



MUNICIPALITY OF **West Elgin**

Staff Report

Report To: Council Meeting
From: Magda Badura, CAO/Treasurer
Date: 2020-05-14
Report: 2020-13
Subject: COVID-19 Pandemic and Municipal Services

Recommendation:

That West Elgin Council hereby receives the report from Magda Badura, CAO/Treasurer re: COVID-19 Pandemic and Municipal Services; and

That West Elgin Council hereby directs _____.

Purpose:

To provide and update to Council regarding Municipal Services during the COVID-19 Pandemic at this time.

Discussion:

1. Senior Staff have been working on an Action Plan for the resumption of municipal services. This action plan includes:
 - a. the sourcing of protective barriers for the reception and Service Ontario desks, this is scheduled to be installed by May 15;
 - b. ensuring adequate supply of personal protective equipment for staff;
 - c. barriers have been installed to prevent the public from wondering through the office;
 - d. requesting cordless debit machines to limit contact for payments; and
 - e. development of procedures and signage to limit the number of public in the office to a maximum of two (2), one at Service Ontario and one at the municipal desk.
2. At this time there is no set date for re-opening the municipal office to the public, as an essential service, our office can be open to the public once we have all the protective barriers and procedures in place, if Council wishes.
3. Traditionally each year Operations and Community Services would hire 4 students, 2 for the Roads Department and 2 for Parks and Recreation. With COVID-19 the Province mandated the closure of all recreational amenities and we have scaled back or cancelled Capital projects. At this time we have delayed the hiring of summer students due to this and respectfully request Council's input regarding the hiring of temporary staff at this time.