



The Corporation of the Town of Tecumseh

Chief Administrative Officer

To: Mayor and Members of Council

From: Margaret Misek-Evans, Chief Administrative Officer

Date to Council: March 24, 2020

Report Number: CAO-2020-01

Subject: Business Continuity – Essential Services

Recommendations

That the Business Continuity – Essential Services Report CAO-2020-01 **be received.**

And that Council authorize the Treasurer to direct Essex Powerlines Corporation to waive late payment penalty and interest charges for water and sanitary billings for Town of Tecumseh accounts through to and including April 30, 2020, with further review at that time.

Background

As Council is aware, the COVID-19 pandemic was declared globally on March 11th, 2020. The Premier of Ontario declared a state of emergency on March 17, 2020. Many municipalities, including the City of Windsor, the County of Essex, the Town of Tecumseh and others, have declared local emergencies since that time. The COVID-19 pandemic is affecting operations of the Town and will continue to do so for some time to come. The purpose of this report is to provide Council with a summary of Town services considered to be essential at this time and those considered non-essential. Further, the services that are not being offered, or are offered in a limited capacity, are identified.

Comments

Essential services are those required for life safety, public health and maintenance of civil society. Essential services are to be kept operational at all times (see Attachment 1). Additional services have been identified as medium or low priority and these will be carried out (with limitations) for the time being (see Attachment 2). The report also identifies those services which Administration is not offering at this time or in a reduced capacity (see

Attachment 3). The status of services is expected to change over time. For example, while winter control remains as an essential service at this time, in due course the status of this service will change.

For essential services, the Town will continue to take measures to protect and secure staff and external service providers for these roles. Over time, it may be necessary to repurpose staff currently carrying out duties considered to be of medium or low priority to assist with delivery of essential services where possible. This will also have the effect of reducing the service offerings of the Town over time. Similarly, orders by the Province and Federal governments will influence municipal operations relative to essential services.

Through the Emergency Declaration made on Sunday, March 22nd, and the delegation by-law that is the subject of another report on this agenda, such service level changes will be made by the CAO with the concurrence of the Mayor or Acting Mayor, on the advice of Senior Administration. We will keep Council and the public apprised of changes in service offerings.

Two such service change initiatives that are underway within the last 24 hours include consideration of relief from late payment penalties and interest charges on property tax to alleviate undue hardship, and closure of certain outdoor facilities and playground equipment to help facilitate social distancing. Similarly, relief from late payment penalties for water and sewer billings has been discussed with Essex Powerlines.

The regional Treasurers met yesterday to discuss an approach to providing some relief from late payment penalty and interest charges associated with property taxation. In developing their approach, Treasurers were especially mindful of the essential services municipalities provide, specifically services that are aimed at maintaining the health and safety for all residents in Essex County. While financial relief may be necessary for some residents, property owners are encouraged to maintain their regular tax, water and wastewater payments to support municipalities in providing these essential services.

The proposal is as follows and will be implemented by the Town of Tecumseh Treasurer following Council's favourable consideration of the delegation by-law on this agenda:

- Late payment penalty and interest to be waived by local municipalities through to and including April 30, 2020.
- Property tax accounts that are currently set up for pre-authorized payment plans would remain unaffected. Property owners who wish to be removed from an existing PAP plan must contact their municipal tax office.
- Review of the financial relief plan in 30 days to determine whether the plan should continue or be amended.

Moreover, the Treasurer has been in contact with Essex Powerlines to discuss similar relief for late payment penalty and interest charges for water and sanitary billings. Essex Powerlines has confirmed that they can do this for the Town and it is our intention to proceed accordingly by Council resolution to offer similar relief through to and including April 30, 2020, with further review at that time.

With respect to parks facilities, the decision was taken yesterday by the Mayor on the advice of the Director Parks & Recreation Services and the CAO to close the following facilities:

- the dog park will be closed with locks placed on all entrance point gates and signed;
- fencing will be placed around the skate park and Lakewood Park climbing rock/work out equipment and signed;
- all swings will be taken out of service and caution tape will be wrapped around playgrounds and signed;
- outdoor washrooms will remain closed until further notice; and,
- tennis and pickleball courts will be locked and signed.

This work will be undertaken by municipal staff by midnight Tuesday, March 24, 2020 and will remain in place until further notice. These measures have been put in place to remove places where groups may congregate or may engage in activity with less than a 2 m separation distance. Further, the Town does not have the resources to clean and disinfect public surfaces and washrooms on a continuous basis.

Additionally, measures have been taken by the Town to reduce the potential for community transmission of the virus by:

- closing the Town's public interface and offering customer service remotely;
- requiring employees returning from foreign travel to self-isolate for 14 days;
- reducing the number of staff in Town vehicles to one per vehicle;
- mandating social distancing of 2m;
- accommodation of staff members with pre-school and dependent school-aged children;
- accommodation of staff who are immuno-compromised or are the primary caregivers of family members with compromised immunity; and
- accommodation for work-at-home arrangements for employees where feasible.

These measures are additional to the cleaning and disinfection of Town facilities and provision of cleaning product and hand sanitizer in Town vehicles.

The Senior Management Team has worked in collaboration with the CUPE Union Executive and both parties have benefitted from a mutually cooperative and supportive working relationship during this difficult time.

Consultations

All Departments

Financial Implications

Staff continue to process the change in services, including identifying any extraordinary expenses associated with the state of emergency. At this time, services are being provided within the 2020 approved budget, although some exceedances are expected with respect to supplies associated with cleaning and disinfection.

For additional information relating to potential financial implications, please refer to the "Delegation of Authority during a Declared Emergency By-law" report on this agenda (Report CS- 2020-10).

Link to Strategic Priorities

Applicable	2019-22 Strategic Priorities
<input type="checkbox"/>	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.
<input type="checkbox"/>	Ensure that Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.
<input checked="" type="checkbox"/>	Integrate the principles of health and wellness into all of Tecumseh's plans and priorities.
<input type="checkbox"/>	Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.
<input type="checkbox"/>	Demonstrate the Town's leadership role in the community by promoting good governance and community engagement, by bringing together organizations serving the Town and the region to pursue common goals.

Communications

Not applicable ☐

Website ☐

Social Media ☐

News Release ☐

Local Newspaper ☐

This report has been reviewed by Senior Administration as indicated below and recommended for submission by the Chief Administrative Officer.

Prepared by:

Margaret Misek-Evans, MCIP RPP
Chief Administrative Officer

Reviewed by:

Paul Anthony, RRFA
Director Parks & Recreation Services

Reviewed by:

Tom Kitsos, CPA, CMA, BComm
Director Financial Services & Chief Financial Officer

Recommended by:

Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer

Attachment Number	Attachment Name
1	Attachment 1 – Essential Services by Department
2	Attachment 2 – Non-Essential Services by Department
3	Attachment 3 – Stopped Services by Department