



## The Corporation of the Town of Tecumseh

Chief Administrative Officer

**To:** Mayor and Members of Council

**From:** Laura Moy, Director Corporate Services & Clerk

**Date to Council:** April 14, 2020

**Report Number:** CS-2020-12

**Subject:** Delegation of Authority during a Declared Emergency By-law - Update

---

### Recommendations

It is recommended:

**That** CS-2020-12 entitled “Delegation of Authority during a Declared Emergency By-law - Update,” **be received;**

**And that** By-law No. 2020-33 being a by-law to amend the authorities delegated during a declared emergency, **be adopted.**

### Background

At the March 24, 2020, Regular Meeting of Council, Council considered CS-2020-10 entitled “Delegation of Authority during a Declared Emergency By-law” and By-law No. 2020-28, being a by-law to Delegate Authority during a Declared Emergency, was adopted.

At the meeting, consideration was also given to CAO-2020-01 entitled “Business Continuity - Essential Services” and resolution RCM-105/20 was passed to 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. The resolution further directed that this waiver for late payment penalty and interest charges for water and sanitary be reviewed for an extension beyond April 30.

Additionally, at a Special Meeting of Council held on Monday, March 16, 2020, authorization was given to extend the 2020 Dog Tag Licence fee of \$20.00 and Kennel Licence fee of \$100.00 until April 30, 2020, as recommended in CS-2020-08 entitled “COVID-19 Tecumseh Response – Dog Tag Program.”

This report is provided to advise Council of the acts taken under the authority already delegated and to recommend amending the Delegation of Authority during a Declared Emergency By-law (Delegation By-law).

## Comments

In light of the special challenges the community is facing with COVID-19, the Town is endeavouring to make decisions to help ease some of the pressure and stress on the community.

In accordance with the authority provided in the Delegation By-law in paragraph 4 to the Director Financial Services & Chief Financial Officer (Treasurer) to reduce, waive or cancel late payment charges, penalties and interest on overdue accounts and extend payment periods or deadlines for payment for amounts owing to the Town, the following will be implemented:

- **No late payment charges on property tax accounts**, penalty and/or interest, through the period ending June 30, 2020. In the absence of additional financial relief measures, interest and penalties will be calculated on all past due balances as of July 1st and the first of every month thereafter.
- All **pre-authorized payment** withdrawals will continue to be taken on the scheduled dates **unless otherwise cancelled** by the property owner.

Paragraph 4 does not, however, give explicit authority to the Treasurer to reduce, waive or cancel late payment charges, penalties and interest on overdue accounts and extend payment periods or deadlines for payment for amounts owing on water/wastewater accounts, nor other municipal fees and charges.

It is therefore recommended that Paragraph 4 be amended to include such authority, as highlighted on the attached proposed Revised Delegation By-law. With such authority, the following additional relief will also be implemented by the Treasurer to assist residents during this uncertain time:

- Charges for **Non-Sufficient Funds** on any property tax payments will be **waived** through the period ending June 30, 2020.
- **Extend the 2020 Dog Tag** License fee of \$20.00 and Kennel License fee of \$100.00 until June 30, 2020.
- **No late payment charges on water/wastewater** penalty and/or interest, through the period ending June 30, 2020. In the absence of additional financial relief measures, interest and penalties will be calculated on all past due balances as of July 1st and the first of every month thereafter.

The proposed amendments will also formally authorize the **waiving of fees** related to use of **Tecumseh Transit**, which has already been implemented.

## Consultations

Financial Services

## Financial Implications

The Director Financial Services & CFO continues to communicate regularly with the CAO and Directors to identify budget mitigation measures to limit negative financial impacts due to emergency spending. Mitigation measures, as needed, are being tracked and will be reported at a Council meeting.

The Town's accounting system has been updated to include accounts to track costs associated with our COVID-19 response. Should provincial and/or federal programs be announced that allow for cost recovery or funding of these costs, the Financial Services Department will be in a position to efficiently report and claim for these costs.

## Link to Strategic Priorities

Applicable	2019-22 Strategic Priorities
<input checked="" 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 checked="" 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 checked="" 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:

Laura Moy, Dipl. M.M., CMMIII HR Professional  
Director Corporate Services & Clerk

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

Amended Delegation of Authority during a Declared Emergency By-law