

# Municipality of Lakeshore - Report to Council

## Chief Administrative Officer



**To:** Mayor & Members of Council  
**From:** Truper McBride, Chief Administrative Officer  
**Date:** June 16, 2021  
**Subject:** Lakeshore Reopening Plan

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### Recommendation

This report is for information only.

### Background

This report provides an overview of the work being undertaken for a staged reopening plan within the Province's *Roadmap to Reopen* (the Provincial 3 step plan) framework and applicable health and safety guidelines.

### Comments

As the Municipality works to reopen facilities and services, the health and safety of residents and municipal staff will be the primary focus, while continuing to balance the needs of the community. A risk-based approach is being used to guide decisions of the Emergency Control Group and Administration in assessing readiness to reopen any given facility. As needed, modified operational procedures are developed to instruct service delivery. For example, the space that staff are working in has been redesigned to maintain a minimum 2 metre distance between staff work stations.

The following provides an overview of Administration's plans for re-opening municipal facilities. These plans are subject to change pursuant to Provincial emergency orders or other legislative requirements.

### Reopening Recreation Facilities

Administration has begun internal preparations which will allow amenities to open in a safe and timely manner when the regulations allow. Administration has been in constant and consistent communication with the Lakeshore sports organizations, and has solidified outdoor field rental permits to begin in early June, and indoor rental permits to begin in August or early September.

At its meeting on June 9, 2021, the Lakeshore Emergency Control Group decided not to proceed with day camps—indoor-based etc. After careful consideration and review of the Provincial regulations for summer day camps, the Municipality of Lakeshore has made the difficult decision not to offer day camps at the Atlas Tube Recreation Centre during the summer of 2021. Traditionally these camps have been based on indoor fitness activities such as skating and swimming which cannot be offered within the current regulations. Other municipalities that are operating day camps are delivering that programming in outdoor spaces.

Implementation of the steps in Lakeshore is occurring as follows in accordance with the steps described in the Provincial Plan.

#### Pre-Step 1:

- The Lakeview Park splash pad and the Marina and Belle River Marina Boat Launch opened to the public.

#### Provincial Step 1: Officially began on June 11<sup>th</sup> 2021

- Lakeshore opened the Marina office for visiting patrons and boat slip renters to be able to access the sale of goods and services.
- Outdoor sports fields are booked and permits for Lakeshore user groups are activated for teams practicing in groups of 10 or less. Parks staff prepare and repair diamonds and pitches to ensure the fields are playable and protected.

#### Provincial Step 2: Estimated to begin in early July 2021 (min 21 days from beginning of Step 1)

- Lakeshore begins to accept Festival and Events Applications, for events planned to take place once the region reaches Step 3.
- Staffing confirmations begin and staff trainings are scheduled for a return to ice sports and aquatics activities once the region reaches Step 3.
- Late in Step 2, the Shuren Rink, Rink C and WFCU Lap Pool reinstall begins.

#### Provincial Step 3: Estimated to begin late July to early August 2021 (minimum of 21 days from beginning of Step 2)

- The Atlas Tube Recreation Centre reopens to the public with restrictions. Amenities to include, but not limited to; Rock Rink walking track, ice sports rentals, gymnasium court rentals, aquatics activities, fitness classes (ATRC & Comber CC), indoor pickleball (ATRC & Comber CC), Karate Rentals (Libro CC), Shuffleboard and more.
- Once into Step 3, the Rock Rink, as well as the WFCU Leisure Pool and Hot Tub will be reinstalled for opening.

## **Reopening Town Hall**

### ***1) Town Hall Re-Opening***

#### **Current State:**

Administrative spaces at Town Hall, the Atlas Tube Recreation Centre and the Lakeshore Operations Centre are currently open to the public by appointment only. A member of the public with an appointment enters the building through the main public entrance and waits at the main floor counter lobby to be met by the hosting staff member.

The counter on the Planning and Building floor in Town Hall has been closed to the public since April 2020 due to regulations regarding COVID19. For Building Services, the drawing review process and the permit process were adapted to be 100% completed online resulting in a significant reduction of pre-pandemic walk-in traffic for Building Services (about a 60% reduction).

In-person interactions for Planning continue to be by appointment only and have been routed through the main floor counter.

Section 2.1 of O. Reg. 82-20 (the Work from Home regulation) indicates that organizations shall ensure that staff who can perform their work from home, do so. Administration undertook assessments throughout the pandemic to assess which roles are essential to report to work in order to align with this regulation. As such, some positions have been working remotely throughout this current shutdown while other positions were identified, by the nature of the duties to work on-site. In addition, Administration implemented further plans to protect staff through The Cohort Plan. As such, positions where the duties performed by their very nature cannot be performed remotely work onsite in the workplace. For example, Water Treatment Operators must attend work at the Treatment plant to perform their jobs.

The Cohort Plan was implemented to ensure the continuity of municipal operations should there be a workplace outbreak or exposure that would threaten the operations of the Municipality. Staff were divided into separate cohorts and arranged to work as follows:

- Essential in-office roles were identified to enable the infrastructure required to keep other roles out of the office.
- The staff identified as required to work on-site in the workplace were relocated to work from another municipal facility.
- Some staff were scheduled to work remotely from an appropriate personal home location (some staff were also designated to work from home due to

child care coverage issues and remote school obligations arising from closures).

- Most management staff rotate working remotely from an appropriate personal home location for 2 weeks and from their municipal work location for 2 weeks in order to maintain appropriate leadership, allow for self-isolation and align with the Work from Home Regulation.
- Some individuals, though designated for work from home, could not do so due to the lack of a suitable home environment (unstable internet, inappropriate work conditions for work on confidential files).

#### Reopening State:

Reopening municipal facilities will require a transition from remote work and alternative work locations. The trigger for a phased in return to work plan, including a limited reopening of Town Hall to members of the public will occur at the earlier of:

- 1) Essex County (or if determined by Municipality, Lakeshore) reaching a 70-80% first vaccination rate with 25% fully vaccinated; or,
- 2) the Province reaching a 70-80% first vaccination rate with 25% fully vaccinated.

This timing will permit for a phased in return to Town Hall that prioritizes:

- 1) safe reintegration of staff from the ATRC in order to permit the re-opening of the ATRC to recreational programming;
- 2) counter coverage at Town Hall;
- 3) maintenance of cohorts in the Operations and Water Treatment and Distribution divisions.

The counter for Building and Planning will reopen once the appropriate safety measures are installed for the Building and Planning counter. These installations are anticipated to resume soon.

Similar to the measures taken in September 2020, a limited reopening of Town Hall will include the following health and safety measures:

- i. Anyone entering a municipal facility must wear a mask (with exceptions for recreational programming or medical reasons).

- ii. Everyone must observe physical distancing of at least 2 metres. Workstations were retrofitted with plexiglass as well as spaced out where required to comply with the physical distancing requirements.
- iii. Anyone entering a municipal facility will be required to complete a pre-screening questionnaire. If any person did not “pass” the requirements of the pre-screening, the person is not allowed to enter the municipal facility.
- iv. Sanitizing hands prior to entry will be required.
- v. Staff will continue to sanitize any surface space touched by a member of the public after serving a member of the public.
- vi. Limited number of people allowed in the main floor lobby and barriers are installed to help direct the flow of people through the main floor lobby. Attendance is limited to 1 family unit at the Revenue Counter and 1 family unit at the Reception Counter (total of 4).
- vii. Members of the public are waved into the lobby once it was safe for them to enter.
- viii. Markers outside the public entrance for the public to know where to stand in order to observe appropriate physical distancing while waiting to enter the building.
- ix. Limited the number of in-person meetings and limited number of persons allowed in an in-person meeting in accordance with the organized gathering limits in the Reopening Ontario Act.
- x. Safety glasses or face shields will be worn in addition to the face mask when appropriate barriers are not in place for the protection of staff and the public. Face shields will be available to the members of the public where plexiglass is not present or not sufficient, or upon request.<sup>1</sup>

Administration is currently reviewing workspace availability and completing a workspace analysis of municipal facilities in order to ensure safe returns to workspaces and to understand the workspace requirements for staffing levels for 2021 and moving forward (including post pandemic). Administration will provide a report regarding staffing accommodation in the coming months.

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<sup>1</sup> The requirement for staff members and members of the public to wear a face shield or safety glasses in all spaces but their workstations shall be removed at the earlier of the Province or the Region reaching 70% of adults with one vaccine dose and 20% of adults being fully vaccinated. The mask requirement shall remain in place until a time to be determined in accordance with public health directives.

## Financial Impacts

Costs associated with reopening municipal facilities and return to future workspaces will be tracked and applied against the COVID recovery funding. At this time it is difficult to predict what if any costs will be incurred as a result of the reopening plan. Any costs incurred will be reported to Council through the quarterly variance reports.

## Report Approval Details

Document Title:	Lakeshore Reopening Plan.docx
Attachments:	
Final Approval Date:	Jun 17, 2021

This report and all of its attachments were approved and signed as outlined below:

Rosanna Pellerito

Kristen Newman