

Township of Southgate

Administration Office

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Staff Report CAO2020-029

Title of Report: Southgate CAO Update

Department: Administration

Council Date: April 15, 2020

Council Recommendation:

Be it resolved that Council receive Staff Report CAO2020-029 as information.

Background:

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

Staff Comments:

Arena Auditorium-EarlyOn Project Update

The project has been completed as of the April 9, 2020, excluding some cleanup, painting touchups and trim that will be completed by a single worker in the next couple of weeks. We plan on having the opening event following the Emergency Declaration ending or at minimum a Council tour of the new facility some day in the future.

Lions Medical Centre & the Erskine Centre Clinic Operations

The Lions Medical Centre is open on Tuesdays and Wednesdays each week for medical visits by appointment. If you need care you should call the South East Grey Community Health Centre (SEGCHC) at 519-986-2222 for an appointment. An appointment will start with a telephone assessment call by a medical professional to determine if the patient can be treated remotely or in need of a clinic visit or hospital assistance.

SEGCHC has closed the Erskine Centre in Dundalk during the COVID-19 pandemic and no programs are being delivered.

Community Safety & Well Being Plan (CSWBP) Status

Southgate staff attended a CSWBP conference call meeting on April 3rd, 2020 with the committee. The project is progressing well with about 1500 community surveys received and data being processed as part of the project. The community meetings planned for Holstein and Dundalk on April 21st, 2020 have been cancelled and will be rescheduled at an appropriate time later this year. Plans are still to deliver the completed plan by the end of 2020. If this is not possible the CSWBP Steering Committee believe the province will be changing the deadline for completing the plan.

Eco Park Way Road Design Project

Staff met with Grey County roads staff and Triton staff electronically to discuss the Eco Park Road design needs should it be a County road in future. We also suggested that the County should look at a policy on making fibre cable installation more affordable by allowing cable in the shoulder of roadway with appropriate agreement.

New Dundalk Community Health Centre Project

County Planners and Township staff met by phone to discuss the Medical Centre project lands, both County and Southgate lands in relation to future use and the rail trail. The County stated they are looking at divesting themselves of these lands, if we have interest. It would make a lot of sense to have the lands on both sides of the rail trail under the control of one entity, so something would not go sideways in future years.

Human Resources Information to Support Staff & Our Community

Network/Internet Use Information:

Have you recently noticed your internet connection slow or failing at times? Currently with so many people at home there has been a significant influx of internet traffic which is causing strain to networks throughout the world. We are encouraging conservation of bandwidth during this time to ensure everyone has the resources they need. One of the biggest uses of bandwidth is video. Here are some recommendations to reduce bandwidth:

- Stream videos at a lower resolution (this is usually a setting in the specific apps you are using on your devices)
- Watch a program together as a family instead of individually
- Reduce video bandwidth on social media apps such as Twitter and Facebook (this includes turning Auto-play of videos off and not uploading in HD)
- Only use video chat when necessary and do not leave on all day
- Reduce video resolution on video conference calls

Tips for Setting Up an Ergonomic Home Office

Ergonomic tips for setting up your home office workspace. Information provided by Public Services Health & Safety Association (PSHSA).

Movement – Change it Up!

Even with good furniture and equipment, doing a single task in a single position repeatedly will create fatigue and discomfort. There is no single “correct” working position that produces comfort for extended periods of time or that fits everyone’s work tasks and body. Changing tasks and alternating between sitting and standing, reclined sitting and walking helps to avoid the negative effects of prolonged office work.

Chair – Support Your Body

Be sure to support your back and legs in comfortable working postures. Adjust the height of your chair seat so that it is at or slightly below knee height. The chair seat should provide comfortable thigh support and leave a space between the front of the seat and the back of the knee when you are sitting back in your chair. The height of and distance between your armrests should allow your forearms to be

supported and your shoulders relaxed at all times. Finally, the chair should support your back and provide you with adequate lumbar support at your waist. No lumbar support? Try placing a rolled-up towel there instead.

Keyboard – Support Your Arms

The keyboard should normally be about elbow height and they should be used on a flat surface. The keyboard should not be tilted up. The goal is to have the forearms horizontal with the wrists straight, not bent back.

Monitor – Your Body Follows Your Eyes

The viewing distance of the monitor should be at one arm's length (16" to 29" or 40cm to 74cm) away. If the monitor is too far away, you may lean forward which can cause fatigue. If it is too close, it tends to create eyestrain and discomfort. The monitor height should allow the neck to be in a neutral position when looking at the top row of text on the screen – aim for the top of the screen to be at your seated eye height. If you wear glasses and look through the lower portion of the lenses, it may help to position the monitor lower or tilt it back slightly.

Reach – Keep it Close

Reduce long or awkward reaches for the keyboard, mouse or phone. Set up the workspace with frequently used equipment conveniently close to your body – try to keep frequently used items within a forearm's distance. Avoid reaching outside shoulder width when using your mouse – this lets the shoulders stay relaxed and the wrist and hands work in comfortable postures.

Remember, all parts of the workstation need to work together – after adjusting the individual components, fine-tune the setup so it fits your body and specific tasks and always ensure you have the appropriate accessories for the work you're doing.

Other Township Decisions and Actions:

1. It is important to report that the other advertised open employment opportunities for Fire Prevention Officer and the Asset Management Administrative positions will both have initial interviews completed by the hiring committees. Applicants are being informed that the hiring for these positions are on hold and no decisions will be made until after the COVID-19 emergency is over. Swimming pool staff have been provided notice that we will hire them on this summer when both the Emergency declaration has been lifted by the Province and the Township of Southgate, and when it is safe to operate the facility this summer. We did not receive any applications for the student positions advertised.
2. The Mayor issued a press release to inform the public on the issues related the impacts of COVID-19 on the community. A copy of this press release announcement is included in this report as Attachment #1, that was released on March 26, 2020.
3. Staff developed a press release titled "Southgate Community Emergency Communications & Support", being a document to provide information on the Township's a 3 prong approach to communicate with the public on specific health issues, COVID-19 health questions/information and the final being a Q&A Session following each Council meeting with the Mayor and CAO. We may bring Health Unit staff into the session if the first Q&A session has those

types of questions. A copy of this press release announcement is included in this report as Attachment #2, that was released on March 27, 2020.

4. Township Mayor Woodbury and staff developed a Community Newsletter to update every resident in Southgate on department operations/continuity, future Council meetings update, tenders opening process, property tax/municipal payments, tax sale status, COVID-19 information, post Council meeting question and answer session and Emergency Management declaration. A copy of this press release announcement is included in this report as Attachment #3, that was released on March 30, 2020.
5. A combination of the Mayor, local Emergency Management Committee members and Department Head meetings have been held weekly over the last 3 weeks to discuss COVID-19 issues, business continuity and operational issues to amalgamate ideas and make decisions.
6. Administration office staff continue to discuss on the issues of improving our social/staff distancing (assurance & coordination that only one person in the office at any time), business continuity, access to printing, deliveries, cash handling, one person only dealing with mail, internal document handling process (invoices and cheques), entering at entrance doors and future of the financial audit.
7. Plans are being made and discussions with the committee members and staff to deliver the Southgate Farmers Market using Facebook as the platform. The Farmers Market organizers will develop a process with some assistance from our staff in the testing and sharing ideas for improving the Virtual Farmers Market marketing platform. The Farmers Market members are dealing with the payment and product delivery issues.
8. No Fire Ban has been imposed in Township of Southgate at this time, as long as the resident has a fire burn permit and follows the notice process. What has been found is more emergency calls have occurred where fire bans have been imposed. The Southgate Fire Chief issued a press release related to Southgate on this issue. A copy of this press release announcement is included in this report as Attachment #4, that was released on April 6, 2020.
9. Building press release communications on how we will deliver Building services as a result of April 4th Provincial changes in legislation related to essential services and construction status. A copy of this press release announcement is included in this report as Attachment #5, that was released on April 7, 2020.
10. A staff verbal update at this Council meeting may be beneficial to support this report and to keep the public and Council members informed during these changing times.

Financial Impact or Long-Term Implications

The financial impact as a result of this report information is already included in the 2020 Budget.

Communications & Community Action Plan Impact:

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

Concluding Comments

That Council receive staff report CAO2020-029 as information.

From staff we wish everyone in Southgate good health and please practice social distancing to keep you and your families safe.

Respectfully Submitted,

CAO approval: Original Signed By

Dave Milliner – CAO

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- Attachment 1 – Southgate Mayors Press Release dated March 26, 2020
- Attachment 2 – Southgate Emergency Communications Press Release dated March 27, 2020
- Attachment 3 – Southgate Community Newsletter dated March 30, 2020
- Attachment 4 – Southgate Fire Department Press Release dated April 6, 2020
- Attachment 5 – Southgate Building Department Press Release April 7, 2020