Request for Decision

Title	**COVID-19 Administrative Update**
Proposed Motion	1. That Council receive the March 31, 2020 COVID-19 Administrative Update as information.
Administrative Recommendation	Administration recommends that Council receive the update regarding Sturgeon County's emergency management initiatives in response to the COVID-19 pandemic as information.
Previous Council Direction	None.
Report	**Background Information**

Background Information

On March 26, 2020, Administration provided an update at an informal briefing to Council of Sturgeon County's emergency management initiatives in response to the COVID-19 pandemic. This update included:

- The organization's transition to working remotely;
- An update from the Director of Emergency Management;
- Overview of business resumption;
- Support to residents;
- Support to businesses; and
- Resumption of Council meetings.

The purpose of the COVID-19 Administrative Update at the March 31, 2020 Council meeting is to provide an update to the community on the steps Sturgeon County is taking to respond to the pandemic, ensuring that staff and the public are kept safe and that supports are in place for residents and businesses during this uncertain time.

External Communication

- Information will be shared on the County website.

Relevant Policy/Legislation/Practices:

- *Municipal Government Act*

Implication of Administrative Recommendation	Strategic Alignment:
	Strong Local Governance and Regional Leadership – Providing information to the public on Sturgeon County's response to the COVID-19 pandemic supports transparent governance.
	Organizational:
	• None.
	Financial:
	• None.
Alternatives Considered	None.
Implications of Alternatives	None.
Follow up Action	1. Post the attached PowerPoint presentation to the County website (Corporate Communications, April 2020).
Attachment(s)	1. Preparing and Responding to COVID-19 Pandemic PowerPoint Presentation
Report Reviewed by:	Scott MacDougall, Chief Operating Officer/Director of Emergency Management
	Reegan McCullough, County Commissioner – CAO

Strategic Alignment Checklist

Vision: *Sturgeon County: a diverse, active community that pioneers opportunities and promotes initiative while embracing rural lifestyles.*

Mission: *Provide quality, cost effective services and infrastructure to meet the diverse needs of the Sturgeon County community, while improving competitiveness and sustainability.*

Focus Areas	Not consistent	N/A	Consistent
Planned Growth and Prosperity			
We encourage varied and integrated enterprises that enhance our strong economic base, while balancing the needs of the community and natural environment. (Strategic Plan and MDP pg. 36)	☐	☒	☐
• *Supports a strong thriving business environment to strengthen our economic foundation*	☐	☒	☐
• *Plans for responsible growth through the MDP and regional growth plan.*	☐	☒	☐
• *Manages growth for current and future developments through:* o *transparent bylaws, policies and processes to enable responsible land development*	☐	☒	☐
o *targeting growth around existing and identified future growth areas*	☐	☒	☐
Maintain and Enhance Strong Communities			
We are committed to a safe and viable community, where our residents are provided with access to opportunities and quality of life. (Strategic Plan and pg. 27 MDP)	☐	☐	☒
• *Provides access to programs and services that have a positive impact on residents' quality of life*	☐	☒	☐
• *Provides access to safe and reliable infrastructure assets*	☐	☐	☒
• *Supports the safety of people and property*	☐	☐	☒
Strong Local and Regional Governance			
We promote consistent and accountable leadership through collaborative and transparent processes (Strategic Plan and pg. 27 MDP)	☐	☐	☒
• *Provides effective leadership and management consistent with Strategic Plan, MDP, master plans, bylaws, policies, community engagement*	☐	☒	☐
• *Considers fiscal stability and sustainability*	☐	☒	☐
• *Fosters collaborative intergovernmental partnerships*	☐	☒	☐
Community Identity & Spirit			
We will build upon our strengths, where together we will create an inclusive, caring community (Strategic Plan and MDP pg. 27)	☐	☒	☐
• *Promotes and/or enhances residents' identification with Sturgeon County*	☐	☒	☐
• *Support and/or collaborate with voluntary organizations in the region*	☐	☒	☐
Environmental Stewardship			
We foster a healthy environment and minimize our impact on ecosystems. (Strategic Plan and MDP pg. 27)	☐	☒	☐
• *Plans and partnerships that minimize environmental impact on natural areas*	☐	☒	☐
• *Provides awareness of environmental issues impacting the County*	☐	☒	☐

Overview

- Health and Safety of Residents

- Establishing Emergency Management Protocols

- Closing Public Facing Operations
  - Sustaining Municipal Operations
  - Staff Working from Home

- Resident Supports

- Business Supports

- Business Resumption

Overview

Alberta Situation:

- Current Alberta COVID Cases – 690

- Sturgeon County Cases – 5

- St. Albert – 13

- Alberta Deaths resulting from COVID- 8

Sturgeon Actions:

- Business Continuity & Essential Services Planning

- Management of Current Business Operations

- Maintaining Council Governance

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Legislative Emergency Acts

- Alberta Emergency Management Act

- Alberta Public Health Act

- Canada Emergency Act

Emergency Management Overview

- Business Continuity Planning

- Essential Service Planning

- Current Business Operations

- Health Protocols

- Remote Workforce

Sturgeon County

Emergency Management Overview

Workplans – Essential Vs. Core Vs. Reduced

- Potential staffing levels & fiscal impacts could have varying impacts:
    - Potential program deferrals, suspension or cancellation
    - Potential Budget enhancement deferrals
    - Core program reallocation or deferral
    - Service level modifications

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Emergency Management Overview

- Relief for Residents
  - We are in active discussions with the Province to source options for residents
    - Evaluating options, Tax/Utility and others

- Sturgeon County Governance
  - Special Council meeting – March 24th
    Virtual council mtg's and schedule changes approved
  - Virtual Council Meeting – March 31
  - Virtual Council Meeting - April 14th
  - Council Planning Session – Twice in April

Sturgeon
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Infrastructure Services

Priority Delivery – Utilities

- Emergency Utility Operations (*water / sewer line breaks, sewer backup response, environmental spills),* truckfill operations, utility meter reads, lift station inspections/odour control, capital planning

- Legislated Services:
  – Drinking Water Testing *(Legislated)*
  – Reservoir Inspections *(Legislated)*

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Infrastructure Services

Priority Delivery – Transportation/Engineering

- **Planned and Scheduled Work**
  - Snow & ice control, gravel road grading, Oil Road repair/rehab, Road inspections & monitoring, Capital Planning

- **Reactive Work**
  - Critical & regulatory sign installations, brushing, spot gravelling, pot hole repair, patching, guardrail repair and maintenance, garbage/carcass removal
- Culvert Replacements: only one crew *
- Culvert Maintenance(Repair/Flushing)
- Gravel Surfacing - reduced to priority roads *
- Dust Suppression - industrial and high traffic commuter routes
- Street Sweeping, Concrete Curb and Gutter Repair, Crack Filing , Line Painting *

Sturgeon County

Infrastructure Services

Priority Delivery – Agriculture

- Pest Control, trapping, hazardous tree removals, park and trail maintenance and inspection, grounds and facilities maintenance, tree program, Environmental Farm Plan support/approvals, Provincial ASB Grant Application, Minimum mowing *

- Legislative requirements – Weed Control Act, Pest Control Act,

Priority Delivery – Fleet

- Fuel supply continuity, essential equipment repair support, 2 way radio system up-time continuity, HVAC system monitoring in all buildings

- Legislative requirements – NSC compliance

Infrastructure Services

Temporarily Suspended Services

- Community workshops, potential mowing, inspection and park maintenance, vegetation control
- Shoulder stabilization, enhanced gravel road maintenance, drainage projects, gravel road stabilization, subdivision drainage initiative, proactive roadside and sightline brushing, spray patching, traffic counts
- Water Meter installs, in-home bacteriological water testing
- Preventative maintenance activities deferred until Q3 2020
  - CC Saddle Replacements
  - Hydrant Flushing
- Potential Capital Projects

Community Services

Priority Delivery – FCCS

- A number of support and emergency services continue to occur

  - Information and referral, emotional support and guidance, short term counselling, mental health support and referral, support to civil society organizations/non-profit

  - Funding and regional collaboration

Priority Delivery – Fire & Protective Services

  - Emergency Calls, full time firefighter staff and schedules, fire permitting, enforcement requests from public, proactive patrols (Heartland/Subdivision Patrols/Industrial areas), Town enforcement contracts/commitments, animal control services

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Temporarily Suspended Services

Protective Services

- Fire prevention activities: (building and occupancy load inspections, public education, Fire Smart program)

- Firefighter Training & Community Activities

FCCS

- Recreational and wellness programming

- Summer Programming, Early Childhood Programs

- Bus Services, In person counselling, group counselling,

- Block Party initiatives

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Development Services

Priority Delivery – Essential Services

- Most services are currently continuing unchanged or shifted to online delivery
  - permitting, subdivisions, safety codes, land use planning, project management, intergovernmental supports, infrastructure and environmental planning, business attraction, business retention and expansion, research and analysis, tracking

Temporarily Suspended Services

- Customer counter service, application meetings
- Public engagement for projects
- Business and site visitations (sites now assessed digitally)

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Corporate Services

Priority Delivery – Essential Services

- Many services are continuing unchanged
  - Limited employee recruitment and onboarding, employee support, server and network support, electronic records management, GIS mapping services, online systems support and maintenance, Council Meeting preparation

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Corporate Services

Priority Delivery – Essential Services

- **New efforts**
  - Employee support and communication during COVID-19 response
  - Prime contact for employees who require access to work sites, are self isolating, or are away sick from work
  - Monitor Occupational Health & Safety and Employment legislation in response to COVID-19
  - Develop, implement, and monitor controls and risk management strategies specific to COVID-19
  - Systems and tools in place to support remote workforce, e.g. TEAMS, Skype for Business, etc.

Financial & Strategic Services

Priority Delivery – Essential Services

- Most services are continuing unchanged or shifted to online delivery

- Projects continue unchanged re scope and costs, some time delay if internal and external engagement is required

Sturgeon County

Financial & Strategic Services

Priority Delivery – Essential Services

Assessment Services

- Core work continuing: Title transfers, permits, tracking & analysing sales, internal support services

- 2020-2024 Reinspection Program

- Designated Industrial Properties – NWR

Strategic Services

- Modify planning processes to reflect current demands (Council workshops, budget 2021, business resumption)

- Service Enhancements - corporate initiatives – timelines may need adjustment

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Financial & Strategic Services

Priority Delivery – Essential Services

Financial Services:

- Customer Service (switchboard, email, communications)
- Vendor Account Management (payables)
- Customer Account Management (invoicing, taxation, utilities):
- 2020 Tax & Utility Planning
- 2020 Tax Rate Bylaw Development
- 2019 Annual Audit Execution & Approval (MGA - May 1st)
- Payroll & Benefit Operations

Questions?