

Safe Return to Council Chambers



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Manager of Parks & Recreation
Council Meeting, August 30, 2021

Introduction

Staff have been directed to provide options for a safe return to the Council Chambers and are presenting three (3) options today.

Introduction

When developing the options, the following items were considered:

- Safety measures
- Provincial legislation
- Public Health guidelines
- Room capacities
- Technology
- Furniture layout
- Costs

Ontario Regulations 364/20 – Rules for Areas Step 3

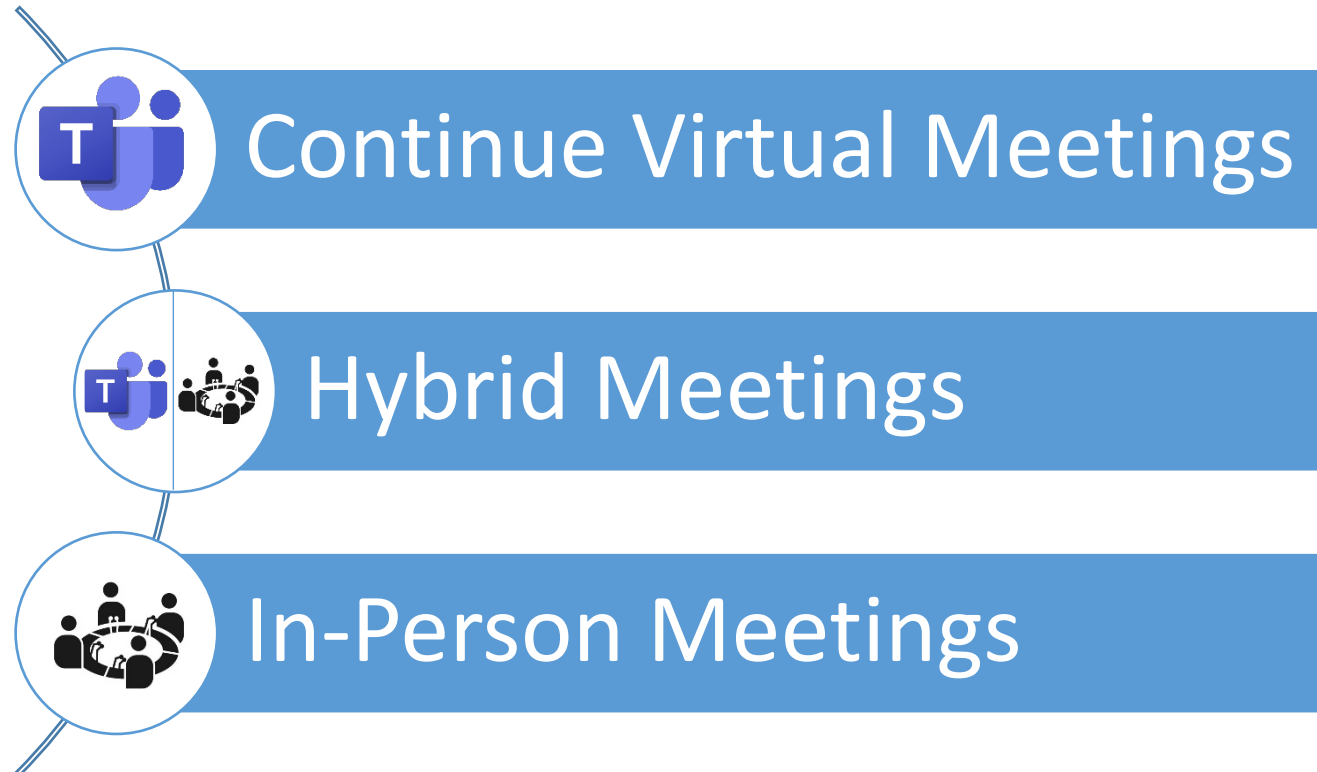
Under the current Ontario Regulations 364/20:

Section 2 – General Compliance

(7) A person shall wear appropriate personal protective equipment that provides protection of the person's eyes, nose and mouth if, in the course of providing services, the person,

- (a) is required to come within 2 metres of another person who is not wearing a mask or face covering in a manner that covers that person's mouth, nose and chin during any period when that person is in an indoor area; and*
- (b) is not separated by plexiglass or some other impermeable barrier from a person described in clause (a).*

Safe Return to Council Chambers: Options



Current Measures/Installations

In 2020, measures were implemented to keep people safe at Town Facilities.

The plan included, but was not limited to:

1. Workplace risk hazard assessments
2. Barriers at customer service desks
3. Room capacities
4. COVID-19 signage
5. Development of an online screening tool
6. Screening desks/areas
7. PPE (*e.g. masks, goggles, etc.*)

Option 1 – Continue Virtual



- Continue meetings in current format connecting remotely using Microsoft Teams application
- Council / Members of the public would continue to participate in / view COTW/Council meetings through Livestream
- Delegations would continue to be invited to participate via Teams

Option 1 – Continue Virtual



This option would be assessed on an ongoing basis dependent on emergency order status and conditions in the Exit from the Stage 3 of the Roadmap to Reopen.

Another consideration may be timing in parallel with Escribe (new meeting management solution).

Pros & Cons – Virtual



PROS	CONS
Digital participation is familiar to Council, staff, and the public	Interactions between participants are more difficult
Allows for electronic participation from any location	Occasionally, there are technical challenges
No masking or physical distancing requirements	Less dynamic meetings
Easily accessible, meets AODA requirements, Council Chambers has capacity limits for in-person	Some of the public has expressed concern with not being able to participate in-person

Costs – Virtual



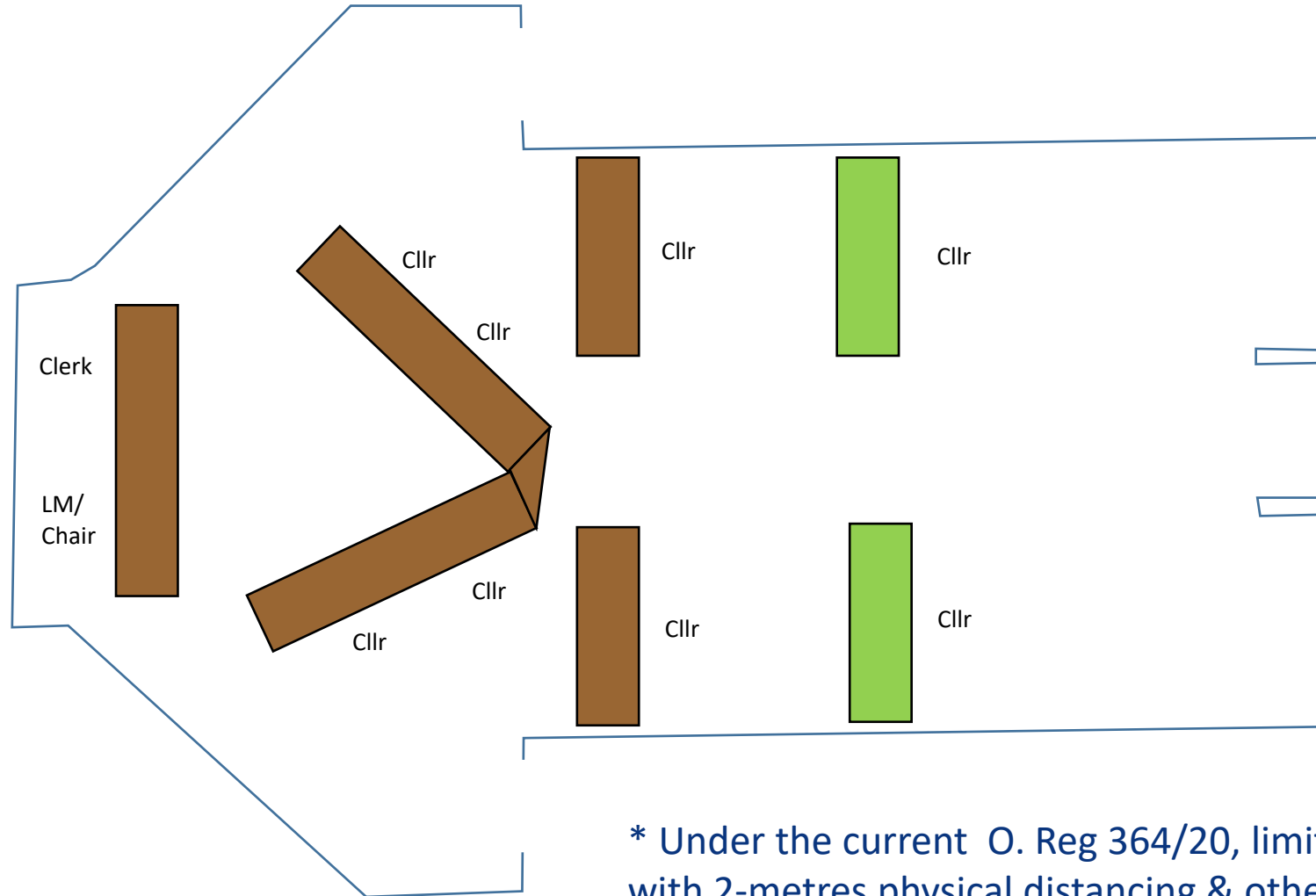
- There is no additional costs to the Town with this option.
- The cost of Teams is included in the Operating Budget. (E-scribe is included in the Modernization grant.)

Option 2 – Hybrid



- Lord Mayor, Council members and Town Clerk physically in Council Chambers
- SMT attends in Town Hall in various meeting rooms
- Other Staff & delegations will attend remotely using Microsoft Teams
- Members of the public and the media will view COTW/Council meetings through Livestream

Layout – Hybrid



Total
10 people

* Under the current O. Reg 364/20, limits to 50% capacity with 2-metres physical distancing & other requirements.

Capacity – Hybrid



Virtual

In Person

Lord Mayor
Councilors (8)
Town Clerk
SMT (but in separate
meeting rooms)



Microsoft Teams:

Staff
Delegations



Livestream:

Media
General
Public

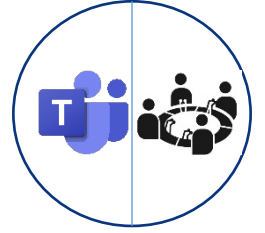


Pros & Cons – Hybrid



PROS	CONS
Allows for in-person interaction between Council members	Awkward layout because of physical distancing (Council members can't face one another)
Familiarity with in-person meetings (more traditional Council meeting structure)	Potential technical challenges: <ul style="list-style-type: none">- Camera coverage is of full room, not individual faces- Still need to log into Teams- May be difficult to hear the speakers- In-camera difficulties
Safety via physical distancing is achieved at a minimal cost	SMT are in different rooms and some Staff is attending remotely
Meeting is more dynamic	Potentially difficult to hear speakers

Costs – Hybrid



Costs associated with this option:

- Estimate for Additional furniture (tables) –
\$500 + HST

Option 3 – In Person



- This option will use the regular in-person model
- Includes all Council members, Senior Staff, and some staff in Council Chambers
- Media and members of the public would view COTW/Council meetings through Livestream

Layout – In Person



— = new glass partitions

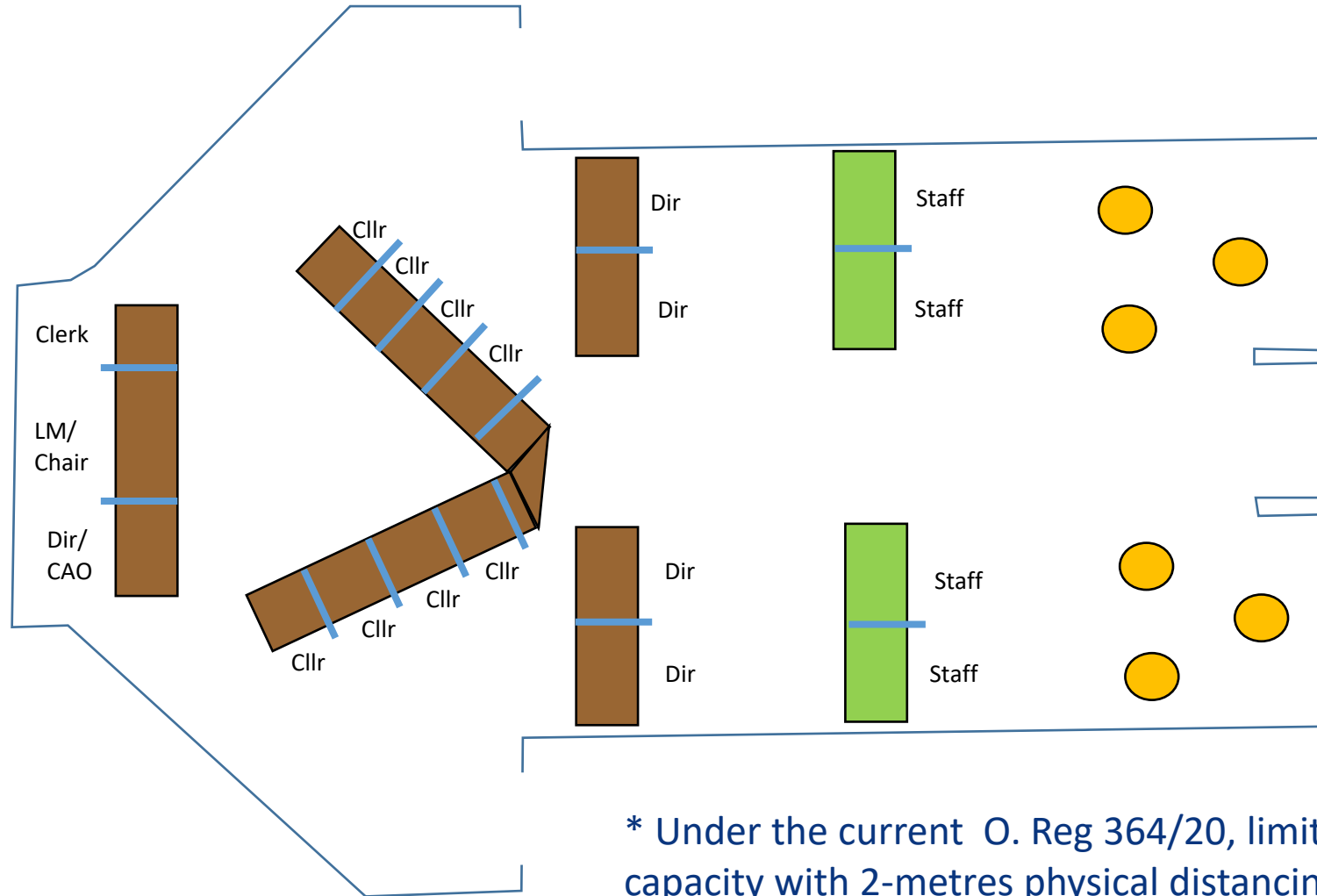
■ = existing tables

■ = new tables

● = gallery chair

Total = 25

- 17 Town
- 6 Additional Staff &/or Delegates



* Under the current O. Reg 364/20, limits to 50% capacity with 2-metres physical distancing & other requirements.

Capacity – In Person



In Council Chambers (25):

- Lord Mayor (1)
- Councilors (8)
- CAO (1)
- Town Clerk (1)
- Directors (4)
- Staff (4)
- Delegates and/or Additional Staff (6)

Virtual:

- Staff
- Media
- General Public

*** Note:**

There are capacity limitations in Council Chambers. Therefore, for additional people, an alternative location for Council would need to be investigated.

Pros & Cons – In Person



PROS	CONS
Allows for in-person interaction between Council members	There are costs associated with physical distancing barriers
Familiarity with in-person meetings (<i>more traditional Council meeting structure</i>)	Renovation costs are unbudgeted There are potential future costs to return Chambers to the original state
Layout is improved for Council members (face-to-face layout)	There are still capacity limits in Council Chambers
Safety is achieved (via partitions) while still allowing for an in-person meeting	There isn't sufficient space for all Council, Staff, Media, and the public in the Council Chambers under the current legislation
Meeting is more dynamic	

Costs – In Person



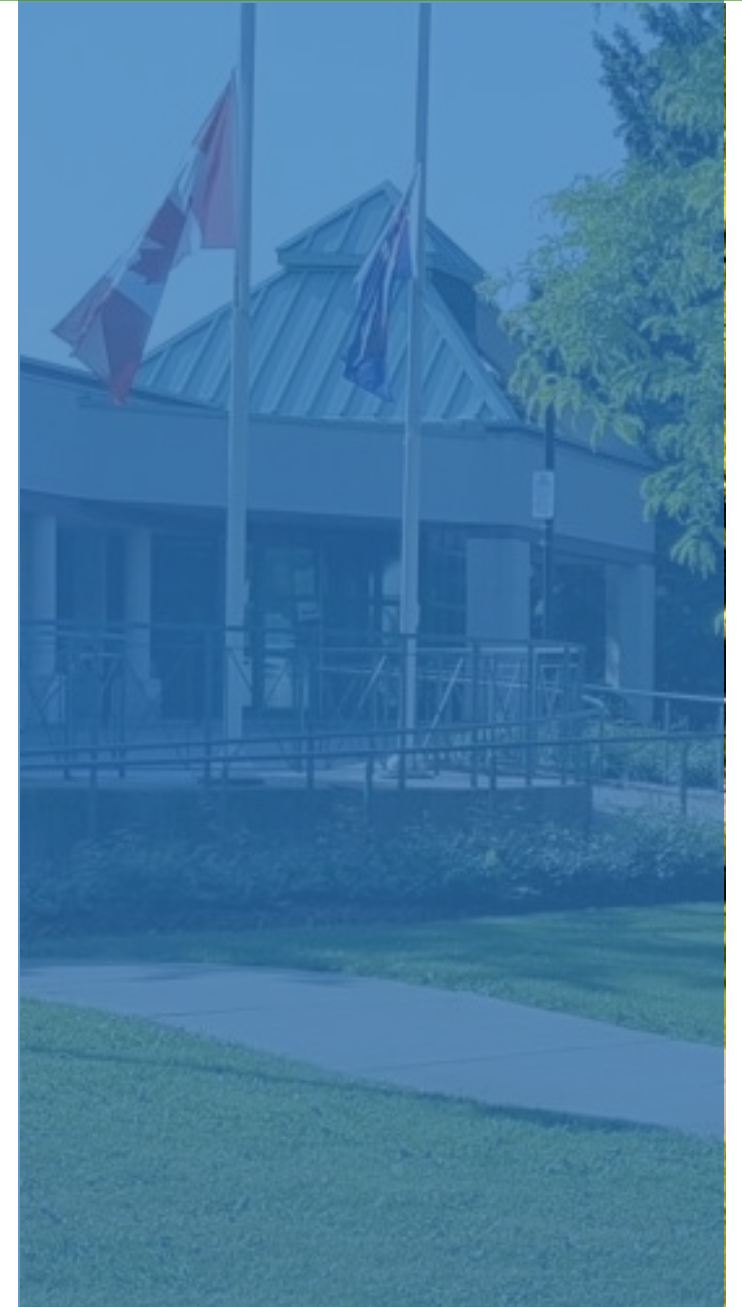
- Installing partitions – Lord Mayor’s desk, Councillors’ desks, staff desk, press desk
- Estimate - **\$17,740 +HST**

Sample of Completed Work



Partitions Completed

- Town Hall – Front Desk
- Town Hall – Planning Desk
- Operations Centre – Front Desk
- Community Centre – Front Desk
- Library – Front Desk



Town Hall – Front Desk



Town Hall – Planning Desk



Town Hall – Planning Desk



Operations Centre – Front Desk



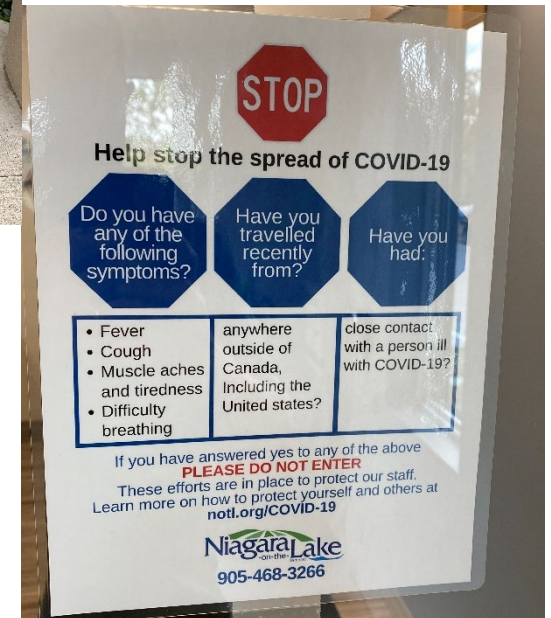
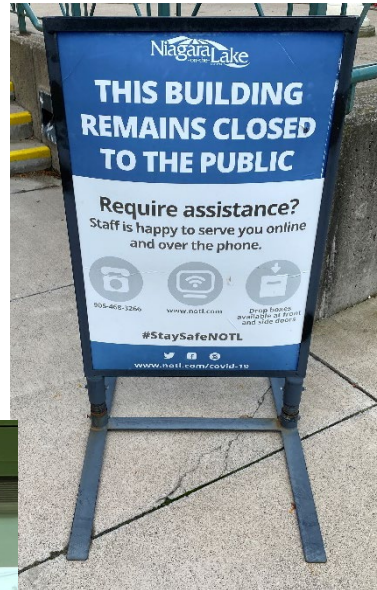
Community Centre – Front Desk



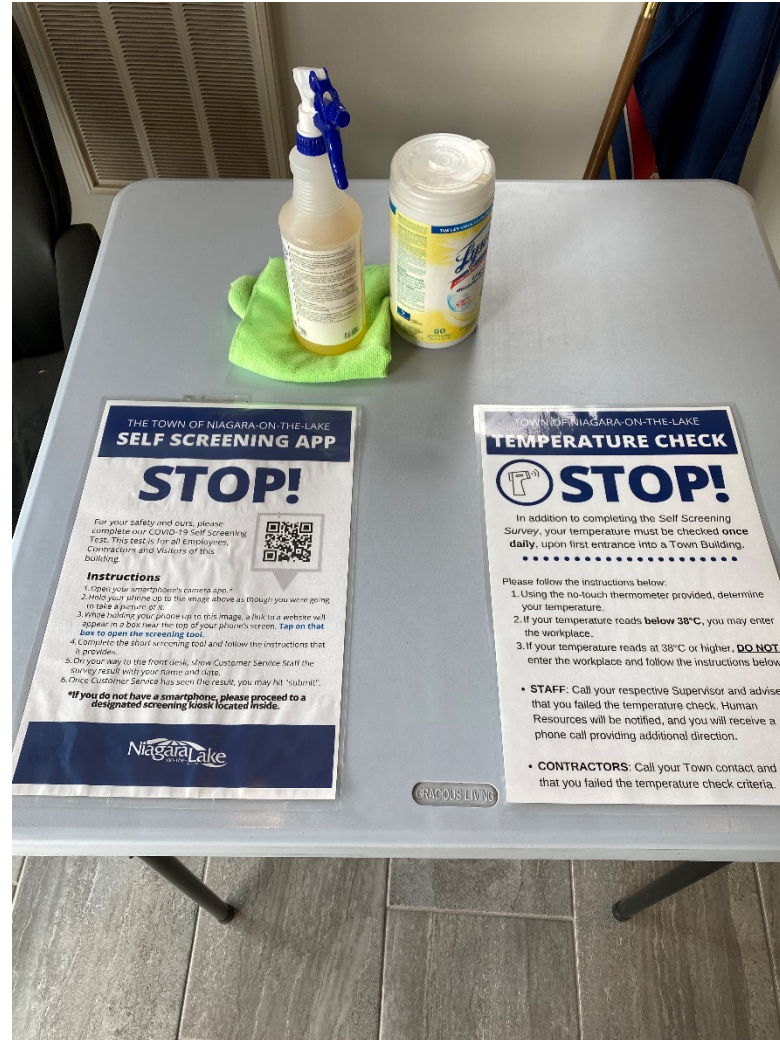
Library – Front Desk



COVID-19 - Signage



Staff Screening Desks



Town of Niagara-on-the-Lake COVID-19 Screening Tool

Niagara-on-the-Lake is in Step 3 of the Provincial Roadmap to Reopen. [Click here](#) for Town updates.

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COVID-19 Screening Tool

Please choose one of the following:*

- Visitor
- Employee/Council
- Contractor
- Volunteer Firefighter
- Other

Which facility are you entering?*

-Please Select-

www.notl.com/screening



**Thank you.
Any Questions?**