



To: Mayor and Council

From: Jordan Forbes, Human Resources Manager

Date: July 29, 2020

Subject: COVID-19 Status report, re-opening plans and changes to operations

Summary

As the Province of Ontario moved to Stage 3 of its re-opening plans, the Corporation of the Town of Fort Frances is now in a position to be able to begin to re-open a number of our key services using a phased approach.

While we work to re-open, we are prioritizing the health and safety of our staff and our community to ensure that we take precautions to mitigate risks related to COVID-19. Furthermore, given the additional protocols required to re-open during the COVID-19 pandemic, we are using a phased approach to ensure that we are safe, are able to comply with legal requirements, ensure appropriate staffing levels, and ensure that we remain fiscally responsible in our re-opening.

Many of our key facilities have been closed to the public for several months due to COVID-19, and we are happy to begin to be able to provide these services to our community, and to help bring our staffing complement back towards the level that it was prior to this disruption.

In re-opening, we have considered the fact that our financial position has been negatively impacted by the loss of revenue due to closures in our Community Services Division. However, the forced closures, as well as the need for physical distancing and compliance with COVID-19 workplace safety requirements, led us to utilize fewer seasonal, casual and student workers during this period. While we regret the loss of these job opportunities, this reduction in labour did provide a fairly significant cost savings which significantly mitigates the impact created by the loss of revenue. As such, we have managed to maintain a fairly similar financial position with relatively minimal losses, which should allow us to resume our operations using a carefully planned, flexible, staged approach.

In this meeting, Council will review proposed re-opening and operating plans for our Community Services and Operations and Facilities Divisions, as well as the Civic Centre, which houses both the Administration and Finance and Planning and Development Divisions. As Council is aware, operating plans for the Library are under the scope of the Library Board of Directors.

We look forward to discussing these matters with you and addressing any questions or concerns you might have at our July 29 special meeting.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Jordan Forbes", is written over a horizontal line.

Jordan Forbes
Human Resources Manager