

**CAO's ADMINISTRATIVE UPDATE TO COUNCIL**

ADMINISTRATION / ECONOMIC DEVELOPMENT

2023 Food Bank Challenge	Augusta Township has issued a friendly challenge to Prescott and TWPEC to benefit the local food bank. We will be working from now until December 14 <sup>th</sup> to collect as many food items as possible. We will count, collect and deliver to the South Grenville Food Bank on December 15. No one should be without food at any time and especially during the holiday season.
Municipal Office Holiday Hours	The office will close on Friday December 22 at noon and reopen on Tuesday January 2.
Server	New server hardware has been installed. Migration from existing server to new server will be coordinated with OnServe over the next few weeks.
EV Charge ON Program	RSL is preparing a proposal for Township consideration on EV charging stations to apply through MTO's EV Charge ON program. Applications have to be submitted by January 31, 2024.
Building	There have been 114 building permits issued this year to date.
Bylaw	The BLEO has been actively issuing and distributing public educational materials for the fast approaching winter season respecting the winter parking restrictions. The BLEO works closely with Public Works staff to monitor the weather and clean up efforts to ensure that warnings are issued prior to official orders when addressing winter parking concerns. Clean-up efforts have been completed at the end of October and early November for a clean yards and derelict vehicle property.
Upcoming meeting schedule <b>Time – 6:30pm unless noted otherwise</b>	Monday December 4 – Committee of the Whole, Admin/Operations Monday December 11 – Regular Council Monday, December 18 – Port Management Committee Monday January 8, 2024 - Committee of the Whole, Admin/Operations

TREASURY

Interim Audit	MNP will be performing their interim audit on November 27-28. They will be doing their 2023 audit from February 26 to March 1.
Asset Retirement Obligation (ARO)	This will be a focus on the 2023 audit to meet the new reporting standard. This will apply to buildings that have asbestos or need remediation and also any contaminated sites. Currently none are identified but will coordinate with the auditors. These adjustments do not affect cash, they are part of the PSAB financial statements. We currently have an item on the landfill closure. This will switch from being reported as a liability to being reported as an ARO.

Accounts Receivable	There will be additional items added at year end for receivables related to the Federal/Provincial grant funding. Currently it takes 45 business days to review and issue payment. We will receive \$894K before year end and the balance will be collected in 2024, however most of the work will be completed in 2023 so there will be a timing difference on when we collect the funds.
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### FACILITIES/RECREATION

Holiday Cookie Decorating	On Sunday, December 10th, the Township will host a free cookie decorating afternoon at the South Edwardsburgh Community Centre (24 Sutton Dr. Johnstown) from 12 p.m. to 3 p.m. This event is for children of all ages, and pre-registration is required.
Light up the Night Parade	Staff participated in the parade held in Prescott on November 17 handing out candy canes. The candy canes included a QR Code attached which takes them to our winter programs and free skating times. Within the first 3 days we've already had 100 hits on the site.
Cardinal Pool	Copping & Tile work has been completed, remaining work will be completed in the spring prior to regular scheduled opening
Legion Way	Tree removal started last week and will be completed by December 15 <sup>th</sup> .
Johnstown Ball Lights	Tender for the lights will go out later this week. This will help provide actual numbers and the best opportunity to have work completed prior to the season should the item be approved.

### OPERATIONS – PUBLIC WORKS

Misc Work	<p>Perform Winter Road Patrols on various roadways.</p> <p>Perform Hardtop patching on various roadways.</p> <p>Perform roadside brushing on various roadways.</p> <p>Collect roadside debris at various locations</p> <p>Gravel road grading maintenance on various gravel roadways.</p> <p>Perform road sign maintenance at various locations.</p> <p>Remove Beaver Dams from the Dewitt-Richter Municipal Drain.</p> <p>Assist Parks and Recreation to remove docks on the Cardinal Canal.</p> <p>Collection of Leaf and Yard Waste in Cardinal, Spencerville, Johnstown and New Wexford.</p> <p>Assist with road closures in Spencerville for Remembrance Day and Spencerwhoville.</p> <p>Perform winter maintenance operations – Winter Weather Event (2)</p> <p>Vehicle maintenance on township plow units.</p> <p>RSL scheduled to install lights on trees and wreaths next week.</p>
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Scott Rd Waste Transfer Station	The site was opened to township residents between 7:30am and 3:00pm on November 14 <sup>th</sup> ,2023 for brush and yard waste only. Regular hours are on Saturdays between 8:00am and 12:00pm.
Contractor Services	Perform routine maintenance on Volvo Excavator (Strongco Ltd) Perform routine maintenance on Pittston Loader (ESS Ltd) Perform spreader unit calibrations on plow units (Trackmatics Ltd)
Mary St. Outlet.	Contractor still encountering supply issues with culvert coupling. Issue expected to be sorted out and work completed in the next couple of weeks.
Meetings	Attend bi-weekly progress meetings for CR2 construction project.
Job Postings	Equipment Operator 1 – 9 applicants – 4 interviews (Nov 24,2023)

### OPERATIONS – ENVIRONMENTAL SERVICES

Cardinal Wastewater Treatment Plant	GAL power serviced generator. Routine rounds and maintenance completed.
Cardinal Water Plant	UV valve communication upgrade work in progress. Schneider Electric scheduled to complete SCADA upgrades on November 28 ( <b>Capital project</b> )
Cardinal Distribution System	Winterized fire hydrants and installed markers. Phase 2 and 3 water mains successfully commissioned. Temporary overland water mains removed.
Industrial Park Water System	Winterized fire hydrants. Private contractor installed a new water service on Reilly Street.
Windmill Pumping Station	Routine rounds completed.
Spencerville Wastewater System	Replaced pump at Spencerville Station 1 and purchased a spare. Wet vs Dry Flow Assessment Report in draft review. MECP granted a deadline extension to January 31, 2024. Costs of review will not extend beyond base price. Routine rounds completed.
Cardinal Sewer and Storm Collection System	Received new pump panel for Henry Street Station. Installation pending in 2024. ( <b>Capital project</b> ) Replaced two floats in Legion/Canteen sanitary well.

### OPERATIONS – MUNICIPAL DRAINS

Black Creek M/D	Drainage Superintendent has provided a high-level estimate to replace the Black Creek triple culverts under Jordan Road. Staff are reviewing.
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CR2/Newport Drain	There were no deficiencies noted on contractor/engineer walkthrough. Final 'As-Built' survey confirmation is scheduled for next week. Substantial completion is set to be issued for this phase upon the final payment request from the contractor.
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### FIRE DEPARTMENT

HR	Recruitment progressing with five people invited to interview/test.
Training	NFPA 1002 Pump Operations course wrapped up on Oct 29 with exam and skills testing.
	First-Aid training took place on Nov 25 & 26
Fleet	Waiting for parts and tech availability to repair a few minor deficiencies noted during pump testing.
	Pumper/Tanker 7 will be going in for service to repair an exhaust leak and intermittent check engine light.
	T9 recently had some repairs completed including; rear brakes, tie rod ends and new tires.
Fire Prevention	Participated in an emergency exercise at Air Liquide
	Staff met with company representatives at Greenfield Ethanol.
	Several members attended the open house for Potentia energy storage project.
	Staff attended the L&G Counties fire prevention committee meeting in Lyn. There was a guest speaker from the electrical Safety Authority.
Facilities	The furnace at station 1 was red tagged due to a damaged heat exchanger. A replacement heat exchanger has been installed. Although unanticipated, this repair is not expected to have significant budgetary implications.
	Back-up generators at both fire stations have been serviced.
	A new desktop computer has been purchased for each station.
Other	FD participated in Prescott's light up the night parade.
	Hose and ladder inspections and testing completed.

### EMERGENCY MANAGEMENT

Program Review	EMPC will meet in the next couple of weeks to review the 2023 program and start preparation for 2024. Annual compliance report is due by December 31.
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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)