



A People Place, A Change of Pace
SHELBURNE
ONTARIO, CANADA

Meeting Date:	Monday, July 13, 2020
To:	Mayor Mills and Members of Council
From:	Denyse Morrissey, Chief Administrative Officer
Report:	CAO 2020-08
Subject:	COVID 19: Re-Opening Town Hall Update 2

Recommendation

Be it Resolved that Council receives report CAO 2020-08 regarding COVID 19: Re-Opening Town Hall Update 2 and the tentative date for the re-opening of Town Hall on Tuesday August 8, 2020 for public access for information.

Background

Public access to Town Hall, the public works yard, and police station was discontinued on March 17, 2020.

In response to emerging information, the guidance of public health and the Province, we continue to take a cautious approach to re-opening Town Hall, including the timing of the reinstatement of in-person Council meetings. There is currently no estimated date when in person Council meeting will be reinstated.

We have continued to serve the public in all areas of service, many Town Hall related services are provided electronically and to ensure everyone's health was a priority. Staff do work in the office on a scheduled basis with limits on how many staff are in the office at one time. Some services are also provided by appointment only to the public.

Our re-opening of Town Hall review and planning is based on supporting the safe re-opening Town Hall. The planning process and steps we have implemented, regardless of our date of re-opening, ensures we are ready and prepared.

Analysis

On June 8, 2020 an update was provided to Council that the revised and estimated date to re-open Town Hall was Monday, July 6, 2020. This revised date was also in response to the Province's extension announcements of May 27, 2020 and June 2, 2020.

In late June 2020, additional internal review and consultation with other municipalities was done to revise the tentative plans to:

- Town Hall will open for staff only July 27, 2020; staff will generally be working 8:30 am to 4:30 pm.
- Town Hall would re-open to public as of August 4, 2020 from 9 am to 4 pm, and Tuesday to Thursday weekly

As of July 13, 2020 and to continue taking a very precautionary approach to re-opening Town Hall the tentative date of the office re-opening has again been revised:

- Town Hall will open for staff only August 31, 2020; staff will generally be working 8:30 am to 4:30 pm.
- Town Hall would re-open to public as of September 8, 2020 from 9 am to 4 pm, and Tuesday to Thursday weekly.

Financial

There are no financial impacts arising from COVID-19 and the re-opening of Town Hall to provide an update on at this time.

An update on the financial impacts of COVID 19 is included with the Treasurer's report, July 13, 2020.

Policies & Implications

Not applicable

Consultation and Communications

Not applicable.

Council Strategic Priorities

Council's Strategic Priorities has three Goals - Sustainable, Engaged and Livable. There are a total of 12 targets with the three Goals.

This report aligns with the Sustainable Goals within the Targets:

Target T2 Municipal Services Review and Evaluation

Target T3 Invest in Critical Infrastructure for the future

Supporting Documentation

Respectfully submitted:

Denyse Morrissey, CAO