

## **Township of Southgate**

### **Administration Office**

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## **Staff Report CAO2020-064**

**Title of Report:** Southgate CAO Report

**Department:** Administration

**Council Date:** October 21, 2020

### **Council Recommendation:**

**Be it resolved that** Council receive Staff Report CAO2020-064 as information; and **That** Council approve staff proceeding with this Christmas Party Plan and the gift certificate of \$50.00 per Board and Committee member, employee and Council members for businesses in Southgate.

### **Background:**

The CAO is providing this report as an update of COVID-19 impacts, business restart planning, important information, decisions, and actions taken by staff in the last 30 days.

### **Staff Comments:**

#### **Southgate's Municipal Business Phase C Opening Update**

The Southgate Restart Phase C is presently under pressure with increased cases in the region and the concerns of a Second Wave of the COVID-19 virus. The Province in its issuing of recommendations suggested Ontarians in all regions are urged to: limit trips outside of home, except for essential purposes only, such as work where it is not possible to work from home, school, grocery shopping, medical appointments, and outdoor healthy physical activity; in addition, travel to other regions in the province, especially from higher transmission to lower transmission areas, should only be for essential purposes.

The concern with the Southgate Phase C restart we are presently in, we are seeing an increase over the last 2 weeks in number of COVID cases that is causing the growing of a second wave provincially. If this second wave continues, we will consider rolling back on Phase C operations. Our present operations related to the status of the Municipal Office, the Library, and the operations at the Arena could be impacted and we will be reassessing on a weekly basis to ensure the safety of our employees and the public.

#### **Southgate Christmas Party**

Senior staff have met to discuss our annual Christmas planning for 2020. It is obvious to senior staff and in discussions with the Mayor and Deputy Mayor that a Christmas party event during the COVID-19 pandemic should not happen because of gathering limits with the present provincial rules. What we are proposing is to provide a Christmas gift certificate to replace this party event. The gift certificate

would be redeemed only at Southgate business establishments to support our local commerce during the COVID financial impacts.

Staff have drafted a letter to be sent out to employees to receive Christmas gift certificate preferences and is included in this staff report as Attachment #1. If this proposal is approved, staff will make contact with Southgate Committee and Board members, volunteers and Council members with a similar letter.

### **Financial Impact or Long-Term Implications**

The financial impact to the municipality as a result of this report would depend on the number of gift certificates we purchase. The budget for the Southgate Christmas Party has been \$2,500.00 per year and the Fire Department Christmas Party about \$1,500.00 per year (Fire event funded by the Fire Fighters Association Fund internal funds raised through the Fire Frolic event, fundraising and donation). The past cost for both these events have come in very close to budget with the average cost per employee or Volunteer Fire Fighter attending at about \$50.00.

The head count for Boards, Committees, Council and employees is 76, excluding 2 fulltime fire employees. There are 36 Fire Department staff counting Chief, Deputy Chief, Fire Prevention Officer and Volunteer Fire Fighters. If we use a gift certificate value of \$50.00 and everyone replied to our letter, we would be over budget by \$1,300.00 for Southgate and \$300.00 for the Fire Department. The positive outcome is this money will all be spent in the Township and support local businesses during the COVID pandemic.

The gift certificate will be a taxable benefit to those that receive it if we proceed with this approach.

### **Communications & Community Action Plan Impact:**

This report has been written and presented to Council to communicate accurate information to the public.

### **Concluding Comments**

1. That Council receive staff report CAO2020-0064 as information.
2. That Council provide direction to staff to proceed with the Christmas planning as presented.

Respectfully Submitted,

**CAO approval:** Original Signed By

Dave Milliner – CAO

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- Attachment 1 – 2020 Christmas Party Letter