



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: May 26, 2020

Report Number: CAO-2020-02

Subject: Update on Town Services and Construction Activities

Recommendations

It is recommended:

That the Update on Town Services and Construction Activities Report CAO-2020-02 **be received.**

Background

It has now been nearly 11 weeks since the COVID-19 pandemic was declared globally on March 11, 2020. The Premier of Ontario declared a state of emergency on March 17, 2020, which was recently extended to May 29, 2020. The local declaration of emergency for both COVID-19 and flooding emergencies remains in effect.

The Province is moving toward recovery, in the first stage of the Framework for Reopening the Province, which sets out three stages altogether. The first stage involves opening businesses and facilities that can “immediately meet or modify operations to meet public health guidance and occupational health and safety requirements.” In preparation for this stage, the Province published a series of guidance documents for various sectors to help businesses and facilities prepare for opening. Some of the businesses and facilities that are included in this first stage affect Town operations and construction activities.

Administration reported to Council on business continuity at the March 24, 2020 Regular Council Meeting, outlining essential and non-essential services as well as those activities and services that were stopped or suspended. The purpose of this report is to update Council on the status of Town services and construction activities at this time.

A separate report on this agenda outlines the status of the Town's personnel. Taken together, these reports are intended to demonstrate that Administration has capably responded to the COVID-19 pandemic with modified work arrangements while largely maintaining the Town's service offerings and levels. Additionally, Administration has been working diligently to prepare for the other major threat to the community, which is inland lake flooding. This has been a significant undertaking since the business continuity report in March and has added to the workload. It warrants special recognition for the level of effort devoted to addressing this threat.

As the Province moves through the stages of its reopening strategy, Administration is considering options for reopening Town Hall. This will be the subject of a separate report to Council. We are currently referencing Provincial guidance and conferring with Town staff on reopening strategies as well as colleagues in other municipalities to attempt to coordinate efforts. Health and safety will remain our priority for staff and the public.

Comments

As indicated in the March report, essential services are those required for life safety, public health and maintenance of civil society. Since that time, and in anticipation of the COVID-19 recovery period, Administration has modified essential services to include services that provide economic stimulus (i.e. planning & development) and meet the Town's financial obligations (i.e. Year End Audit). Administration has segmented the Town's service offerings as follows and provided status updates in attachments to this report:

- Status of 2020 Construction Activities re: COVID-19 Essential Services (Attachment 1)
- Status of COVID-19 Essential Services – Operations (Attachment 2)
- Status of COVID-19 Non-Essential Services – Operations (Attachment 3)
- COVID-19 – Stopped/Suspended Services by Department (Attachment 4)

Current service offerings are reflected on the Town's COVID-19 web page for public access.

Administration has maintained all essential services as well as most non-essential services over the pandemic period. Progress is being made on many construction projects and activities, with plans to further tendering and construction activities as the economy reopens through the Provincial plan. Notwithstanding that many of our staff are working remotely, the Information and Communications Services Department has done an outstanding job of facilitating the technology to support on-line services, access to servers, software and data and tele-communications. For instance, staff working remotely can answer their Town Hall extensions through their computer seamlessly.

As part of the first stage of reopening, some Parks facilities are again open to the public with specific rules to avoid the spread of COVID-19. These include:

- Tennis Courts
- Pickleball Courts
- Lakewood Park Disc Golf
- Tecumseh Skate Park
- Tecumseh Dog Park

- Basketball Courts
- Picnic Areas / Park Shelters
- All Park Benches & Tables
- Non-Permit-Based Sports Fields

Signage is posted at each facility indicating COVID-19 safe play rules. Residents using these facilities must keep their distance from others at the facility by leaving 2 metres of space at all times. Users are to provide their own equipment and wash/sanitize hands and equipment before and after play. Park benches and tables are not sanitized by staff; users must provide for cleaning and disinfection prior to use.

Recreational facilities that remain closed include:

- Playgrounds
- Beaches
- Outdoor Exercise Equipment
- Tecumseh Leisure Pool
- Splash Pads
- Permit-Based Sports Fields (soccer, baseball, softball)
- Public Washrooms
- Tecumseh Recreation Complex & Arena

Administration continues to monitor announcements from the Province for further openings. We have not been given a timeline for when these facilities may reopen.

As previously indicated, substantial effort has been made recently to address the other imminent threat to the community – that of inland lake flooding. Over the past two months, the Partial Emergency Operations Centre, which was set up in support of the Mayor's declaration of local emergency, has worked with Senior Management to strike five cross-functional staff teams to prepare detailed operational procedures for a flood event. These teams have collaborated with the broader Flood Emergency Preparedness Action Group, which has 42 members spanning 14 agencies, including the Town, neighbouring municipalities of LaSalle, Windsor and Lakeshore and the County of Essex as well as senior government, utilities, conservation authority, police and social services. Consultation with the Windsor-Essex County Health Unit (WECHU) and the Provincial Emergency Operations Centre (PEOC) has also been undertaken to address emergency operations during a COVID-19 pandemic and garner support from higher orders of government during an emergency.

Our staff teams have created detailed plans and procedures for:

- rescue and evacuation for those unable to self-evacuate
- a temporary evacuee information/transfer centre at Tecumseh Arena
- emergency transportation for evacuees unable to self-evacuate
- field operations during a flood event
- emergency acquisitions during a flood event

- communications during an emergency and
- emergency food services for responders and evacuees requiring assistance.

Further, since Council's favourable consideration on April 16, 2020 of Report FIRE-2020-05, Emergency Flood Mitigation Measures and Amendments to the Town of Tecumseh Flood Response Plan, significant progress has been made on the installation of berms on private properties along Riverside Drive to prevent/mitigate inland lake flooding. Due to the scope of these planning and construction works, the Town is much better positioned to respond to this threat, even in the face of COVID-19.

Consultations

All Departments

Financial Implications

Financial implications associated with COVID-19 were recently reported to Council in April through Report FS-2020-06, COVID-19 Financial Impact Update. Financial impacts will be reported quarterly, as per the usual cycle.

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 checked="" type="checkbox"/>	Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.
<input checked="" 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:

Phil Bartnik, P.Eng.
Director Public Works & Environmental Services

Reviewed by:

Wade Bondy
Director Fire Services & Fire Chief, C.E.M.C.

Reviewed by:

Shaun Fuerth, BCS
Director Information & Communication Services

Reviewed by:

Brian Hillman, MA, MCIP, RPP
Director Planning & Building Services

Reviewed by:

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

Reviewed by:

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

Recommended by:

Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer

Attachment Number	Attachment Name
1	Status of 2020 Construction Activities re: COVID-19 Essential Services
2	Status of COVID-19 Essential Services - Operations
3	Status of COVID-19 Non-Essential Services - Operations
4	COVID-19 – Stopped/Suspended Services by Department