

**Municipality of Chatham-Kent**  
**Infrastructure and Engineering Services**  
**Engineering and Transportation Division**

**To:** Mayor and Members of Council

**From:** Ann-Marie Millson  
Manager, Engineering (Transit & Capital Asset Management)

**Date:** December 29, 2020

**Subject:** Municipal Transit Enhanced Cleaning (MTEC)

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**Recommendation**

It is recommended that:

1. In order to adhere to Provincial requirements relating to the announced COVID-19 funding under the Municipal Transit Enhanced Cleaning (MTEC), Council approval is required for:
  - a) The Mayor and Clerk to be authorized to execute on behalf of the Municipality of Chatham-Kent the transfer payment agreement and approve the associated Municipal by-law (Appendix A).
  - b) The Engineering and Transportation Division be authorized to prepare and coordinate approvals for any necessary reporting forms and forward to the Ministry of Transportation (MTO) at the appropriate time.

**Background**

The Ministry of Transportation has provided emergency funding to assist with offsetting additional expenses that transit agencies have accumulated during the COVID-19 pandemic. This funding will assist the Municipality with the required enhanced cleaning and sanitizing of transit assets.

**Comments**

The Municipality of Chatham-Kent received a letter addressed to His Worship Darrin Canniff from Minister Caroline Mulroney, Minister of Transportation dated June 29, 2020 with the announcement that funding would be provided to CKTransit for costs associated with enhanced cleaning of public transit systems (Appendix B).

CKTransit is 100% outsourced, however the funds are transferrable to our contracted service providers with the submission of invoices and work orders as proof of purchase.

Expenses are eligible for reimbursement if they occurred during the months of April 1, 2020 to December 31, 2020.

CKTransit has been allotted \$39,873 in funding under the MTEC program to offset any enhanced cleaning which includes:

1. Costs of cleaning materials;
2. Costs of hand sanitizer for passenger and staff use;
3. Costs of safety wear for the MTEC, such as gloves or goggles;
4. Cost of equipment purchased for the MTEC;
5. Costs of contracted services for the MTEC;
6. Costs of salaries, including redeployment of staff, for the MTEC;
7. Any other costs that, in the opinion of the Province, are considered necessary for the MTEC.

The service providers have been meeting MTO guidelines for enhanced cleaning measures since such protocols were put in place. CKTransit has provided compensation for these increased cleaning measures and the funds received will help offset the expenses to date.

In order to be reimbursed for the expenses, Council is required to approve the Mayor and Clerk to enter into a Transfer Payment Agreement (TPA) with the signing of a related By-law.

#### Areas of Strategic Focus and Critical Success Factors

The recommendation in this report supports the following areas of strategic focus:

- Economic Prosperity:  
Chatham-Kent is an innovative and thriving community with a diversified economy
- A Healthy and Safe Community:  
Chatham-Kent is a healthy and safe community with sustainable population growth
- People and Culture:  
Chatham-Kent is recognized as a culturally vibrant, dynamic, and creative community
- Environmental Sustainability:  
Chatham-Kent is a community that is environmentally sustainable and promotes stewardship of our natural resources

The recommendation in this report supports the following critical success factors:

- Financial Sustainability:  
The Corporation of the Municipality of Chatham-Kent is financially sustainable

- Open, Transparent and Effective Governance:  
The Corporation of the Municipality of Chatham-Kent is open, transparent and effectively governed with efficient and bold, visionary leadership
- Has the potential to support all areas of strategic focus & critical success factors
- Neutral issues (does not support negatively or positively)

**Consultation**

No other departments were consulted in the preparation of this report.

**Financial Implications**

The \$39,873 of allocated funding will offset expenses incurred to date. There is no financial implications to current operating expenses due to the receipt of funding.

Prepared by:

Reviewed by:

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Ann-Marie Millson  
Manager, Engineering  
Engineering & Transportation

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Chris Thibert, P. Eng  
Director, Engineering  
Engineering & Transportation

Reviewed by:

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Thomas Kelly, P. Eng., MBA  
General Manager  
Infrastructure & Engineering Services

Attachments:           Appendix A – Municipal By-Law MTEC  
                                  Appendix B – Funding Announcement Letter from MTO June 29-20

P:\RTC\Infrastructure & Engineering\I & ES\2020\4323 – Municipal Transit Enhanced Cleaning Funding (MTEC)

By-law Number \_\_\_\_\_  
of The Corporation  
of the Municipality of Chatham-Kent

A By-law to authorize the execution of the transfer payment agreement for the Municipal Transit Enhanced Cleaning (MTEC) between Her Majesty the Queen in Right of the Province of Ontario Represented by the Minister of Transportation for the Province of Ontario and the Municipality of Chatham-Kent

Whereas it is deemed expedient to authorize the execution of an Agreement with Her Majesty the Queen in right of the Province of Ontario, represented by the Minister of Transportation for the Province of Ontario for funding under the Municipal Transit Enhanced Transit Cleaning (MTEC).

Now Therefore, The Council of The Municipality of Chatham-Kent Hereby Enacts As Follows:

1. That the Mayor and Clerk are hereby authorized to execute on behalf of the Municipality of Chatham-Kent the Transfer Payment Agreement for the Municipal Transit Enhanced Cleaning (MTEC) ("Agreement") between Her Majesty the Queen in right of the Province of Ontario, represented by the Minister of Transportation for the Province of Ontario, and the Municipality of Chatham-Kent in a form satisfactory to Legal Services.
2. That, the delegate specified in Schedule "B" to the Agreement, being the Municipal Clerk, is hereby authorized to execute on behalf of the Municipality of Chatham-Kent any amendment to the Agreement or ancillary document

necessary to fulfil the Municipal Transit Enhanced Cleaning (MTEC) requirements in a form satisfactory to Legal Services.

3. That the Director, Financial Services / Deputy Treasurer has the delegation of authority to execute any and all required documentation, on behalf of the Municipality of Chatham-Kent, as required under the Municipal Transit Enhanced Cleaning (MTEC).
4. That the Municipality of Chatham-Kent commits to spending Municipal Transit Enhanced Cleaning funding in accordance with all of the terms and conditions specified in the Agreement.
5. That the Municipality of Chatham-Kent commits to spending Municipal Transit Enhanced Cleaning funding only on implementing the approved expenses identified in the Agreement.

BY-LAW read a first, second and third time and finally passed this     day of  
2021.

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Mayor

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Clerk

**Ministry of  
Transportation**

Office of the Minister

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Toronto ON M7A 1Z8  
416 327-9200  
[www.ontario.ca/transportation](http://www.ontario.ca/transportation)

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Monday, June 29, 2020

107-2020-2482

His Worship Darrin Canniff  
Mayor  
Municipality of Chatham-Kent  
[ckmayor@chatham-kent.ca](mailto:ckmayor@chatham-kent.ca)

Dear Mayor Canniff:

Since first learning of COVID-19, Ontario has taken decisive action to contain the spread of this new virus.

The health and well-being of public transit passengers and employees is a top priority, and Ontario's public transit systems are critical to supporting the economy and getting people where they need to go.

The province is providing \$15 million to municipalities across the province to support enhanced cleaning of their public transit systems and help reduce the transmission of COVID-19. This funding will assist with the municipality's public transit health and safety measures. I am pleased to advise you of your funding allocation.

The Municipality of Chatham-Kent will be eligible to receive an allocation of up to \$ 39,873 for enhanced cleaning.

In the coming days, we will be forwarding the program details to the primary contact for the Gas Tax Program.

If you have any questions regarding the program, please contact Jamie Pearce, Director, Strategic Investments & Programs Branch, at [MTO-Transit\\_Cleaning\\_Funding@ontario.ca](mailto:MTO-Transit_Cleaning_Funding@ontario.ca).

Sincerely,

A handwritten signature in black ink that reads 'Caroline Mulroney'.

Caroline Mulroney  
Minister of Transportation