



## 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:** November 24, 2020

**Report Number:** CAO-2020-09

**Subject:** Investing in Canada Infrastructure Program – COVID-19 Resilience Stream

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### Recommendations

It is recommended:

**That** Chief Administrative Officer Report No. CAO-2020-09, “Investing in Canada Infrastructure Program – COVID-19 Resilience Stream”, **be received**;

**And that** Administration **be authorized** to make two project submissions to the COVID-19 Resilience Stream, generally as outlined in Report No. CAO-2020-09, for a total value of \$342,607 in eligible project costs;

**And further that** the Mayor and Clerk **be authorized to execute** the project level transfer payment agreement(s) with the Provincial government upon successful project award.

### Executive Summary

The Province recently announced the COVID-19 Resilience Infrastructure Stream of the Investing in Canada Infrastructure Program (ICIP) in Ontario, based on a federal share of 80 percent and a provincial share of 20 percent. \$250M of this funding stream has been allocated to municipalities; municipalities have been assigned an allocation and must submit project applications to access their allocation. Tecumseh’s allocation is \$342,607.00 and the Town is eligible to apply for two projects. There are four categories for municipal projects:

- Retrofits, Repairs and Upgrades for municipal buildings

- COVID-19 Response Infrastructure, including building or modifying infrastructure to support physical distancing, safety retrofits and expansions
- Active Transportation Infrastructure, including parks and trails, foot bridges, bike lanes and multi-use paths and
- Disaster Mitigation and Adaptation, including natural infrastructure, flood and fire mitigation, tree planting and related infrastructure.

Applications for both of our projects are due no later than January 7, 2021. The Town's projects must be started by September 30, 2021 and completed by December 31, 2021.

Administration is proposing the following projects:

- Disaster Mitigation and Adaptation for flood adaptation equipment in the form of a High Water Rescue Vehicle that has capacity to ford flood waters in excess of one metre; and
- COVID-19 Response Infrastructure for elements of Town Hall to assist with COVID-19 resilience.

Applications will be adjudicated at both the Provincial and Federal levels of government. A Council resolution is sought in support of submitting the applications and authorizing the execution of a project level transfer payment agreement with the Provincial government, should our applications be successful.

## Background

On October 28, 2020, the Province announced the COVID-19 Resilience Infrastructure Stream of ICIP in Ontario. The COVID-19 Resilience Stream has been committed to three main purposes: \$700M for education related projects, \$250M to municipalities for critical local infrastructure needs and up to \$100M for long-term care projects. The ICIP is a joint federal-provincial funding initiative; the federal share is 80 percent and the provincial share is 20 percent. Municipalities are not required to top up and are encouraged to use their full allocation. Any ineligible costs or project cost over-runs are the responsibility of the municipality.

The \$250M in combined federal-provincial funding for municipalities has been allocated to each municipality; each municipality received a minimum allocation of \$100,000, with some municipalities receiving additional funding determined through indicators such as core infrastructure value, total weighted assessment and median household income.

Tecumseh's allocation is \$342,607.00. The Town is eligible to apply for two projects, the combined eligible costs of which cannot exceed the total allocation. The application guideline, frequently asked questions and application were made available on November 16, 2020. The application deadline for the Town is January 7, 2021.

Projects cannot be started until funding approval is secured; the adjudication process is two-tiered, with the Province accepting the applications and referring those that meet program

criteria to the Federal government for final approval. Projects must commence no later than September 30, 2021 and be completed by December 31, 2021 (or a year later for remote communities).

Projects can be selected from four categories:

- Retrofits, Repairs and Upgrades for municipal buildings
- COVID-19 Response Infrastructure, including building or modifying infrastructure to support physical distancing, safety retrofits and expansions
- Active Transportation Infrastructure, including parks and trails, foot bridges, bike lanes and multi-use paths and
- Disaster Mitigation and Adaptation, including natural infrastructure, flood and fire mitigation, tree planting and related infrastructure.

Applicants can bundle projects within the same category for each application. As previously noted, the Town is eligible to apply for two projects. As projects are being processed on a first-come, first-served basis, it is Administration's intent to apply as soon as possible in order to commence the projects sooner and meet program timelines.

Successful municipal applicants will be required to obtain a municipal by-law or Council resolution to execute the project level transfer payment agreement with the Provincial government. Applicants are encouraged to submit the municipal Council resolution when submitting their applications. Accordingly, a resolution of Council in support of the applications and authorizing execution of the agreement is requested in this report. If time permits, a by-law will be presented to Council when the agreement is prepared.

## Comments

Based on the information above and a review of the program application guidelines and frequently asked questions, Administration proposes submitting two project applications, one each for the following categories:

- Disaster Mitigation and Adaptation for flood adaptation equipment
- COVID-19 Response Infrastructure for elements of Town Hall to assist with COVID-19 resilience.

## High Water Rescue Vehicle:

One of our projects is to acquire a High Water Rescue vehicle. As Council is aware, a portion of the Town has the potential to experience flooding to depths that exceed the capabilities of local emergency services, including Tecumseh Fire Services. Although assistance is available at the Provincial and Federal levels, a significant delay in the response time for that assistance exists. Purchase of a high water rescue vehicle capable of driving through the deepest anticipated flooding depth in the Town would allow Fire Services to provide immediate

evacuation and emergency assistance to residents within flooded areas. This gap in Fire Services' capabilities was identified through development of the Tecumseh Flood Emergency Response Plan and flood preparedness operational plans by Administration.

A thorough search of manufacturers of high water rescue vehicles has revealed the most appropriate vehicle as one supplied by the Acela Truck Company in Belgrade, Montana. That vehicle has a fording depth of 50 inches (1.27 m) which is greater than the maximum anticipated depth of flood waters in the flood prone areas of Town, as determined by the recently completed LIDAR mapping. The truck would be equipped with a powered lift gate, seating for 17 persons, tie down locations for wheelchairs and all emergency lighting typical of an emergency vehicle. Acela uses vehicles that are former United States Army vehicles, completely refurbished and upgraded to include those features noted above. Once an order is placed with this company, the delivery of the finished vehicle is expected to be within 6 months.

The second application will consist of a bundle of projects primarily for Town Hall involving HVAC retrofits and installations to upgrade indoor air quality and circulation, new physical barriers for distancing, new video wayfinding screens and meeting room display screens, new Town-wide web-based appointment booking software and GPS automatic vehicle location technology for more Town vehicles.

### **HVAC Retrofits:**

According to the World Health Organization, ventilation is an important factor in preventing the virus that causes COVID-19 from spreading indoors and recommends considering mechanical systems that:

- increase the percentage of outdoor air, using economizer modes of HVAC operations
- increase total airflow supply to occupied spaces
- improve air filtration to as high as possible without significantly diminishing design airflow
- can run the HVAC system at maximum outside airflow for 2 hours before and after spaces are occupied.

Administration has researched replacement Roof Top Units (RTUs) for Town Hall. All 10 units on Town Hall are at least 15 years old and were planned to be replaced over three years starting in 2020. Unit replacement in 2020 was deferred due to the Town Hall renovation project. All existing units are 65% energy efficient and are also not capable of filtration beyond the MERV 8 filters. It was planned in the Facilities Capital Budget to replace the units with 85 – 90% efficient units. With COVID-19, better filtration is recommended but cannot be achieved with existing units. This funding program will assist the Town with replacement of the first three RTUs in 2021.

The recommended RTUs are high efficiency units that will enhance the ventilation system of the building to allow for better air movement in and out of the building. The units allow for higher rated MERV 13 air filters, which allow for the capture of smaller size particulars in the air without diminishing the efficiency of the system. Additionally, an ultraviolet (UV) protection

package is being considered, provided it is proven to be useful in intercepting virus aerosols, including COVID-19.

The RTUs will be incorporated into the recently installed Building Management System and that will allow the Manager of Facilities to schedule the units to change the air throughout the system on a daily basis thus allowing for a total air exchange prior to occupants arriving to the building each day. Incorporating fresh air into the building provides health benefits to the occupants while also providing a more economical functioning of the system.

Administration is also researching portable air filtration units for Town Hall to assist with immediate air filtration improvements in areas that may not benefit from the new RTUs. Portable units with capacity to filter areas of 1,500 to 1,800 square feet are available and would work well to augment the RTUs in the short-term.

### **Barriers & Technology to Promote Physical Distancing:**

As part of the Town Hall renovation, the Customer Service Representative stations in the new Lobby area are intended to be fitted with glass barriers to protect staff and the visiting public. These glass barriers have been proven effective in intercepting respiratory droplets that can carry a virus and reinforces physical distancing.

Under Category 2, projects can also include technology that will enhance no or low touch means of providing service, reducing person-to-person interactions through physical distancing. A bundle of technology projects is proposed for Town Hall, including:

- Electronic wayfinding screens to be installed in the main lobby and Council lobby and would be used to direct visitors to the appropriate customer service counters or meeting rooms. This signage will also provide messaging related to visitor protocols.
- Room display systems for each meeting room to assist with coordination and scheduling of room use and communicating capacity limits, all of which promotes physical distancing.
- A web-based appointment booking system for visitors to facilitate on-line booking of meetings and appointments that will reduce simultaneous visitors at town hall and improve customer service with staff being made available at specified, pre-arranged times.
- Enabling more Town vehicles to be equipped with automatic vehicle location (AVL) technology to maximize fleet efficiencies in light of reduction of number of field staff permitted in a vehicle at the same time. This fleet coordination will allow for better physical distancing.

The combined Category 2 bundle of projects will use the remaining funds allocated to Tecumseh under the COVID-19 Resilience Stream.

## Consultations

Fire & Emergency Services  
Parks & Recreation Services  
Information & Communication Services  
Corporate Services & Clerk  
Financial Services

## Financial Implications

As the eligible costs of these projects are fully funded by the Federal and Provincial governments, there is no requirement for top-up funding by the Town. Note that taxes are not eligible costs, so the Town will be responsible for the non-rebateable portion of the HST.

Quotes for high water rescue vehicles from two suppliers were obtained for the purpose of establishing a budget for this vehicle for the Town's application to the COVID-19 Resilience Stream. The estimated cost of the truck based on the lowest quote, received from the Acela Truck Company, is \$210,000 (Excluding HST) converted from US funds at 31% and includes Customs and Transport Canada inspection fees. Actual costs would depend on the currency exchange rate at the time of purchase. To date, Administration has not found a Canadian supplier of such a vehicle.

Acquisition of a high water rescue vehicle, if approved, would be completed by seeking multiple quotes, following the Town's Purchasing Policy. Funds for this vehicle have not been included in the Operating or Capital budgets for Fire Services.

The projects in Category 2 will result in savings to the Town Hall Renovation budget and to the 5-Year Capital Plan for Facilities. The recommended replacement of Town Hall RTUs are included in the five (5) year capital plan "high rated efficiency to reduce gas and electrical use; changing from 65% efficient to 85-90% efficiency". In the capital plan, these units were estimated at \$10,000 each for a \$30,000 allocation in 2020. As previously indicated, the 2020 installation was delayed due to Town Hall Renovations and therefore this funding remains in reserve. The estimated (installed) cost of the new 85-90% efficiency RTUs with the UV package is \$23,035 each for a total cost of \$69,105 (excluding HST). Additional portable air filtration units of a size sufficient for Town Hall use is approximately \$5,250; it is estimated that two of these units will be needed for a total cost of \$10,500 (excluding HST).

The estimated cost for the barriers in the Lobby of Town Hall is \$20,000 and the estimated cost for the technology components is \$33,000 (excluding HST).

The following table summarizes the financial estimates for these projects.

Project	Estimated Amount (Excl HST)	Category of COVID-19 Resilience Stream
High Water Rescue Vehicle	\$210,000	Category 4 – Disaster Mitigation & Adaptation – Flooding or Category 2 – Emergency Vehicle
Town Hall HVAC – replacement of RTUs (3)	\$69,105	Category 2 – Safety retrofits to public sector buildings
Town Hall – Portable air filtration units (2)	\$10,500	Category 2 – Safety retrofits to public sector buildings
Town Hall – glass barriers in Lobby for Customer Service Representatives' interface with Public	\$20,000	Category 2 - Safety retrofits to public sector buildings
Town Hall – Wayfinding screens & meeting room display	\$20,000	Category 2 – Video screens and PA systems for announcements
Town Offices – On-line Appointment Booking	\$10,000	Category 2 – Security enhancements and physical distancing
Town Fleet – GPS AVL System	\$3,000	Category 2 – Automatic Vehicle Location Technology
Total	\$342,605	

## Link to Strategic Priorities

### Applicable

### 2019-22 Strategic Priorities

- ☐ Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.
- ☐ Ensure that Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.
- ☒ Integrate the principles of health and wellness into all of Tecumseh's plans and priorities.
- ☐ Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.
- ☐ 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:

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Chief Administrative Officer

Reviewed by:

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Recommended by:

Margaret Misek-Evans, MCIP, RPP  
Chief Administrative Officer

<b>Attachment Number</b>	<b>Attachment Name</b>
None	None