

Township of Southgate

Administration Office

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Staff Report CAO2020-039

Title of Report: Southgate CAO Update

Department: Administration

Council Date: June 3, 2020

Council Recommendation:

Be it resolved that Council receive Staff Report CAO2020-039 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:

Provincial Opening Announcements-Recreation & Library

Southgate received a letter (Attachment #1) from the Ministry of Health dated May 19, 2020, from Dr. David Williams the Chief Medical Officer of Health for the Province of Ontario. We also received a guidance document (Attachment #2) from the Grey Bruce Health Unit titled Campground Reopening Guidance, to deal with trailers and overnight accommodation. Staff are reviewing these documents and planning for reopening Southgate parks and recreation facilities based on these directives. We find it somewhat challenging to open parks with playground equipment that must remain off limits, ball diamonds and sports fields when team sports are not allowed to hold team games and sports courts with limited uses as well. For now, we are keeping the parks closed. The Attachment #3 document is included in this report as Q&A document to provide clarity on recent decisions by the Province they have made recently related to the Opening Some Outdoor Recreational Amenities.

The Township's Librarian CEO has provided a report at June 3, 2020 Council agenda on the Library's plan and processes to request checkout of and providing curbside pickup of books and other media materials. The Staff Restart Committee, Human Resources Coordinator and CAO have all reviewed the plan to ensure it is consistent with Southgate policies, restart plans and that processes properly manages the Township of Southgate risk concerns.

Federal & Provincial Funding for Municipalities Discussion

The Township of Southgate received emails from AMO and FCM that talks about requests for and documentation outlining concerns related the need for municipal funding support to help with the losses during COVID-19. The first document is a letter from AMO to the Prime Minister of Canada and the Premier of Ontario titled "Financial Assistance for Municipal Governments" and is included in this report as Attachment #4. The letter raises the concerns of municipalities in general and refers to the FCM document (Attachment #5) that is a more robust review of the challenges in large, medium, and smaller Municipalities in Canada. The report discusses the present needs for municipal funding losses and the potential for

future financial support to restart municipal operations and our business community.

New Dundalk Medical Centre Project Update

Staff have been working with the County of Grey Planning department and SEGCHC on this project for a couple of months now to acquire access to more property for the parking area. The Grey County Planning Department has created a report (Attachment #6) that was presented to County Council at their COW meeting on May 28th, 2020. The report was received by Grey County Council and approved. County Planning staff working with Southgate and SEGCHC to develop an agreement and proceed with the planned use and proposed transfer of ownership of part of the Grey County lands to the Township.

Grey County Community Transit Program

The County Manager of Community Transportation provided a report to Grey County Council at their Committee of a Whole meeting on May 28th, 2020. The purpose of this report was to provide Council with an update on the Community Transportation project and the survey information received from the public related to the impacts of COVID-19. A copy of the report is included in this staff report as Attachment #7 and a slide show presentation document being Attachment #8. The present County Community Transportation plan is to proceed to start the service this fall but could be subject to changes as we progress through the challenging unknowns of COVID-19.

Southgate Business Restart Planning

Staff continue to monitor external information and announcements from the Provincial Government and the Grey Bruce Health Unit Medical Officer of Health related to restarting in the office space business environment in a safe manner.

We now have survey reports back from all Department Heads related to assessing risks and mitigations required in their working environments and Customer Service Operations Review report. The Customer Service assessment report is a review of each department task to establish the urgency and demand requirement of the service to establish the start-up phase when public access to the service is required. Human Resources has developed policies and Standard Operating Procedures for the Restart Committee and is reporting on these issues under specific staff reports in this same Council agenda. Staff have made the decision last week to increase the number of staff in the office to 2 people per day for 4 days per week, with the office remaining closed to the public. We are requiring physical distancing, work space isolation within the office, increase cleaning and other best practices being implemented related to common areas like copier, kitchen, washrooms, etc. One day a week we will still have one person in the office to maintain protection of department continuity of service and isolation of staff groups.

Economic Development

The Township of Southgate staff continue to attend the Grey County Economic Development & Tourism Working Group. Southgate staff have started to look at

programs and services used in other communities to promote shopping in your community to support local businesses.

The ShopHERE Program is a program we are looking into that is designed to assist businesses move to implementing on-line services. Currently the ShopHERE program requires municipal contributions but this may change. Regardless it maybe a better investment to provide information and training of new ways to deliver service and commerce in rural communities. We have taken steps to investigate the initial and long term cost of the program, and how it could be implemented and supported going forward if there is value and uptake in the program.

Financial Impact or Long-Term Implications

The financial impact as a result of this report information is unknown at this time to the 2020 Budget because of the COVID-19 pandemic.

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 CAO2020-039 as information.

Respectfully Submitted,

CAO approval: Original Signed By

Dave Milliner – CAO

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- Attachment 1 – Ministry of Health letter from Dr. David Williams Chief Medical Officer of Health dated May 19, 2020
- Attachment 2 – Grey Bruce Health Unit Campground Reopening Guidance document
- Attachment 3 – Ministry of Health Q&A document about Opening Some Outdoor Recreational Amenities
- Attachment 4 – AMO letter from the Office of the President to the Prime Minister of Canada and the Premier of Ontario dated May 8, 2020 seeking Municipal Financial Funding
- Attachment 5 – FCM document titled Protecting Vital Municipal Services dated April 23, 2020
- Attachment 6 – Grey County Committee Planning Report about the proposed Dundalk Medical Health Centre Project dated May 28, 2020
- Attachment 7 – Grey County Committee Community Transportation Update Report dated May 28, 2020
- Attachment 8 – Community Transportation presentation dated April 9, 2020