

CAO's ADMINISTRATIVE UPDATE TO COUNCIL

ADMINISTRATION / ECONOMIC DEVELOPMENT

Senior Management Team	Staff will be meeting with BFL Insurance representatives on February 14 to review risk and claim procedures.
Economic Development	Staff will be meeting with Newmark and MEDJCT in mid-February to discuss further opportunities in strengthening economic development focus and strategy.
LG Approved Small Business and Trade Show	The 2023 LG Approved Small Business and Trade Show is scheduled for March 2-4 at the Leo Boivin Community Centre in Prescott. We are once again a title sponsor for the event. More information will be presented at the Committee of the Whole - Community Development meeting on February 6.
2023 ROMA Conference Delegations	On January 23, the Mayor, Deputy Mayor, CAO and Augusta Deputy Mayor met with the Minister of Energy, the Honourable Todd Smith on the natural gas expansion program and later that day, the Mayor, Deputy Mayor and CAO met with the Honourable Vic Fedeli (MEDJCT) and Honourable Steve Clarke (MMAH) to provide Jobsite Challenge feedback. Both resulted in productive conversations.
2 nd Foodcycler pilot project	We have pre-sold 22 units (roughly 50/50 split) in the first week. Units are scheduled to arrive the week of February 6 with resident pickup on February 11 and 12 week program beginning on February 13.
Building	Draft amendments to the building fee schedule will be coming forwarded at the February 13 Committee of the Whole - Administration and Operations. Staff also participated in the Building Inspectors qualification survey noting areas of improvement on exam feedback and design, and a formalized apprenticeship program.
Bylaw	The BLEO is actively monitoring and enforcing winter parking restrictions during winter events. General compliance monitoring continues on a number of clean yards cases. The Township attended court mid-December for two property offences. The owner pled guilty and was fined according to the bylaw and was ordered to comply with the Townships guidelines to bring the properties into compliance within a set timeframe.
Upcoming meeting schedule Time – 6:30pm unless noted otherwise	Thursday February 2, Committee of the Whole – Administration & Operations – Budget Meeting # 2 Monday February 6, Committee of the Whole – Community Development Monday February 13, Committee of the Whole – Administration & Operations Wednesday February 22, Port Management Committee

	Monday February 27, Regular Council
--	-------------------------------------

TREASURY

Budget #2	Preparation work for Budget meeting #2 on February 2 nd . This meeting will consist of reviewing the business cases for the capital projects and discussion around which projects will take priority for 2023
IO Construction Loan Proceeds	Q1 advance is scheduled for \$400K. Cash position currently over \$3M so will take the advance later in the quarter to save interest charges.
Year End	Working to have all items booked by end of January so a reasonable estimate of surplus/deficit can be projected. Year end audit will be February 27 – March 3
MuniSoft Draws	Our municipal financial software provider holds two draws annually. We submitted under both the community project (\$3,000) for Seniors aerobics and the relief fund program (\$1,000) for the foodbank- fresh options for clients. We should know more in the next couple of weeks.

FACILITIES/RECREATION

Holiday Free Skate	Had a total of 10 Free Skates over the holidays with good turn outs.
Summer Programs	Staff are currently working on the summer programs layout; some programs have already been posted via social media. The Summer Camp information will roll out in the next couple of weeks
Giant Tiger Play structure	The unit will likely arrive early Spring and its anticipated it will be ready for use by the end of May
Summer Students	Last year's students have all be contacted and we are currently advertising for new positions as well to fill the slots.
Spring Ice	Working on Spring Ice, the plan will be to run April and hopefully into late May as done prior to Covid

OPERATIONS – PUBLIC WORKS

Plow Truck Tender	Tender issued to 7 proponents and will close February 14 th Staff receiving some expression of interest through tender document requests and questions.
Winter Operation Events	Routine and Regular Road Patrols completed 10 Winter Operation Events to date 1 Snow Removal Operation in Cardinal and Spencerville Assist HFI Pyrotechnics with Salting/Sanding parking lots and roadways on HFI property due to vandalism to HFI plow equipment.
Misc. Works	Performed roadside debris and tree - limb collection

	Collection of Christmas trees in Cardinal, Spencerville, Johnstown and New Wexford. Performed vehicle maintenance on units. Performed shop maintenance at Pittston Garage.
Policy Review	Review Electronic Monitoring Policy with Unionized Staff

OPERATIONS – ENVIRONMENTAL SERVICES

Cardinal Water Control Pollution Plant	Routine rounds and maintenance completed. Capital Controls completed annual calibration/verification of process equipment. Process control equipment recertified. Morrisburg Plumbing replaced boiler recirculation pump/motor and boiler pressure valve. Submitted Quarterly ERRIS report (Federal Effluent Regulatory Reporting Information System). Painting flooring.
Cardinal Water Plant	Routine rounds and maintenance completed. Trojan UV recertified UV Reference Sensor (every three years). Capital Controls completed annual calibration/verification of process equipment. Process control equipment re-certified. Annual water report completed and submitted. Annual DWQMS Risk Assessment and Internal Audit completed. Received MECP inspection report, no non-compliance or best management practices reported.
Cardinal Distribution System	Honeywell Field Installer (water meter programming) arrived. Coordinating with Honeywell and Rideau St Lawrence to install.
Industrial Park Water System	Routine rounds completed. The following annual submissions were completed - O. Regulation 450 submission (industries that use more than 7300 m ³ of drinking water annually) and annual water system report. Annual DWQMS Risk Assessment and Internal audit completed. Received MECP inspection report, no non-compliance or best management practices reported.
Windmill Pumping Station	Routine rounds completed.
Spencerville Wastewater System	Pulled north pump as Spencerville Station 1 (plugged) Cleaned floats in Spencerville Station # 1. Submitted annual ERRIS Report (Federal reporting)

	Capital Controls completed annual calibration/verification of flow meter. Flow meter had internal alarms and could not be re-certified. Capital Controls is recommending replacing. Investigating replacement options.
Cardinal Sewer and Storm Collection System	IECBL and RSL completed electrical upgrade at Highway 2 Pumping Station. Routine rounds completed.

OPERATIONS – MUNICIPAL DRAINS

Ferguson Drain	Tender for Ferguson Municipal Drain maintenance issued and closes January 31 st .
Newport Drain	Looking to tender March 7 and close on March 28 with tender report coming forward in April.

FIRE DEPARTMENT

HR	Ten new recruits started January 4. They will be completing their NFPA 1001 FFI on Wednesday evenings with certification testing scheduled on April 29.
	Received resignations from 6 members, five of which were unable to maintain an acceptable level of attendance.
	Deputy Chief Graham VanCamp and Chief emeritus James Purcell retired at the end of 2022 as required by policy. They will be honored at our appreciation dinner later this year.
Training	We received a grant from the Fire Marshalls Public Safety Council to assist with the cost of certification. Training materials will be provided with a value of \$1635.48.
	Three members are attending NFPA 1021 Officer level 1 Jan 27-29. Chief and Training Officer completed Fire Code parts 3 & 5 course Jan 14, 15, 21. Both courses held at the Leeds 1000 Islands Training Centre in Lyndhurst.
	Regular training schedule being developed with a focus on practical skills development.
	An Essentials of Municipal Fire Protection course for municipal Council is being scheduled for our area, likely to be hosted in Prescott. Details will be provided to Council ASAP.
	The LG Chief Officers Association have created a training reference library for all fire departments in the UCLG to utilize. The materials will be stored at our regional training centre in Leeds 1000 Islands. The concept is to prevent purchasing multiple texts/reference documents when multiple firefighters are enrolled in a course.

Fleet	Tanker 1 (new unit) is currently back at the manufacturer to have some deficiencies corrected. Expect it will be completed by weeks end.
	Pumper 4 had new front tires installed (13 years old). Rear tires will be completed when stock becomes available.
	Truck 8 received new winter rated all terrain tires. The stock tires were inadequate for travel during winter events. The original tires (low mileage) are available to repurpose on another township vehicle.
Fire Prevention	Multi residential inspection follow-up is ongoing. Slowly gaining compliance. Electrical Safety order issued on a duplex building.
	Working with Prescott and Augusta on a booth at the upcoming small business trade show in Prescott.
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 scheduled at station #1 on February 25, 8am – noon.
	The Chief Fire Officers of LG are working on a food drive in support of the food bank. The details are still being worked out but planning to run Feb 1 – 11 with all FDs in the united counties participating.

EMERGENCY MANAGEMENT

OFMEM	Verified Community Emergency Management Coordinator and alternate as per OFMEM request.
-------	---

Councillors are reminded to please forward or cc sent/received email correspondence that is a municipal record to councilmail@twpec.ca