

Business Function	Timeframe	Description	Priority
Financial Department			
Payroll	Bi-weekly	Necessary – Can be completed remotely	High
Payables	Weekly	Necessary – Can be completed remotely	High
Accounts Receivables	Daily	Can be completed remotely	Medium
Pre-Authorized Work	Bi-weekly	Can be completed remotely	Medium
Telephone Inquiries	Daily	Can be completed remotely, voicemails/redirect	Low
Invoicing (eg: Tax Bills)	Various	Can be completed remotely	Medium
Building Inspections/Permits			
Building Inspections	As Required	This service is contracted to the Town of Truro. Instructions can be circulated throughout Stewiacke on social media and/or voicemail to contact the CAO. Most work of this nature can be completed off-site	Low
Building Permit Applications	As Required	Same as above	Low
Fire Inspections	As Required	Same as above	Low
Water Treatment & Wastewater			
Permit Compliance, Sampling, testing, data collection, plant inspections & reporting	Daily	Sampling, testing and plant inspections must be performed by licenced and trained operators. DOE and Labour maybe willing to make adjustments in order to accommodate any emergency situations. In the event of staff sickness, we may have to partner with a neighbouring municipality or we can assist another location should be need arise.	High
Plant operations	24/7	Some plant operations can be completed remotely. Our plant is connected to the Internet. Plant inspections must be performed to identify issues as they arise. On-call procedures are already in place.	High
Equipment Maintenance & Repair	Daily	Equipment must be maintained for readiness, as per manufacturers specifications. Repairs will have to be completed as necessary. In the event of sickness, some of the emergency repairs could be contracted. Maintenance staff are on-call already. Ordered parts will have to be delivered to an alternate location. The CAO and the Superintendent of Public Works can be contacted for delivery of parts.	High
Sludge Processing	Daily, 5 days per week	Sludge will have to be monitored and processed as normal. If sludge is not processed normally,	High

		the entire biological system is compromised and environmental compliance fails.	
By-Product Removal (sludge, fat, grit, screen debris)		???????????????? Check with Jeff	
Sewage Lift Stations	24/7	PW staff must inspect all lift stations on a scheduled inspection. Staff are on-call 24/7. Alarms are in place.	High
Administration			
Legislative	As Required	Can be completed off-site	Low
Contract Deadlines	As Required	Can be completed off-site	Low
Council	Bi-Weekly	A pandemic will likely generate a directive from Municipal Affairs & Housing. Council sessions can possibly be live streamed, if necessary.	High
Newsletter	Quarterly	Can be completed off-site. Re-scheduling is another option to consider for pandemic purposes.	Low
Essential Services	Daily	Public Works as it relates to water treatment and wastewater are paramount. Road clearing due to snow storms is also necessary. CAO will assume emergency management role for foreseeable future. Manager of Finance, Public Works Superintendent and perhaps contracting Grant Cooke maybe necessary. March Break activities have been cancelled. Other activities maybe suspended based on the threat of the pandemic. Most administrative activities can be performed remotely. Manager of Finance will assume CAO if he is required at REMO.	High
Dog Control			
Complaints	As Required	These will be handled as required, either by telephone or in person	Low
Community Development			
Issue Permits	As Required	Permits, variances and site plans	Low
By-Law Inquiries	As Required	Complaints and/or observation. CAO has sole authority to ensure By-Laws	Low
Approve Plans	As Required	Building and sub-division plans	Low
Property Status	As Required	Liaise with Grant Cooke. Town Clerk to forward approve plans to Land Registry	Low
Planning			
Logistics	As Required	Provide research, reasoned analysis and recommendations to Council on planning applications	Low

Zoning	As Required	Rezoning, plan amendments	Low
FAQ's	As Required	Answer question from Council and public on planning, policies and procedures	Low
Advice	As Required	Recommend policy and guidelines on land use, environmental conservation, housing, transportation, emergency planning	Medium
Communications			
Practice	As Required	Citizens will be informed on a regular basis via social media, newspaper and radio broadcasts. Mayor will be the main spokesperson. CAO is the REMO Public Information Officer and will be preparing media advisories on a regular basis.	High
Public Works			
Sewer Maintenance	As Required	Sewer-line issues	High
Lateral Installations	As Required		Low
Street & Sidewalks	As Required	Repairs	Low
Winter Maintenance	As Required	Plowing and salting	High
Water	Daily	Supply safe and potable drinking water to Stewiacke residents. Maintain water distribution lines and fire hydrants.	High
Essential Personnel	As Required	To be determined by Public Works Superintendent	High
Recreation Services			
Parks & Trails		None of the recreation services would be a priority during a major health pandemic	Low
Activities & Programs		As above	Low
Funding Programs		Can be completed remotely	Low
Solid Waste			
Collection	Weekly	Necessary. Collection of waste from the residential sector	High
Disposal of Solid Waste	Weekly	Materials must be processed in accordance with our Contract with the Municipality of the County of Colchester and in accordance with health and safety standards	High
Recycle Materials	Weekly	Materials must be processed in accordance with our Contract with the Municipality of the County of Colchester	Medium
Education	As Required	Will be deferred during a medical emergency	Low
Compliance	As Required	Public and environmental safety risks will be measured in reported incidents	Medium
Property Information			

Civic Addressing	As Required	Providing public with new and existing civic addressing information. Any new civic numbers will be deferred during a pandemic	Low
EMO Mapping	As Required	Supply EMO with 911 updates and mapping. Most recent civic numbering, building use codes and mapping depicting alternate routes maybe required by EMO	High
Fire Department	As Required	Supply Stewiacke & Area Fire Department with 911 updates and mapping. Most recent civic numbering, building use codes and mapping depicting alternate routes maybe required by the Stewiacke & Area Fire Department	High
Public and Staff	As Required	Provide the public and staff with information about properties. Building use types and historical information on properties maybe required	Medium
Road and Name Changes	As Required	Respond to new road names and change. It is highly unlikely any changes or naming will be done during a pandemic	Low
Road Mapping	As Required	Providing road mapping to the public. Alternate routes to blocked roads may have to be distributed or published	Low
GIS – Elevation/LIDAR data	As Required	Maybe required by various parties in the event of flooding, spills, toxic gas releases, fire and so forth. Really not required during a pandemic	Low
Assisting Health Department			
Virus Assessment	As Required	Public Works Building (former Post Office) can be used as an assessment center, if required	High
Senior's Complex	As Required	Restrictions from visitations could be implemented, as necessary	High
Dedicated Comfort Center (Sick People)	As Required	The Stewiacke Community Center can be used for temporary use for sick patients. Sick or dying people will not be permitted visitors. Contact can be made by social media. This option will be implemented if hospital capacity is exhausted	High
Partnerships			
Stewiacke & Area Fire Department	As Required	Town of Stewiacke and the Stewiacke & Area Fire Department will coordinate health and community support strategies. Personnel Protective Equipment (PPE) will be used and discarded in accordance with Health and Safety Standards	High
Training		Pandemic response requires training and experience in dealing with high risk and bodily substances. Other volunteer wishing to	High

		participate must demonstrate training and experience	
Optional Participation		Participation in pandemic functions is optional	High
Community Support			
Quarantine &/or Self-Isolation	As Required	Coordination for supply of medications, food and other essentials will be done by trained and PPE equipped personnel. The Town of Stewiacke & Area Fire Department will lead this support	High
Business Support	As Required	Essential business support will be engaged to allow this support program to proceed	High
Local State of Emergency			
Declaration	As Required	The Mayor of Stewiacke will declare a local state of emergency upon consultation with a town advisory committee, the REMO and approval from the Province of Nova Scotia	High
Restrictions	As Required	Recommended permissions and restrictions will be developed and widely communicated	High
Compliance	As Required	Police and town support will ensure compliance with state of emergency orders, permissions and restrictions, which include travel restrictions to and from the Town of Stewiacke	High
Business Closures	As Required	An order for businesses to close must be complied with	High
Records & Reporting	As Required	Detailed records must be maintained and disseminated to authorities, as requested	High
Communications	As Requested	Timely and appropriate communications is a must. Most state of emergency messaging will be done by the Public Information Officer (PIO) with the Regional Emergency Management Office (REMO)	High