

Status of COVID-19 Non-Essential Services – Operations

May 26, 2020

Fire & Rescue Services

Non-Essential Service	Non-Essential Tasks	Performing Work	Status
Compliance letters for real estate transactions	Reporting code violations and compliance at request of Lawyers.	Staff	Work is being completed when requests are received through alternate delivery methods.
Quarterly reporting to OFMEM	Reporting of fire statistics to OFMEM on quarterly basis.	Staff	Work is being completed as required.

Public Works & Environmental Services

Engineering Services Division

Non-Essential Service	Non-Essential Tasks	Performing Work	Status
Capital – Engineering Studies	Continued coordination with Consultants at key milestones to ensure work on these studies continues to proceed. Process invoices.	Staff Consultants	<p>Project management continuing through conference calls and virtual meetings.</p> <p>The following studies are proceeding. Administration to review and recommend a public engagement approach where public meetings and information centres are still required.</p> <ul style="list-style-type: none"> • Tecumseh Signage Project • Bridge and Culvert Needs Study (with Spans > 3.0 m) • Oldcastle Stormwater Master Plan • Sanitary Sewer Model Update and Flow Monitoring • Stormwater Rate Study • Shoreline Management Plan • 2020 Water and Wastewater Rates Study

Non-Essential Service	Non-Essential Tasks	Performing Work	Status
Capital – Engineering Design	Continued coordination with Consultants at key milestones to ensure the design work continues to proceed. Process invoices.	Staff Consultants	<p>Project management continuing through conference calls and virtual meetings.</p> <p>The following Engineering Design projects are proceeding:</p> <ul style="list-style-type: none"> • Riverside Drive Trail • Tecumseh Road CIP Streetscape • Sylvestre Drive Sanitary Sewer Extension • Manning Road – ETLD Drain Relocation - Phase 2 • Manning Road – Road Reconstruction – Phase 3 • CR46/Webster/Laval Sanitary Sewer • Delduca Sanitary Sewer • MRSPA Stormwater Facility • Tecumseh Hamlet EA and Functional Servicing Study – Phase 1 • Lanoue Street Improvements <p>The following design projects are on hold pending the results of grant funding applications:</p> <ul style="list-style-type: none"> • Scully & St. Mark’s Storm PS/Riverside Drive Storm Sewer • Lesperance/VIA Rail Improvements
Capital - Engineering Design (County Projects)	Continued coordination with the County on their design and construction projects.	Staff Consultants	<p>The following County design projects are proceeding:</p> <ul style="list-style-type: none"> • CR42/43 Improvements • CR11/South Talbot Road Roundabout
Municipal Drains - Engineering	Continued coordination with Consultants at key milestones to ensure the engineering work continues to proceed. Project management continuing through conference calls and	Staff Consultants	Administration is currently managing 31 active Municipal Drainage files, including s.4 Petition for a New Drain, s.78 Repair and Improvements, s.74 Maintenance, and s.76 Assessment Schedules.

Non-Essential Service	Non-Essential Tasks	Performing Work	Status
	virtual meetings. Process invoices.		
Municipal Drains - Administrative	Administrative works on drainage files, updating filing, processing requests, grant applications, apportionment agreements, reports to Council, mail out assessments, respond to Council and public inquiries, site visits, survey work, etc.	Staff	Works being completed remotely. No drop in level of service.
Committee of Adjustment	Assist the Planning Department by conducting reviews of applications as they are submitted.	Staff	On-going.
Administrative	Respond to Council and public inquiries. Continued work on internal documents, reports to Council, policies, filing, invoices, sand bag requests, etc.	Staff	On-going.
Capital Works - Construction	Contract Administration throughout construction including site visits, clarifications on changes in the field, approving change orders, invoices, and payment certificates.	Staff Consultants Contractor	The following construction projects are able to proceed under O.Reg. 82/20 (last amendment 196/20): <ul style="list-style-type: none"> • Pulleyblank/Crowder/Moro Sanitary Sewer - final asphalt and related base asphalt repairs scheduled for May 2020. • Bridge Rehabilitation – 8th Concession/Merrick Creek – Works

Non-Essential Service	Non-Essential Tasks	Performing Work	Status
			<p>planned to start after July 15, 2020 fisheries timing window.</p> <ul style="list-style-type: none"> • St. Mark’s Storm Pump Station pump repair – parts ordered and repairs scheduled for May/June 2020. • 2020 Asphalt program – to be tendered shortly. • 2020 Tar & Chip, Crack Sealing – to be tendered shortly. • 2020 Manhole Restoration Program – to be tendered shortly. • Hwy#3/CR11 Watermain Replacement – contract awarded to SheaRock Construction Group Inc. • Tecumseh Road Sanitary Sewer – contract awarded to D’Amore Construction (2000) Ltd. • CR11 (North) Sanitary Sewer – works substantially performed in 2019 – a few outstanding deficiencies to be addressed. • South Talbot Road Reconstruction - works substantially performed in 2019 – a few outstanding deficiencies to be addressed. • CR11/South Talbot Road Roundabout – advanced watermain works were to be completed by Town Water Operators. <p>The following construction projects are temporarily on hold:</p> <ul style="list-style-type: none"> • Traffic Signal Controller Update - To be coordinated with County signal improvements. • Expansion/Improvement PW Yard (North) - limited staff capacity due to COVID-19 work restrictions and time being focused on lake flooding preparedness initiatives.

Non-Essential Service	Non-Essential Tasks	Performing Work	Status
Municipal Drains - Construction/Maintenance	Contract Administration throughout construction including site visits, clarifications on changes in the field, approving change orders, invoices, and payment certificates.	Staff Consultants Contractor	On-going drain construction activities: <ul style="list-style-type: none"> • Dawson Drain (Revenberg Culvert) • East Townline Drain – Majority of works have been completed. • LaChance Drain - Majority of works have been completed. • Dawson Drain - Majority of works have been completed. • Essential maintenance activities to address drain blockages, erosion and roadside safety issues. • Wellwood Drain – Waiting to start construction. • Hurley Relief Drain – Waiting to be tendered.
Review of Development Proposals, Site Plan Applications, Building Permits (SWM related)	Continued review and approval of engineering submissions for Development Proposals, Site Plan Applications and Building Permits.	Staff Consultants	On-going <ul style="list-style-type: none"> • Harbour Bay Condos • Valente Gateway Tower • Skyline Apartments • Ryegate Apartments • Commercial/Industrial development proposals
Development Review	Assist the Planning Department by conducting reviews of OPA, ZBA, site plan control and plan of subdivision applications.	Staff Consultants	Ongoing. Moved to “Essential Service” based on Provincial O. Reg. 149/20 to keep planning approvals moving and support imminent recommencement of economic activity.

Roads & Fleet Division

Non-Essential Service	Non-Essential Tasks	Performing Work	Status
Streetlights	Maintain streetlights and outages.	Staff EPL	Urgent repairs attended to, others are reviewed for time permitting activities.

Non-Essential Service	Non-Essential Tasks	Performing Work	Status
General Road Maintenance	Street sweeping, pothole repair, debris pickup.	Staff	On-going operations.
Inspections / Permits	Inspect installed works for conformance to Town requirements.	Staff	As time and COVID-19 protocols permit we are inspecting works.
Service Requests-Public	Respond to general resident concerns or complaints. Respond to public requests for repair work on town infrastructure such as potholes, streetlights, etc.	Staff	On-going operations.
Municipal Consent	Review applications for new infrastructure in the ROW or for repair/replacement of plant in ROW by multiple utility companies.	Staff	Continuing to review as other priorities permit.
Locates	Locate town infrastructure for proposed construction or repair activities.	Staff	On-going.
Street Signs	Replace street signs as required. A higher priority on regulatory signage (i.e., stop signs).	Staff	As operational activities permit, work is on-going.
Traffic Signals	Review of timing requests, complaint follow-up.	Staff Contractor	On-going operations.
Storm water collection system	Drainage complaints regarding private yards, request for additional drainage.	Staff	No requests during this time.
Sanitary collection system	Backwater valve and private cleanout requests - unless service is backed up.	Staff	Responding only to urgent requests at this time. Administration is creating a Fast-Track Pre-Condition Assessment and Disclosure Form for a licensed plumber to complete, which would pre-

Non-Essential Service	Non-Essential Tasks	Performing Work	Status
			qualify home owners for the backwater valve and foundation drain disconnection subsidy programs.

Water & Wastewater Services Division

Non-Essential Service	Non-Essential Tasks	Performing Work	Status
Source Water Protection	Provide action plans and reporting of source water protection. ERCA to report to Council in Spring 2020.	Staff ERCA	Administration received ERCA's report on May 6 th .
Water Tower	Scheduled maintenance.	Staff Contractor	Inspection was completed January 2020.
Equipment Calibration	Chlorine Analyzer, DPD Testers, Private Backflow Devices, Flow Meters, Boundary Meters.	Staff Service Provider	Chlorine Analyzer is calibrated weekly. All other mentioned calibration will be completed in the fall.
Hydrant Repair	Stiff operation, small visual leak, needs to be raised or lowered.	Staff	On-going - focusing on identified flood zone.
Hydrant Flushing Program	Flushing the entire system to follow standards while ensuring water quality; leak detection program.	Staff	Scheduled to start mid-May.
Hydrant Painting Program	Colour code hydrants based on gallons per minute.	Staff	Documented to be reviewed for time permitting activities.
Air Valve Inspection	Inspect proper operation of air valve.	Staff	Calibration will be completed in the fall.
DWQMS	External, Internal, MECP audits and inspections.	Staff	On-going.
DWQMS	Filing work orders / locates.	Staff	On-going.
Licensing	Operators water distribution license.	Staff	On-going.

Non-Essential Service	Non-Essential Tasks	Performing Work	Status
Licensing	Town's drinking water license and permit.	Staff	On-going.
Curb box repair	Ability to shut off water services at the property line.	Staff	On-going.
Valve maintenance	Ensuring proper operation of valves for isolation such as watermain break repair.	Staff	Urgent repairs attended to, others are reviewed for time permitting activities.
Locating Infrastructure	Ontario One call.	Staff	Responding to all locate requests. There hasn't been a drop in the level of service.
Water Tower	Generator checks to ensure SCADA system and on-line monitoring.	Staff	On-going.
Equipment Calibration	Town-owned backflow devices.	Staff Service Provider	As operational activities permit, work is ongoing.
Water Reads	Move out reads.	Staff	On-going.
Water Reads	Monthly billing – consumers.	Staff EPL	On-going- working with Wolseley and Essex Power to complete reads.
Water Reads	Monthly billing - Boundary meters.	Staff	On-going- Flow Metrix to install new boundary meter at CR 42 & CR 19 mid-May 2020 (coordinating with the Town of Lakeshore).
Auto-flushers	Flushing areas such as dead-ends to ensure proper water quality.	Staff	On-going- Winter schedule to be replaced with the Spring programming. Spring inspections to be completed late May 2020.
DWQMS	Ensuring proper forms are made available.	Staff	On-going.
Suppliers	Materials for infrastructure.	Staff	On-going- keeping supplies stocked.
Departmental Support	Provide support to various departments when required (lake flooding event, road closures, etc.).	Staff	On-going.
Weekly Operator Time Sheets	Proper tracking of operators' hours for weekly pay.	Staff	On-going.

Financial Services

Non-Essential Service	Non-Essential Tasks	Performing Work	Status
Storm Water Rate Study	In coordination with Public Works, IT and consultant - Initial work undertaken, next phases can be deferred.	Staff Consultant	Ongoing – Consultant role on this project continues. Finance staff role on this project has been suspended.
Tax Registrations	Tax arrears registrations, payment plans can be deferred.	Staff	Registrations for tax arrears suspended. Will resume following cancellation of state of emergency.
Grant Funding	Reporting and Application – likely to see deadline extensions.	Staff	Completing work as required according to deadlines.
Purchasing – non-critical	In cooperation with departments and consultants – tender package development, review, processing for non-essential purchases can be deferred.	Staff Consultant	Ongoing – activity is at normal levels – fewer tenders, however, more work with considerations for COVID-19 and Flood impacting decisions.
Pre-budget Council consultation	Preliminary projection of upcoming budget drivers for Council consideration and guidance – not mandatory, could eliminate for 2021.	Staff	Has not commenced. Usually commences in August – on schedule.
Budget presentation	Budget document production, supplementary analysis, GFOA award requirements not mandatory – budget book can be reduced to basic requirements.	Staff	Has not commenced. Usually commences in August.

Non-Essential Service	Non-Essential Tasks	Performing Work	Status
BIA year-end	Financial reporting and accounting support can be deferred .	Staff	Moved to “Essential Service.” Ongoing – audit was deferred from April to May and then again to July.
Year-End Financial statements and audit	Can defer financial statement preparation, FIR reporting and audit field work for a period of time.	Staff	Moved to “Essential Service.” Ongoing and far behind schedule – audit was deferred from April to May and then once again to July.
Capitalization of Tangible Capital Assets	Capital expenditure review to distinguish capital versus operating costs, determine depreciation amounts and update asset inventory can be deferred for a period of time.	Staff	Moved to “Essential Service.” Ongoing – required for year-end audit, can no longer defer.
Accounts Receivable	Billing of trade receivables and cost recoveries are minimal and can be deferred for a period of time.	Staff	Reviewed case by case, suspended unless absolutely necessary.

Information & Communication Services

Non-Essential Service	Non-Essential Tasks	Performing Work	Status
New Software implementation	New programs in development.	Staff Consultants	<ul style="list-style-type: none"> • Cityworks work order system – project is continuing. • SCADA – ONYX Engineering system being implemented. • Laserfiche – Record Management system being set up. • End User Security – Awareness training being implemented. • Improved network security software being explored.

Non-Essential Service	Non-Essential Tasks	Performing Work	Status
Audio / Video systems	Provide support and maintenance to AV systems.	Staff Consultant	<ul style="list-style-type: none"> New Council Chamber design is pending. Improvements made for remote workers.
Town Intranet	Provide updated information to Town staff.	Staff Consultant	<ul style="list-style-type: none"> Staff Intranet has been launched with new areas and features being added.

Planning & Building Services

Transit

Non-Essential Service	Non-Essential Tasks	Performing Work	Status
Distribution of maps/schedules	Buses can be supplied with long-term supply of maps/schedules.	Staff	On-going.

Planning & Zoning

Non-Essential Service	Non-Essential Tasks	Performing Work	Status
Development Review	Processing OPA, ZBA, Site Plan Control, Plan of Subdivision applications, CIP Grant applications, Enforcement of Agreements.	Staff	<p>On-going with exception of resolving means of holding statutory Public Meetings during Provincial Emergency.</p> <p>Moved to "Essential Service" based on Provincial O. Reg .149/20 to keep planning approvals moving, support imminent recommencement of economic activity.</p>
Policy Development/ Special Studies	Finalizing Official Plan (incorporate New PPS), advancing Tecumseh Hamlet Secondary Plan, initiating Oldcastle Hamlet Special Planning Study, Community Benefit Charge; MRSPA issues,	Staff Consultants	All on-going except Community Benefit Charge Study delayed as Province has not finalized the related Reg.; Oldcastle Hamlet Special Planning Study scheduled to be initiated in 4 th quarter (monitoring this timeline).

Non-Essential Service	Non-Essential Tasks	Performing Work	Status
	Tecumseh Road CIP Streetscape Detail Design, others.		Moved to "Essential Service" based on Provincial O. Reg. 149/20 and importance of preparing lands for development.
Administrative Functions	Respond to stakeholder inquiries. Continued work on internal documents, reports to council, policies, filing, processing of invoices, etc.	Staff	On-going. Moved to "Essential Service" based on these being matters that must continue to support economic activity.
External committee functions	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.	Staff	On-going but at reduced volume given superseding of COVID-19 and flooding priorities across all agencies. Regional Planning Committee, Zoom meetings and conference calls on-going with assistance of MMAH to ensure co-ordination and to attempt to provide informed and consistent response across region with respect to COVID-19 issues.

Committee of Adjustment

Non-Essential Service	Non-Essential Tasks	Performing Work	Status
Committee of Adjustment	Processing and making decisions on Severance and Minor Variance applications. Issue final approval on Provisional Consents. Respond to stakeholder enquiries and processing of invoices. Purging of files, scanning of files and prior meeting minutes to support a move to paperless system.	Staff	On-going, with exception of resolving means of holding statutory Public Meetings during Provincial Emergency. Moved to "Essential Service" based on Provincial O. Reg. 149/20 to keep planning approvals moving, support imminent recommencement of economic activity, facilitate fulfillment of conditions and final approval for prior provisional decisions.

By-Law Enforcement

Non-Essential Service	Non-Essential Tasks	Performing Work	Status
Responding to complaints regarding municipal by-law infractions with regard to health and safety issues only.	Reviewing complaints, conducting inspections and issuing orders, only health and safety type complaints.	Staff	On-going.

Building Services

Non-Essential Service	Non-Essential Tasks	Performing Work	Status
Enforcement of the Ontario Building Code Act	Reviewing building permit applications, issuing permits, conducting inspections for construction sites as permitted by O. Reg. 82/20, as amended, and issuing orders regarding fences, lot grading and signs.	Staff	On-going. Moved to “Essential Service” based on Provincial O. Reg. 82/20, as amended, that requires Town to maintain permitting processes and provide inspections for those construction sites permitted by the Province. These tasks are integral to supporting economic activity.
Administrative Functions	Respond to stakeholder inquiries and processing of invoices. Continued work on internal documents, reports to Council, policies, filing. Conversion to a paperless/electronic permit application and inspection process. Purging and scanning of property files. Scanning of full-size building drawings.	Staff	On-going. Moved to “Essential Service” based on Provincial O. Reg. 82/20, as amended, that requires Town to maintain permitting processes and provide inspections for those construction sites permitted by the Province. These tasks are integral to supporting economic activity.

Corporate Services & Clerk

Clerk's Department

Non-Essential Service	Non-Essential Tasks	Performing Work	Status
Freedom of Information Requests	Provision in MFIPPA to extend time to respond under certain conditions.	Staff	There have been no requests received during COVID-19.
Licensing	Reduced services for: Lottery Licenses, Marriage and Civil Ceremonies, Liquor Licenses, Special Occasion Permits (SOPs).	Staff	<p>Lottery Licenses</p> <ul style="list-style-type: none"> • Bingo Lottery Financial Reports are being reviewed for events conducted in 2019 and Q1 2020; 193 reports have been completed out of an outstanding 365. • Previously issued Raffle Lottery Events (2) are being reviewed in consultation with the Licensees on suspending or amending the licenses. <p>Liquor Licenses and SOPs</p> <ul style="list-style-type: none"> • There have been no applications received.
Administrative Duties	Reduced services for: issuing of Dog Tags, Cat Vouchers, Urban Hen Pilot Licenses; Committee support.	Staff	<p>Dog Tags</p> <ul style="list-style-type: none"> • Applications are being received through the mail drop box and tags are being mailed to the dog owners. • Approximately 350 tags have been issued and mailed since COVID-19. • Two (2) Kennel Licenses have been received and are in process. • Early tag and kennel fees have been extended to June 30. • Managing and responding to complaints regarding barking dog and two (2) dog bite incidents. <p>Urban Hens</p> <ul style="list-style-type: none"> • Applications are being received online and in the mail drop box.

Non-Essential Service	Non-Essential Tasks	Performing Work	Status
			<ul style="list-style-type: none"> • Six (6) applications have been received and are in various stages of processing. <p>Committee Meetings</p> <ul style="list-style-type: none"> • On May 12th the Procedural By-law was amended to allow for meetings to be held electronically and members to be counted for quorum. • First e-meetings: Business Improvement Area on May 13; Police Service Board on May 14. • Notices of electronic meetings and information on how the public can view the meetings are posted on the Town's website. <p>Special Events</p> <ul style="list-style-type: none"> • Volunteer Appreciation Week was promoted on the Town's social media to recognize volunteers. • YAC – Mind Break before Study Break Event was cancelled and will be rescheduled. <ul style="list-style-type: none"> ○ The RBC Grant was extended to March 31, 2021. • SAC <ul style="list-style-type: none"> ○ Senior Community Grant - remaining funds used to purchase program supports for future workshops. ○ Working with Life After 50 (LAF) to offer residents the Senior Centre without Walls (SCWW) Program (via telephone) and hosting a Golden Age Club Social Chat using the LAF (SCWW) and Good Health Program (i.e. meditation and foot care).

Non-Essential Service	Non-Essential Tasks	Performing Work	Status
Burial Permits	Burial permits are required to allow burials and cremations; and weekly reporting to Registrar required.	Staff	Moved to "Essential Service."
Records Management	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.	Staff Consultant	<p>Records Destruction</p> <ul style="list-style-type: none"> Prepared 154 paper record files for purging in accordance with the Records Retention By-law. <p>Electronic Records Management</p> <ul style="list-style-type: none"> Set up new repository for electronic records management. Upgraded Laserfiche software and classification system. Created workflows and templates to transfer files into the new repository. To date 15,821 records have been transferred into the new repository. <p>E-forms have been created to receive applications for:</p> <ul style="list-style-type: none"> Urban Hen Pilot Program Cat Spay and Neuter Voucher Soiree Coffee House Performers <p>Internal operational e-forms, are in progress in consultation with other Departments.</p>

Human Resources

Non-Essential Service	Non-Essential Tasks	Performing Work	Status
Recruitment	Job Postings in accordance with Collective Agreements and policies;	Staff	<p>Recruitment</p> <ul style="list-style-type: none"> Filled vacancies in the positions of: <ul style="list-style-type: none"> Water Employee

Non-Essential Service	Non-Essential Tasks	Performing Work	Status
	to fill vacancies and ensure staff coverage, only as needed at this time.		<ul style="list-style-type: none"> ○ Water Leader ○ Clerk II – Administrative Clerk (Park Leave of Absence) ○ Deputy Fire Chief (in progress) ● Trained and oriented new recruits ● Renewed two (2) Non-union Employment Agreements. <p>Summer Student Program</p> <ul style="list-style-type: none"> ● Recalled returning students to Parks, Public Works and Water Services: <ul style="list-style-type: none"> ○ Coordinate funding approval from Canada Job Services. ○ Funding increased to 100% of minimum wage.
Administrative Duties	Benefit administration and WSIB claims, process performance step increases for non-union management.	Staff	<p>Benefit Administration</p> <ul style="list-style-type: none"> ● Enrolment in healthcare benefits and claims management. ● Management of WSIB claims and benefits. ● Salary administration. ● Workplace Performance Referrals to FSEAP. ● OMERS Workshop via Webinar. <p>Wellness</p> <ul style="list-style-type: none"> ● Developed Wellness and Health & Safety pages on the Town's new intranet. ● Coordinated Wellness Committee meetings, developed programs, activities and newsletters. <p>Health & Safety</p> <ul style="list-style-type: none"> ● Conducting monthly workplace safety inspections. ● Coordinate and hold JHSC meetings.

Parks & Recreation Services

Parks

Non-Essential Service	Non-Essential Tasks	Performing Work	Status
Parks Maintenance	Turf Maintenance / Garbage Pickup	Staff Students	Work is being undertaken daily.
Parks Maintenance	Flower Planting	Staff Students	Planting of select high profile flowerbeds will be undertaken after Victoria Day.
Field Maintenance	Ball Diamond Grooming	Staff Students	Ball Diamond infields will be groomed weekly to ensure that the dirt infields are not overgrown by grass and weeds.
Parks Master Plan Update	Requires some public and Council presentation and meetings with Consultant. The existing Plan is still in place to provide guidance at this time.	Consultant	Consultant has provided documents for staff to review and comment. This is being undertaken as time permits with the goal of completing the update by fall 2020.
Lacasse Baseball Diamond Grandstand Replacement - Architectural Services	RFP will be developed; as this will require architect presentations this project can be delayed until we can interface with the public.	Consultant Architect	RFP has not been issued for this project at this time. Goal is to have it go out for proposals in late summer, with consultations undertaken in the fall and final report presented by year-end.

Facilities

Non-Essential Service	Non-Essential Tasks	Performing Work	Status
Deep Clean and Close Facility	St. Clair Beach Community Centre	Staff	Renovation work, cleaning, painting, floor waxing has all been completed and facility is locked.
Close Facility	Close Tecumseh Historical Museum and Sandwich South Historical Society.	Staff	These facilities are closed to the public until Provincial restrictions are removed. Individual organizations are checking the facilities on a regular basis.
Assist Cleaning if needed	Parks Operations Facility / Public Works Facility	Staff	Undertaken as required.

Non-Essential Service	Non-Essential Tasks	Performing Work	Status
Arena Recreation Office Hours	Mon – Fri 8:30 – 4:30	Staff	Staff are handling refunds, providing responses to facility enquiries by phone, record keeping, filing, submitting time sheets. Administration assistance provided to Manager and Supervisor as required.
Arena Maintenance	Cleaning and minor maintenance repairs will be undertaken.	Staff	Board repairs, lighting replacements, and minor repairs completed that have fallen behind and require attention; cleaning of storage areas.
Cada Library Architect for library renovations	RFP for Architect for Cada Library proposed renovation project.	Consultant Architect	RFP has not been issued. Partnered with Essex County Library to undertake a series of public meetings with library users, Youth and Senior Advisory Committees, library staff, Administration and Council to develop the renovation concept for consideration. Goal is to have this out mid-to-late summer. Project to be completed and report to be provided to Council by end of year.