

Municipality of Lakeshore – Report to Council

Chief Administrative Officer



To: Mayor & Members of Council
From: Truper McBride, Chief Administrative Officer
Date: June 8, 2022
Subject: Council Chambers Update

Recommendation

This report is for information only.

Background

In August 2021, Council passed the following resolution:

Direct Administration to prepare the necessary amendments to the Procedural By-law to allow for virtual Council meetings, as presented at the August 10, 2021 Council meeting.

The following was approved in the 2022 budget related to accommodating growth and enabling virtual Council/Committee meetings in an alternative location:

- Retrofitting of Council Chambers to accommodate staff - \$121,000
- Relocation of the Emergency Operations Centre - \$150,000 (note: \$225,000 approved less \$75,000 generator for OPS center, still required)
- Relocation of Council Chambers (mobile Council table unit)- \$16,000

Subsequently, at the April 21, 2022 Council Meeting, Council passed the following resolution:

Whereas Mayor Bain terminated the State of emergency for the Municipality of Lakeshore;

Direct Administration to bring Council a report that enables Administration and Council to move back into the Administration offices in a responsible and timely manner; and

That the design of the retrofit to Council Chambers be put on hold pending receipt of the report.

Comments

Remote Work Discontinued for Members of Administration

Remote work for members of Administration was discontinued in at the end of April 2022. Exceptions continue to be permitted where required for medical accommodation and to eliminate the spread of COVID-19 where an employee tests positive for COVID-19.

Council Chambers Retrofitting

Virtual meetings have enabled increased participation by residents who may not otherwise be able to attend Town Hall during Council meetings, allowed greater staff participation (managers can attend for their agenda item only), and enabled out of town consultants to participate in a more cost-effective and efficient manner during lengthy Council meetings. Plans are being developed to enable hybrid meeting arrangements which will allow the Municipality to continue to reap the benefits that virtual meetings allow while also enabling Council to return to meetings in the Council Chamber. These plans will include the necessary health and safety measure to protect Council Members, staff and members of the public. Members of the public will have the option of attending Council Chambers when attending as a delegation if they do not wish to participate by electronic means.

Based on the above, reconfiguration and assessment of the Council Chambers in Town Hall to enable hybrid meetings will need to be completed to accommodate for the following:

- Spacing to accommodate members of Council, delegations/public presentations (should they desire to attend in-person), the Chief Administrative Officer and Clerk and such other space as can be safely accommodated
- IT enhancements and assessment for audio and video to enable hybrid participation and resolve ongoing sound issues with the current system,
- COVID separation (may include modification of seating), and
- Modifications to accommodate hybrid meeting requirements and compatibility to those in Chambers and online meeting platform.

It is anticipated that the modifications required to enable Council to return to Council Chambers will be finished in September, subject to contractor availability and supply of materials required to make the above noted changes.

Financial Impacts

Administration will utilize the existing approved budget to fund the enhancements and COVID restrictions. The remaining funds, if any, will be encumbered.

Report Approval Details

Document Title:	Council Chambers Update.docx
Attachments:	
Final Approval Date:	Jun 9, 2022

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

Submitted by Truper McBride

Approved by Justin Rousseau