-6213 GRANTS - PUBLIC TRANSIT STREAM	-	-	45,188.00
01-7280-6355 BUS TRIP FEES	- 5,326.00	- 3,126.00	13,836.00
01-7280-6356 SPECIAL TRIP & MILEAGE BUS FEES	239.75	- 239.75	7,000.00
01-7280-7400 WAGES	19,126.07	10,097.27	48,196.42
01-7280-7401 CPP EXPENSE	1,203.93	438.89	1,927.86
01-7280-7402 EI EXPENSE	605.88	223.36	963.93
01-7280-7403 EHT EXPENSE	579.43	196.91	963.93
01-7280-7404 WSIB	861.56	287.78	1,445.89
01-7280-7415 Training	24.00	24.00	200.00
01-7280-7510 INSURANCE	2,351.00	2,351.00	2,351.00
01-7280-7601 PHONE & INTERNET	1,100.00	484.05	1,100.00
01-7280-7651 POSTAGE & COURIER	50.00	-	50.00
01-7280-7652 ADVERTISING	3,000.00	1,552.41	3,000.00
01-7280-7660 OTHER SUPPLIES - Note 1	4,047.75	16.56	200.00
01-7280-7701 FUEL - GAS	7,397.55	2,965.55	15,000.00
01-7280-7705 REPAIRS & MAINTENANCE	5,000.00	1,718.12	5,000.00
01-7280-7900 TRANSFER TO RESERVES	-	-	50,188.00
01-7280-7901 Transfer from Reserves	-	-	70,000.00
01-7280-8000 CAPITAL - TRANSIT BUS	-	-	70,000.00
	<u>\$ 9,088.93</u>	<u>\$ 16,990.15</u>	<u>\$ 8,843.94</u>

Notes:

2020 Forecast No. 1 Is based on the following assumptions:

Resumption of transit service - August 3, 2020

Other Supplies

Fogging Equipment	1,100.00
Dry mist fog sanitizer	980.00
Hand Sanitizer - gel	200.00
Social distancing bands	477.75
Driver shields	790.00
PPE - face masks, face shields, gloves, lysol wipes	500.00
	<u>\$ 4,047.75</u>



FINANCIAL FEASIBILITY

OPTION #2

CEASE SPECIALIZED TRANSIT SERVICES FOR
THE REMINDER OF THE YEAR

			2020 Actuals	
	<u>2020 Forecast</u>		<u>as of June 30, 20</u>	<u>2020 Budget</u>
01-7280-6121 DONATIONS/MISC REVENUE	-		-	-
01-7280-6202 GRANTS FROM OTHER MUNICIPALITIES	-		-	20,265.09
01-7280-6212 OSG - Transit			-	35,454.00
01-7280-6213 GRANTS - PUBLIC TRANSIT STREAM			-	45,188.00
01-7280-6355 BUS TRIP FEES	- 3,126.00	-	3,126.00	- 13,836.00
01-7280-6356 SPECIAL TRIP & MILEAGE BUS FEES	- 239.75	-	239.75	- 7,000.00
01-7280-7400 WAGES	10,097.27		10,097.27	48,196.42
01-7280-7401 CPP EXPENSE	438.89		438.89	1,927.86
01-7280-7402 EI EXPENSE	223.36		223.36	963.93
01-7280-7403 EHT EXPENSE	196.91		196.91	963.93
01-7280-7404 WSIB	287.78		287.78	1,445.89
01-7280-7415 Training	24.00		24.00	200.00
01-7280-7510 INSURANCE	2,351.00		2,351.00	2,351.00
01-7280-7601 PHONE & INTERNET	1,100.00		484.05	1,100.00
01-7280-7651 POSTAGE & COURIER	50.00		-	50.00
01-7280-7652 ADVERTISING	3,000.00		1,552.41	3,000.00
01-7280-7660 OTHER SUPPLIES - Note 1	-		16.56	200.00
01-7280-7701 FUEL - GAS	2,965.55		2,965.55	15,000.00
01-7280-7705 REPAIRS & MAINTENANCE	1,718.12		1,718.12	5,000.00
01-7280-7900 TRANSFER TO RESERVES	-		-	50,188.00
01-7280-7901 Transfer from Reserves	-		-	- 70,000.00
01-7280-8000 CAPITAL - TRANSIT BUS	-		-	70,000.00
	<u>\$ 19,087.13</u>	<u>\$</u>	<u>16,990.15</u>	<u>\$ 8,843.94</u>



QUESTIONS?

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**ORDER OF THE MIDDLESEX-LONDON HEALTH UNIT
MEDICAL OFFICER OF HEALTH**

**(Made pursuant to section 22 (5.0.1) of the *Ontario Health Protection and Promotion Act*,
R.S.O. 1990, c. H.7, as amended)**

DATE: July 6, 2020

**TO: All persons who own, operate or are passengers on or in public transit and / or
commercial vehicles for hire:**

WHEREAS the Province of Ontario declared a public health emergency as a result of the 2019 Novel Coronavirus (COVID-19) pandemic, pursuant to the *Emergency Management and Civil Protection Act*, 1990;

AND WHEREAS the World Health Organization has determined COVID-19 to be a highly contagious disease that presents a risk to human health and communities due to its rapid communicability;

AND WHEREAS a number of individuals in Middlesex and London communities have been infected with COVID-19 since its discovery and the virus is still present in the community;

AND WHEREAS under section 22 of the *Ontario Health Protection and Promotion Act* a medical officer of health may make an order requiring a person who is in charge of any thing or who is engaged in or administers an enterprise or activity in the health unit served by the medical officer of health, to take any actions specified in the order if the medical officer of health is of the opinion, upon reasonable and probable grounds, that an outbreak of a communicable disease exists or may exist, or if there is a risk of an outbreak of a communicable disease in the health unit, that presents a risk to the health of persons in the health unit, and that the order is required to decrease or eliminate the health risks;

AND WHEREAS the Middlesex-London Health Unit Medical Officer of Health has reasonable and probable grounds to believe that one or more persons residing or working at, or providing services to the community is infected or has been exposed to infection, or has potentially been infected or exposed to infection, with the COVID-19 virus;

AND WHEREAS the service model of transit and cars for hire both create a high likelihood of close contact between customers, between customers and staff, and/or between staff;

**I, Dr. Christopher Mackie, Medical Officer of Health for the Middlesex-London Health Unit,
ORDER YOU TO TAKE THE FOLLOWING ACTIONS, effective 12:01 a.m. on July 20,
2020:**

1. **Take all reasonable measures to prohibit Persons from boarding public transit or commercial vehicles for hire if the said person is not wearing a Face Covering.** The Face Covering must be worn at all times while on board the vehicle.

2. **Refrain from boarding public transit or commercial vehicles for hire if not wearing a Face Covering.** The Face Covering must be worn at all times while on board the vehicle. A Person shall be exempt from wearing a Face Covering on the premises if:

- a. The Person is a child under the age of 12 years; wearing a mask in public is recommended for children aged two to 12 years of age, though it is not mandated by this Order. Children under the age of two should not wear a mask;
- b. Wearing a Face Covering would inhibit the Person's ability to breathe in any way;
- c. For any other medical reason, the Person cannot safely wear a Face Covering such as, but not limited to, respiratory disease, cognitive difficulties or difficulties in hearing or processing information;
- d. A Person who is unable to apply or remove a face covering without assistance including a Person who is accommodated under the *Accessibility for Ontarians With Disabilities Act* (AODA) or who have protections under the *Ontario Human Rights Code*.

3. **Ensure that operators are aware of the Middlesex-London Health Unit's COVID-19 Public Health Principles for Public Spaces and take all reasonable steps to implement them,** a copy of which is available to view and for download here:

https://www.healthunit.com/uploads/covid-19-public_health_principles_for_public_spaces-2020-07-02.pdf

REASONS FOR THE ORDER ARE THAT:

1. COVID-19, a disease caused by a novel coronavirus, is designated as a disease of public health significance and a communicable disease pursuant to Ontario Regulation 135/18 under the Health Protection and Promotion Act.

2. COVID-19 can cause acute and severe respiratory illness and death in humans.

3. The spread of COVID-19 is of immediate and compelling public health importance in the jurisdiction of the Middlesex-London Health Unit:

4. COVID-19 is transmitted from person to person predominantly through respiratory droplets that are released from the nose and mouth, through contact with contaminated surfaces, and through poor hand hygiene.

5. COVID-19 may be transmitted from persons who have minimal or no signs or symptoms of illness.

6. Accumulating epidemiological evidence indicates that the widespread use of **Face Coverings** by all persons decreases spread of respiratory droplets, and expert opinion supports the widespread use of Face Coverings to decrease transmission of COVID-19.

7. Use of **Face Coverings** is recommended by the Chief Medical Officer of Health of Ontario and the Chief Public Health Officer of Canada in situations where physical distancing (spatial separation of individuals by at least two metres) is difficult to maintain.

8. The re-opening of Commercial Establishments on June 12, 2020 has increased the frequency of contact and limited the opportunities for physical distancing between persons in the jurisdiction of the Middlesex-London Health Unit, which, absent of adequate preventative measures, poses a material risk to increase the number of cases of COVID-19 cases in the jurisdiction of the Middlesex-London Health Unit.

9. An increase in the number of cases of COVID-19 will increase disease transmission, potential for outbreaks in congregate settings, and the morbidity and mortality of COVID19 within the population of the jurisdiction of the Middlesex-London Health Unit.

I am of the opinion, on reasonable and probable grounds that:

- a. A communicable disease exists or may exist or there is an immediate risk of an outbreak of a communicable disease in the health unit served by me;
- b. The communicable disease presents a risk to the health of persons in the health unit served by me; and
- c. The requirements specified in this order are necessary in order to decrease or eliminate the risk to health presented by the communicable disease.

I am also of the opinion that the delivery of notice of this Order to each and every member of the class to whom it is directed is likely to cause a delay that could significantly increase the risk to the health of any person residing in the jurisdiction of the Middlesex-London Health Unit, so notice shall be provided through the public media and the internet via posting at: www.healthunit.com.

DEFINITIONS AND SCOPE OF THE ORDER:

The following definitions apply to this Order:

A **Person** means any customer, patron, employee or visitor, who boards the vehicle.

A **Face Covering** means a medical mask or a non-medical mask or other face coverings such as a bandana, a scarf or cloth that covers the mouth, nose and chin ensuring a barrier that limits the

transmission of infectious respiratory droplets.

Public Transit means any municipally operated or contracted conventional or specialized passenger transportation service including buses and paratransit.

Commercial Vehicle for Hire means any vehicle commissioned for transporting passengers including taxis, limousines, buses, or rideshare agencies.

NOTICE:

TAKE NOTICE THAT each member of the class to whom this Order is directed is entitled to a hearing by the Health Services Appeal and Review Board if the member has delivered notice in writing to me and to the Health Services Appeal and Review Board (Health Boards Secretariat, 151 Bloor Street West, 9th Floor, Toronto, Ontario, M5S 2T5), requesting a hearing within 15 days after publication of this Order or otherwise in accordance with applicable law. In the context of the COVID-19 outbreak, all requests for appeals and reviews, submissions, materials, and inquiries must be sent by e-mail to hsarb@ontario.ca or faxed to the Health Services Appeal and Review Board at 416-327-8524.

AND TAKE FURTHER NOTICE THAT although a hearing may be requested this Order takes effect when it is delivered to a member of the class or brought to the attention of a member of the class.

FAILURE to comply with this Order is an offence for which you may be liable, on conviction, to a fine of not more than \$5,000.00 for every day or part of each day on which the offence occurs or continues. Corporations that fail to comply can be charged and, on conviction, fined up to \$25,000 for every day or part of a day on which the offence occurs or continues to occur.



Dr. Christopher Mackie, MD, MHSc, CCFP, FRCPC

Medical Officer of Health

Middlesex-London Health Unit

c/o Middlesex-London Health

Unit

355 Wellington Street – #110

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