



AGENDA

Strategic Priorities Committee

February 16, 2021

9:00 am

Video Conference

Click the following link:

<https://www.youtube.com/channel/UCzuUpFqxcEI8OG-dOYKteFQ>

Pages

1. CALL TO ORDER

2. DECLARATIONS OF PECUNIARY INTEREST

3. AMENDMENTS AND APPROVAL OF THE AGENDA

RECOMMENDATION

THAT the February 16, 2021 Strategic Priorities Committee agenda be accepted as presented.

4. STRATEGIC PRIORITIES REVIEW

4.1. COR 09-2021 Tourism Website Update

4

RECOMMENDATION

THAT COR 09-2021 Tourism Website Update report be received.

4.2. COR 10-2021 Business Grant Program Options

8

RECOMMENDATION

THAT COR 10-2021 Business Grant Program Options report be received; and

THAT the Strategic Priorities Committee provide staff with direction relating to a second round of Business Grant funding.

4.3. DEV 05-2021 Developer Round Table

12

RECOMMENDATION

THAT DEV 05-2021 Round Table with Council Follow Up report be received; and

THAT staff report back to Council with solutions for the gaps identified during the Developer Round Table with Council.

4.4. ADMIN 06 2021 Proposed Service Levels for the Return to the Safe Restart Framework

17

RECOMMENDATION

THAT ADMIN 06 2021 Proposed Service Levels for the Return to the Safe Restart Framework be received for discussion and direction to staff.

5. NEXT MEETING

March 16, 2021 - 9:00 am, live streamed through Town's YouTube channel

Topics to be discussed:

- Animal Control Services
- Community Safety and Wellbeing Plan
- Draft Community Improvement Plan

6. CLOSED SESSION

RECOMMENDATION

THAT Council move into a session that is closed to the public at _____ am as authorized under the *Municipal Act*, Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees.

6.1. COR 11-2021 CONFIDENTIAL Business Grant Reconsiderations

7. RISE AND REPORT

RECOMMENDATION

THAT Council rise from a closed session at _____ am.

7.1. Business Grant Reconsiderations

RECOMMENDATION

THAT a further \$4,400 be allocated to the Town business grant program (intake 1), for a total of \$54,400.

8. ADJOURNMENT

RECOMMENDATION

THAT this meeting of the Strategic Priorities Committee adjourns at _____ am.

FORMAL REPORT

To:	Chair Stratthdee and Members of Strategic Priorities Committee
Prepared by:	Kelly Deeks - Johnson, Tourism and Economic Development Manager
Date of Meeting:	16 February 2021
Subject:	COR 09-2021 Tourism Website Update

PURPOSE

To provide an update on the status of the tourism website development and timelines for completion of the project. Karen Mayfield, President of eSolutions will provide Mayor and Council with a presentation on the status of the work thus far and provide a visual tour of the website.

RECOMMENDATION

THAT COR 09-2021 Tourism Website Update report be received.

BACKGROUND

On October 28, 2020 Council approved through the 2021 capital budget the development of a tourism website to provide a better customer service experience for both interested visitors and residents. The website will also provide an opportunity to highlight our business community and our tourism related experiences. Staff retained the help of eSolutions, the Town's current website provider for the project.

REPORT

To begin the project a staff group was established consisting of various departments to develop the navigation and content for the site with guidance from eSolutions. Staff are meeting weekly with eSolutions to keep on track with the deadlines.

The URL *discoverstmarys.ca* was secured as the main website address. Also secured was *visitstmarys.ca* and *explorestmarys.ca* to redirect to *discoverstmarys.ca*. The project is currently at the content development stage until early March at which time eSolutions will begin to place the content along with the images we provided. The website mock-up will provide a visual of the overall navigation mapping and look of the pages to-date. Karen Mayfield, President of eSolutions will provide Mayor and Council with a presentation on the status of the work thus far and provide a visual tour of the website. This will be an opportunity for comment and feedback for any improvements or suggestions as we continue to work on the website.

The website is expected to soft launch in April 2021. A marketing plan will be developed for the roll out.

FINANCIAL IMPLICATIONS

A grant of \$7,500 has been received from RTO4 in support of the project. A signed MOU notes that we will work with a website developer to have a website created to bridge an information gap and receive assistance from RTO4, positioning St. Marys for a strong post COVID-19 re-emergence. At the end of

this project the Town of St. Marys will have a website built off the principles of good digital hygiene to enhance the visitor experience of its tourism assets and offerings.

Below is a breakdown of the website components and the costs:

DELIVERABLE	COST*
Project Initiation, Execution and Management <ul style="list-style-type: none"> Weekly meetings, notes, agenda and reports Consulting 	\$1,500
Phase One: Website Structure, Navigation, and Governance	
Sitemap Architecture <ul style="list-style-type: none"> Draft Revisions Final version 	\$1,800
Content Writing	Town to complete
Phase Two: Design	
Responsive Microsite Designs (1) <ul style="list-style-type: none"> Includes microsite page and microsite interior Two rounds of revisions to one chosen concept Final concept Menu concept 	\$3,600
Phase Three: Development and Implementation (Template Construction)	
Website design concepts developed to AODA / WCAG 2.0 AA CSS - Responsive design for desktop, mobile and tablet	\$2,700
Integration of encoded pages to i:Create CMS <ul style="list-style-type: none"> Includes Printer Friendly, Email to Friend, functionality, Share, Text Size 	\$1,750
Implementation of modules: <ul style="list-style-type: none"> News tool (integration into Facebook and Twitter included) i:Calendar Contacts Photo Gallery 	\$1,200
Phase Four: Quality Assurance and Testing	
Quality Assurance <ul style="list-style-type: none"> Test Plan, Scenarios, Cases and Test Strategy Document Usability Testing Performance Testing Accessibility Testing Browser Compatibility Testing Device Testing 	\$2,000
Phase Five: Implementation	
Content Import	\$1,200
Run Compliancy & Clean Up Reports <ul style="list-style-type: none"> Accessibility Report Broken Link Report Spell Check Report 	\$750
Internal Content Review and Updates	Town to complete
Phase Six: Go Live	

DELIVERABLE	COST*
Go Live Activities <ul style="list-style-type: none"> DNS Entries and Redirects Website Registration with Search providers (Google, Yahoo, Bing) Broken Link Scan/Report Accessibility Scan/Report 	\$1,000
TOTAL	\$17,500

*Exclusive of applicable taxes

DELIVERABLE	COST*
Tourism Directory The Tourism Directory lets you create a searchable listing of local businesses with an unlimited number of entries. Listings can include the business name, address, telephone, fax, website and a link to an automatically generated map of the location. <i>Directory Features</i> <ul style="list-style-type: none"> Searchable business listing by business name, keywords or categories Mobile friendly using a responsive design Maps all search results on a Google map with ability to click a location for more information Business detail page which includes: <ul style="list-style-type: none"> Business name, phone number, fax, email, website Facebook & Twitter links Logo & other images Products and services description Address / Location 	\$2,500.00
Tourism Directory The Tourism Directory lets you create a searchable listing of local businesses with an unlimited number of entries. Listings can include the business name, address, telephone, fax, website and a link to an automatically generated map of the location. <i>Directory Features</i> <ul style="list-style-type: none"> Searchable business listing by business name, keywords or categories Mobile friendly using a responsive design Maps all search results on a Google map with ability to click a location for more information Business detail page which includes: <ul style="list-style-type: none"> Business name, phone number, fax, email, website Facebook & Twitter links Logo & other images Products and services description Address / Location 	REDUCED TO \$4,500.00 Annual Licensing/Hosting Fees REDUCED TO \$1,500.00/year Integration to Google Places \$7655
Estimated Total (not including annual licensing)	\$12,155
TOTAL	\$29,655
BUDGET	\$35,000

*Exclusive of applicable taxes

SUMMARY

The Town has secured the URL discoverstmarys.ca. The project is currently at the content development stage. Staff will continue drafting the content documents until early March at which time our website provider, eSolutions, will begin populating the site. Staff will have a chance to review the website with content and images prior to a soft launch in April.

STRATEGIC PLAN

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
- Pillar #5 Economic Development and Tourism:
 - Outcome: Promote Downtown as a key face of the community
 - Tactic(s): Marketing what the downtown is and what is going so that visitors can “Experience St. Marys”

OTHERS CONSULTED

André Morin, Director of Corporate Services / Treasurer

ATTACHMENTS

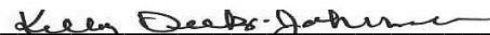
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REVIEWED BY

Recommended by the Department

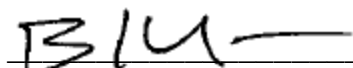


André Morin
Director of Corporate Services/Treasurer



Kelly Deeks-Johnson
Tourism and Economic Development Manager

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

FORMAL REPORT

To:	Chair Strathtree and Members of Strategic Priorities Committee
Prepared by:	Kelly Deeks - Johnson, Tourism and Economic Development Manager
Date of Meeting:	16 February 2021
Subject:	COR 10-2021 Business Grant Program Options

PURPOSE

To propose that Strategic Priorities Committee consider a second round of funding to support St. Marys businesses with the financial burdens that the COVID-19 pandemic has caused due to the Provincial restrictions. If a second round of funding is approved, this report will help provide guidance on what criteria will be placed on applicants.

RECOMMENDATION

THAT COR 10-2021 Business Grant Program Options report be received; and

THAT the Strategic Priorities Committee provide staff with direction relating to a second round of Business Grant funding.

BACKGROUND

In the fall of 2020, the Business Economic Support and Recovery Task Force requested that Council designate funding to provide small grants to our local businesses to help with the financial implications of the pandemic. The following criteria was established:

- Amount of Grant: Up to \$3,000 per business
- Eligibility:
 - Business must be located in St. Marys
 - Encourage funds to be spent locally
 - Business must demonstrate that they have had a financial impact due to COVID-19.
Some examples could be:
 - Reduction in revenue and/or sales
 - Increase in operating costs
 - Reduced staffing

(While it is important to protect public funds, it was also important for the sub-committee to keep the eligibility and application process simple as the businesses are already overwhelmed in keeping operational)

- Application Process
 - The Town would use an online short form for businesses to complete

We received 36 applications with total requests of \$99,500. Since the application process closed, we have heard from a handful of other businesses inquiring if further opportunities will be available in the future. The previous grant was put to a maximum of \$50,000 which the committee deemed as not enough to cover the number of requests. With a second lockdown immediately following the Christmas season, businesses are again struggling. There is a continued need for relief. Many are losing energy and hope as they continue navigating the changing rules and trying to stay alert with the latest Federal and Provincial grant announcements.

The Town partnered with RTO4 and FedDev to provide two further business funding opportunities:

- Tourism Adaptation and Recovery - \$35,000 to be awarded to eligible St. Marys businesses
- Technology Investment Program - \$100,000 to be awarded to eligible businesses within the RTO4 boundary (Waterloo, Wellington, Perth, and Huron)

Details on the outcomes of the above will be available over the coming week.

REPORT

During the first grant application roll-out it was decided to keep the process very simple and not place stringent eligibility criteria on the applicant. This allowed for a broad range of businesses to apply for their greatest need. It was clear that the needs of many local businesses varied, and many other grants offered over the last year restricted their ability to qualify. It also remains clear that many of our local businesses continue to have severe financial constraints given the current stay at home order.

The Provincial government has made some funding available and the Town continues to recommend our local businesses apply for those sources of funding. It is evident that some of our business need assistance with these grant applications and Town staff are providing any assistance they can.

There is no doubt our local businesses will continue to require supports as they recover from the COVID pandemic. The initial Town grant process was highly successful, and very much appreciated and timely from those that applied. Staff suspect that a second grant program would also be well received by the business community and likely would generate more applications than the first program in November 2020.

Another important item to note is that by keeping the 2021 property tax levy at 0.85% (currently proposed) and with the Provincial business education tax decreases – most commercial businesses will receive a total property tax decrease in 2021; hopefully leading to some further needed relief.

If it is determined to proceed with another business grant program, there are three main matters to determine:

1. Timing
2. Total Budget
3. Eligibility Criteria

Timing:

At this point, staff believe that a funding program in March/April is achievable internally to properly prepare the program, advertise, and review applications. From the business perspective, the sooner the better – but it is hoped that the timing would be such that it would assist as the businesses move out of the stay at home order and begin providing goods and services to the public within the next level of restrictions.

Total Budget:

Within the first round, the total budget was set at \$50,000 – applications totaled almost twice that budget. It is expected that in order to be worthwhile, the budget would likely have to range between \$50,000 - \$100,000 in order to adequately assist those businesses in need.

Eligibility Criteria:

The only criteria that businesses were asked to indicate in the first round was how they have been impacted by COVID-19 and how this money will help them manage the financial implications on the pandemic. The challenge with an open-ended application is ensuring that those who are applying for the funding are truly in need and those who aren't won't apply. The selection committee came across a few applications that raised questions for future consideration. To determine what the next round of funding could propose staff would like input from Council on the direction.

Questions on criteria for consideration and discussion are as follows:

- Are home based businesses eligible?
- Is there a timeline that a business needs to have been in operation in St. Marys (i.e. new business)?
- If they received money from the first round of funding are, they eligible for round two?
- Does the Town wish to impose specific funding topics/direction for the applicant? (i.e. supporting marketing, digital, capital, expenses)
- Is there a minimum or maximum number of employees?
- Do not-for-profits qualify? (i.e. Service Clubs)
- Should there be special criteria for franchisee operating businesses?

A simple application process continues to be recommended.

Lastly, it may also be helpful to review the selection committee – the Town's first round included a selection committee made up of 2 staff and 1 Council. It may be beneficial to increase the selection committee to 4 or 5 members to assist with the criteria and selection discussion.

FINANCIAL IMPLICATIONS

If proceeding with a business grant program, the estimated budget is between \$50,000 - \$100,000. The Town will have approximately \$271,000 to allocate for COVID related financial pressures in 2021 for General COVID pressures, Business Relief, Community Wellness, and Recreation Relief. These funds have not yet been allocated by Council.

SUMMARY

The first call-out for business grant funding showed us that there is a need locally for support and that many of the current Federal and Provincial grants are too stringent and therefore many do not qualify. The criteria for a proposed second round of funding is important to consider, and feedback is being requested.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

Business Economic Support and Recovery Task Force

ATTACHMENTS

n/a

REVIEWED BY

Recommended by the Department

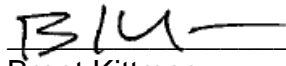


André Morin
Director of Corporate Services / Treasurer



Kelly Deeks-Johnson
Tourism and Economic Development Manager

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer



FORMAL REPORT

To:	Chair Stratthdee and Members of Strategic Priorities Committee
Prepared by:	Grant Brouwer, Director of Building and Development
Date of Meeting:	16 February 2021
Subject:	DEV 05-2021 Developer Round Table with Council Follow Up

PURPOSE

The purpose of this report is to update Council on key themes that were identified at the Developer Round Table with Council and agree on the next steps to help minimize the gaps between the development community and their ability to produce attainable housing.

RECOMMENDATION

THAT DEV 05-2021 Round Table with Council Follow Up report be received; and

THAT staff report back to Council with solutions for the gaps identified during the Developer Round Table with Council.

BACKGROUND

This past year has been very busy for development, building, and sales of residential dwellings in St. Marys. Over the course of the year, two main themes arose during the planning process with most of the applications that Council heard. The themes were based around affordability of dwelling units and parking. In addition, Council has made it clear that they would like to see measurable progress on the Town's attainable housing strategy. The roundtable discussion with developers was an important first step in the data collection process before new tactics and initiatives are developed regarding attainable housing.

Council ended the roundtable by passing the following resolution:

Resolution 2021-SC-01-12-02

THAT DEV 01-2021 Developer Roundtable re: Housing be received; and

THAT staff summarize the key themes brought forward by the development community for further analysis and recommendations for adjustments to the Town's attainable housing strategy.

The purpose of this report is to summarize the information that was collected from the Round Table into main themes and barriers in the development process that make developing attainable housing difficult. Staff are asking for Council's agreement on the key themes so that the process of researching solutions to eliminate barriers can start.

REPORT

As we heard at the Round Table, there are a number of factors that drive the cost of development. Staff gave developers and builders a chance to provide Council with a thorough explanation on the influencing factors on what these are, and what impacts the final purchase price of a dwelling unit.

Following the Round Table staff identified the common themes to be, External Partners, Controlling Costs, Housing Configurations + Supply, and NIMBYISM + Appeals.

1. External Partners

- a. Item: UTRCA
 - i. Current Issue: approval timelines are unpredictable
 - ii. What department within UTRCA is holding up the process? Is this a stormwater management staff issue?
 - iii. Also look at the building permit approval process
 - iv. Note: UTRCA only reviews the proposal, and they approve the design
- b. Item: Festival Hydro
 - i. Current Issue: timelines and costs
- c. Item: CN Railway (?)
 - i. Who are the key contacts? Can they be more involved in the process?

2. Controlling Costs

- a. Item: Documentation for Submission + Improve Timelines (reduce back and forth)
 - i. Continuous amendments for drawings and plans which drives up the cost of the development
 - ii. Stormwater Management Plans – allocated amount
 - iii. Nearly complete site plans/floor plans are being submitted during the planning process (i.e. zoning amendment process) – connects with the NIMBY issue + meeting schedule
 - iv. Cannot adequately determine the cost of a development during planning process as input costs are volatile
 - v. Timelines between meetings (PAC, Statutory Public Meeting, Council Decision)
 - vi. Review planning committees
- b. Item: Taxation on Pre-construction Lands
 - i. Developments are being taxed at the residential rate upon registering the Draft Plan of Subdivision and after MPAC assessment. The tax increase can be very high and has an impact on purchase costs.
 - ii. Timing and change of ownership
- c. Item: Fees
 - i. Upfront costs at outset of building process (Development Charges + Deposits)
- d. Item: Cashflow
 - i. Timing of development charges and securities
- e. Item: Cost of Servicing
 - i. Increasing costs to service infill development
- f. Item: Volatility of Input Costs

- i. Costs of materials are increasing + lack of skilled labour + raw land costs

3. Housing Configurations + Supply

a. Item: Configurations

- i. Encourage Mixed Use Housing
- ii. Need a gambit of housing options (stacked townhouses)
- iii. Driveway and garage setbacks

b. Item: Infill Development + CIP

- i. Consider CIP programs that refund specific fees if specific requirements are met
- ii. Need to look at grants for housing – how do we convert (site servicing, taxes) to achieve affordable housing
- iii. How do we ensure it doesn't get flipped for market rate? Renters pocket v. developers' pocket.

c. Item: Federal and Provincial Housing Programs

- i. Concerted effort to become more knowledgeable and aware of Federal + Provincial housing programs, and refer to potential developments
- ii. How do we ensure our numbers for attainable housing align with other numbers, and know what the fees are? What guidelines do we use to set that number?

d. Item: Accessory Apartments

- i. Current Issue: 40% ratio is barrier for accessory apartments, cost of creating an accessory apartment is cost-prohibitive
- ii. Mortgage is already stretched, adding more value to this amount is a barrier (for new builds)

e. Item: Parking

- i. Take away parking requirements for Downtown,
- ii. Floating accessible parking
- iii. Parking needs in the future may be different
- iv. Requirements for parking at new builds vs. existing stock
- v. Flexible parking approach by area

f. Item: Need More Supply

- i. Current Issue: Lack of supply = increasing housing costs
- ii. Customer demand impacts the cost of the house (look at location)

4. NIMBYISM + Appeals

a. Item: NIMBYISM

- a. A challenge of unpredictability of the neighbours and their reaction to development
- b. How do we communicate decision-making to residents, especially those that submit comments on a circulation?

- c. Currently during the zoning amendment process, nearly complete site plans are being submitted – what information is needed, and at what part of the process
- d. Communicate to residents what neighbouring properties can do without a planning application
- e. How do we dispel rumours about developments, zoning issue buzzwords, attainable v. affordable housing, talk to your neighbours (face to face dialogues)?

5. Other Notes:

- a. Three key factors: price of material, price of labour and the price of land
- b. How can the Town reduce the cost of one of those factors?
- c. 15-20% of costs on the developer side and 80% of costs on the building side
- d. Look at more mixed-form development
- e. How can Council be involved in processes?
- f. Habitat for Humanity options
- g. No low-end builders exist
- h. Town cannot control:
 - i. Pinterest effect
 - ii. Skilled trades
 - iii. The market (high demand, low supply, and lack of turn-over)
 - iv. Local supply may not help, even when there is no regional supply

FINANCIAL IMPLICATIONS

None at this time.

SUMMARY

The goal of this report is to summarize some of the hurdles that the development community told Council and Staff that they face when bringing building stock online. Staff is seeking Council's agreement on the list of issues to be tackled. As a follow up, staff will start to drill down on the items and report back to Council for further analysis and recommendations.

STRATEGIC PLAN

☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.

Pillar #6 Housing:

Outcome: Attainable & mixed-use housing

Tactic(s): Review municipal policies to allow for non-traditional and alternative housing models, including accessible homes.

Pillar #6 Housing:

Outcome: Seek public-private partnership models

Tactic: Investigate and develop a range of possible approaches to launch a renewed housing strategy, designed to meet the current affordability and demographic challenges.

OTHERS CONSULTED

Development Committee (staff level)


- Amy Cubberley - Museum Curator / Archivist,
- Brian Leverton - Fire Prevention Officer,
- Dave Blake - Environmental Services Supervisor,
- Jason Silcox - Building Inspector,
- Jed Kelly - Director of Public Works,
- Jeff Wolfe - Asset Management Specialist,
- Jenna McCartney – Clerk,
- Mark Stone – Contact Planner
- Morgan Dykstra - Public Works & Planning Coordinator

ATTACHMENTS

Nil

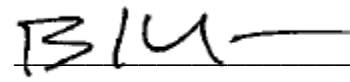
REVIEWED BY

Recommended by the Department



Grant Brouwer
Director of Building and Development

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer



FORMAL REPORT

To:	Chair Stratthdee and Members of Strategic Priorities Committee
Prepared by:	Brent Kittmer, Chief Administrative Officer
Date of Meeting:	16 February 2021
Subject:	ADMIN 06 2021 Proposed Service Levels for the Return to the Safe Restart Framework

PURPOSE

The purpose of this report is to share with Council the service levels that are being proposed for various Town services once Huron Perth Public Health area returns to the Province's Safe Restart Framework after February 16th. At the time of writing this report, the public health level Huron Perth will be placed into is not known and a contingency plan has been developed anticipating placement into one of Grey, Red or Orange.

RECOMMENDATION

THAT ADMIN 06 2021 Proposed Service Levels for the Return to the Safe Restart Framework be received for discussion and direction to staff.

BACKGROUND

Ontario has announced that the provincial emergency declared under *Emergency Management and Civil Protection Act* will end as of 11:59 pm, Tuesday February 9, 2021. The Stay-at-Home order will continue to apply to 28 public health regions, including Huron Perth, until Tuesday, February 16, 2021.

After February 16, it is expected that Huron Perth will be transitioned back into the Safe Restart Framework under the public health measures outlined in a revised and strengthened [COVID-19 Response Framework: Keeping Ontario Safe and Open](#)

The Province is also introducing an "emergency brake" to allow for immediate action if a public health unit region experiences rapid acceleration in COVID-19 transmission or if its health care system risks becoming overwhelmed. If this occurs, the Chief Medical Officer of Health, in consultation with the local medical officer of health, may advise immediately moving a region into Grey-Lockdown to interrupt community COVID-19 transmission.

REPORT

As of writing this report on February 10, the public health level that Huron Perth will be placed into is not known. Referring to the Provincial dashboard, it is reasonable to assume that HP will be placed into either Red or Orange public health levels. This means that the Town will be able to transition back to providing some in-person services if we choose.

Staff have developed a service level contingency plan which is attached to this report. This plan outlines the services levels that the Town can provide depending upon the public health measures that apply. If Huron Perth is placed into Red, the Provincial guidelines are strict to the point where the level of service the Town can provide is quite clear.

If the HP is placed into Orange, the Town has more flexibility in how it delivers services in-person. It is the service levels in Orange that staff are asking Council to consider, and the draft plan is shown below.

Proposed plan of Operations under an Orange Public health scenario:

- Orange = where we were at prior to Christmas

→ **Municipal Offices (MOC and Town Hall):** Offices will remain open for drop-ins, doors locked, doorbell for service.

- Push out communications regarding preference for making appointments for service.

→ **PRC:**

- Pool
 - **Rules:**
 - Can open, max individuals determined by physical distancing, to a cap of 50
 - **Plan**
 - Need to recall staff, which contributes to a lag time
 - Registrations to open once public level is announced
 - Open for service March 8
 - Capacity at 25% Cap
 - Aquafit 10
 - Lane swim 4
 - Public swim 20
- Ice
 - **Rules:**
 - Can open, max 50 individuals permitted per pad
 - **Plan:**
 - Remains closed and ice not installed
 - Ice users to be given until February 26 to confirm if they have an interest in spring ice for April / May
- Friendship Centre
 - **Rules:**
 - Can open, max individuals determined by physical distancing, to a cap of 50
 - Fitness classes capped at 10 participants
 - **Plan:**
 - Wellness Program and Services to continue
 - Virtual classes and telecommunications programs to continue
 - End of March – drive through Easter Lunch
 - In-person programs to resume in early April with outdoor classes
- Youth Centre/Programming
 - Continue to provide youth-based virtual programming

→ **Library:**

- **Rules:**
 - Can open, max individuals determined by physical distancing, to a cap of 50
- **Plan:**
 - Reopen to in-person service, following gathering limit restrictions
 - Limit use of public computers and maker spaces to a 60-minute maximum.

- Maintain 7-day quarantine for returned materials

→ **Museum:**

- **Rules:**

- Can open, max individuals determined by physical distancing, to a cap of 50

- **Plan:**

- Continue with virtual and telecommunications programming
- Starting March 1, open Mon/Wed/Fri 9 am – 1pm for research only, following gathering limit restrictions
- Late April – target for resuming exhibits

→ **Station Gallery/VIA:**

- Open, following gathering limit restrictions

→ **Yard Waste Depot**

- Open

→ **Landfill:**

- Normal hours and rules of operation
- No cash accepted

FINANCIAL IMPLICATIONS

None. The increased costs of pandemic operations have been budgeted for. The 2021 operating budget was developed assuming a former “Stage 3” level of services in the pandemic.

SUMMARY

The plan represents a purposely slow resumption of services. Staff are being conscious of the Province’s key messages that their decision to return to the Safe Restart Framework should not be considered a reopening; that life is not yet back to normal; and that all persons should still try to limit their travel outside of their home to essential purposes. The plan also allows for some buffer time to ensure that the return of children to school does not create an increase in cases that may dictate use of the “emergency brake” shutdown by the Huron Perth Public Health.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

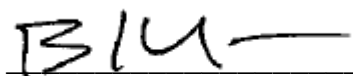
Senior Management Team

ATTACHMENTS

1. Contingency Plan for a Change in Public Health Levels

REVIEWED BY

Recommended by the CAO



Brent Kittmer, Chief Administrative Officer

Contingency Plan for a Change to Public Health Measures (February 16, 2021)

1. Impact of Changes in Public Health Measures:

Zone	General Impact	PRC – FC/CC Side	PRC – Ice/Aquatics Side	Library	Museum	Parks/Playgrounds
Shutdown (Dec. 26 – Feb 16)	<ul style="list-style-type: none"> Municipal office may be open Work remotely, where possible No indoor organized public events are permitted Limit for outdoor events - 5 people Schools closed for in-person until Jan 25 Childcare open Emergency Care offered. 	<ul style="list-style-type: none"> Weddings/funerals <ul style="list-style-type: none"> 10 people May be open for social services (10 people only) Day camps: PRC/ELC prohibited from serving school aged children in-person except for emergency care during online learning. 	<ul style="list-style-type: none"> Closed 	<ul style="list-style-type: none"> Open for contactless curbside, delivery and pick-up 	<ul style="list-style-type: none"> Closed (indoors) to members of the public <p>*** Includes Station Gallery</p>	<ul style="list-style-type: none"> Open
Grey	<ul style="list-style-type: none"> Municipal office may be open Work remotely, where possible No indoor organized public events are permitted Limit for outdoor events - 10 people Schools and childcare open 	<ul style="list-style-type: none"> Weddings/funerals <ul style="list-style-type: none"> 10 people May be open for day camps/childcare/social services (10 people only) 	<ul style="list-style-type: none"> Closed. 	<ul style="list-style-type: none"> Open for curbside, delivery and pick-up Patrons permitted to enter libraries for contactless drop-off and pick-up, and to access computers, photocopiers, or similar services May open for permitted services (for example, day camp, child care, social services to a limit of 10 persons) No classes 	<ul style="list-style-type: none"> Closed (indoors) to members of the public Drive-in or drive through only <p>*** Includes Station Gallery</p> <ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Open
Red	<ul style="list-style-type: none"> Municipal office may be open Work remotely, where possible 	<ul style="list-style-type: none"> Weddings/funerals <ul style="list-style-type: none"> 30% capacity Maximum of 10 people indoors, 25 outdoors in classes 	<ul style="list-style-type: none"> Maximum of 10 people indoors in classes <p>*** For ice this includes ALL people in the rink</p>	<ul style="list-style-type: none"> Maximum 10 people indoors. 	<ul style="list-style-type: none"> Maximum 10 people indoors. 	<ul style="list-style-type: none"> Open

Contingency Plan for a Change to Public Health Measures (February 16, 2021)

Zone	General Impact	PRC – FC/CC Side	PRC – Ice/Aquatics Side	Library	Museum	Parks/Playgrounds
	<ul style="list-style-type: none"> Active screening required Limit for all organized public events and social gatherings: <ul style="list-style-type: none"> 5 indoors 25 outdoors Schools and childcare open 	Limits for organized public events and gatherings in staffed businesses and facilities, where physical distancing can be maintained: 50 people indoors 100 people outdoors	<p>(players, coaches parents) *** HPPH to confirm if “POD” approach is acceptable.</p> <ul style="list-style-type: none"> No spectators permitted, however each person under 18 may be accompanied by one parent or guardian Team sports must only be for training (no games/scrimmages) No activities where individuals within 2 m of each other. 	*** using the “Meeting/Event Spaces Measures” for guidance.	*** using the “Meeting/Event Spaces Measures” for guidance.	
Orange	<ul style="list-style-type: none"> Municipal office may be open Work remotely, where possible Limits for certain organized public events <ul style="list-style-type: none"> 10 people indoors 25 people outdoors Limits for gatherings in staffed facilities, where physical distancing can be maintained: <ul style="list-style-type: none"> 50 people indoors 100 people outdoors 	<ul style="list-style-type: none"> Weddings/funerals <ul style="list-style-type: none"> 30% capacity Each indoor fitness or exercise class can only have a maximum of 10 people Each outdoor fitness or exercise class can only have a maximum of 25 people 	<ul style="list-style-type: none"> 50 people per area, or number that can be safely distanced. Team or individual sports must be modified to avoid physical contact; 50 people per league No spectators permitted, however each person under 18 may be accompanied by one parent or guardian 	<ul style="list-style-type: none"> Permitted to be open, up to 50 people, or a limit dictated by physical distancing 	<ul style="list-style-type: none"> Permitted to be open, up to 50 people, or a limit dictated by physical distancing 	<ul style="list-style-type: none"> Open

Contingency Plan for a Change to Public Health Measures (February 16, 2021)

2. Key Planning Questions:

i. What if we are moved to GREY?

- Lockdown = Former Stage 1, essentially where we were at in May/June

→ **Municipal Offices (MOC Town Hall):** Offices will remain open for drop-ins, doors locked, doorbell for service.

- Push out communications regarding preference for making appointments for service.

→ **PRC:** Closed, with the exception of the FC/CC for social services uses.

- Pool
 - Closed
- Ice
 - Closed
- FC & Wellness Program
 - FC staff continue providing virtual/online services and support an anticipated increase in Wellness Program.
- Youth Centre & Programming
 - Continue with a focus on youth-based programming.

→ **Library:** Closed, curb-side pick-up available, access to computers and photocopiers by appointment only (up to 3 patrons at a time, 60 mins max)

- Maintain 7-day quarantine for returned materials.

→ **Museum:** Closed.

→ **Station Gallery/VIA:** Closed

→ **Yard Waste Depot**

- Open

→ **Landfill:**

- Normal hours and rules of operation.
- No cash accepted.

Contingency Plan for a Change to Public Health Measures (February 16, 2021)

ii. What if we are moved to RED?

- Red = Former Stage 2, essentially where we were at in July

→ **Municipal Offices (MOC Town Hall):** Offices will remain open for drop-ins, doors locked, doorbell for service.

- Push out communications regarding preference for making appointments for service.

→ **PRC:** Can be open, following gathering limit restrictions:

- HPPH Recommendation from 12/14/2020 that facilities consider restricting patrons from higher level zones:
 - Moving forward → will maintain Council's previous direction that we restrict patrons to our "regular" users (i.e. anyone who would call the PRC their "home" facility).
- HPPH interpretation is "Podding" of amenities is permitted if there are semi-permanent walls, separate entrances, washrooms, essentially separate and distinct facilities.
 - Pool
 - Can open, max 10 individuals
 - Ice
 - Remains closed.
 - Need input from users on the need
 - FC
 - Can open, max 10 individuals.
 - Wellness Program continues.
 - Youth Centre/Programming
 - Continue with a focus on youth-based programming.

→ **Library:** Open, following gathering limit restrictions.

- Limit use of public computers and maker spaces to a 60-minute max.
- Maintain 7-day quarantine for returned materials.

→ **Museum:** Open for research only, following gathering limit restrictions.

→ **Station Gallery/VIA:** Open, following gathering limit restrictions.

→ **Yard Waste Depot**

- Open

→ **Landfill:**

- Normal hours and rules of operation.
- No cash accepted.

Contingency Plan for a Change to Public Health Measures (February 16, 2021)

iii. What if we are moved to Orange?

- Orange = where we were at prior to Christmas

→ **Municipal Offices (MOC and Town Hall):** Offices will remain open for drop-ins, doors locked, doorbell for service.

- Push out communications regarding preference for making appointments for service.

→ **PRC:**

- Pool

- **Rules:**

- Can open, max individuals determined by physical distancing, to a cap of 50

- **Plan**

- Need to recall staff, which contributes to a lag time
- Registrations to open once public level is announced
- Open for service March 8
- Capacity at 25% Cap
 - Aquafit 10
 - Lane swim 4
 - Public swim 20

- Ice

- **Rules:**

- Can open, max 50 individuals permitted per pad

- **Plan:**

- Remains closed and ice not installed
- Ice users to be given until February 26 to confirm if they have an interest in spring ice for April / May

- FC

- **Rules:**

- Can open, max individuals determined by physical distancing, to a cap of 50
- Fitness classes capped at 10 participants

- **Plan:**

- Wellness Program and Services to continue
- Virtual classes and telecommunications programs to continue
- End of March – drive through Easter Lunch
- In-person programs to resume in early April with outdoor classes

- Youth Centre/Programming

- Continue to provide youth-based virtual programming

→ **Library:**

- **Rules:**

- Can open, max individuals determined by physical distancing, to a cap of 50

- **Plan:**

- Reopen to in-person service, following gathering limit restrictions
- Limit use of public computers and maker spaces to a 60-minute maximum
- Maintain 7-day quarantine for returned materials

→ **Museum:**

- **Rules:**

Contingency Plan for a Change to Public Health Measures (February 16, 2021)

- Can open, max individuals determined by physical distancing, to a cap of 50
- **Plan:**
 - Continue with virtual and telecommunications programming
 - Starting March 1, open Mon/Wed/Fri 9 am – 1pm for research only, following gathering limit restrictions
 - Late April – target for resuming exhibits

→ Station Gallery/VIA:

- Open, following gathering limit restrictions

→ Yard Waste Depot

- Open

→ Landfill:

- Normal hours and rules of operation.
- No cash accepted