

CAO's ADMINISTRATIVE UPDATE TO COUNCIL

ADMINISTRATION / ECONOMIC DEVELOPMENT

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| Senior Management Team | The Team is in the process of completing the Canada Core Public Infrastructure Survey for 2022 issued by Statistics Canada. The survey is a requirement every two years |
| Office Lunch | The office will be closed on Thursday December 14 from 12:00pm to 2:00pm for an office team lunch. |
| Municipal Office Holiday Hours | The office will close on Friday December 22 at noon and reopen on Tuesday January 2. There will be no courier service through the office for well water samples during this time. |
| Affordable Housing Information Session | Around 50 people attended the event held in Prescott on November 28 to learn more about building and planning processes associated with building tiny homes and ARU's. Representatives from Augusta, Prescott and Edwardsburgh Cardinal presented and answered questions. The event was coordinated through UCLG. |
| ZBA 2717 Goodin Rd and 921 CR2 | Based on the timing of applications and our meeting schedule, a public meeting has been set for Monday January 29. A preliminary report will be provided at the January 8 meeting and a final report to COW-CD meeting in February. |
| Meadowlands North | A request for a one-year extension has been received. This will come forward at the next available meeting |
| Upcoming meeting schedule Time – 6:30pm unless noted otherwise | Monday, December 18 – Port Management Committee January 2024 Monday January 8, – Committee of the Whole Administration & Operations and Budget Meeting #1 Monday January 15 – Strategic Planning Workshop # 2 4:00pm Monday January 29 – Public Meeting ZBA Goodin Rd – 6:00pm Monday January 29 – Regular Council Tuesday January 30 – Port Management Committee |

TREASURY

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| RWSS Upgrade | The final costs are in for the project. The total project cost was \$756,039.18 which was under the total project upset limit of \$780,014.40 and over the original cost estimate of \$650,012.00. Some of the items that caused the exceedances included certain material costs tripling in value, additional programming, drawings not matching field conditions, short system downtime creating extended work hours. Our share of the project rose from \$234,004.32 to \$287,017.91. This partnership program spanned 18 to 24 months and the desired outcomes met. |
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FACILITIES/RECREATION

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| Skate with Santa | Santa will be making his way to our local arenas. He will be at the Ingredion Centre on December 15 from 6:00pm to 7:30pm and the Spencerville Arena on December 17 from 2:00pm to 3:30pm |
| Holiday Skating Schedule | <p>Ingredion Centre, 4050 Dishaw St December 22nd 6pm - 7:30pm December 27th 2pm - 3:30pm December 29th 6pm - 7:30pm January 3rd 2pm - 3:30pm January 5th 6pm - 7:30pm</p> <p>Spencerville Arena, 22 Sloan St December 24th 2pm - 3:30pm December 28th 2pm - 3:30pm December 31st 2pm - 3:30pm January 2nd 2pm - 3:30pm January 4th 2pm - 3:30pm</p> |

OPERATIONS – PUBLIC WORKS

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| Holiday Curbside Collection Schedule | Waste and recycling will not be collected on December 25th and January 1st. Monday and Tuesday's route will be collected on December 26th and January 2nd. |
| Holiday tree Pickup | Christmas trees will be collected curbside within the villages of Cardinal, Johnstown, New Wexford and Spencerville from January 2-12. Trees must be placed curbside by January 2nd with no tinsel or decorations. Trees are accepted at the Scott Road Transfer Station at no charge in the month of January |

OPERATIONS – ENVIRONMENTAL SERVICES

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| Cardinal Wastewater Treatment Plant | Schneider Electric and IECBL completed SCADA switch and CPU processor upgrades (Capital Project). Routine rounds and maintenance completed. |
| Cardinal Water Plant | Schneider Electric and IECBL completed SCADA switch and CPU processor upgrades (Capital Project). Selleck Mechanical replaced low lift pipework spool piece. Routine rounds and maintenance completed. |
| Cardinal Distribution System | Routine rounds completed. |

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| Industrial Park Water System | Routine rounds completed. |
| Windmill Pumping Station | Routine rounds completed. |
| Spencerville Wastewater System | Routine rounds and maintenance completed. |
| Cardinal Sewer and Storm Collection System | Serviced pressure sensor at Highway 2 Pumping Station. Serviced wall mounted heater at Adelaide Station. |

FIRE DEPARTMENT

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| HR | Interviews completed for 4 potential recruits |
| | 1 - year interviews with recruits are ongoing |
| Training | First Aid and BLS recertification December 9 |
| | NFPA 1001 FireFighter II program scheduled to take place Jan 15 – Feb 24, 2024 |
| | One firefighter is completing HazMat training at the LTI training centre. This course was sponsored by the Leeds Grenville Fire Chiefs |
| | 2024 training schedule developed by training officer. |
| Fleet | Most of the follow-up repairs have been completed. Tanker 1 will be going to the manufacturer to have a seatbelt sensor and air pressure monitor repaired under warranty |
| | New wireless headset purchased for pumper 1 to improve communication during pumping operations |
| Fire Prevention | Christmas SM campaign being developed. Fire safety cards will be provided to local merchants for customer distribution |
| | Working on an issue at a multi residential building and industrial facility with several false alarms |
| Facilities | New sewage pump installed at station #1 |
| Other | Firefighter Family Christmas party is being planned. |

EMERGENCY MANAGEMENT

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| Program Review | The Emergency Management Program Committee met on December 4 to review the 2023 program. The annual compliance submission will be completed prior to the December 31 timeline |
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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