

CORPORATION OF THE TOWNSHIP OF PRINCE

BY-LAW NO. 2020-13

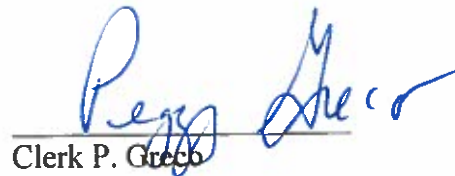
Being a by-law to adopt a Business Continuity Plan
COVID-19

THE COUNCIL of the Corporation of the Township of Prince ENACTS as follows:

1. THAT the Council hereby adopts a Business Continuity Plan COVID-19 for operations during the COVID-19 pandemic as per Schedule A.
2. Schedule A form part of this by-law.

READ and passed in open Council this 17th day of March 2020.


Mayor K. Lamming


Clerk P. Greco

Seal



**Schedule “A”
To By-law 2020-13
TOWNSHIP OF PRINCE**



**BUSINESS CONTINUITY PLAN-
COVID-19
MARCH 17, 2020**

COVID-19 (novel coronavirus)

All the information provided in this document has been gathered through Algoma Public Health, Ministry of Health, World Health Organization and Governments of Canada and Ontario. It is imperative that the information we provide is credible.

There have been no cases of COVID-19 confirmed in Algoma District at this point in time.

We are taking preventative measures in order to guide and protect our employees and the public from COVID-19.

The suggested approach that this Council is taking will be Public Awareness and Continuity of Business.

PUBLIC AWARENESS

We will provide a newsletter to be sent out to everyone through a postal walk providing information on ways to protect yourself and your family from COVID-19.

Information will be provided on our website and facebook page and updated as new information is collected.

All public municipal buildings will be closed to the public until such time Council deems safe to reopen.

BUSINESS CONTINUITY

BUILDING	ESSENTIAL	DATE/TIME	OPEN/CLOSED	
MUNICIPAL OFFICE	YES	March 18, 2020	CLOSED TO PUBLIC OPEN INTERNALLY	
MUNICIPAL GARAGE	YES	March 18, 2020	CLOSED TO PUBLIC OPEN INTERNALLY	
MUNICIPAL HALL & PAVILION	NO	March 18, 2020	CLOSED	
FIRE HALL	YES	March 18, 2020	CLOSED TO PUBLIC Calls will be attended	
MUSEUM/ LIBRARY	NO	March 18, 2020	CLOSED	

ESSENTIAL SERVICES

Municipal Office-will be closed to the public but continue operating internally.

Tax Payments can be made online, mailed or can be dropped off in the locked mailbox beside the entrance door slot to be processed.

Fire Permits-are required as of April 1, 2020. These permits require a signature of the property owner as well as a \$20.00 fee. This date is provincial legislation through the Fire Protection and Prevention Act and we have no authority to change it. Forms can be filled out online and dropped off with payment in the mailbox. If they do not have a computer, we can mail the form to them.

Burials & Cremations-does not happen until after May 15 - will be revisited

MUNICIPAL GARAGE

Municipal garage will be closed to the public but continue normal operations. Emergency Services will be maintained and prioritized. Limited public contact will be exercised by all employees.

MUNICIPAL HALLS

Prince Township Community Hall & Pavilion will be closed to all public activities. Halls to be utilized in the event of an emergency only.

FIRE HALL

Fire Chief to cancel all training activities. All emergency response to continue. Fire Hall will be closed to the public.

MUSEUM/LIBRARY

Closed until further notice.

EMPLOYEES

At this point in time all full-time staff to continue operations within their designated workplaces with modified services as provided above. Part-time employees to receive Record of Employment beginning March 18, 2020 or as deemed necessary.

Absenteeism for full-time employees to be covered by sick bank. All employees encountering symptoms of COVID-19 are not to report to work. Information will be provided to all employees in regard to proper preventative measures and will be encouraged to exercise these measures at all times.

COUNCIL

Council to revisit this plan as required. Next Council Meeting scheduled for April 14, 2020 or until the call of the chair. At what point do we discuss declaring an emergency? Not there yet but need to think about this.