

To: Council in Committee of the Whole

From: Paul Ralph, Chief Administrative Officer,
Office of the C.A.O.

Report Number: CNCL-20-24

Date of Report: April 22, 2020

Date of Meeting: April 27, 2020

Subject: COVID-19 Pandemic Response Update

File: A-2120

1.0 Purpose

On March 13, 2020, Council considered Report CNCL-20-13 and approved an amendment to the City of Oshawa's Emergency Management By-law 77-2008, as amended ("Emergency Management By-law") which delegated certain powers to the Mayor and Chief Administrative Officer (C.A.O.) during an emergency.

The purpose of this report is to:

- (a) Provide an overall update on the City's COVID-19 pandemic response; and,
- (b) Provide information on the COVID-19 delegated decisions made by the Mayor and C.A.O. in accordance of the Emergency Management By-law, as amended.

Sections 6.01.5 and 6.02.5 of the Emergency Management By-law require the C.A.O. to prepare a report to Council at the next scheduled meeting providing:

- The justification for exercising the Mayor's and C.A.O.'s delegated authority;
- An outline of the actions taken with the delegated authority; and,
- Any recommendations arising from the emergency.

Attachment 1 is a copy of Report CNCL-20-13 dated March 13, 2020: COVID19 Pandemic Response.

Attachment 2 is a detailed summary of the City's external communications taken place as of April 20, 2020 related to the COVID-19 Pandemic.

Attachment 3 is a copy of the Emergency Management By-law.

2.0 Recommendation

It is recommended to City Council:

1. That Report CNCL-20-24, COVID-19 Pandemic Response Update, dated April 22, 2020, be received for information.
2. That the Federal and Provincial Governments be requested to provide funding to municipalities to cover the additional costs and loss in revenue experienced by municipalities as a result of the COVID-19 Pandemic.
3. That a copy of this resolution be forwarded to Prime Minister Justin Trudeau , Premier Doug Ford, the Association of Municipalities of Ontario, Large Urban Mayors Caucus of Ontario, all Durham MP's and MPP's, the Region of Durham and all Durham area municipalities.

3.0 Executive Summary

On March 13, 2020 City Council approved amendments to the Emergency Management By-law in response to the COVID-19 pandemic as outlined in Attachment 1. To ensure business continuity for the provision of services to the community, the amendments delegated authority to the Mayor for "Legislative Powers" including all matters where Council acts in a legislative and quasi-judicial function, including enacting by-laws, setting policies, and exercising decision making authority.

Further, the amendments to the Emergency Management By-law delegated authority to the Chief Administrative Officer for "Administrative Powers" including all matters required for the management of the Corporation, including staffing and the provision of services.

These powers would be available even in the absence of the declaration of emergency under the *Emergency Management and Civil Protection Act, R.S.O. 1990, c. E. 9* ("*Emergency Management and Civil Protection Act*").

On March 16, 2020 the C.A.O. first exercised his delegated authority by closing certain City facilities to the public.

On March 17, 2020, the Mayor first exercised his authority by cancelling meetings taking place in March including meetings of City Council, Advisory Committees and Committee of Adjustment.

In addition, the Emergency Management By-law requires the C.A.O. and the Mayor, through the C.A.O., to advise Council of any exercise of delegated authority within 24 hours of the date of exercise of the authority. This was addressed through the daily memos and other emails to Council that were distributed from the Mayor and/or the C.A.O.

Additionally, the C.A.O., on behalf of the Mayor, will prepare a report to Council at the next scheduled meeting providing:

- The justification for exercising their delegated authority;
- An outline of the actions taken with the delegated authority; and,
- Any recommendations arising from the emergency.

4.0 Input from Other Sources

The following have been consulted in the preparation of this report:

- Corporate Leadership Team (C.L.T.)
- Oshawa Senior Citizens Centres
- Municipalities: Regional Municipality of Durham, City of Pickering, Town of Ajax, Town of Whitby, Municipality of Clarington, and the Townships of Brock, Scugog and Uxbridge.

5.0 Analysis

The COVID-19 virus is a significant health threat according to health care professionals. There is little known about this virus including if there may be a rebound effect. Health care professionals advise that we must not become complacent until it is determined that the threat is over.

The number of COVID-19 confirmed cases, across the world and locally in the Region of Durham and Oshawa, continues to rise, as does the number of related deaths. The response and measures put in place by all levels of government continue to evolve and change daily if not hourly in some cases. The following outlines the various actions that the Government of Canada, Province of Ontario, Region of Durham, and the City of Oshawa have undertaken in response to COVID-19. These are certainly unprecedented and challenging times.

5.1 Government of Canada

On March 25, 2020, the Government of Canada, announced an Emergency Order under the *Quarantine Act*, S.C. 2005 c 20 ("*Quarantine Act*") that requires any person entering Canada by air, sea or land to self-isolate for 14 days whether or not they have symptoms of COVID-19. They must not go to work, grocery stores or on walks. They should monitor for symptoms of COVID-19 for 14 days and contact their primary care provider. Failure to do so may result in charges and penalties. The Government of Canada also closed the US/Canadian border to visitors. Additional information on the Government of Canada's COVID-19 response including funding programs can be found on its website at <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/canadas-reponse.html>.

5.2 Province of Ontario

On March 17, 2020, the Province of Ontario declared a state of emergency, in an effort to stop the spread of COVID-19 and keep people home. The Emergency Declaration has been extended to at least May 12, 2020.

On March 17, 2020 the Province ordered the following establishments to close immediately:

- All facilities providing indoor recreation programs
- All public libraries
- All private schools under the *Education Act*, R.S.O. 1990, c. E.2
- All licensed child care centres
- Bars and restaurants (except takeout and delivery services)
- All theatres and concert venues

Further, all organized public events of over fifty people including parades and events and communal services were also prohibited.

On March 19, 2020 the Province amended the *Municipal Act, 2001*, S.O. 2001, c. 25 ("*Municipal Act, 2001*") to allow electronic meetings that would include those Council members participating remotely as part of quorum.

On March 24, 2020, the Province of Ontario issued an emergency order directing all non-essential businesses to close immediately. Essential businesses that were allowed to continue providing services at the time included, but were not limited to, government services, grocery stores and pharmacies, telecommunications and I.T. infrastructure service providers, and businesses that support power generation, natural gas distribution and clean drinking water. In addition, essential businesses were to put into place any and all measures to safeguard the well-being of their employees on the front lines.

On March 28, 2020, the Ontario government issued a new second emergency order, prohibiting organized public events and social gatherings of more than five people including weddings, events and communal services within places of worship.

On March 30, 2020, the Ontario government issued a new third emergency order, to close all communal or shared, public or private, outdoor recreational amenities everywhere in Ontario, including but not limited to playgrounds, sports fields, basketball and tennis courts, off-leash dog parks, beaches, skateboard and BMX parks, picnic areas, community gardens, park shelters, outdoor exercise equipment, condo parks and gardens, and other outdoor recreational amenities. Green spaces in parks, trails, ravines and conservation areas that are not otherwise closed would remain open for walkthrough access, but individuals must maintain the safe physical distance of at least two metres apart from others.

The above actions were based on the advice of the Chief Medical Officer of Health at the Provincial level.

Further, on March 31, 2020, the Ontario government extended the closure of all publicly funded schools from April 6, 2020 to May 3, 2020. The Premier of Ontario has subsequently indicated that schools will not be open on May 4, 2020 based on health care information at this time. It is unknown when schools will be open again.

Finally, on April 3, 2020, the Province of Ontario issued a new fourth emergency order further restricting the previous list of non-essential businesses that are required to close immediately.

In addition, the Province now allows Municipal By-law Enforcement Officers to enforce Ontario Provincial Orders (e.g., social gatherings greater than five people).

Additional information on the Province of Ontario's response can be found on its website at <https://covid-19.ontario.ca>.

5.3 Region of Durham

On March 24, 2020, Durham Region declared an emergency. Assistance, to date, for the Durham Region community during COVID-19 has been outlined in Report #2020-COW-14, dated April 8, 2020.

Durham Region Police Service (D.R.P.S.) have set up a reporting process for Durham residents who want to report a non-compliant business or a large gathering of over five people which includes an organized public event of more than five people, such as a parade; a social gathering of more than five people; a gathering of more than five people for the purposes of conducting religious services, rites or ceremonies; including an event or gathering even if it is held at a private dwelling. Residents can now report either situation on www.drps.ca under Online Services - Community Concern, or call the D.R.P.S. non-emergency line at 1-888-579-1520.

Durham Region Health Department has created an online dashboard to present updated information about COVID-19 cases in Durham Region. For the most up-to-date information about COVID-19 in Durham Region, can be found at www.durham.ca/NovelCoronavirus.

5.4 City of Oshawa

On March 13, 2020, City Council:

- Closed all community and recreation facilities to the public effective end of business day on Friday, March 13, 2020 for a period of three weeks or otherwise, as determined by the City's C.A.O. in consultation with the Mayor to prevent the spread of the virus;
- Cancelled all City-initiated public information sessions until April 5, 2020 to prevent the spread of the virus;
- Amended the Emergency Management By-law generally in accordance with Attachment 1 to delegate certain powers to the Mayor and C.A.O. for a limited period; and,

- Cancelled the special Council meeting scheduled for March 24, 2020 on the Fire Master Plan.

As a result, recreation programs and facility rentals were suspended until April 6, 2020.

On April 6, 2020, the Mayor declared an emergency under the *Emergency Management and Civil Protection Act*.

On April 15, 2020, Council extended the delegation of certain powers under the Emergency Management By-law to the Mayor and C.A.O. for the duration of the emergency related to the COVID-19 virus. At that time, Council also amended the City Council's Procedure By-law to allow electronic meetings during an emergency.

5.4.1 Emergency Management By-law

Every decision made by the Mayor and C.A.O. during the pandemic was based on the following considerations:

- The best available health care professional information at the time;
- Consultation with the City's senior staff;
- Consultation with other Durham Region C.A.O.s as appropriate; and,
- The primary consideration being the best interests of our community and, in particular, its health and safety.

The following are the actions taken by the Mayor as of April 20, 2020 pursuant to the Emergency Management By-law.

Date	Action Taken	Justification
March 17	<ul style="list-style-type: none"> • Cancelled meetings taking place in March including the March 23 City Council meeting, the Advisory Committee meetings, and the Committee of Adjustment meeting. 	<ul style="list-style-type: none"> • In response to the Province of Ontario declaring an emergency on March 17 to help prevent the spread of the COVID-19 virus. • Please note that many Advisory Committee members advised that they did not want to meet in March due to the pandemic.
March 21	<ul style="list-style-type: none"> • Waiving tax payment penalties and interest for 60 days for all residents and businesses, effective with the April 27, 2020 tax installment. • The two-month grace period, until June 30, is for the April 27, 2020 installment with no penalties or interest charged. Insufficient funds and pre-authorized payment related fees will be waived. • The first installment of the final residential billing scheduled for June 26, 2020 will be delayed by one month to July 24, 2020. The commercial billing date is July 27, 2020. 	<ul style="list-style-type: none"> • Changes to provision(s) in City's Interim Tax Levy By-law and General Fees and Charges By-law in response to the Province's declaration of a state of an emergency, request to stay home and potential financial loss. • Based on recommendation of Commissioner of Finance. • Consistent with decisions made by other Durham Region municipalities. • The Mayor also consulted with Chair of the Finance Committee.
March 31	<ul style="list-style-type: none"> • Cancelled all Standing, Advisory and other Committee meetings for the month of April 2020. In addition, all public consultations and information sessions scheduled during the month of April 2020 were also cancelled. 	<ul style="list-style-type: none"> • In response to the Province of Ontario's order to limit the size of gatherings and to the Provincial declaration of an emergency. • To help prevent the spread of the virus, intent was to proceed with a Special Council meeting to determine requirements for electronic meetings (held April 15), then hold scheduled April 27, 2020 Council meeting. • Only one regularly scheduled Council meeting (March 23, 2020) has been cancelled during the emergency.

The following are the actions taken by the C.A.O. pursuant to the Emergency Management By-law as of April 20, 2020.

Date	Action Taken	Justification
March 16 and March 17	<ul style="list-style-type: none"> Closed Oshawa Animal Services, City Hall, Consolidated Operations Depot until April 5, 2020. On March 17, 2020 the Oshawa Executive Airport Terminal Building was closed to the public until April 5, 2020. 	<ul style="list-style-type: none"> To help prevent the spread of the COVID-19 virus and to address staff concerns. Airport Terminal tenants supported closure to public. Note: Oshawa Fire Halls were previously closed to the public by the Fire Chief to better protect Fire Services staff.
March 17	<ul style="list-style-type: none"> Letters were sent to all Crossing Guards (by mail) and to a number of the Recreation and Culture Services Exempt Temporary Part-time staff (by email) advising that they would be compensated until April 5, 2020, while closures are in place. 	<ul style="list-style-type: none"> In response to the March 17 announcement by the Province of Ontario declaring an emergency and the closure of schools until April 5 and closure of indoor recreation facilities.
March 18	<ul style="list-style-type: none"> Increased the 4 bag limit for garbage collection to 6 bags with no bag tags required. 	<ul style="list-style-type: none"> In response to more people staying at home as per the Province's declaration of an emergency and request to stay home. Inability of residents to purchase bag tags. Based on Region of Durham's decision in other municipalities to increase bag limit.
March 19	<ul style="list-style-type: none"> Business, taxi and animal licences due to expire at the end of March have been extended to May 31 to allow individuals and businesses more time to submit and process these applications. 	<ul style="list-style-type: none"> In response to the closure of City Hall and the Province's declaration of an emergency and request to stay home.

Date	Action Taken	Justification
March 19	<ul style="list-style-type: none"> • Provided free parking at all metered on-street locations and certain municipal parking lots in downtown Oshawa until Sunday, April 5. This was subsequently extended until further notice. 	<ul style="list-style-type: none"> • To support restaurants providing take-out delivery and other Downtown businesses that remain open. • Requested by BIA to support Downtown Business during the pandemic.
March 23	<ul style="list-style-type: none"> • Closed playgrounds, sports fields, ball diamonds, courts, skate parks and park washroom facilities until further notice. 	<ul style="list-style-type: none"> • To help prevent the spread of the COVID-19 virus.
March 26	<ul style="list-style-type: none"> • Closed Harmony Valley Off-Leash Dog Park until further notice. 	<ul style="list-style-type: none"> • To help prevent the spread of the COVID-19 virus.
March 26	<ul style="list-style-type: none"> • Reduced Service Oshawa hours. 	<ul style="list-style-type: none"> • In response to City Hall closure and reduced customer inquiries.
March 27	<ul style="list-style-type: none"> • Cancelled all Recreation and Culture programs scheduled for the upcoming Spring session. 	<ul style="list-style-type: none"> • To help prevent the spread of COVID-19 virus.
April 1	<ul style="list-style-type: none"> • Closed the following City facilities to the public until further notice: <ul style="list-style-type: none"> ▪ All City community and recreation facilities ▪ City Hall ▪ Consolidated Operations Depot ▪ Oshawa Animal Services ▪ Oshawa Fire Halls ▪ Oshawa Executive Airport Terminal building 	<ul style="list-style-type: none"> • To help prevent the spread of the COVID-19 virus and address staff concerns. • In response to a number of the Provincial orders. • Closure of community and recreational facilities is in accordance with Council resolution of March 13, 2020 which allowed the C.A.O. to extend closures beyond April 5, 2020 in consultation with Mayor.

Date	Action Taken	Justification
April 1 (cont'd)	<ul style="list-style-type: none"> • Closed outdoor amenities until further notice including: <ul style="list-style-type: none"> ▪ Playgrounds ▪ Sports fields and ball diamonds ▪ Courts (including Pickle Ball, Tennis and Basketball courts) ▪ Skate parks ▪ Park washroom facilities ▪ Harmony Valley off-leash dog park ▪ Lakeview Park Beach area ▪ Community gardens 	
April 1	<ul style="list-style-type: none"> • Cancelled all City-led special events and festivals, as well as special event permits through to and including July 1, 2020. • Cancelled permits for festivals and events in City facilities and outdoor spaces. • Cancelled permits for City indoor facilities, outdoor sports fields, diamonds, parks and open spaces in April and May. 	<ul style="list-style-type: none"> • To help prevent the spread of the COVID-19 virus amongst the public and those volunteers and staff that need to organize such events, etc. • In response to the Province of Ontario order to limit gatherings to no more than five (5) persons. • In response to the Provincial orders to close all outdoor recreational amenities, such as sports fields and playgrounds, effective immediately.
April 3	<ul style="list-style-type: none"> • Issued temporary layoff notices to the Crossing Guards and a number of Exempt Temporary Part-time Recreation and Culture Services staff effective April 6, 2020, with plan for a recall to return to work once schools and recreational facilities reopen. 	<ul style="list-style-type: none"> • Based on the extension of school closures by the Province of Ontario until May 3, 2020 as well as the ongoing closure of recreation facilities. The Premier of Ontario has subsequently advised that it is unknown when schools will open again. • This decision was based on there being no opportunity for these groups to work from home. The temporary layoff will allow these employees to apply for emergency benefits provided under the new federal emergency funding programs.

Date	Action Taken	Justification
April 3 (cont'd)		<ul style="list-style-type: none"> Benefits continue during the layoff period for eligible employees. The Employee and Family Assistance Program benefit was extended for all employees during the pandemic.
April 8	<ul style="list-style-type: none"> Issued temporary layoff notices to temporary (full and part time) recreational staff and casual staff and other temporary staff. 	<ul style="list-style-type: none"> Based on the closures of recreation facilities as per Provincial Orders and closure of other City facilities to the public. This decision was based on there being no opportunity for some of these groups to work from home as well as there being reduced work given that City facilities were closed to the public. The temporary layoff will allow these employees to apply for emergency benefits provided under the new federal emergency funding programs. Certain employees requested to be laid off before their hours of work were significantly reduced in order to take advantage of federal programs. Benefits continue during the layoff period for eligible employees.

Note: Some of the actions/operational matters outlined in this report may overlap with the Delegated Approval Authority under the Emergency Management By-law, the C.A.O.'s By-law, and the Purchasing By-law.

5.4.2 Operational Matters

As the C.A.O., I am extremely proud and appreciative of the dedication to public service and the hard work provided by City staff during this emergency pandemic.

My number one priority during this pandemic is the health (both physical and mental) of our community and our staff.

Our goal is to continue to try to deliver as many City government services we can during this emergency. Our residents and businesses deserve and expect the best level of service we can provide during these challenging times.

In consideration of the foregoing a number of operational matters have been advanced to ensure business continuity and to ensure a safe working environment to prevent the spread of the virus.

These matters, include among others, the following:

- Having staff that can work from home based on Federal and Provincial directives. Staff working from home have regular check-ins with their supervisor to go over work plans/projects and to ensure the employee is working.
- At the March 13, 2020 Council meeting I indicated that we would be acquiring equipment (i.e. surfaces and related IT services) to allow staff to work from home where appropriate. That equipment was obtained.
- Having staff rotate in and out of the office on certain days in different service areas to ensure continuous coverage at a City facility and to allow working from home on days not at a City facility.
- Staff were encouraged to take advantage of online training while working from home.
- Splitting up Service Oshawa staff so some work at City Hall and others work at the C.O.D.
- Accepting and reviewing Building Permit applications in digital formats.
- Undertaking remote Building Inspections using Google Duo technology rather than in person inspections. Other municipalities see us as leaders in this area.
- Investigating, with the Central Lake Ontario Conservation Authority, the use of Google Duo technology to advance site walks of development sites
- Redeploying staff on an informal basis within their own branches or divisions. We will be exploring, if necessary, other opportunities for redeployment in accordance with new Provincial legislation and consultation with Unions as appropriate.
- Establishing a “Virtual Adoption Program” for cats at Animal Services. Other municipalities see us as leaders in this area.
- Undertaking as much maintenance and repair work within our facilities while they are closed to the public.
- Undertaking as many approved capital projects as we can given Provincial government restrictions on various constructions/repair/maintenance activities. Advancing permitted capital projects also provides opportunities for jobs in our community.
- Not planting various City flower gardens at this time to be consistent with the Province’s decision to close community gardens.
- Modifying our Attendance Support Program for staff to be more flexible during the COVID-19 Pandemic.
- A temporary freeze on filling vacant positions. This did not affect the hiring of a new Communications Officer in Fire Services and eight new firefighters (i.e., four new

positions approved by Council in 2019 and four vacant positions created by retirements).

- Tracking all costs and revenue losses as a result of the COVID-19 Pandemic.
- A detailed review of the 2020 Budget for the identification of potential areas of savings to assist in offsetting the City's financial burden resulting from the COVID-19 Pandemic.
- Organized a City of Oshawa Drive-thru Salute to front-line health care workers at Lakeridge Health Oshawa on April 15, 2020.
- Organized the structure for electronic meetings for Council during the emergency.
- Staff have increased cleaning and disinfecting schedules in City facilities.
- Facilitated the Feed the Need drive thru food donation drive at the Delpark Homes Centre parking lot.
- Put in place a Fire Ban to preserve Fire resources and limit risk.
- Removed Diabetes Canada textile donation bins a various City facilities since they cancelled their service and excess waste was accumulating around the bins.
- Picnic tables at Lakeview Park were gathered and placed under the picnic shelter to prevent use and gatherings in the park.
- Municipal Law Enforcement staff have taken on more responsibilities to enforce certain Provincial Orders (i.e. gatherings more than 5 and non-essential businesses that are open that should not be open).
- Provided funding in the amount of \$12,500 from the City's O.U.R. account to the Canadian Mental Health Association for its Mission United Project to provide Oshawa's unsheltered population essential services at the Backdoor Mission (i.e. medical equipment, medications, personal protection equipment during the pandemic).
- On March 19, 2020, Council was advised that we were looking at receiving hand sanitizer from a local brewery "All or Nothing". The availability of hand sanitizer in stores is at a premium and we needed it for our staff in our facilities. The hand sanitizer was purchased.

5.4.3 Pandemic Planning Steering Committee

The City's Emergency Master Plan has been activated by the Fire Chief.

Since March 13, 2020, the Pandemic Planning Steering Committee, co-chaired by the Commissioner of Community Services and the Fire Chief started meeting daily during the work week and sometimes on weekends as needed. The Pandemic Planning Steering Committee meetings involved the Mayor, Deputy Mayor, C.A.O., the Corporate Leadership Team as well as representation from City Clerk Services, Corporate Communications,

Facilities Management Services, Fire Services, Municipal Law Enforcement and Licensing Services, Operation Services, Recreation and Culture Services, and Strategic Business Services.

The Pandemic Planning Steering Committee meet regularly to review the latest information about COVID-19, updated information from the Federal government and Durham Region, new Provincial orders, and the impact to municipal services to determine appropriate actions in response to the pandemic. Following each meeting, the Mayor and C.A.O. update Members of Council by providing a memo that summarizes the matters that were advanced by the Pandemic Planning Steering Committee.

5.4.4 Communications

From the beginning of this pandemic it was emphasized by the C.A.O. and Mayor how important both external and internal communication was during this emergency.

Human Resource Services (H.R.S.) have been in communications with the Executive Committees of CUPE Local 250 (Outside Workers), CUPE Local 251 (Inside Workers), the IAFF Local 465 and CUPE Local 3760 (Crossing Guards), in order to keep them apprised of changes as these develop, and to seek flexibility relating to potential impacts to staffing levels. H.R.S. has also committed to continued communications with CUPE Local 3760 in order to better support their members during the period of the temporary layoff.

To provide updated information to staff on COVID-19, H.R.S. have distributed numerous Employee Advisories and emails; updated the Employee hotline phone number; updated iConnect website home page and developed a COVID-19 webpage with Frequently Asked Questions.

To provide updated information to members of the public, Corporate Communications developed a comprehensive communication plan and implemented the following:

- Website: a dedicated City COVID-19 webpage; website home page and pop-up; website Frequently Asked Questions webpage
- Social Media: posting of key messages, videos and sharing partner messaging through social media accounts
- Newspaper: placement of newspaper advertisements and columns
- Videos: Instagram Live at Five and Mayor update videos
- Radio advertisements
- Public Notices and Media Releases
- Temporary boulevard signs throughout the city
- Use of City facility electronic signs

- Closure signs at playgrounds, sports courts, Lakeview Park beach area, washrooms at parks and City facilities
- Free parking until further notice signs at downtown meters and certain parking lots in the downtown

A detailed summary of the various external communication items for the public are outlined in Attachment 2.

In addition, the C.A.O.'s from all Regional municipalities have a bi-weekly teleconference meetings to receive updates.

The Mayor also is in regular contact with the Interim C.E.O. of Lakeridge Health to offer any assistance. To date Lakeridge Health has not required anything from the City.

The Fire Chief also participates in the operation of the Durham Emergency Management Office and gets regular updates from Durham Health.

5.4.5 Economic Recovery

It is important to continue to work on the recovery of local economy with the support of the Federal, Provincial and Regional governments.

On April 14, 2020, Mayor Carter established the Mayor's Economic Recovery Task Force. The Task Force will be chaired by Councillor Marimpietri and will consist of representatives from, among other areas, the Greater Oshawa Chamber of Commerce, the Downtown Business Improvement Association (Downtown B.I.A.), the construction industry, the post-secondary institutions, the real estate association, the financial sector and employment support services sector.

The Task Force will make recommendations to help businesses, during and after the pandemic, including ways to advocate for support from other levels of government.

The City's Economic Development Services Branch has been involved in a number of activities related to addressing the COVID-19 pandemic situation. These include:

- The creation www.investdurham.ca/covidresponse which provides authoritative information on government programs and response to the crisis. This includes information on:
 - Senior level of government's program announcements and program details
 - Digital resources (webinars)
 - Links to government requests to companies asking for assistance with respect to the provision priority goods (masks) and services
 - Links to public health resources
- Ongoing social media communications to direct clients to the InvestDurham page.

- Frequent communications with the Downtown B.I.A. regarding local issues and referrals to City and Regional departments as needed.
- On-going work with the Welcoming Streets Initiative to ensure that the program continues to serve the vulnerable populations in the core as well as the local business community.
- Daily communications with local companies to respond to their issues, concerns and offers of assistance.
- Directly working with companies to assist them in advancing their development and investment plans during these uncertain times.
- Participation in the Region of Durham Economic Task Force comprised of all the local and Regional economic development offices, all the Durham Chambers of Commerce and the local B.I.A.'s.
- Arranged the April 1 Telephone Town Hall with the Mayor, Chair of the Development Services Committee, Oshawa Chamber of Commerce, Downtown B.I.A. and Oshawa PUC Energy Services Inc. ("Oshawa Power") to inform the Oshawa business community about what the City and Region are doing and to solicit input about their needs.
- Follow-up on the Telephone Town Hall related to the individual needs expressed by companies and planning for follow-up activities.

In addition, Building Services continues to process building permit applications to help advance construction work permitted by the Provincial Government and to ensure permits are ready to be issued when the emergency restrictions are lifted. On a positive note the City had two building permit records in March including most apartments and highest residential construction value in any March.

5.5 Oshawa Senior Citizens Centres

The Oshawa Senior Citizens Centres have been proactive and connecting with seniors 55+ by respecting social/physical distancing requirements and by, among other matters:

- Providing daily outreach to their members by phone and supporting conversations with caregivers of clients in its Adult Day Programs.
- Conducting Zoom meetings with staff and service providers to stay connected.
- Hosting webinars to understand what virtual programming and outreach is happening across the sector in Ontario.
- Hosting online programming (fitness, yoga, history classes etc.).
- Posting News & Alerts online (keep seniors up to date on current news).

- Delivering Virtual Bingo cards.
- Preparing and distributing care packages across Oshawa, to members and non-members (senior's residences, Long Term Care facilities, and grocery stores etc.).
- Delivering frozen and hot meals prepared by Pelican Events and Catering.
- Partnering with Community Care Durham to deliver food boxes as the demand has increased.
- Picking up groceries and pharmaceutical supplies for delivery to seniors when requested by Service Oshawa.
- Updating Social Media messaging regularly including a message from the Executive Director of the Oshawa Senior Citizens Centres.
- Setting-up a teleconference line for staff to connect with several clients on the same call, for group discussions i.e. Trivia, Wellness, Exercise, Music, Reminiscing, etc.
- Including dedicated resource pages for seniors and FAQ's re: COVID-19.
- Developing, posting and sharing electronically with community partners an OSCC55+ COVID-19 Resource Guide.

5.6 Staffing Considerations

The Province of Ontario has amended the *Employment Standards Act, 2000, S.O. c. 41* ("*Employment Standards Act, 2000*") to extend employee protections in response to the COVID-19 pandemic. Bill 186, the *Employment Standards Amendment Act (Infectious Disease Emergencies), 2020*, for example, amends leaves of absence provisions to provide more leave entitlements to employees impacted by the pandemic and to prohibit employers from requesting medical notes in relation to the new leave. These amendments are retroactive to January 25, 2020.

The Government of Canada has announced funding up to \$27 billion to provide income support for individuals and businesses affected by COVID-19, which includes direct income support for individuals as well as funding to assist with liquidity for businesses in the form of tax deferrals, and, most recently, wage subsidies to help small businesses keep their employees. These initiatives include changes and enhancements to the Employment Insurance (E.I.) program to assist and facilitate access to income for employees who are now out of work due to the pandemic and who may not qualify for E.I. The Federal Government continues to look at ways to financially support businesses.

The City's staff complement is 776 FTEs (Full-time Equivalent), which is approximately 1,250 employees. As of April 20, 2020, self-isolation due to COVID-19 was required for a total of 141 City employees overall during this pandemic. As of April 20, 2020, 16 employees are still self-isolating. Although a number of employees were in self-isolation many were still working from home. Others could not work from home due to the nature of their work and were being paid (i.e., firefighters, Operations). Due to the significant number

of employees being affected by self-isolation, the City decided to suspend the administration of the Attendance Support Program until April 5, 2020. As of April 6, 2020, the Attendance Support Program resumed but continued to exempt COVID-19 related absences. H.R.S. made the decision to extend the Employee and Family Assistance Program (E.F.A.P.) benefit to all employees, regardless of whether they were ordinarily entitled to such as benefit. The E.F.A.P. benefit allows employees and their families access to, among other resources, counselling and mental health supports.

We are committed to doing all we can to keep staff working and being paid in order to continue providing services to our community that our residents and businesses need and expect, while at the same time protecting everyone’s health and safety.

Earlier this month, the C.A.O. decided to layoff certain employees given the lack of work due to such matters as Provincial school closures and Provincial closures of recreation facilities as a result of the COVID-19 pandemic. Benefits continue for eligible staff during the layoff.

Any decision to lay off staff is difficult and is not made lightly. These are unprecedented and challenging times. The decision for any layoff must be balanced with consideration of our taxpayers.

A breakdown of the number of the COVID-19 laid-off employees is as follows:

Group	Crossing Guards	Inside Workers	Outside Workers	Part Time Recreation	Exempt	Total
Regular Full Time	0	0	0	0	0	0
Regular Part Time	122	8	0	0	0	130
Temporary Full Time	0	2	0	0	1	3
Temporary Part Time	3	9	12	260	0	284
Total	125	19	12	260	1	417

6.0 Financial Implications

The City is tracking approximately \$ 1.939 million unfavourably as of April 20, 2020. The estimated net impact is due to lost revenues and increased expenditures in the amount of \$ 4.270 million (\$3.195 million in lost revenue and \$1.075 million in increased costs) offset by cost savings and reduction items identified by staff in the amount of \$2.331 million.

Finance Services will continue to track and record all expenditures and lost revenues relating to the pandemic event. These amounts are changing on a daily basis.

Finance Services, in conjunction with C.L.T., is working through the identification of budget risk mitigation strategies to help offset the financial impacts of the COVID-19 crisis and will report to Council on this in the future. This strategy includes a detailed line-by-line review of the 2020 Budget to identify potential cost savings.

Given the significant impact on the City's taxpayer and budget, it is important to advocate for both Federal and Provincial funding to offset the City's additional costs and lost revenues as a result of the COVID-19 virus pandemic.

7.0 Relationship to the Oshawa Strategic Plan

This report responds to the Oshawa Strategic Plan Goal of Accountable Leadership.



Paul Ralph, Chief Administrative Officer,
Office of the C.A.O.

Attachments

To: Council in Committee of the Whole

From: Paul Ralph, Chief Administrative Officer,
Office of the C.A.O.

Report Number: CNCL-20-13

Date of Report: March 13, 2020

Date of Meeting: March 13, 2020

Subject: COVID-19 Pandemic Response

File: A-2120

1.0 Purpose

The report is to provide Council with an update of the COVID-19 pandemic and the potential impact to the City's services and programs.

2.0 Recommendation

It is recommended to City Council:

That based on Report CNCL-20-13 dated March 13, 2020 the following actions be undertaken in response to the COVID-19 pandemic:

1. That the City of Oshawa's community and recreation facilities be closed to the public effective end of business on Friday, March 13, 2020 for a period of three weeks or otherwise, as determined by the City's Chief Administrative Officer (CAO) in consultation with the Mayor.
2. That all Council, Standing and other Committee meetings and all City initiated public information sessions be cancelled until April 5, 2020.
3. That Council approves an amendment to Emergency Management By-law 77-2008 generally in accordance with Attachment 1.

3.0 Executive Summary

N/A

4.0 Input From Other Sources

Corporate Leadership Team

Fire Services

Legal Services

Finance Services

Region of Durham and Neighbouring Municipalities

Community Emergency Management Coordinators

Durham Emergency Management Office

5.0 Analysis

On March 11, 2020 the World Health Organization declared COVID-19 a pandemic. A pandemic is declared when there is increased and sustained transmission of a disease in the general population.

As of March 13, 2020 there were 152 confirmed cases of COVID-19 in Canada, with 60 of those being in the province of Ontario.

Regional Community Emergency Management Coordinators (C.E.M.C.) met this week with Durham Emergency Management Office (D.E.M.O.), and Regional Health to develop measures to mitigate the spread of COVID-19 and update respective Pandemic Plans to inform response and actions.

The Canadian Government has advised against non-essential travel outside of Canada. The Province of Ontario is recommending suspension of all gatherings of over 250 people and various sporting and tourism activities have also been suspended.

The Province of Ontario has suspended all publicly funded schools for a two week period following March break and are scheduled to reopen on April 6, 2020.

In addition to the above-mentioned measures taken by the Federal and Provincial governments, regional municipalities have met and continue to meet to recommend to their respective Councils that their public facilities be closed.

As the City of Oshawa seeks to keep staff and residents safe, staff recommend that all community facilities be closed to the public and all regular programs be suspended for three weeks or otherwise as determined by the City's CAO. The list of proposed facilities to be closed include:

- Delpark Homes Centre
- Northview Community Centre
- Donevan Recreation Complex
- Harmon Park Arena
- South Oshawa Community Centre
- Children's Arena
- Civic Recreation Complex

- Arts Resource Centre
- Columbus Community Centre
- Tribute Communities Centre

Additionally, in the interest of keeping staff and the public safe, staff recommend that all Council, Standing and other Committee meetings be cancelled until April 5, 2020.

To ensure business continuity for the provision of services to residents during the suspension of Council and Committee meetings, staff recommend a revision of By-law 77-2008 as follows:

- Attachment 1 being the amendment to the Emergency Management By-law 77-2008, delegates authority to the Mayor for “Legislative Powers” includes all matters where Council acts in a legislative and quasi-judicial function, including enacting by-laws, setting policies, and exercising decision making authority.”, and
- To the Chief Administrative Officer for “Administrative Powers” includes all matters required for the management of the Corporation, including staffing and the provision of services.

These powers would be available even in the absence of a declaration of emergency under the *Emergency Management in Civic Protection Act, R.S.O. 1990*.

By-law 77-2008 will require the CAO and or the Mayor to prepare a report to Council at the next scheduled meeting providing their justification for exercising their power and authority, outlining the actions taken and any recommendations arising from the emergency.

6.0 Financial Implications

In keeping with the Purchasing By-law 45-2016 article 9.00 providing directions to staff for expenditure in relation to an emergency or impending situation, staff will exercise existing authorities in relation to additional expenditure resulting from COVID-19.

Finance Services will track and record all expenditures relating to the pandemic event.

7.0 Relationship to the Oshawa Strategic Plan

This report responds to the Oshawa Strategic Plan goal of Social Equity under the strategy Ensure an inclusive, healthy and safe community,



Paul Ralph, Chief Administrative Officer,
Office of the C.A.O.



**By-law -2020
of The Corporation of the City of Oshawa**

Being a By-law to amend By-law 77-2008, being the Emergency Management By-law for the City of Oshawa.

Whereas the Council of the Corporation of the City of Oshawa deems it necessary to provide the Mayor and Chief Administrative Officer with delegated powers to ensure the necessary actions are taken and resources allocated to address an emergency;

Therefore, the Council of the Corporation of the City of Oshawa hereby enacts as follows:

That By-law 77-2008 be amended by:

1. Inserting the following definitions in Section 5.1:

“Administrative Powers” includes all matters required for the management of the Corporation, including staffing and the provision of services.

“Emergency” or “Emergencies” shall have the same meaning as that in the *Emergency Management and Civic Protection Act*, R.S.O. 1990, c. E.9 and shall mean a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.

“Legislative Powers” includes all matters where Council acts in a legislative and quasi-judicial function, including enacting by-laws, setting policies, and exercising decision making authority.”

2. Delete and replace section 3.2 with the following provision:

“3.2. To the extent of a conflict between this By-law and any other by-law or policy, or to the extent of a conflict between the exercise of delegated authority under this By-law and the exercise of any other authority delegated by Council, this By-law and the exercise of authority delegated under this By-law shall prevail, despite the fact that any other delegated authority provides that it prevails in the event of a conflict.”

3. Inserting the following Sections after Section 5:

“6.00. Delegation of Authority for Emergencies

6.00.1 A declaration of emergency under the *Emergency Management and Civic Protection Act*, R.S.O. 1990 shall not be required for a situation to be considered an Emergency for the purpose of the

Mayor or Chief Administrative Officer exercising delegated authority in accordance with this By-law.

6.01. Delegation of Authority to the Mayor for Emergencies

- 6.01.1. Subject to the provisions in Section 6.01.2, any restrictions on such delegation of authority identified in the *Municipal Act*, 2001, other legislation, or common law, Council hereby delegates authority for its Legislative Powers under the *Municipal Act*, 2001 and under any other legislation to the Mayor, exclusively for use in Emergencies;
- 6.01.2 The authority delegated to the Mayor in Section 6.01.1 may only be exercised in accordance with the following criteria:
 - 6.01.2.1 It is necessary to utilize the authority to address the situation in a timely manner.
 - 6.01.2.2 In the opinion of the Mayor and the Chief Administrative Officer, it is reasonable to believe that the harm or damage will be alleviated by the exercise of the delegated authority and exercising the delegated authority is a reasonable alternative to other measures that might be taken to address the situation.
 - 6.01.2.3 The actions authorized under the delegated authority are exercised in a manner which, consistent with the objectives of the exercise of the delegated authority, reasonably limits their intrusiveness.
 - 6.01.2.4 The exercise of the delegated authority only applies to the areas of the City of Oshawa where it is necessary.
 - 6.01.2.5 The exercise of the delegated authority is effective only for as long as is reasonably necessary subject to Section 6.01.4.
- 6.01.3 The Mayor, through the Chief Administrative Officer, shall advise Council of any exercise of delegated authority within 24 hours of the date of exercise of the authority.
- 6.01.4 The delegation of authority to the Mayor under Section 6.01.1 shall only be effective for 30 days from the first exercise of the authority in response to an Emergency, unless Council authorizes an extension of such delegated authority.
- 6.01.5 Within 30 days of the Mayor's first exercise of authority delegated under Section 6.01.1 in response to an Emergency, the Chief Administrative Officer on behalf of the Mayor shall prepare a

report to Council for submission to the next scheduled meeting providing:

- 6.01.5.1 The justification for having exercised the delegated authority.
 - 6.01.5.2 An outline of the actions taken with the delegated authority.
 - 6.01.5.3 Any recommendations arising from the Emergency.
- 6.01.6 Without limiting the generality of Section 6.01.1, the Mayor is delegated authority for the following legislative matters exclusively for use in Emergencies:
- 6.01.6.1 Authorize the temporary suspension or changes to City bylaws or policies;
 - 6.01.6.2 Authorize policies, practices, and procedures to address the Emergency where such policies, practices, and procedures were not previously considered; and,
 - 6.01.6.3 Cancelling or rescheduling all Council, standing and other committee meetings.
- 6.01.7 The Councillor designated as the Deputy Mayor in accordance with the Procedure By-law shall act in place of the Mayor when the Mayor is absent, unavailable, or refuses to act, or the office of the Mayor is vacant, and the Deputy Mayor shall have all the powers and duties of the Mayor for the purposes of this By-law.
- 6.02. Delegation of Authority to the Chief Administrative Officer for Emergencies
- 6.02.1 Subject to the provisions in Section 6.02.2, any restrictions on such delegation of authority identified in the *Municipal Act*, 2001, other legislation, or common law, Council hereby delegates authority for Administrative Powers under the *Municipal Act*, 2001 and under any other legislation to the Chief Administrative Officer, exclusively for use in Emergencies.
 - 6.02.2 The authority delegated to the Chief Administrative Officer in Section 6.02.1 may only be exercised in accordance with the following criteria:
 - 6.02.2.1 It is necessary to utilize the authority to address the Emergency in a timely manner.
 - 6.02.2.2 In the opinion of the Mayor and the Chief Administrative Officer, it is reasonable to believe that the harm or damage will be alleviated by the exercise of the delegated authority and exercising the delegated authority is a reasonable alternative to

other measures that might be taken to address the situation.

- 6.02.2.3 The actions authorized under the delegated authority are exercised in a manner which, consistent with the objectives of the exercise of the delegated authority, reasonably limits their intrusiveness.
- 6.02.2.4 The exercise of the delegated authority only applies to the areas of the City of Oshawa where it is necessary.
- 6.02.2.5 The exercise of the delegated authority is effective only for as long as is reasonably necessary subject to Section 6.02.4.
- 6.02.3 The Chief Administrative Officer shall advise Council of any exercise of delegated authority within 24 hours of the date of exercise of the authority.
- 6.02.4 The delegation of authority to the Chief Administrative Officer under Section 6.02.1 shall only be effective for 30 days from the first exercise of the authority in response to an Emergency, unless Council authorizes an extension of such delegated authority.
- 6.02.5 Within 30 days of the Chief Administrative Officer's first exercise of authority delegated under Section 6.02.1 in response to an Emergency, the Chief Administrative Officer shall prepare a report to Council for submission to the next scheduled meeting providing:
 - 6.02.5.1 The justification for having exercised the delegated authority.
 - 6.02.5.1 An outline of the actions taken with the delegated authority.
 - 6.02.5.1 Any recommendations arising from the Emergency.
- 6.02.6 Without limiting the generality Section 6.02.1, the Chief Administrative Officer is delegated authority for the following administrative matters exclusively for use in Emergencies:
 - 6.02.6.1 Cancel, revise, or temporarily suspend events, programs, and services;
 - 6.02.6.2 Close or reallocate facilities, infrastructure, or other assets;
 - 6.02.6.2 Authorize Emergency purchases in accordance with the Purchasing Policy and Capital Budget Management and Control Policy, including the

authority to undertake noncompetitive purchasing and exceed budget;

6.02.6.3 Provide for alternative service delivery methods, including determining the manner in which payments can be made and received; and,

6.02.6.4 Determine staffing needs, including the ability for Staff to work remotely, authorize temporary hiring or layoffs, and the reallocation of Staff.

6.02.7 The person appointed as Fire Chief shall act in place of the Chief Administrative Officer when the Chief Administrative Officer is absent, unavailable, or refuses to act, or the office of the Chief Administrative Officer is vacant, and the Fire Chief shall have all the powers and duties of the Chief Administrative Officer for the purposes of this By-law.”

By-law passed this day of , 2020.

Mayor

City Clerk

COVID-19 External Communications

- **Website: www.oshawa.ca**

- Developed www.oshawa.ca/coronavirus
- Posted a website pop-up image that links to Durham Region Coronavirus webpage
- Posted a homepage image that links to the City's Coronavirus webpage – no other homepage images running
- Homepage green information banner with general details directing to City's Coronavirus webpage
- Sharing COVID related Regional and D.R.P.S. notices on the website, social media and with community partners
- Regular updates to www.oshawa.ca/coronavirus to reflect City operational changes and addition of a F.A.Q. webpage
- Working with City branches to update other City webpages to reflect operational changes, including Tax, Recreation, Culture, Waste, Parks and Economic Development
- Created a [COVID-19 Public Notices newsfeed](#) that includes all related City, Regional and DRPS public notices and media releases
- Added a link to the [COVID-19 Public Notices newsfeed](#) on www.oshawa.ca/coronavirus
- Posting COVID-19 YouTube videos on www.oshawa.ca/coronavirus

- **Public Notices**

The following public notices posted to City of Oshawa social media channels, including audience-specific and corporate channels, as well as emailed to web newsfeed subscribers:

- April 17, #20: City reminds of tax relief measures for residents and local businesses
- April 9, #19: Staying connected through isolation
- April 9, #18: City staff continue to serve Oshawa during coronavirus
- April 8, #17: Waste collection changes this holiday weekend; yard
- April 2, #16: City events and event permits cancelled to July, including Canada Day
- April 1, #15, Oshawa extends indoor facility closures, outdoor amenities until further notice
- March 31, #14: Drive-thru food donation wraps up at Delpark Homes Centre

- March 31, #13: Oshawa cancels Standing Committee, Advisory Committee meetings and public consultations in April
- March 30, #12: to host a telephone Town Hall for businesses on April 1
- March 30, #11: Textile Recycling Program – donations not accepted at this time at Oshawa recreation facilities
- March 27, #10: City cancels Spring 2020 programming
- March 26, #9: Oshawa adds off-leash park to list of temporary closures
- March 26, #8: Together we can help our most vulnerable
- March 24, #7: Oshawa temporarily closes playground structures, sports fields and courts
- March 23, #6: A caring Oshawa community comes together
- March 21, #5: Oshawa waives tax penalties for 60 days
- March 19, #4: Oshawa introduces temporary changes to services for waste, licensing and downtown parking
- March 17, #3: Council and Committee meeting cancellations
- March 16, #2: City Hall, Animal Services closed to the public; Service Oshawa available online and over the phone during business hours
- March 13, #1: Oshawa cancels March break camps and temporarily closes community and recreational facilities

- **Media Releases**

The following media releases posted to City of Oshawa social media channels, including audience-specific and corporate channels, as well as emailed to web newsfeed subscribers:

- April 15, #7: City of Oshawa honours healthcare heroes at Lakeridge Health
- April 14, #6: Mayor Carter announces Mayor's Economic Recovery Task Force
- April 6, #5: Emergency Operations Update: Mayor Carter declares a state of emergency for Oshawa
- April 6, #4: Business Telephone Town Hall addressed COVID-19 economic impact and recovery
- April 2, #3: Share your #OurOshawa spirit online with the City and community
- April 1, #2: Open Letter from Mayor Carter: We are facing this together
- March 24, #1: Emergency Operations Update

- **Mayor Videos with Media Statements**

The following videos posted to 13 City of Oshawa social media channels, including audience-specific and corporate channels:

- April 20, #20: Video update for April 20
- April 16, #19: Video update for April 17
- April 16, #18: Video update for April 16
- April 15, #17: Video update for April 15
- April 14, #16: Video update for April 14
- April 9, #15: Video update for April 9
- April 8, #15: Video update for April 8
- April 7, #14: Video update for April 7 – state of emergency declared
- April 6, #13: Video update for April 6
- April 3, #12: Video update for April 3
- April 2, #11: Video update for April 2
- April 1, #10: Video update for April 1
- March 31, #9: Video update for March 31
- March 30, #8: Mayor Carter says the City wants to address concerns and questions from Oshawa business
- March 27, #7: Acts of kindness are lifting the spirits of the Oshawa community
- March 26, #6: City of Oshawa is responding to COVID-19
- March 25, #5: Follow recommendations from government health authorities
- March 24, #4: Mayor wants to hear your questions, stories of kindness
- March 20, #3: Spirit of Oshawa
- March 18, #2: Mayor addresses community in second COVID-19 Update
- March 14, #1: Mayor issues COVID-19 statement

- **Social Media**

- Sharing the City's public notices, media statements, media releases, videos to the City's 13 accounts (corporate and audience-specific accounts)
- Sharing COVID-19 related messages from Durham Region, Durham Region Health Department, and D.R.P.S.
- Distributing updates regarding the City's preventative measures and key messages on all City accounts
- Developing and posting social media messages based on F.A.Q.s
- Sharing partner messaging, including Oshawa Power, OSCC55+, Oshawa Public Libraries, Region of Durham, D.R.P.S.
- Encouraging sharing of stories of kindness and support using #OurOshawa and #DurhamStrong

- **Instagram Live Videos**
 - Since March 25, on business days, daily Instagram Live videos
 - 20-35 minutes in length per Live video
- **Google Business hours for City facilities**
 - Business description and hours updated to reflect City facility closures to the public
- **Stakeholder Communications**
 - Sharing City public notices, media releases and media statements with stakeholders
 - Sharing City partner stories of support to the community, including stories of support from the OSCC55+, Oshawa Public Libraries and TeachingCity partners
 - Working with Economic Development on business community communications
 - Communicated cancellation of public information sessions to those who received notification for Fire Master Plan Special Council meeting, Multi-Use Path open house and those who registered for the workshops on the Draft Airport Business Plan to those who registered
 - Shared the Region's Stop the Germs poster, graphics and social media messages with partners
- **Newspaper Advertising**
 - April 16: Oshawa This Week column: Stay informed and connected
 - April 15: Oshawa Express column: Stay informed and connected
 - April 9: Oshawa This Week advertisement
 - April 9: Oshawa This Week column: We are facing this together COVID-19
 - April 8: Oshawa Express advertisement
 - April 8: Oshawa Express column: We are facing this together COVID-19
 - April 2: Oshawa This Week advertisement
 - April 2: Oshawa This Week column: Let's all do our part to mitigate COVID-19
 - April 1: Oshawa Express advertisement
 - April 1: Oshawa Express column: Let's all do our part to mitigate COVID-19
 - March 26: Oshawa This Week advertisement
 - March 26: Oshawa This Week column: Spirit of Oshawa
 - March 25: Oshawa Express advertisement
 - March 25: Oshawa Express column: Spirit of Oshawa
 - March 19: Oshawa This Week advertisement
 - March 18: Oshawa Express advertisement

- **Radio Advertising**

- Durham Radio:
 - Since April 8, ads air 21 times per week per station; from 5:30 a.m. to midnight, Monday through Sunday
 - all 3 stations – CKDO, The Rock, KX96

- **Boulevard Signs**

General messaging on COVID-19 and the City’s dedicated webpage. Temporary boulevard signs are in place in the following locations.

- Ward 1 – Columbus Community Centre, 3265 Simcoe Street North
- Ward 1 – Fire Hall 5, 1550 Harmony Road North
- Ward 2 – Fire Hall 6, 2339 Simcoe Street North
- Ward 2 – Northview Community Centre, 150 Beatrice Street East
- Ward 3 – Farewell Park, 725 King Street East
- Ward 3 - Donevan Recreation Complex, 171 Harmony Road South
- Ward 4 – Goodman Park, 640 Bond Street West
- Ward 4 – Memorial Park (NOTE: no charge as this is a Rec sign)
- Ward 4 – Civic Recreation Complex, 99 Thornton Road South
- Ward 5 – Fire Hall 2, 1111 Simcoe Street South
- Ward 5 – South Oshawa Community Centre, 1455 Cedar Street

Physical Distancing message and City’s dedicated webpage. Temporary boulevard signs are in place in the following locations.

- Ward 4 – Memorial Park
- Ward 5 – Lakeview Park

- **Electronic Facility Signs**

- Ward 1 - Delpark Homes Centre
- Ward 4 - Tribute Communities Centre
- Ward 4 - Oshawa Public Library McLaughlin Branch
- Ward 4 MovingMedia sign at Stevenson and King (April 1 and ongoing)
- Ward 5 - South Oshawa Community Centre
- Ward 5 - Consolidated Operations Depot:
 - COVID-19 City Updates
 - Live @ Five on Instagram
 - Service Oshawa Online
 - Thank you to COD Staff

- **Outdoor Signage**

- Free parking at metres and select parking lots in the downtown
- Closure signs for playgrounds and courts and washrooms at parks (125+)
- Closed to the public signs on City facilities



**By-law 77-2008
of The Corporation of the City of Oshawa
(amended by By-law 31-2020)**

being a by-law formulating a plan for protecting property and the health, safety and welfare of the inhabitants of The Corporation of the City of Oshawa.

WHEREAS the City shall develop and implement an emergency management program pursuant to the provisions of the *Emergency Management and Civil Protection Act*, R.S.O. 1990, chapter E. 9, as amended, (the "Act").

NOW THEREFORE the Council of the Corporation of the City of Oshawa enacts as follows:

1. SHORT TITLE

1.1 The short title of this By-law is the "Emergency Management By-law".

2. SEVERABILITY

2.1 If any or part of a provision of this By-law is declared by any court or tribunal of competent jurisdiction to be illegal or inoperative, in whole or in part, or inoperative on particular circumstances, the balance of the By-law, or its application in other circumstances, shall not be affected and shall continue to be in full force and effect.

3. COMPLIANCE WITH OTHER BY-LAWS AND REGULATIONS

3.1 This By-law shall not be construed to reduce or mitigate any restrictions or regulations lawfully imposed by the City or by any governmental authority having jurisdiction to make such restrictions or regulations.

3.2 To the extent of a conflict between this By-law and any other by-law or policy, or to the extent of a conflict between the exercise of delegated authority under this By-law and the exercise of any other authority delegated by Council, this By-law and the exercise of authority delegated under this By-law shall prevail, despite the fact that any other delegated authority provides that it prevails in the event of a conflict. (31-2020)

4. GENDER AND NUMBER

4.1 In this By-law, unless the contrary indication is indicated, words used in singular shall include the plural and words used in the male gender shall include the female gender and vice versa.

5. DEFINITIONS

5.1 In this By-law:

- (a) "Administrative Powers" includes all matters required for the management of the Corporation, including staffing and the provision of services. (31-2020)
- (b) "City" means The Corporation of the City of Oshawa.
- (c) "City of Oshawa Emergency Master Plan ("Oshawa Emergency Plan")" means the framework document developed pursuant to the *Emergency Management and Civil Protection Act*, R.S.O. 1990, chapter E. 9 outlining responses to any type of emergency, and includes policy for emergency management, emergency plans structure, response strategies, concept of operations, and roles and responsibilities.
- (d) "Council" means the elected municipal council of the City
- (e) "Emergency" or "Emergencies" shall have the same meaning as that in the *Emergency Management and Civic Protection Act*, R.S.O. 1990, c. E.9 and shall mean a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk,

an accident or an act whether intentional or otherwise. (31-2020)

(f) "Legislative Powers" includes all matters where Council acts in a legislative and quasi-judicial function, including enacting by-laws, setting policies, and exercising decision making authority. (31-2020)

(g) "Region" means The Regional Municipality of Durham.

6. EMERGENCY MANAGEMENT PROGRAM

6.00. Delegation of Authority for Emergencies (31-2020)

6.00.1 A declaration of emergency under the *Emergency Management and Civic Protection Act*, R.S.O. 1990 shall not be required for a situation to be considered an Emergency for the purpose of the Mayor or Chief Administrative Officer exercising delegated authority in accordance with this By-law.

6.01. Delegation of Authority to the Mayor for Emergencies (31-2020)

6.01.1. Subject to the provisions in Section 6.01.2, any restrictions on such delegation of authority identified in the *Municipal Act*, 2001, other legislation, or common law, Council hereby delegates authority for its Legislative Powers under the *Municipal Act*, 2001 and under any other legislation to the Mayor, exclusively for use in Emergencies;

6.01.2 The authority delegated to the Mayor in Section 6.01.1 may only be exercised in accordance with the following criteria:

6.01.2.1 It is necessary to utilize the authority to address the situation in a timely manner.

6.01.2.2 In the opinion of the Mayor and the Chief Administrative Officer, it is reasonable to believe that the harm or damage will be alleviated by the exercise of the delegated authority and exercising the delegated authority is a reasonable alternative to other measures that might be taken to address the situation.

6.01.2.3 The actions authorized under the delegated authority are exercised in a manner which, consistent with the objectives of the exercise of the delegated authority, reasonably limits their intrusiveness.

6.01.2.4 The exercise of the delegated authority only applies to the areas of the City of Oshawa where it is necessary.

6.01.2.5 The exercise of the delegated authority is effective only for as long as is reasonably necessary subject to Section 6.01.4.

6.01.3 The Mayor, through the Chief Administrative Officer, shall advise Council of any exercise of delegated authority within 24 hours of the date of exercise of the authority.

6.01.4 The delegation of authority to the Mayor under Section 6.01.1 shall only be effective for 30 days from the first exercise of the authority in response to an Emergency, unless Council authorizes an extension of such delegated authority.

6.01.5 Within 30 days of the Mayor's first exercise of authority delegated under Section 6.01.1 in response to an Emergency, the Chief Administrative Officer on behalf of the Mayor shall prepare a report to Council for submission to the next scheduled meeting providing:

- 6.01.5.1 The justification for having exercised the delegated authority.
- 6.01.5.2 An outline of the actions taken with the delegated authority.
- 6.01.5.3 Any recommendations arising from the Emergency.
- 6.01.6 Without limiting the generality of Section 6.01.1, the Mayor is delegated authority for the following legislative matters exclusively for use in Emergencies:
 - 6.01.6.1 Authorize the temporary suspension or changes to City bylaws or policies;
 - 6.01.6.2 Authorize policies, practices, and procedures to address the Emergency where such policies, practices, and procedures were not previously considered; and,
 - 6.01.6.3 Cancelling or rescheduling all Council, standing and other committee meetings.
- 6.01.7 The Councillor designated as the Deputy Mayor in accordance with the Procedure By-law shall act in place of the Mayor when the Mayor is absent, unavailable, or refuses to act, or the office of the Mayor is vacant, and the Deputy Mayor shall have all the powers and duties of the Mayor for the purposes of this By-law.
- 6.02. Delegation of Authority to the Chief Administrative Officer for Emergencies (31-2020)
 - 6.02.1 Subject to the provisions in Section 6.02.2, any restrictions on such delegation of authority identified in the *Municipal Act*, 2001, other legislation, or common law, Council hereby delegates authority for Administrative Powers under the *Municipal Act*, 2001 and under any other legislation to the Chief Administrative Officer, exclusively for use in Emergencies.
 - 6.02.2 The authority delegated to the Chief Administrative Officer in Section 6.02.1 may only be exercised in accordance with the following criteria:
 - 6.02.2.1 It is necessary to utilize the authority to address the Emergency in a timely manner.
 - 6.02.2.2 In the opinion of the Mayor and the Chief Administrative Officer, it is reasonable to believe that the harm or damage will be alleviated by the exercise of the delegated authority and exercising the delegated authority is a reasonable alternative to other measures that might be taken to address the situation.
 - 6.02.2.3 The actions authorized under the delegated authority are exercised in a manner which, consistent with the objectives of the exercise of the delegated authority, reasonably limits their intrusiveness.
 - 6.02.2.4 The exercise of the delegated authority only applies to the areas of the City of Oshawa where it is necessary.
 - 6.02.2.5 The exercise of the delegated authority is effective only for as long as is reasonably necessary subject to Section 6.02.4.

- 6.02.3 The Chief Administrative Officer shall advise Council of any exercise of delegated authority within 24 hours of the date of exercise of the authority.
- 6.02.4 The delegation of authority to the Chief Administrative Officer under Section 6.02.1 shall only be effective for 30 days from the first exercise of the authority in response to an Emergency, unless Council authorizes an extension of such delegated authority.
- 6.02.5 Within 30 days of the Chief Administrative Officer's first exercise of authority delegated under Section 6.02.1 in response to an Emergency, the Chief Administrative Officer shall prepare a report to Council for submission to the next scheduled meeting providing:
 - 6.02.5.1 The justification for having exercised the delegated authority.
 - 6.02.5.1 An outline of the actions taken with the delegated authority.
 - 6.02.5.1 Any recommendations arising from the Emergency.
- 6.02.6 Without limiting the generality Section 6.02.1, the Chief Administrative Officer is delegated authority for the following administrative matters exclusively for use in Emergencies:
 - 6.02.6.1 Cancel, revise, or temporarily suspend events, programs, and services;
 - 6.02.6.2 Close or reallocate facilities, infrastructure, or other assets;
 - 6.02.6.2 Authorize Emergency purchases in accordance with the Purchasing Policy and Capital Budget Management and Control Policy, including the authority to undertake noncompetitive purchasing and exceed budget;
 - 6.02.6.3 Provide for alternative service delivery methods, including determining the manner in which payments can be made and received; and,
 - 6.02.6.4 Determine staffing needs, including the ability for Staff to work remotely, authorize temporary hiring or layoffs, and the reallocation of Staff.
- 6.02.7 The person appointed as Fire Chief shall act in place of the Chief Administrative Officer when the Chief Administrative Officer is absent, unavailable, or refuses to act, or the office of the Chief Administrative Officer is vacant, and the Fire Chief shall have all the powers and duties of the Chief Administrative Officer for the purposes of this By-law."
- 6.1 The City shall develop, implement and maintain an emergency management program pursuant to the provision of the Act and consistent with the standards set out by Emergency Management Ontario (EMO), which shall govern the manner in which the City's employees respond to an emergency.
- 6.2 The City's emergency management program shall include a municipal emergency plan, training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities, public education on risks to public safety and on public preparedness for emergencies, and any other element required by the standards for emergency management programs set out under the Act or by EMO.
- 6.3 The CEMC may revise, update or add to the municipal emergency plan, if necessary, and shall cause a copy of the municipal emergency plan and all revisions and/or addendums to be deposited with the Chief of EMO.

- 6.4 The municipal plan shall conform to the Durham Region Emergency Master Plan.
- 6.5 The municipal emergency plan shall be made available to the public for inspection during ordinary business hours.

7. EMERGENCY MANAGEMENT STRUCTURE

- 7.1 A formal emergency management structure shall be established within the City comprising,
 - (a) a Community Emergency Management Coordinator (CEMC),
 - (b) a Municipal Control Group (MCG), and
 - (c) a Community Emergency Management Program Committee (CEMPC).

8. COMMUNITY EMERGENCY MANAGEMENT COORDINATOR

- 8.1 The Fire Chief is hereby designated as the CEMC for the City
- 8.2 The CEMC shall be responsible for the development and implementation of the emergency management program, including but not limited to,
 - (a) drafting and updating all nuclear and non-nuclear plans and procedures,
 - (b) coordination of emergency plans of all City departments and partner agencies,
 - (c) development and conducting of emergency management training programs and exercises,
 - (d) development and implementation of public education programs,
 - (e) coordinating, planning, administering and managing operations related to the **EOC**, and
 - (f) coordinating the City's response to all emergencies within the City.

9. MUNICIPAL CONTROL GROUP

- 9.1 The MCG consists of the following or a designated alternate:
 - (a) Mayor (executive authority);
 - (b) City Manager (Designated Operations Officer);
 - (c) City Clerk (Designated Control Officer);
 - (d) Director of Recreation and Culture Services;
 - (e) Commissioner of Corporate Services;
 - (f) Commissioner of Development Services;
 - (g) Director of Public Works Services;
 - (h) Director of Transportation Services;
 - (i) Emergency Information Officer;
 - (j) Durham Regional Transit East Representative;
 - (k) OPUC Networks Representative;
 - (l) Durham Emergency Management Office (DEMO) Representative;

- (m) Durham Regional Police Service Representative;
- (n) Durham Emergency Medical Services Representative; and
- (o) Other supporting groups, City departments or agencies as required and as authorized by the City Manager (Designated Operations Officer).

9.2 The MCG shall control all operations during an emergency, including but not limited to,

- (a) assessing the short, medium and long-term emergency operating requirements of the City,
- (b) recommending the declaration, extension and/or the termination of a state of emergency,
- (c) making policy decisions,
- (d) setting operational priorities, assigning resources and issuing instructions to City departments,
- (e) resolving inter-departmental and/or inter-organizational disputes, and
- (f) ensuring coordination of communications with all other levels of government, external agencies and the public.

10. COMMUNITY EMERGENCY MANAGEMENT PROGRAM COMMITTEE

10.1 The CEMPC shall be chaired by the CEMC and shall consist of the following or a designated alternate:

- (a) Fire Chief/CEMC (Chair);
- (b) Deputy Fire Chief (Support Services);
- (c) Communications Officer, Fire Services;
- (d) Deputy Fire Chief (Operations);
- (e) Chief Fire Prevention, Fire Services;
- (f) Director of Property Management Services;
- (g) Director of Public Works Services;
- (h) Director of Recreation and Culture Services;
- (i) City Clerk;
- (j) Sergeant, Durham Regional Police;
- (k) Director of Planning Services;
- (l) Director of Information Technology;
- (m) General Manager, Durham Regional Transit;
- (n) Director of Finance;
- (o) Durham Emergency Medical Services Representative;
- (p) OPUC Networks Representative; and
- (q) General Motors Representative,

10.2 The CEMPC shall act as a coordinating body to facilitate municipal level coordination and cooperation regarding the emergency management program, including but not limited to:

- (a) reviewing and providing policy advice with respect to the state of emergency management in the City,
- (b) drafting plans, procedures and operational guidelines,
- (c) training and exercises,
- (d) public education, and
- (e) any other matter required by the Act.

10.3 Subcommittees and working groups of the CEMPC may be established as required.

11. DECLARATION OF AN EMERGENCY

- 11.1 In accordance with the provisions of the act, the Mayor may declare that an emergency exists throughout the City or in any part of the City, and may take such action as is reasonable and necessary to protect the health, safety and property of the City's residents.
- 11.2 The Mayor shall notify the Minister of Community Safety and Correctional Services immediately upon the declaration of a municipal emergency.
- 11.3 All City employees are designated as emergency workers in the event of a municipal emergency and may be called out to assist with the implementation of the municipal emergency plan.
- 11.4 City employees may take action in accordance with the municipal emergency plan where an emergency exists as determined by the CEMC but has not yet been declared to exist.

12. REPEAL

- 12.1 By-law 74-99 is hereby repealed.

13. EFFECTIVE DATE

- 13.1 This By-law is in effect on the date of its passing.

By-law passed this twenty-third day of June, 2008.