

## Report to Council

<b>Report Title:</b>	Amended Pandemic Incoming Document Handling Policy		
<b>Prepared By:</b>	Fiona Hamilton, Clerk		
<b>Department:</b>	Clerk's		
<b>Date:</b>	June 23, 2020		
<b>Report Number:</b>	CLK2020-21	<b>File Number:</b>	C11CL, P03, A09
<b>Attachments:</b>	Amended Pandemic Incoming Document Handling Policy		

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### **Recommendation:**

That the Council of the Municipality of Brockton hereby approves Report Number CLK2020-21 – Amended Pandemic Incoming Document Handling Policy, prepared by Fiona Hamilton, Clerk and in doing so authorizes a By-Law coming forward adopting the amended Pandemic Incoming Document Handling Policy, and further approves that Council or Committee/Local Board agenda items will only be printed for Council and/or Committee/Local Board members on request during the remainder of the COVID-19 pandemic and that following the completion of the pandemic no documentation will be printed for any Council or Committee/Local Board member except for requests required for accessibility and the budget documents.

### **Report:**

#### **Background:**

Staff developed a Pandemic Incoming Document Handling Policy in April 2020 in order to provide clear direction to staff to ensure proper document handling during a pandemic. Staff originally held documentation in quarantine for a period of three (3) days, and opened such documentation wearing personal protective equipment (“PPE”) (i.e. gloves).

#### **Analysis:**

As the COVID-19 pandemic continues, it has been determined that the virus does not last as long on paper or mail documentation. Therefore, the policy has been amended to now hold documentation in quarantine for 24 hours. Staff may continue to wear PPE or ensure proper hand washing/sanitize their hands immediately after touching mail.

These amendments have been made to the Pandemic Incoming Document Handling Policy to increase efficiency in operations and staff have prepared a By-Law to adopt the amended policy.

A long-standing convention has developed arising out of a budget cycle and the Municipal Services Review many years ago where staff no longer print Agenda documents for individual Council or Committee members due to the staff time and expense involved. It was noted during the meetings for the 2020 Municipal Budget that the costs associated with office supplies, including paper and toner, continue to represent significant costs to the Municipality.

However, since both Council and Committees or Local Boards have been meeting electronically via Zoom Video Conferencing and are using laptops to facilitate the meeting, some members are finding it difficult to split the screen to adequately refer to Agenda items. To ensure fairness and consistency, staff are proposing that documents included on the Agenda be printed and made available at no additional cost on a per request basis for Council and Committee members during the COVID-19 pandemic only.

When normal operations resume, it is recommended that staff continue to refrain from printing additional documents (unless required for accessibility) as per the long-standing convention to reduce staff time and costs.

### **Sustainability Checklist:**

What aspect of the Brockton Sustainable Strategic Plan does the content/recommendations in this report help advance?

- Do the recommendations help move the Municipality closer to its Vision? Yes
- Do the recommendations contribute to achieving Cultural Vibrancy? N/A
- Do the recommendations contribute to achieving Economic Prosperity? N/A
- Do the recommendations contribute to Environmental Integrity? Yes
- Do the recommendations contribute to the Social Equity? N/A

### **Financial Impacts/Source of Funding:**

- Do the recommendations represent a sound financial investment from a sustainability perspective? Yes

**Reviewed By:**



**Trish Serratore, Chief Financial Officer**

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### **Respectfully Submitted by:**



Fiona Hamilton, Clerk

**Reviewed By:**



**Sonya Watson, Chief Administrative Officer**