

COVID-19 COMMITTEE
Meeting Notes

DATE: April 14, 2020
TIME: 10:00 a.m. - 11:46 a.m.
PLACE: Zoom online platform

PRESENT: Councillors Jill Burridge; Gail MacDonald; Steve Gallant; Derek Smith; Darren MacDougall; Robert Hughes, CAO; Jeremy Crosby, Deputy CAO and Director of Infrastructure; Wendy Watts, Community and Business Engagement Manager; and Mary McAskill, Recording Clerk

REGRETS: Deputy Mayor Gary Clow

CHAIR: Mayor Steve Ogden

1. Operating Update

a. Infrastructure Maintenance

Jeremy sends in a report to CAO Robert Hughes every Friday. The infrastructure maintenance staff is currently working on painting the Town Centre bathrooms, and doing a number of other jobs that they weren't able to get to before.

It was noted that the speed humps will be placed after May 1, 2020. There are 10 sets and they are moved around as needed. Jeremy stated that we are trying **not to** purchase any additional speed humps, as we plan to install some permanent ones at some point – plus we also have the speed signs.

b. Work Alone Policy

It was noted that someone made a complaint to the Worker's Compensation Board (WCB) that there was a young girl working alone between 9:00 p.m. and 10:00 p.m. in the gymnasium. Jeremy is currently working on a policy for the gym supervisors, but also for our outside workers who are out working alone. We want them to check in during the day to let us know everything is okay. Councillor Burridge stated that she has a copy of a policy that she can send to Jeremy.

c. Ride Sharing

This is an item that is on our to-do list. Jeremy noted that he is investigating a new ride sharing company that could possibly help us do a pilot program in Ward 3.

d. Sponsorship Program Research

Another item on the to-do list is a sponsorship policy and Jeremy Pierce has taken the lead on this project. Councillor Burrridge suggested including adopt a corner or a memorial bench. Mayor Ogden felt it would be well worth the time to look into it. Mayor Ogden noted that most municipalities are doing something to various degrees, and reiterated that Jeremy Pierce is the lead person on the project.

e. Utility Bills – April 17, 2020

The Utility bills will be going out on April 17, 2020, and Wendy and Kim are working on a memo to be included with the bills. Councillor MacDonald would like to see the memo before it goes out and Robert stated that it will be circulated to Council before it is sent out.

f. Erosion and Sediment Control Management Guidelines

This is a project that the director of planning, Kevin Reynolds has been working on for a while. We engaged the services of a local engineering firm and we have received their first draft. Kevin can forward a copy to Council if interested. Councillor Burrridge felt that we should also keep on the Southside Greens Pond. It was noted that the province designated someone to go out to these sites to see what needs to be done. Mayor Ogden stated that the developers are not doing the maintenance when the ponds are full and that is what causes problems.

g. Records Management

Robert stated that he has been working on the records management file. The province has mandated a schedule and unfortunately it is different than our file system. Robert will reconcile the common ones and a schedule will be brought back to Council. Mayor Ogden suggested that before you do too much with it, you may want to check with Kent Dean and/or Julianna MacEwen. They may be able to give us some recommendations as a lot of people are struggling with this issue. Robert replied that he has been utilizing Juliana to help with this project.

h. Asset Management

Charlie and Daniel are still working on the asset management. They are working on putting the financial costs on the assets. We are trying to get back to getting a good inventory of all our assets. It is a lot of information and a lot of work and Jeremy has asked Charlie to dedicate as much time to it as he can.

2. COVID 19 Operational Status Report

a. Closure of Tennis Courts, Multi-use Courts, and Sport Fields

Mayor Ogden stated that there was a lot of good information in the last report. Jeremy noted that the items highlighted in bold were the new items. A copy goes to EMO and they respond to us when they receive it. We have medical masks (not N95) and we have hand sanitizer. If anyone has anything to add let Jeremy know. Councillor Burrridge asked about the Sobey's gift card and Robert replied that Kim picked them up.

Mayor Ogden asked if there is any way we can take what is in the report that might be of use to residents and put it out there to the public; he would like to try and put out new information at least once a week. Mayor Ogden felt that people are looking for information. However, Wendy felt that it is already being done.

Robert stated that we need to close our tennis courts, multi-use courts, and sport field and Council agreed that they must be closed. Councillor MacDonald asked if anyone is checking to make sure our playgrounds are not being used and Jeremy replied that he believes that the RCMP is checking. Councillor Gallant asked Jeremy to put up some signage. Councillor MacDonald asked if we could get larger signs and Jeremy replied that he would look into it. Robert stated that we will also need to discuss the beaches with the weather getting better.

b. Project, Initiative and Staff Planning

Robert noted that we are going to look at all the projects in our budgets to see which ones we should delay because of the pandemic, but we will bring this information back to Council.

Jeremy stated that we are hoping to have the new system (pipe to Charlottetown) operational at the end of September or October, but we want to have the new system running for at least a month before we decommission the old system.

3. Council Resolution items

a. Fire Company Lease

Robert noted that he shared what legal counsel told us with Dave Swan, who is the Chair of the Cross Road Fire Department. Mayor Ogden asked Councillor Smith what he felt would be the 'win win'. Councillor Smith stated that change is hard on many people. However, if the fire department has any scenarios they should bring them

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up. The second thing is the Town could take the fire department over and run it as part of the town.

Robert noted that we haven't billed them and they haven't billed us, but it is in their financial interest to get it settled.

Mayor Ogden asked if we could virtually get together with the proper people to try and get this settled. If everyone understands the best way to go forward it would make it easier.

4. Community Champions Program

Robert noted that we have 30 - \$100 electronic dollar grocery cards to give out. We thought the fairest way to do it was to put it out to the public. He asked Council if they know of someone who could use a grocery card, to send the name and phone number to him.

Councillor Smith suggested that we ask to see their tax return from last year, but Robert replied that he is going to ask people to sign a form saying they have been affected by the pandemic. The province has said they are not going to hold us liable or accountable if someone lies on their form; the main objective is to get these cards out to people. Wendy added that other designated Community Champions are doing it this way and it would be hard for us to put a different requirement on it such as asking to see their tax return.

Councillor Burrridge noted that the Public School Branch (PSB) is collecting donations to go toward the student meals. They are doing a call for donations to help fund the program. Councillor MacDonald asked if they are helping Stratford kids and Councillor Burrridge replied that it is for all kids in the school system which would include Stratford. Councillor MacDonald asked if there was a place in Town where people could pick up these lunches. Councillor Burrridge replied that might be a gap that the Town could help fill. She noted that she has a contact at the PSB and she will ask some questions to see if there are any gaps where the Town could help out. Councillor Burrridge has some \$50 gift cards that she purchased and they can be given out as well. So if anyone is aware of someone who needs a gift card please forward the name to Robert or Wendy. Mayor Ogden noted that we don't want to over complicate it; we want to get them out as quickly as possible.

Jeremy noted that the Town's essential staff appreciated the gift cards they received.

5. COVID Contingency Fund

Mayor Ogden sees that people are not being helped by other programs and he would personally like to see recommendations from staff. Councillor MacDougall felt that we should wait until the situations arise on a case by case basis because there is a lot going on with federal and provincial programs. Both Councillor Gallant and Councillor Burrridge felt that we should hold it as well and wait until a need arise. Councillor MacDonald stated that we may see an urgent need at some point and we should hold it. Councillor Smith also agreed to hold it. Mayor Ogden is happy to hold it and revisit it every week.

6. Communications to Residents

Robert noted that we will put the notice out about the fields and the community champions program. The caring community calls will be launched and we have had one person reach out to be put in contact with someone.

Councillor MacDonald asked if the Mayflower seniors were contacted and Wendy replied no one has been contacted.

Councillor MacDonald asked if the public knows that we are meeting weekly and Wendy replied that we are posting the minutes from these meetings. Mayor Ogden agreed that it would be good to let residents know, and the media might also be interested in these meetings. Wendy noted that we do have a place on our website where we are updating regularly. If there is a link to a media release or a program page we are also adding that, and Wendy noted that she will add a link to the minutes of these meetings. Mayor Ogden stated that just to be proactive think about what residents might be interested in rather than waiting for them to come forward with questions.

Councillor Burrridge asked about the resident survey and when we should expect a final report and Wendy replied we are expecting a first draft in the next week or two. Once it is finalized we will have to have a discussion about when the right time would be to release the results.

It was moved, seconded, and carried that the meeting go in-camera

7. Council Inquiries

Mayor Ogden and CAO Robert Hughes have a tele-conference call on Thursday, April 16, 2020 with Minister Trivers and Minister Myers regarding the high school planning. Mary will check with the Minister's office to see if Councillor Burrridge can attend the meeting as the Chair of the Community Campus Project.

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No other action items or resolutions came from the Council Inquiries.

8. Other Business

Nil

9. Adjournment

There being no further business the meeting adjourned at 11:46 a.m.