



REPORT TO COUNCIL 2020-005

TO: Mayor Currie and Members of Council

FROM: Christine Hickey, CAO/Clerk

DATE: April 2, 2020

SUBJECT: COVID-19 Matters and Updates

Background

Currently, with the COVID-19 Pandemic municipalities are adjusting and changing the levels of service following orders and legislation applicable to the current crisis.

The information below provides a summary of how the Administration Office and Public Works department are continuing to provide service. As orders and directions continue to change and the possibility of the Pandemic worsening, there are additional matters Council will need to provide direction as to how they would like to proceed.

Administration Office – Health and Safety

A daily check in is occurring to ensure that the current work situation is satisfactory and there are no concerns. We continue to monitor our health and ensure that the office is cleaned often, enhanced sanitization of common places (door handles, photocopier, washroom facilities...) is occurring and maintaining proper social distancing standards.

Currently there are 3 or 4 staff working in the office, we have allowed for virtual work arrangements when requested. This practice is in accordance with the News Release dated March 16, 2020 by the Ministry of Health asking that all employers in Ontario facilitate virtual work arrangements to enable employees to work from home where possible to limit their activities and to self-isolate.

Public Works have switched to a shift schedule temporarily to mitigate the potential of infection to all Public Works staff. In addition, the Maintenance Facility is cleaned often and enhanced sanitization of vehicles and common areas is completed. This process is also following the above noted News Release, as virtual work arrangements are not possible within this department, this method allows for operations to continue in a manner that maintains social distancing.

Continuation of Services

To date, staff have been able to accommodate requests and inquiries that are coming in via phone or email. Below are common questions or services that are requested daily:

Burn Permits – This process has not been affected, the form and instructions are available on the website or by calling into the office to arrange for the documents to be sent. Staff complete the process and provide required sign-off.

Dog tags – Tags have been sent to residents, additional details on making changes are noted on the website under Animal Services. The website also indicates that Residents will have the opportunity to pay their dog tags without penalty or interest over the next 90 days.

Treasury – Required processes and reports are ongoing. Current focus is on Auditor requested updates. There have been inquiries on deferral of payment dates and waiving of penalties and interest on upcoming instalments.

Planning – Questions are ongoing, and staff are responding via phone or email. Review and progress on other documents and projects are continuing.

Construction Project: Bridge 6 – This project is proceeding; we will be provided with weekly construction updates.

Bridge 20 Tendering – This project is proceeding; we are expecting a proposed schedule in the next week from R.J. Burnside and Associates and tendering to follow shortly thereafter.

Matters for Discussion

Upcoming Payment Dates

As noted above staff have received a number of calls on the upcoming tax instalment date, Water Works billing date and penalty and interest charges. Attached, are documents from neighbouring municipalities on how they have dealt with deferral of payment dates and waiving of penalties and interest on upcoming instalments.

Request: Direction on how Council would like to proceed with the May Tax Instalment date, June Water Billing date and charging of fees and interest related to late payments.

Public Meetings

Currently there are 2 applications that have been received with a proposed public meeting date of April 15, 2020. The Ministry has advised that any appeal hearings and dates have been temporarily postponed until further notice. In review of neighbouring municipalities, some are accepting applications but advising that they will not proceed until further notice and other municipalities have advised that they are not receiving applications at this time.

Request: Direction on how Council would like to proceed with accepting planning applications and any required public meetings.

Water Rate Study

The presentation of the Water Rate Study was scheduled for April 15, 2020, which would allow for Council to receive the information and submit the application to renew the water licence. With the current restrictions in place, Watson and Associates is not able to complete a delegation in person but would be able to present this in an electronic format. There is no obligation to have a public meeting for water rates, although Council may request to have public input. There has been no direction received from the Ministry as to an extension on dates for water licence renewal.

Request: Direction on how Council would like to proceed with the Water Rate Study information and renewal of licence.

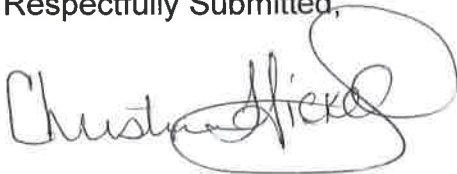
Financial Impact

N/A

Summary

Due to the current COVID-19 Pandemic, there are matters that require further discussion to determine how Council would like to proceed and plan for long term impacts.

Respectfully Submitted,

A handwritten signature in dark ink, appearing to read "Christine Hickey", with a large, stylized flourish at the end.

Christine Hickey
CAO/Clerk

Town of Shelburne

Community Relief Plan

We recognize this may be a very difficult financial time for you, the Town of Shelburne is offering the following relief:

- **Property Tax Relief** waiving of penalty charges on the May 21st, 2020 tax installment by deferring the due date to June 19th, 2020 for those unable to pay.
**For property owners on the Monthly or Instalment Based Pre-Authorized payment plan, please contact the office ASAP if you wish for your payment to be deferred from May to June. NSF fees will be waived. Please note Interest charges will still apply to prior overdue balances.
- **Water/Sewer Rate Relief** waiving of penalty charges on the March 27th, 2020 due date by deferring the due date to April 27th, 2020 for those unable to pay.
**For property owners on the Pre-Authorized payment plan, please contact the office ASAP if you wish for your payment to be deferred from March to April. NSF fees will be waived. Please note Interest charges will still apply to prior overdue balances.
- **Parking Relief** lifting overnight winter parking restrictions that don't impede emergency vehicles - effective March 24th, 2020
- **Licensing Relief** deferring dog license payments from April 1st to June 1st, 2020
- **Local Business Support** establishing a working group to determine critical needs and facilitate relief efforts

**Please note, the office is currently closed to the public – staff are still available to accept and make changes to your payment

Municipal Tax Penalty Relief

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Council for the Town of Mono has proclaimed the following:

“To assist residents during these difficult times, Council has proposed that the Town of Mono will suspend collection of penalty for late payment of the first instalment of taxes starting March 20 for a period of one month. Further, the due date for the second instalment of taxes will be moved forward from May 20 to June 24th. This proposal will be acted upon as soon as legislation allows Council to have an emergency session”

Payment of the second installment of interim taxes will be deferred from May 20th to June 24th, 2020. The Town will not be charging a late payment penalty on overdue taxes for the next month. This means that late payment penalties will not be applied for the month of April, 2020.

Orangeville Council approves emergency relief initiatives

Mar 23, 2020 | Council | General

Orangeville Council has approved a relief package for residents, as well as property and business owners. After declaring an emergency in the Town of Orangeville on March 20, Council took action, in a special meeting today, to waive all fees and interest related to late payment of property taxes (on all tax classes) for a three-month period, in response to COVID-19. The next tax due date is April 27, for the second instalment of the interim tax levy. Tax payments will continue to be accepted and processed by the Town. View a full list of e-services and payment options [here](#).

Penalties on overdue water fees will be waived by the Town for 90 days. Orangeville Hydro has suspended account collection activities including late payment interest on incremental balances and the provincial winter disconnect ban has been extended by an additional three months. Council agreed to ask the Minister of Energy for support of off-peak hydro hours around the clock during the pandemic.



Township of Amaranth

Administration Office – 374028 6th Line Amaranth, ON L9W 0M6

TEL: (519) 941-1007 FAX: (519) 941-1802

REPORT TO COUNCIL 2020-01

To: Council

From: Christine Hickey, CAO/Clerk

Meeting Date: Thursday, April 2, 2020

Subject: Gravel Crushing Tender Award – 2020

Purpose:

The purpose of this report is to advise Council of the following tender opening for 2020:

Gravel Crushing

Tender closed at 2:00 p.m. on Wednesday, March 31, 2020. Tenders were opened on March 31, 2020 at approximately 2:30 p.m.

The tender requirements specified a quantity of approximately 25,000 metric tonnes of gravel crushed to 5/8 inch.

Results as follows:

Bidder	Unit Price Per Metric Tonne (Excluding Taxes)	Total per Metric Tonne (25,000 Metric Tonnes Crushed)
Ontario Custom Crushing	\$1.94	\$2.19
Dalton R. Lowe & Sons Const.	\$1.87	\$2.11
Duivenvoorden Haulage Ltd.	\$3.15	\$3.56

The tenders met the criteria as set out in the tender document issued by the CAO/Clerk.

The 2019 total cost for Gravel Crushing was \$48,000.

Recommendation(s)

THAT the 2019 Gravel Crushing Tender be awarded to the lowest bidder Dalton R. Lowe & Sons Construction in the total tender amount of \$52,750.00.

Respectfully Submitted,

Christine Hickey
CAO/Clerk



Township of Amaranth

Administration Office – 374028 6th Line Amaranth, ON L9W 0M6

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REPORT TO COUNCIL 2020-002

To: Council
From: Christine Hickey, CAO/Clerk
Meeting Date: Thursday, April 2, 2020
Subject: Gravel Hauling Tender Award – 2020

Purpose:

The purpose of this report is to advise Council of the following tender opening for 2020:

Gravel Hauling

Tender closed at 2:00 p.m. on Tuesday, March 31, 2020. Tenders were opened on March 31, 2020 at approximately 2:30 p.m.

The tender requirements specified the loading and hauling of approximately 27,000 metric tonnes of 'A' gravel.

Results as follows:

Bidder	Unit Price Per Metric Tonne (Excluding Taxes)	Total per Metric tonne (27,000 Metric Tonnes)
Dalton R. Lowe & Sons Const.	\$3.80	\$4.29
Duivenvoorden Haulage Ltd.	\$4.55	\$5.14
Ralph MacDonald Construction	\$3.95	\$4.46

The tenders met the criteria as set out in the tender document issued by the CAO/Clerk.

The 2019 total cost for Gravel Hauling was \$101,438.41.

Recommendation(s)

THAT the 2020 Gravel Hauling Tender be awarded to the lowest bidder Dalton R. Lowe & Sons Construction in the total tender amount of \$115,830.

Respectfully Submitted,

Christine Hickey
CAO/Clerk



Township of Amaranth

Administration Office – 374028 6th Line Amaranth, ON L9W 0M6

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REPORT TO COUNCIL 2020-03

To: Council

From: Christine Hickey, CAO/Clerk

Meeting Date: Thursday, April 2, 2020

Subject: Haul, Mix and Stack Winter Sand Tender Award – 2020

Purpose:

The purpose of this report is to advise Council of the following tender opening for 2020:

Haul, Mix and Stack Winter Sand

Tender closed at 2:00 p.m. on Tuesday, March 31, 2020. Tenders were opened on March 31, 2020 at approximately 2:30 p.m.

The tender requirements specified a quantity of approximately 4,000 tonnes to be hauled to the Township sand storage, mixed and stacked.

Results as follows:

Bidder	Unit Price to Haul, Mix and Stack (Excluding Taxes)	Total Tender Price (approx.. 4,000 Tonnes)
Duivenvoorden Haulage Ltd.	\$5.50	\$24,860.00
Dalton R. Lowe & Sons Const.	\$4.50	\$20,340.00

The tenders met the criteria as set out in the tender document issued by the CAO/Clerk.

The 2019 total cost to Haul, Mix and Stack winter sand was \$59,760.49. This included the purchase of the winter salt to mix, the 2020 tender does not include purchase of winter salt.

Recommendation(s)

THAT the 2020 Tender to Haul, Mix and Stack Winter Sand be awarded to the lowest bidder Dalton R. Lowe & Sons Construction in the total tender amount of \$20,340.00.

Respectfully Submitted,

Christine Hickey
CAO/Clerk



Township of Amaranth

Administration Office – 374028 6th Line Amaranth, ON L9W 0M6

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REPORT TO COUNCIL 2020-004

To: Council
From: Christine Hickey, CAO/Clerk
Meeting Date: Thursday, April 2, 2020
Subject: Dust Control Products Tender Award – 2020

Purpose:

The purpose of this report is to advise Council of the following tender opening for 2020:

Dust Control

Tender closed at 2:00 p.m. on Tuesday, March 31, 2020. Tenders were opened on March 31, 2020 at approximately 2:30 p.m.

The tender requirements specified the supply and apply of approximately 350 Flake Tonnes.

Results as follows:

Bidder	Unit Price Per Flake Equivalent Tonne (Excluding Taxes)	Total per F.E. Tonne (350 Flake Tonne)
Da-Lee Dust Control Ltd.	\$404.74	\$457.36
Pollard Distribution Inc.	\$436.50	\$493.20

The tenders met the criteria as set out in the tender document issued by the CAO/Clerk.

The 2019 total cost for Dust Control Products was \$118,786.00.

Recommendation(s)

THAT the 2020 Dust Control Products Tender be awarded to the lowest bidder Da-Lee Dust Control Ltd. in the total tender amount of \$160,076.00.

Respectfully Submitted,

Christine Hickey
CAO/Clerk



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March 25, 2020

Dear Head of Council:

I want to take this opportunity to thank you for all the work you are doing as local leaders in protecting the health and well-being of your communities. I am also writing to provide an update on the government's plan to respond to COVID-19, and the actions that we will be taking to further protect Ontarians.

Today, I released *Ontario's Action Plan: Responding to COVID-19 (March 2020 Economic and Fiscal Update)*. The government's action plan is a first step in its response to COVID-19, and includes \$7 billion in additional resources for the health care system and direct support for people, jobs and employers. We will also make available \$10 billion in support for people and businesses through tax and other deferrals to improve their cash flow, protecting jobs and household budgets.

This \$17 billion response is a critical first step to ensure our health care system, communities and economy are positioned to weather the challenges ahead.

During this challenging time, I understand that municipal governments need to focus their attention on critical public health initiatives and other efforts to manage the local response to the COVID-19 outbreak.

The government has received input from municipal leaders, including AMO's president, that the reassessment should be delayed to provide much-needed stability to property owners and municipalities. That is why the government will also be postponing the property tax reassessment for 2021. This means that assessments for 2021 will continue to be based on the same valuation date that was in effect for 2020, providing stability for Ontario's property taxpayers and municipalities.

The Province recognizes that many residents and businesses are facing challenges in making their scheduled property tax payments. I understand that many municipalities are considering or have already announced plans to allow their residents and businesses to defer their property tax payments.

.../cont'd

In order to support and encourage these actions, the government is deferring the property tax payments that municipalities make to school boards by 90 days. This is consistent with requests that we have heard from a number of municipalities.

Deferring the upcoming quarterly (June 30) municipal remittance of education property tax to school boards by 90 days will provide municipalities the flexibility to, in turn, provide over \$1.8 billion in property tax deferrals to residents and businesses. In addition, the government is also deferring the following quarterly (September 30) municipal remittance of education property tax to school boards by 90 days.

As we work with our municipal partners to help stop the spread of COVID-19, we are providing nearly \$250 million of direct support that will assist municipalities in their efforts.

Further details on the property tax measures noted above will be provided to your municipal treasurers shortly through a letter from Allan Doheny, Assistant Deputy Minister, Provincial Local Finance Division.

The government is taking steps to lessen the burden for families, businesses and communities. I look forward to continuing to work in partnership with municipalities as we enhance our efforts to contain the spread of COVID-19, protect public health, support Ontario businesses and to weather the challenges ahead.

Sincerely,

A handwritten signature in black ink, appearing to read 'Rod Phillips', with a long, sweeping horizontal stroke extending to the right.

Rod Phillips
Minister of Finance

c: The Honourable Steve Clark, Minister, Ministry of Municipal Affairs and Housing
Greg Orenacsak, Deputy Minister, Ministry of Finance
Kate Manson-Smith, Deputy Minister, Ministry of Municipal Affairs and Housing
Allan Doheny, Assistant Deputy Minister, Provincial-Local Finance Division,
Ministry of Finance



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Le 25 mars 2020

Bonjour,

Permettez-moi d'abord de vous remercier pour tout le travail que vous faites à titre de dirigeants locaux pour protéger la santé et le bien-être de vos collectivités. Par la présente, je veux faire le point sur le plan du gouvernement pour faire face à la COVID-19 et les mesures que nous prenons pour protéger les Ontariennes et Ontariens.

Aujourd'hui, j'ai déposé le document *Plan d'action de l'Ontario contre la COVID-19 (Mise à jour économique et financière de mars 2020)*. Ce plan d'action représente la première des mesures que le gouvernement entend prendre pour faire face à la COVID-19 et prévoit 7 milliards de dollars en ressources supplémentaires pour le système de santé et un soutien direct pour la population, les emplois et les employeurs. Nous injecterons également 10 milliards de dollars pour soutenir la population et les entreprises grâce à des reports d'impôt et autres afin d'accroître leurs liquidités, ce qui contribuera à protéger les emplois et les budgets des ménages.

Cette injection de 17 milliards de dollars représente une première mesure essentielle pour assurer que notre système de santé, nos collectivités et notre économie sont en mesure de relever les défis qui les attendent.

En ces temps difficiles, je comprends que les administrations municipales doivent focaliser sur les initiatives de santé publique et autres mesures locales cruciales pour faire face à la pandémie de COVID-19.

Le gouvernement a reçu des observations des dirigeants municipaux, dont le président de l'AMO, demandant que la réévaluation soit retardée afin de fournir la stabilité dont les propriétaires fonciers et les municipalités ont grandement besoin. Le gouvernement remettra donc la réévaluation foncière de 2021, ce qui signifie que les évaluations de 2021 resteront fondées sur la même date d'évaluation que celle qui était en vigueur pour l'évaluation de 2020, ce qui assurera une stabilité pour les contribuables fonciers et les municipalités.

La province reconnaît que de nombreux résidents peinent à payer leurs impôts fonciers au moment prévu. Je sais que beaucoup de municipalités envisagent ou ont déjà annoncé des plans pour permettre à leurs résidents et entreprises de reporter le paiement de leurs impôts fonciers.

.../suite

Afin de soutenir et d'encourager de telles mesures, le gouvernement reporte de 90 jours le paiement des impôts fonciers que les municipalités versent aux conseils scolaires. Cette décision cadre avec les demandes que nous avons reçues d'un certain nombre de municipalités.

Le report de 90 jours de la prochaine remise trimestrielle de l'impôt foncier prélevé aux fins scolaires (30 juin) aux conseils scolaires donnera aux municipalités une marge de manoeuvre qui, en retour, représentera des reports de l'impôt foncier de plus de 1,8 milliard de dollars pour les résidents et les entreprises. Le gouvernement reporte également de 90 jours la remise trimestrielle suivante (30 septembre).

De concert avec nos partenaires municipaux, nous nous employons à juguler la COVID-19 en fournissant près de 250 millions de dollars en soutien direct pour aider les municipalités dans leurs efforts.

Des précisions sur les mesures liées à l'impôt foncier dont il est question dans la présente seront fournies aux trésoriers des municipalités sous peu dans une lettre d'Allan Doheny, sous-ministre adjoint, Division des relations provinciales-municipales en matière de finances.

Le gouvernement prend des mesures pour alléger le fardeau des familles, des entreprises et des collectivités. J'attends avec plaisir l'occasion de travailler avec les municipalités pour accroître nos efforts afin d'enrayer la propagation de la COVID-19, de protéger la santé publique, de soutenir les entreprises de l'Ontario et de faire face aux défis à venir.

Cordialement,

le ministre des Finances,

A handwritten signature in black ink, appearing to be 'Rod Phillips', written over a horizontal line.

Rod Phillips

c.c. L'honorable Steve Clark, ministre des Affaires municipales et du Logement
Greg Orenacsak, sous-ministre, ministère des Finances
Kate Manson-Smith, sous-ministre, ministère des Affaires municipales et du Logement
Allan Doheny, sous-ministre adjoint, Division des relations provinciales-municipales en matière de finances, ministère des Finances