

**COUNCIL REPORT
TUESDAY, MARCH 24, 2020**

NON-ESSENTIAL SERVICES BY DEPARTMENT

Tecumseh Fire & Rescue Services		
Non-Essential Service	Non-Essential Tasks	
Compliance letters for real estate transactions	Med	Reporting code violations & compliance at request of Lawyers.
Quarterly reporting to OFMEM	Med	Reporting of fire statistics to OFMEM on quarterly basis.

PUBLIC WORKS & ENVIRONMENTAL SERVICES

Roads & Fleet Division		
Non-Essential Service	Priority	Non-Essential Tasks
Streetlights	Low	Maintain streetlights and outages.
General Road Maintenance	Low	Street sweeping, pothole repair, debris pickup.
Inspections/Permits	Low	Inspect installed works for conformance to Town requirements
Service Requests-Public	Low	Respond to general resident concerns or complaints. Respond to public request for repair work on town infrastructure such as potholes or streetlights etc.
Municipal Consent	Low	Review applications for new infrastructure in the ROW or for repair/replacement of plant in ROW by multiple utility companies.
Locates	Med	Locate town infrastructure for proposed construction or repair activities.
Street Signs	Med	Replace street signs as required. A higher priority on regulatory signage (i.e., stop signs).
Traffic Signals	Low	Review of timing requests, complaint follow-up.
Storm water collection system	Low	drainage complaints regarding private yards, request for additional drainage.
Sanitary collection system	Low	backwater valve requests, private cleanout request-unless service is backed up.
Engineering Services Division		
Capital - Engineering Studies	Low	Continued coordination with Consultants at key milestones to ensure work on these studies continues to proceed. Process invoices.
Capital - Engineering Design	Low	Continued coordination with Consultants at key milestones to ensure the design work continues to proceed. Process invoices.
Capital - Engineering Design (County Projects)	Low	Continued coordination with the County on their design and construction projects.
Municipal Drains - Engineering	Low	Continued coordination with Consultants at key milestones to ensure the engineering work continues to proceed. Process invoices.

Municipal Drains - Administrative	Low	Administrative works on drainage files, updating filing, processes requests, grant applications, apportionment agreements, reports to council, mail out assessments, respond to council and public inquiries, site visits, survey work, etc.
Committee of Adjustment	Low	Assist the Planning Department by conducting reviews of applications as they are submitted.
Administrative	Low	Response to Council and public inquiries. Continued work on internal documents, reports to council, policies, filing, invoices, sand bag requests, etc.
Capital Works - Construction	Med	Contract Administration throughout construction including site visits, clarifications on changes in the field, approving change orders, invoices, and payment certificates.
Municipal Drains - Construction/Maintenance	Med	Contract Administration throughout construction including site visits, clarifications on changes in the field, approving change orders, invoices, and payment certificates.
Review of Development Proposals, Site Plan Applications, Building Permits (SWM related)	Med	Continued review and approval of engineering submissions for Development Proposals, Site Plan Applications and Building Permits.
OPA / ZBA Reviews	Med	Assist the Planning Department by conducting reviews of OPA and ZBA applications as they are submitted.
Water & Wastewater Division		
Source Water Protection	Low	Provide action plans and reporting of source water protection. ERCA to report to Council in Spring 2020.
Water Tower	Low	Scheduled maintenance.
Equipment Calibration	Low	Chlorine Analyzer , DPD Testers, Private Backflow Devices, Flow Meters, Boundary Meters.
Hydrant Repair	Low	Stiff operation, small visual leak, needs to be raised or lowered.
Hydrant Flushing Program	Low	Flushing the entire system to follow standards while ensuring water quality; leak detection program.
Hydrant Painting Program	Low	Colour code hydrants base on Gallons per minute
Air Valve Inspection	Low	inspect proper operation of air valve.
DWQMS	Low	External, Internal, MECP audits and inspections.
DWQMS	Low	Filing work orders / locates.
Licensing	Low	Operators water distribution license.
Licensing	Low	Town's drinking water license and permit.
Curb box repair	Low	Ability to shut off water services at the property line.
Valve maintenance	Low	Ensuring proper operation of valves for isolation such as watermain break repair.
On- going projects with contractors	Low	CR 11 & Hwy 3 watermain replacement.
On- going projects with contractors	Low	CR 11 & South Talbot Rd (round about, movement of valves) .

Ongoing projects with contractors	Low	CR 46 widening road, watermain lowering .
Locating Infrastructure	Med	Ontario One call.
Water Tower	Med	Generator checks to ensure SCADA system and on-line monitoring.
Equipment Calibration	Med	Town-owned Backflow Devices.
Water Reads	Med	Move out reads.
Water Reads	Med	Monthly billing – consumers.
Water Reads	Med	Monthly billing - Boundary meters.
Auto-flushers	Med	flushing areas such as dead-ends to ensure proper water quality.
DWQMS	Med	Ensuring proper forms are made available.
Suppliers	Med	Materials for infrastructure.
Departmental Support	Med	Provide support to various departments when required (lake flooding event, road closures etc.).
Weekly Operator Time Sheets	Med	Proper tracking of operators hours for weekly pay.

Financial Services		
Non-Essential Service	Priority	Non-Essential Tasks
Storm Water Rate Study	Low	In coordination with Public Works, IT and consultant - Initial work undertaken, next phases can be deferred.
Tax Registrations	Med	Tax arrears registrations, payment plans can be deferred.
Grant Funding	Med	Reporting and Application – likely to see deadline extensions.
Purchasing – non-critical	Low	In cooperation with departments and consultants – tender package development, review, processing for non-essential purchases can be deferred.
Pre-budget council consultation	Low	Preliminary projection of upcoming budget drivers for Council consideration and guidance – not mandatory, could eliminate for 2021.
Budget presentation	Med	Budget document production, supplementary analysis, GFOA award requirements not mandatory – budget book can be reduced to basic requirements.
Water and Wastewater Rate Study	Low	Can develop 2021 rates based on 2020 rates and defer study development and implementation in following year.
DC Study update	Low	In cooperation with departments and consultant – work can likely be deferred as provincial guidelines are incomplete.
Policy Work - update of Travel Policy	Low	Revisions to be made are not significant; have had the same policy for quite some time. Defer until the summer months.
Policy review/ development project	Low	Development of functional policies to support Financial Management Policy can be deferred.

Asset Management Plan	Low	Deadline of July 2021 to have AMP update for core infrastructure assets – can delay commencement of update. Deadlines likely to be extended by province.
BIA year-end	Low	Financial reporting and accounting support can be deferred .
Billing for municipal drain works	Med	Drains unfinanced capital is significant, however can defer for a period of time.
Purchasing - non-critical	Low	Delay non-essential RFPs.
Year-End Financial statements and audit	Med	Can defer financial statement preparation, FIR reporting and audit field work for a period of time.
Capitalization of Tangible capital assets	Low	Capital expenditure review to distinguish capital versus operating costs, determine depreciation amounts and update asset inventory can be deferred for a period of time.
Accounts Receivable	Med	Billing of trade receivables and cost recoveries are minimal and can be deferred for a period of time.

Information & Communication Services		
Non-Essential Service	Priority	Non-Essential Tasks
New Software implementation	Low	New programs in development.
Audio / Video systems	Low	Provide support and maintenance to AV systems.
Town Intranet	Med	Provide updated information to Town staff.

Planning Services Division

Transit		
Non-Essential Service	Priority	Non-Essential Tasks
Sale of bus passes; distribution of maps/schedules	Low	Fares for individual rides can be paid on bus (not an issue if service is provided for free); buses can be supplied with long-term supply of maps/schedules
Planning & Zoning		
Development Review	Med	Processing OPA, ZBA, Site Plan Control, Plan of Subdivision applications, CIP Grant applications, Enforcement of Agreements
Policy Development/ Special Studies	Low	Finalizing Official Plan, advancing Tecumseh Hamlet Secondary Plan, initiating Oldcastle Hamlet Special Planning Study, Community Benefit Charge ; MRSPA issues, Tecumseh Road CIP Streetscape Detail Design, others.
Administrative Functions	Low	Response to stakeholder inquiries. Continued work on internal documents, reports to council, policies, filing, invoices, etc.
External committee functions	Low	CWATS, Regional Planning Committee, Climate Change Task Force etc., external study involvement e.g. County Road Design Studies, County Road Rationalization, County OP Review etc.

Committee of Adjustment		
Committee of Adjustment	Med	Processing and making decisions on Severance and Minor Variance applications. Issue final approval on Provisional Consents.
By-Law Enforcement		
Responding to complaints regarding municipal by-law infractions with regard to health and safety issues only.	Med	Reviewing complaints, conducting inspections and issuing orders, only health and safety type complaints.
Building Services		
Enforcement of the Ontario Building Code Act	Med	Reviewing permit applications, issuing permits, conducting inspections and issuing orders regarding fences, lot grading and signs.

Clerk's Department		
Non-Essential Service	Priority	Non-Essential Tasks
Freedom of Information Requests	Low	Provision in MFIPPA to extend time to respond under certain conditions.
Licensing	Low	Reduced services for: Lottery Licenses, Marriage and Civil Ceremonies, Liquor Licenses, Special Occasion Permits.
Administrative Duties	Low	Reduced services for: issuing of Dog Tags, Cat Vouchers, Urban Hen Pilot Licenses; Committee support; suspended planning of special events (i.e.: Volunteer Appreciation Night and Soiree Coffee House, OMERS); Commissioning Services.
Burial Permits	Med	Burial permits are required to allow burials and cremations; and weekly reporting to Registrar required.
Records Management	Med/Low	Disposal of draft documents and records permitted to be destroyed pursuant to retention timelines required by Records Retention By-law; moving to electronic records management system.

Human Resources		
Non-Essential Service	Priority	Non-Essential Tasks
Recruitment	Med	Job Postings in accordance with Collective Agreements and policies; to fill vacancies and ensure staff coverage, only as needed at this time.
Administrative Duties	Med	Benefit administration and WSIB claims, process performance step increases for non-union management.

Parks & Recreation Services

Parks		
Non-Essential Service	Priority	Non-Essential Tasks
Parks Maintenance	Med	Turf Maintenance / Garbage Pickup
Capital Projects	Med	Splash Pad
Capital Projects	Med	Pier deck replacement Lakewood park
Parks Master Plan Update	Low	Requires some public and Council presentation and meetings with Consultant. The existing Plan is still in place to provide Guidance at this time.
Lacasse Baseball Diamond Architect	Low	RFP will be developed, as this will require again architect presentations this project can be delayed until we can interface with the public.
Facilities		
Deep Clean and Close Facility	Low	St. Clair Beach Community Centre
Close Facility	Low	Close Facility Tecumseh Historical Museum Sandwich South Historical Society
Assist Cleaning if needed	Low	Parks Operations Facility / Public Works Facility
Mon – Fri 8:30 – 4:30	Low	Arena Recreation Office Hours
Capital Projects	Med	Town Hall RFP for painting and flooring for non renovated areas
Capital Projects	Low	RFP for Architect for Cada Library proposed renovation project
Capital Projects	Low	Numerous Capital Projects dependent upon securing outside contractors.
Programming		
Programming	Low	All programming is currently cancelled. If interviews for Day Camp and Pool are required, they will be conducted electronically. With respect to outside partners - we are working with them to allow for time to wind down the community programs they had planned.