

## CAO's ADMINISTRATIVE UPDATE TO COUNCIL

### ADMINISTRATION / ECONOMIC DEVELOPMENT

Senior Management Team	The 2023 capital program is progressing well. Annual reviews are in process and staff will be bringing an updated procurement policy for council consideration in July.
Economic Development	Staff met with Newmark and MEDJCT to review the next phase report that was generated following the completion of the Jobsite Challenge.
Agricultural LEAR Assessment	Staff attended the public Consultation Session to review the draft report & mapping held at the County building on June 21. The committee of the whole – community development feedback was also submitted on June 13.
Forestry Services Agreement	A kick-off meeting was held with SNC. Staff will provide SNC with a more defined area of focus and a priority list of assessments to be conducted. Assessments are anticipated to occur in mid-July.
Ergonomics for Everyone Campaign	The Joint Health and Safety Committee is just wrapping up this campaign initiative. The awareness campaign was focused on identifying Musculoskeletal Disorder (MSD) causes in the workplace and providing some simple preventative and mitigation measures that everyone can take. Thanks to the JHSC and all participating staff in making our workplace safer.
Training	The first of two accessibility, integrated standards and workplace violence and harassment training sessions has been completed, with the second session scheduled for June 29.
Building	The department has issued 57 permits to date. South Nation Conservation recently advised that some septic permit records were missing from health unit record transfer earlier this year. We are working with the health unit to receive the missing records.
Bylaw	The BLEO continues to identify areas within the Township that require compliance efforts and education. Bylaw maintains open communication with the office of the prosecutor POA for regular updates respecting trials for outstanding summons. Property clean up expected to take place next month for non-compliance court order.
Upcoming meeting schedule <b>Time – 6:30pm unless noted otherwise</b>	Tuesday, July 4 – Committee of the Whole, Community Development Monday, July 10 – Committee of the Whole, Admin/Operations Monday, July 24 – Port Management Committee Monday, July 31 – Regular Council

## TREASURY

2022 Audit	2022 Audit report was finalized and awaiting the final financial statements to be issued to post on the website
2022 FIR	Submitted on time, awaiting final review from the Ministry
GIC	Township GIC is coming due, presented council with preliminary options for renewal. Will present formal options in July committee meeting.

## FACILITIES/RECREATION

Johnstown Pool	Heater hooked up and running, operating temperature will be set at 77 for summer
Cardinal Pool	Heater installed just waiting for Enbridge to complete hook up. The Phase 2 relining tender will be issued again in the next couple of weeks with the project taking place in the Fall.
Pools	Both pools are currently open for the summer. Staff have completed the following training courses for our in-house guards as well as neighboring municipalities over the past six weeks: SFA: 16 candidates received 16 hrs. of instructional time Lifesaving Instructors Course: 6 candidates received 20 hrs. of instructional time Swim Instructors Course: 15 candidates received 20 hrs. of instructional time NL course: 13 candidates received 40 hours of instructional time NL recert: 10 candidates (4 to 6 hrs.) Aquatic Supervisor: 8 candidates received 20 hours instructional time
GT Play structure	Play Structure installation is almost complete. Staff are working on a grand opening event in the next couple of weeks. Staff did an excellent job on this project
Cardinal Docks	Grab bars on all 4 docks were installed last week.
Johnstown Tennis Courts	The paving phase was completed last week. Staff are finalizing the fencing requirements and installation will take place over the summer. The tennis / Pickle Ball line painting will be done early September.
Canadian Flags	New Canadian Flags will be installed at municipal facilities in advance of July 1.
Waterfront Canteen	Canteen opened June 17 <sup>th</sup> and will remaining open with our normal hours till September 4 <sup>th</sup> .
Dive Site	New diver signage installed at both sites (Conestoga and Wee Hawk).

## OPERATIONS – PUBLIC WORKS

Roadside Brushing	Roadside brushing in conjunction with North Grenville on Totem Ranch Rd East is ongoing. Roadside brushing /tree trimming on various roadways within TWPEC.
Misc Work	Maintenance Grading on Granular Road surfaces. Hardtop patching pothole repairs – ongoing. Roadside mowing on TWPEC roadways – ongoing. Assist Parks and Recreation with installation of new play structure on Legion Way. Assist Environmental Services with lawn restoration repairs at various locations. Guiderail post replacements/repairs on Glen Smail Rd, Jochem Rd, and Smith Rd.
Contracts	Street Sweeping contract was completed at all locations. The granular resurfacing program has been completed. Granular M material placed on roadways was 7095.08 mt. Calcium application to granular surfaces has been completed.
Training	Employees attended Workplace Violence and Harassment Prevention and Accessibility Training
Ventnor Bridge Armouring	An onsite kickoff meeting with EC, Keystone and Goldie Mohr (GM), was held June 12 <sup>th</sup> at the Ventnor Bridge. GM has indicated a desire to start the project in July pending receipt of the permit from South Nation Conservation Authority. The construction is expected to be completed in 1-2 weeks. Information letters, (40), were sent to residents in Ventnor and the immediate surrounding area on June 20 <sup>th</sup> .
Johnstown Drainage	Paving on Mary Street was completed. Staff are reviewing deficiencies.

## OPERATIONS – ENVIRONMENTAL SERVICES

Cardinal Water Control Treatment Plant	Hewitts replaced the Air Handler Unit motor. Routine maintenance.
Cardinal Water Plant	IECBL installed a new pump panel for high lift pump # 1. Hewitts Brockville repairing motor for high lift pump # 1. Selleck Mechanical replaced a section of low lift pipework (spool piece). DWQMS 3 <sup>rd</sup> party on site audit successfully completed.

Cardinal Distribution System	One water service connection was installed on Adelaide Street. CWW vacuumed and cleaned out water main valve boxes. Annual portable backflow preventer inspections completed.
Industrial Park Water System	DWQMS 3 <sup>rd</sup> party on site audit successfully completed. Spring hydrant flushing completed.
Windmill Pumping Station	Routine rounds.
Spencerville Wastewater System	Team Industrial pressure cleaned Alum Bulk tank. Received bulk order of Alum GAL Power replaced transfer switch at Spencerville Station 1 ( <b>Capital Project</b> ).
Cardinal Sewer and Storm Collection System	Two sanitary laterals replaced due to defective no-corrode piping. CWW vacuumed storm catch basins in Cardinal.
CR2 Project	Site preparation work is complete, and the temporary water line commissioned for Phase 1 of the project, (Dishaw to Shanly Rd). Cavanaugh is installing the new water main.

## FIRE DEPARTMENT

HR	Planning is underway to host this year's women's firefighter bootcamp at the regional training center in Lyndhurst. This has become a county-wide initiative supported by the Fire Chiefs Association.
	A firefighter appreciation dinner was hosted on May 27 at the Drummond building in Spencerville with multiple awards presented. Positive feedback was received regarding the change in venue.
	An honorarium policy based on points is being developed and will be presented to committee at a future meeting.
Training	Two firefighters attended a presentation from Ornge Air Ambulance at Elizabethtown Kitley. The program outlined safety and landing requirements needed for the air ambulance.
	We are still waiting on the Ontario Fire College to approve our learning contracts for NFPA 1072 Hazmat Operations and NFPA 1002 Pumper Operations courses in August and October.
	14 firefighters are currently completing NFPA 1072 Hazmat Awareness online. The program runs June 1 – 30.
	The annual Mutual Aid coordinator training symposium wrapped up on June 19.
Fleet	The mobile radio has been switched over from Tanker 3 to Tanker 1. The new tanker is now in service.

	An action item will be prepared for committee to declare tanker 3 surplus to the townships needs and disposed of by public auction.
Fire Prevention	A fire ban was implemented on June 7 and was further relaxed to allow campfires only on June 16.
	Fire Prevention Officer John Henry attended the Operation SAFER (Smoke Alarm for Every Residence) summit in Vaughan.
	Meeting held on site at Greenfield Global to tour the new “very high quality” project. Items discussed included; new hazards, firefighting foam, site access and future collaborative efforts.
	Several burning complaints were addressed this month.
Other	Hosted the 111th annual Eastern Ontario Firefighters Association convention June 16/17 with 10 fire departments participating. The EC team had a strong performance, scoring points in every race and finishing second overall behind the winner South Mountain. Special thanks to all the township departments that made significant contributions to the success of the event. Proceeds from the 50/50 draw will be utilized to upgrade our thermal imaging cameras.
	Mobile radio programming has been updated to communicate with Prescott & Augusta radio repeater systems. This will improve communications and interoperability when working in Prescott and Augusta.

## EMERGENCY MANAGEMENT

Senior and Elected Officials Workshop	Members of the Emergency Management Program Committee attended a workshop in Prescott on June 15. The main objectives of the workshop included increasing comfort level with the five concepts of comprehensive emergency management and the municipal requirements under the Act. In addition, clarification on the role of elected officials within the context of local emergency management.
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Councilors are reminded to please forward or cc sent/received email correspondence that is a municipal record to [councilmail@twpec.ca](mailto:councilmail@twpec.ca)