

COUNCIL REPORT

TUESDAY, MARCH 24, 2020

ESSENTIAL SERVICES BY DEPARTMENT

Tecumseh Fire & Rescue Services	
Essential Service	Essential Tasks
Community Emergency Management Coordinator (CEMC)	Coordinate activities through the Emergency Response Plan.
Emergency response	Fire suppression, rescue, medical response.
Fire Code inspections	Life safety complaint-driven inspection requests.
Administration for emergency calls	Payroll & reporting for emergency calls.

Police Services	
Essential Service	Essential Tasks
Community Policing	<p>Deliver services as per OPP contract; reduced direct public interface with augmented front-line support to screen for COVID-19 and direct calls; reduced police checks – only doing police checks for employment purposes, not volunteer. All vacation and discretionary time is cancelled to end of May. Front-line staff augmented with community policing officers, casino members and street crime members. All training, conferences, seminars cancelled (subject to extensions for training certifications granted). PPE and care packages issued to front-line officers with instructions on personal protection measures and social distancing. Prepared to assist with Provincial Orders under the <i>Emergency Management and Civil Protection Act</i>.</p>

PUBLIC WORKS & ENVIRONMENTAL SERVICES

Engineering Services Division	
Essential Service	Essential Tasks
Lake Flooding Response	Sand bags, road closures, ensure pump stations are operational, continue to monitor the shoreline.
Roads & Fleet Division	
Essential Service	Essential Tasks
Garbage Collection	Weekly collection of residential refuse and recycle.
Storm Water Pumping stations	Maintain pump stations operation and readiness. Test back-up generators and operational reviews performed daily, weekly and monthly.
Storm Water Collection System	Maintain collection system operation - clearing grates, catch basins, investigating issues, complaints regarding drainage.
Lake Flooding Response	Response to lake flooding-sandbags, evacuation.
Sanitary Collection System	Maintain sanitary collection system.
Traffic Signals	Maintain traffic signals within Town.
Road Patrolling	Patrol Roads in accordance with Minimum Maintenance Standards (MMS).
Winter Control	Plow and salt roads in a timely manner.
Water & Wastewater Services Division	
Essential Service	Essential Tasks
Water Sampling	Weekly Bacteria, Weekly Chlorine Residuals, Haloacetic Acids (HAAs), Trihalomethanes (THMs), Lead Sampling.
Water Quality Investigation	Investigation to ensure potable water.
Watermain Repair- Class 1	Repair ASAP, potential for Contamination, reduce property damage.
Watermain Repair- Class 2	Repair ASAP, potential for Contamination, reduce property damage.
Water Service Repair	Repair ASAP, potential for Contamination, reduce property damage.
SCADA Alarms	Respond to predetermined alarm .
Locating Infrastructure	Emergency Locates only.
Water Tower	Chlorine residuals, Chlorine Analyzer calibration/verification checks.
Hydrant Repair	Repair hit hydrant or under pressure/leaking hydrant.

Hydrant Flushing Program	Flushing – Maintaining water quality (dead ends, low residuals, etc.).
WUC Treatment Plant	Provide Tecumseh with safe, potable drinking water; remain in continuous contact with WUC on plant status.
DWQMS	Staying current with regulations and hazards mandated by Province.
Ongoing Projects	ITRON system upgrade – system is used to read all water meters.

Financial Services	
Essential Service	Essential Tasks
Accounts Payable	Processing vendor invoices, payments, transaction maintenance and vendor correspondence.
Treasury	Cash flow management, bank reconciliations, debt management, reserves management and bank runs.
Payroll	Weekly payroll function, remittances, departmental analyses and reports.
Taxation	Billing, collection, supplemental/write-off billings, appeals and customer service.
Purchasing	In coordination with departments and consultants, preparation and review of tender documents for essential purchases, reporting of emergency purchases.
Budget Variance Analysis	2019 year end and 2020 quarterly revenue and expenditure analysis, transaction maintenance and functional area support.
Budget Development	Coordinate 2021 budget development, review, analysis and basic presentation.

Information & Communication Services	
Essential Service	Essential Tasks
SCADA System	Monitor all storm/sanitary pump stations and water boundary meters.
Town Network Infrastructure	Maintain town's network infrastructure.
Serves (Files, Databases, Email)	Maintain town's server farm.
Backup and Security	Protect town's data and network.
Security, CCTV, Phone System	Maintain core infrastructure.
Radio System	Maintain town radio system for fire and environmental services.
Citizen Alert System	Send out mass communications / weekly updates to caller list.
Website	Primary source of information for the public.
Cellular Phones	Provide and support cellular technology.
Generator Maintenance	Maintain backup generators at 1189 Lacasse and Water Tower.
GIS Mapping/Drone operations	Provision and update of asset and property mapping, maintain all hosted online mapping applications; support flood emergency operations.
End User Support	Provide support to end-users.
Town Hall Expansion	Support Archon Architect and Elmara during construction.

Planning & By-law Services	
Essential Service	Essential Tasks
Transit	Maintain current level of service; no fares charged during emergency. Providing transportation services for essential trips (i.e. doctor's appointments, pharmacy, groceries)
By-law Enforcement	Reviewing complaints, conducting inspections and issuing orders, only for life safety type complaints. Prepared to assist with Provincial Orders under the <i>Emergency Management and Civil Protection Act</i> .

Clerk's Department	
Essential Service	Essential Tasks
Council meetings & Council support	Agenda preparation & posting; Notice; Minutes; Follow-up actions.
Records Management - Emergency Purposes	Record of Emergency actions taken during declared emergency; Scribe services and preserving records of Emergency Operations Centre; business continuity in the case of contracts and agreements issued for emergency service provisions; E-recordkeeping.
Communications - website maintenance	Notice of meetings and any cancellations; status of programs and events; uploading of agendas/minutes and Declaration of Conflict of Interest; delegation requests and submissions to public council meetings; advertising in local newspapers; e-forms; accessibility submissions.
Insurance Claims & Risk Management	Receive and review claim; Direct to insurer or Legal Counsel as necessary; Collect related documents and information from other departments; Respond to Claimant (minimally an acknowledgment); respond to information/documentation requests from insurer/legal counsel; documenting actions and activities.

Human Resources	
Essential Service	Essential Tasks
Health and Safety	Policy/Protocol development/guidance/advice as it pertains to the current emergency; training; records management.
Labour Relations	Ongoing dialogue to maintain good relations and to work cooperatively as we collectively navigate through the day-to-day changes, challenges and issues evolving around COVID-19; coordinate efforts to ensure staff resources and delivery of essential services; regular meetings and discussions to keep union and management apprised of impacts to staff, service levels, work arrangements.

PARKS & RECREATION SERVICES	
Facilities & Parks Maintenance	
Essential Service	Essential Tasks
Keeping Facilities Operational	General Maintenance and Cleaning/Disinfecting
Town Hall	Additional Cleaning & Disinfecting
Arena	Additional Cleaning; Capital Projects
OPP	General Maintenance and Cleaning
Parks	High risk and dead tree inspections and removals
Recreation	
Essential Service	Essential Tasks
Arena	ICE Refrigeration Plant
Capital Projects	Brine Pump and Chiller – Rink A
Capital Projects	Additional Refrigeration work as mandated by TSSA