



AGENDA ITEM REPORT

Meeting: Regular Meeting of Council, Operations - 20 May 2020
To: Members of Council
From: David Stewart, CAO/Treasurer
Department: Administration
Subject: Hastings Highlands COVID-19 Recovery Plan - Phase 1 (May 20, 2020 to June 22, 2020)

RECOMMENDATION:

THAT Council accepts this report "Hastings Highlands COVID-19 Recovery Plan - Phase 1 (May 20, 2020 to June 22, 2020)" as submitted by the CAO/Treasurer; and

THAT Council approves the "Hastings Highlands COVID-19 Recovery Plan - Phase 1 (May 20, 2020 to June 22, 2020)".

ORIGIN:

The threat posed by COVID-19 to both the community and to the Corporation is significant. This report focuses upon the Corporation of the Municipality of Hastings Highlands' efforts to recovery and transition to what will be the new normal operating environment for the delivery of municipal services post-COVID-19. Protection of the health and safety for staff is paramount, and guides the decisions discussed in the body of this report.

BACKGROUND INFORMATION:

The Province of Ontario has released a Framework for Reopening our Province. As a result, the government has begun easing restrictions on workplaces that can operate safely by following public health and safety guidelines.

Following the lead of the provincial government, the Municipal Emergency Control Group (MECG), consisting of the Mayor, CAO and Department Heads have worked with Municipal Staff on the Hastings Highlands COVID-19 Recovery Plan.

The MECG group will continue to meet at least until the provincial government has lifted the emergency declarations.

In Hastings Highlands, we are working with provincial guidelines and public health to put into effect community-based measures that will protect the general population in Hastings Highlands and do our part to slow the spread of this virus.

HASTINGS HIGHLANDS COVID-19 RECOVERY PLAN - PHASE 1

We are excited to announce Hastings Highlands COVID-19 Recovery Plan - Phase 1.

This plan is conditional on public health and government direction and is subject to change at any time. The plan itself is a fluid plan that responds to changing conditions as they relate to providing safe municipal services.

General Information

Following the guidance of Provincial Health information and orders, the municipality of Hastings Highlands will extend the closure of all public facilities and the cancellation of programs and events until **June 22, 2020**.

All municipal buildings, facilities, playground structures, outdoor recreational spaces, including sports fields, community centres, outdoor rinks and picnic shelters will be closed until **June 22, 2020**.

The Municipality of Hastings Highlands has created a separate COVID-19 information page on the homepage of the municipality's website www.hastingshighlands.ca. This page is the municipality's source of credible information that is available in one location to website guests.

Hastings Highlands continues to use corporate social media as a vehicle to disseminate the municipality's COVID-19 planning and communications information to followers.

The Municipality will continue to provide services to support the community via telephone and email, wherever possible. Municipal staff are available to help by calling **(613) 338-2811** or emailing info@hastingshighlands.ca.

Municipal Waste Sites

All Waste Sites will remain open and will operate in accordance with their normal schedule. Additional measures have been put in place to protect staff and guests.

Fire and Emergency Response

The Chief Fire Official of Hastings Highlands has issued a Total Fire Ban in Effect April 1, 2020. Due to the risk of exposure to COVID 19 during responses to fires. A Total Fire Ban prohibits all open fires. The Total Fire Ban will be monitored regularly.

Council Meetings

Hastings Highlands Council meetings will continue to be held by teleconference at least until the provincial government has lifted the emergency declarations.

When it is safe to do so, an alternative meeting solution will be implemented through the Clerks department.

Hastings Highlands Public Library

Please visit the Hastings Highlands Public Library website for information regarding their closure and postponement of programs.

PHASE 1 - May 20 to June 22, 2020

Hastings Highlands buildings and facilities will undergo renovations to create a safer and more secure working environment for staff delivering essential services

New screening protocols will be created for all individuals entering municipal buildings and facilities. These screening protocols will be approved by the municipality's lawyer

Additional online payment options will be rolled out via the municipality's website. In addition to citizens being able to pay property taxes online, citizens will now be able to pay for building permits, waste site tipping fees and other services invoiced through the municipality

A new Hastings Highlands Centre office layout design will be created to optimize space for programming and service delivery needs

Hastings Highlands staff will be outfitted with supplies and additional technology so that electronic meetings can be made available to stakeholders

New Hastings Highlands staff practices and controls that comply with Provincial Health and Safety Association Guidelines will be created. The municipality's Joint Health & Safety Committee will be involved in this process

Hastings Highlands staff will be trained on Health and Safety practices and controls that comply with Provincial Health and Safety Association Guidelines through electronic training sessions

Hastings Highlands staff presently working from home will be given an opportunity to return to work when it is safe to do so

Fire and Emergency Services will be reviewing preliminary methods to resume training and drills for volunteer firefighters

Conclusion

This report was prepared May 14, 2020 and is based on the information available at the time. As new actions are taken by other levels of government and new information surfaces, this plan will be modified accordingly. The protection and the health and safety for staff and our community is paramount and has guided all the decisions we have made in this incremental phased approach to the municipality's COVID-19 recovery plan.

FINANCIAL IMPACT:

The Municipality is tracking costs associated with COVID-19 response and recovery. The second quarter treasury report will outline more of the specific financial impacts related to COVID-19.

LINK TO STRATEGIC PLAN:

STRATEGIC PRIORITY #4 Exceptional Service and Governance

Goal: Plan and Implement Emergency Management

Action: Ensure compliance with applicable legislation in community emergency management planning.

Action: Strengthen our safety and security protocols at municipal buildings and facilities.

REFERENCES:

N/A

Prepared By:

David Stewart, CAO/Treasurer

Reviewed By: Municipal Clerk May 14, 2020

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