

## CAO's ADMINISTRATIVE UPDATE TO COUNCIL

### ADMINISTRATION / ECONOMIC DEVELOPMENT

Senior Management Team	Staff met with BFL Insurance representatives on February 14 to review risk and claim procedures.
Economic Development	Staff met with MEDJCT and Newmark for a post jobsite challenge visit. The visit was productive with a number of ideas and concepts raised during the discussion. A report from Newmark and MEDJCT will be provided in the coming weeks.
Joint Tourism Partnership Opportunity with North Grenville	We have taken an opportunity to partner with North Grenville on a tourism/ec dev project to advertise a route along County Rd 44; showcasing activities and businesses along this road. Pending the successful grant application with RTO9, the project would target Ottawa residents and visitors, benefitting businesses along this road, including Spencerville. Staff will prepare a letter of support on behalf of the Township. Our financial contribution is expected to be \$3,750.00, 25% of the \$15,000 project.
Subdivision Updates	Progress is being made on both draft plans of subdivision in Cardinal. Staff have obtained peer reviews on engineered designs for Lockmaster's Meadow and will continue to work with the developer on approval of these plans/reports. Staff are meeting with the owner of the Meadowlands North subdivision in late March to discuss designs.
Digital Main Street Coordinator	The Digital Main Street Coordinator position is currently re-posted. This round, a greater recruitment emphasis will be placed on collaborating with area colleges/universities.
2023 General Insurance Renewal	BFL negotiated with the various carriers based on renewal applications received and the overall program increase is approximately 11.47%. This has taken into account the most recent losses. Coverage will be in place for the March 1 renewal timeline.
Township Office	Staff are working with the insurance adjustor, carrier, contractor and engineer to finalize a scope of work and develop draft plans following the water damage event in the council chambers.
Building	Staff are completing further review on the building fee schedule based on committee feedback and will return with additional information at the March A&O meeting.
Bylaw	The BLEO is monitoring and enforcing winter parking restrictions during the winter events. In-House Township clean-up efforts took place at a property in non-compliance with the clean yards bylaw. General compliance monitoring continues on a number of clean yards cases.
Upcoming meeting schedule	Monday March 6, COW – Community Development Monday March 13, <b>6:00pm</b> Public Meeting – ZBA Cleary

<b>Time – 6:30pm unless noted otherwise</b>	Monday March 13, <b>6:15pm</b> COW – Administration & Operations & Budget meeting #4 Monday March 20, Port Management Committee Monday March 27, Regular Council <b>Note:</b> Meetings this month are held at South Edwardsburgh Community Centre - 24 Sutton Drive, Johnstown
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## TREASURY

Audit	Year end audit is to commence on February 27 to March 3
Draw on Construction Loan	Received more invoices from GIP Paving so drawing our \$400,000 amount for Q1 2023. Last draw will be in Q2 and then recommend Township enters in to a debenture to repay loan
Water Systems Budget	Budget passed through committee with a Levy increase of \$1 per unit/month on each of the Cardinal Water and Wastewater Systems. Levy will be in effect March 1 should it pass at Council on February 27 <sup>th</sup> .
Budget	Budget meeting #4 scheduled for March 13 <sup>th</sup> . Still on track to pass budget at council meeting on March 27 <sup>th</sup> .
OCIF 2022 Project update	Filed the final report for OCIF so proper carry forward amount can be recorded. Carry forward amount is \$61,477.76. For reference the 2021 carry forward amount was \$61,355.52.
2022 PSSD Reporting	Completed the 2022 Public Sector Salary Disclosure Online Reporting for those earning over \$100K. There are 3 people from the Port and 5 people from the Township on the report for 2022.

## FACILITIES/RECREATION

Spring Ice	System has been opened for the Public to rent ice.
Programs	Will be offering another 5-week Art class starting the first week of March. We have partnered again with the Spencerville Optimist club for this project. This event will be held upstairs at the Townhall
Family Day Skate	Tremendous turn out last week for the Free Family Day skate with over 100 participants

## OPERATIONS – PUBLIC WORKS

Winter Operations Events	Routine and Regular Road Patrols Completed 2 Snow Removal Operation Events in Cardinal and Spencerville 9 Winter Operation Events in the Month 2 Ice Blading Events in the Month
Misc. Work	Roadside Brushing on McNeilly Rd and Rooney Rd Performed roadside debris and tree - limb collection Performed preventative vehicle maintenance on units.

	Perform Shop Maintenance at Pittston and Cardinal Garages Assist Building/By-Law Department with Yard Clean up at 456 Victoria St in Cardinal.
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#### OPERATIONS – ENVIRONMENTAL SERVICES

Cardinal Water Control Pollution Plant	Annual backflow preventer inspections completed. Trojan UV completed annual servicing of UV system. Routine rounds and maintenance completed.
Cardinal Water Plant	Annual backflow preventer inspections completed. DWQMS Table Top Exercise completed. Routine rounds and maintenance completed.
Cardinal Distribution System	Responded to one frozen water meter complaint. County Road 2 Rehabilitation tender closed and report will be coming to the A&O meeting on March 13.
Industrial Park Water System	DWQMS Emergency Table Top Exercise completed. Routine rounds completed.
Windmill Pumping Station	IEBCL troubleshooted and serviced the Variable Frequency Drive for pump # 1. Spring shutdown and tentative Windmill Station upgrades scheduled for April 30 <sup>th</sup> to May 10 <sup>th</sup> . Laframboise scheduled to start preparation work in early April.
Spencerville Wastewater System	Pulled pumps at Spencerville Station 2 & 3 (plugged). Routine rounds completed
Cardinal Sewer and Storm Collection System	Routine rounds completed.

#### OPERATIONS – MUNICIPAL DRAINS

Ferguson Drain	Ferguson Drain maintenance tender before Council for award February 27 <sup>th</sup>
Newport Drain	West branch work 90% complete. Remaining ditching and seeding to be completed once weather and site conditions allow.

## FIRE DEPARTMENT

	Weekly training and apparatus/equipment checks continue alternating between stations.
	Councilor Smail, fire admin and Chief attended the Essentials of municipal fire protection hosted by Prescott on February 10. The presentation is also available online for anyone interested.
	Fit testing is under way for all fire department personnel for both SCBA masks and N95 respirators.
Fleet	Tanker 1 is back from Helie and upfitting and training will take place over the next several weeks. A couple of minor items will be completed by inhouse staff.
	New rear tires were installed on Pumper 4 replacing the original tires dated 2009.
Fire Prevention	Inspection completed at a residential unit in Cardinal in cooperation with Bylaw and CBO.
	South Grenville fire departments are working together on a fire prevention display for the small business showcase at the Leo Boivin Community Centre March 2-4
	An inspection was completed at an assembly occupancy identifying several deficiencies that require correction.
Other	Planning is under way for this year's Eastern Ontario Firefighters Association Convention to be hosted in Cardinal on June 16 & 17.
	A pancake breakfast/open house is taking place at station #1 on February 25, 8am – noon.
	The Chief Fire Officials Association of Leeds Grenville completed their county wide food drive on February 11. The proceeds will be shared among the 13 food banks within Leeds Grenville. Campaign total is TBA.
	Twenty new fire helmets have arrived and will be issued to members with outdated helmets (10 years old) The balance will be replaced next year or when they reach 10 years.
	Deficiencies were identified in two SCBA units during monthly inspection. Units were taken out of service and repaired by authorized technician with parts covered under warranty.

## EMERGENCY MANAGEMENT

EMPC Meeting	The Emergency Management Program Committee will be meeting in March to review the 2023 program. Date is being finalized.
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Councillors are reminded to please forward or cc sent/received email correspondence that is a municipal record to [councilmail@twpec.ca](mailto:councilmail@twpec.ca)