



## THE CORPORATION OF THE MUNICIPALITY OF KINCARDINE

**Subject:** Municipal Response to COVID-19 Pandemic/Delegation of Authority

**FYI Report Number:** CAO's-2020-05

**Meeting Date:** Monday, March 30, 2020

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**Recommendation:** THAT the Municipality of Kincardine delegate authority for administrative powers under the Municipal Act, 2001 and under any other legislation to the Chief Administrative Officer, exclusively for use in emergencies.

**Date to be considered by Council:** Monday, March 30, 2020

**Report Summary:** The Municipality established a COVID-19 Working Group which has been developing a Continuity of Operations Plan which will allow essential services to continue to operate. Many of the Municipality's programs and services have been impacted by the COVID-19 pandemic and planning is ongoing.

In order to address the legislative and administrative responsibilities of Council and Staff, it is recommended that the Chief Administrative Officer will be provided with enhanced delegated authority during emergencies.

**Origin:** N/A

**Existing Policy:** N/A

**Background/Analysis:**

### **Municipal Response to COVID-19 Pandemic**

On March 13, 2020 in response to the threat of COVID-19, the Municipality cancelled March Break Activities at the Davidson Centre and the Tiverton Sports Centre. In consultation with public health officials and neighbouring municipalities, the Kincardine Davidson Centre and the Tiverton Sports Centre were closed to the public beginning March 15 to April 5, 2020 at the earliest.

A COVID-19 Working Group (CWG) has been established to prioritize the health and safety of the staff. Cleaning regiments have increased in locations and physical distancing is encourage between employees. In addition to our own safety, we must

also consider our important role in providing essential services that support the well-being of our community. A Continuity of Operations Plan has been developed which focuses on the essential buildings, staff and supplies that are required to maintain these services.

The Kincardine Emergency Control Group [ECG] met on March 16, 2020 to receive an update from various agencies, including the OPP, Kincardine Hospital and the Health Unit. The ECG is developing communications that will keep staff and Council advised on developments from various agencies.

On March 17, 2020 when The Government of Ontario declared a State of Emergency to combat the spread of COVID-19 the Municipality of Kincardine, in consultation with all Bruce County lower tier CAO's and the Mayor, decided to close all remaining Municipal Facilities at noon until April 5, 2020 at the earliest. Closing municipal buildings has allowed us time to develop safety protocols and altered work arrangements to limit staff's exposure and ensure continuity of the workforce over the coming weeks and months.

The County of Bruce declared a State of Emergency on March 23, 2020 to heighten the public awareness of the emergency. The Province ordered the mandatory closure of all non-essential workplaces effective March 24, 2020 at 11:59 p.m. The Municipality of Kincardine declared a State of Emergency on March 24, 2020 in order to provide the Municipality with some technical and legislative tools to combat the COVID-19 Pandemic and to make residents aware of how serious the situation could become and to reinforce the actions needed to be taken to flatten the curve. With the County's and Municipality's declaration, the Emergency Control Group has been activated and will begin meeting routinely to receive updates.

On March 25, 2020 following the Premier of Ontario's announcement of ordering the closure of non-essential business and the message that social distancing efforts must increase, the Municipality of Kincardine instated a work-from-home plan for any staff that are able to do so. The business continuity plan has been implemented and the day to day operations of the Municipality will be managed. The timeframe for this action will be 14 days, to mirror the Province's timeframe for closure of non-essential businesses. The situation will be reassessed at the end of the 14 day period. The Water Department staff began a shift rotation effective Monday March 23<sup>rd</sup>. This step is being taken to ensure we have sufficient coverage and minimize the risk of our entire team.

The Municipality will continue to frequently update social media and the website regarding any changes to service and share posts from our community partner organizations.

#### Municipality of Kincardine Closures and Service Level Adjustments

- All active Municipality of Kincardine Cemeteries will be available for interments. Residents are encouraged to contact the Cemetery Superintendent and their funeral home on current restrictions as they may change from day to day during

the COVID-19 Pandemic. People are still able to visit gravesides at their discretion.

- The Municipality of Kincardine will be limiting lottery licensing services. No new lottery licences will be issued during this time. Existing lottery licences may require accommodations through this period. Please direct inquiries to Jennifer White (jwhite@kincardine.ca).
- The Municipality of Kincardine will not be issuing marriage licences as the MAC is closed.
- The Municipality of Kincardine will not be doing the commissioning of documents as the MAC is closed.
- Everyone applying for a building permit are to email the application and drawings or submit in the designated bin located in the front of the Municipal Administration Centre available only on Mondays and Thursdays between 8:30 a.m. – 4:30 p.m.
- The Municipality is promoting alternative payment options and alternative billing options. Payments can still be submitted in the drop box at the front of the Municipal Administration Centre as well as at the Underwood Community Centre.
- The Waste Management Centre will be closed until April 5, 2020 to the general public to allow preventative measures to be put in place to protect staff and the public. Access to our general contractors will be made available; please contact the Waste Management Centre to arrange site access. Curb side collection is continuing as scheduled at this time but please monitor <https://www.brucerecycling.com> for future updates. Bag Tags will not be available at Municipal Facilities but can be purchased at our private retailers. Please contact visit [www.kincardine.ca](http://www.kincardine.ca) for a list of locations.
- Burn Permits may be obtained by mailing a written request and/or the permit from last year with \$10.00. Please include your email address. There will be a waiting period of 48 hours to process the permits. Cheques are to be made payable to the Municipality of Kincardine.
- The Kincardine Municipal Airport Building is closed to the public. Please note that the airport is being staffed as usual and Aviation Fuels are available from our Card Lock System.
- The Spring Tall Tree Sale is postponed until further notice.
- At this time Animal Control will still be available to pick up stray dogs, please contact 519-396-2287. Please submit all other By-law complaints via email to [bylaw@kincardine.ca](mailto:bylaw@kincardine.ca). Such complaints will be addressed as needed. All home visits will be postponed until April 5, 2020 at the earliest.
- Bruce Area Solid Waste Recycling – on March 24, 2020 operations were changed due to safety concerns regarding the handling/storage of individual waste items required for recycle. As a result, we will be disposing of recycling at the Municipal landfill until the end of the COVID-19 Pandemic. We encourage residents who may be opposed to the landfilling of recyclables to store their items until operations resume.
- Municipal playgrounds and the Dog Park have been closed until further notice. The playground equipment is closed to protect the health and safety of the public.

## **Delegation of Authority**

To ensure that the Corporation continues to function during an outbreak situation, it is recommended that the Chief Administrative Officer be provided with enhanced delegated authority. This will help to ensure that the Corporation can function effectively during this current emergency situation.

Enhanced delegated authority would only be exercised by the Chief Administrative Officer in accordance with specific criteria as set out in Section 3 of the draft by-law. It allows the CAO to fulfill the administration functions of the Corporation to address the pandemic. These functions include those identified in the attached Delegation By-law.