

CAO's ADMINISTRATIVE UPDATE TO COUNCIL

ADMINISTRATION / ECONOMIC DEVELOPMENT

Municipal Office	The office will be closed during lunch hour on March 28 to celebrate Gord Shaw's retirement. The office reception area will be relocated to the council chambers for a couple of days during the week of April 1 to allow for replacement flooring. Also, looking at holding the April 29 council meeting back in the chambers.
OP Amendment # 2	No appeals have been lodged within the 20-day appeal period and OPA No. 2 as approved by the Counties, is now in full force and effect.
Economic Development	Staff are working through several severance, zoning bylaw amendments and site plan control inquiries and applications
Municipal Free Tree Day	We have partnered again this year with SNC to provide a limited quantity of tree seedlings. Residents can use this link to fill out a form www.twpec.ca/freetrees2024
Strategic Plan	Two focus groups are arranged for April 2 with representation from various sectors of the community. The focus groups will take place between 3pm and 5pm followed by an open house from 5pm to 7pm.
Bylaw	BLEO continues to address new concerns through proactive and reactive identification and works with the public to educate everyone on bylaw requirements. With the spring thaw upon us, educational information and reminders to the public have been included in the March tax insert, asking public to extend their spring-cleaning efforts to outside chores to maintain clean yards and to renew their annual dog tags and kennel licences.
Upcoming meeting schedule Time – 6:30pm unless noted otherwise	Monday April 1, COW – Community Development Tuesday April 2, Open House – Strategic Plan – 5pm to 7pm Monday April 8 COW – Administration & Operations Monday April 22, Port Management Committee Monday April 29, Regular Council

TREASURY

PSD Budget Software Project	Project is on schedule to be completed at the end of Q2. Data loads are ongoing and once data is loaded and validated the testing of reports can begin.
ADP Payroll Software	The kick-off call was completed on March 19 th . Access to the new system is set up, and data loading will start in the next two weeks, testing after that. Project will be complete in 10-12 weeks (about 3 months).

Asset Management Plan update	Have engaged with PSD Citywide to coordinate and complete this project. The project charter is set to cover the assets required for the July 2024 deadline as well as the service level compliance that is required for 2025 compliance.
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FACILITIES/RECREATION

South Centre Hall	New furnaces and A/C unit installed in hall last week and are hooked up remotely and working fine.
Parks	Picnic tables, and new bleachers have been ordered with mid-April delivery
Ball Lights	Lights & poles ordered, anticipating third week of April to start install
Cardinal Pool	Benson pool will start the final phase of the project in late April
March Break	Public skating events (8) in total over the week were well attended
Arenas	Both arenas will close March 31 st , staff will spend the first couple of weeks of April doing a spring clean in each arena
Ingredion Walking Track	Walking track hours starting April 1 st will be 7:30 am – 12 noon Monday – Friday
Spencerville Arena	Pickleball will start the week of April 22 nd , Tuesday & Thursday nights from 6pm – 8 pm
Summer Programs	Opening registration for our Summer Day Camp will be April 1 st , Swimming lesson registration will be the first week of May
Johnstown Pickleball	Poles will be installed third week of April; coating application will go down the first week of May.
Earth Day	April 22 nd , again the township is working along with the businesses in the Industrial Park to help clean up the roadways and ditches. Recreation staff attended a meeting last week at Greenfield and will be collecting the garbage on that day.

OPERATIONS – PUBLIC WORKS

Winter Operation Events	Review daily Weather Reports (3 times daily) Perform routine Road Patrols. 1 Winter Operation Event to date.
Misc. Work	Perform Roadside Brushing on Dukelow Rd – ongoing. Perform hardtop patching for pothole repairs on various roadways. Perform vehicle maintenance on units. Perform Shop maintenance at Pittston and Cardinal Garages.
Meetings and Training	Attend District 8 – Ontario Road Supervisors Association Meeting. Attended TWPEC Labour Management Meetings. Meet with representatives from PSD Citywide Road Patrol to begin setting up Road Patrol software and training. - ongoing. Meet with representative from Dican Inc to set up installation of hardware for GPS Tracking devices on units - ongoing Attended JHSC Meeting.

	Attended Hwy 401/416 Maintenance Closure Debriefing with representatives from MTO, OPP, TWPEC, UCLG, and GIP to discuss communication strategies amongst parties.
Tenders and RFQ's	Spring Street Sweeping, Hot Mix Contract Administration, Various Granular Material, Supply of Winter Sand, and Dust Suppressant have closed.
New Staffing	Public Works Department welcomes Alex Modler. Alex joined the department on March 11.
Equipment	The new Freightliner 5-ton plow is undergoing the final fitting of plow, Wing and Sander Equipment. Delivery is expected at the end of this month.

OPERATIONS – ENVIRONMENTAL SERVICES

Cardinal Wastewater Treatment Plant	Morrisburg Plumbing replaced boiler (Capital). IECBL serviced Gravity Belt Thickener wash water pump overload relay. Serviced Rotopac and replaced solenoid water valve.
Cardinal Water Plant	Schneider Electric replaced faulty FBM card (SCADA). IECBL replaced High Lift Pump # 2 starter panel. Two operators completed the MECP Mandatory Renewal Course.
Cardinal Distribution System	Flushed sample stations. Routine monitoring.
Industrial Park Water System	Routine rounds completed.
Windmill Pumping Station	Spring shut down scheduled for April 7-10. Routine rounds completed.
Spencerville Wastewater System	Replaced north pump at Spencerville Station # 1. Received spare pump. Sanitary manhole rehabilitation work completed (Capital). Annual discharge of lagoons on going.
Cardinal Sewer and Storm Collection System	Sanitary manhole rehabilitation work completed (Capital). Annual inspection of storm outfalls on going. Inspected oil-water separator on Sophia Street and storm catch basins in Johnstown.

FIRE DEPARTMENT

HR	Additional applications have been received. In the process of coordinating interviews and testing.
	Interviews for the vacant Captain position have been conducted.

	A memorial tree dedication ceremony for the late Lucas Champagne is tentatively scheduled on the afternoon of Sunday April 28 at fire station 1.
Training	Five new members are progressing well. Certification training will take place in the future when courses are available.
	Received results from the NFPA 1002 Pump Operations course held in October with all students being successful. Certs have been received.
	Captain Roberts is currently completing NFPA 1031 Fire Inspector Level I at Leeds 1000 Islands training centre.
Fleet	Pumper 1 was out of service for 3 days to have a rear axle seal, sleeve and bearing replaced. Pumper Tanker 7 was able to fill in to ensure fire suppression capability was not reduced.
	Tanker 1 repairs are outstanding and need to be scheduled with the manufacturer.
	Rescue 1 recall (V-MUX reprogramming) is outstanding. Waiting for software update to arrive from manufacturer.
Fire Prevention	The early years play group visited the Cardinal fire station. The group of 27, learned about smoke alarms, home escape plans and firefighter equipment.
	The fire department will be at this weekend's trade show working with Prescott and Augusta to provide fire prevention education and fire extinguisher training.
Facilities	The trench drain at station 2 has been completed with new galvanized grating installed. A training room update including new ceiling tiles and fresh paint is underway and will be completed by month end.
Other	The department participated in our second annual food drive in cooperation with Prescott and Augusta fire departments. It was a very successful day. Totals have not yet been determined.
	Fire department members played in the family night hockey game and skills competition with OPP and EMS at the Alaine Chartrand Arena on March 11.
	Firefighters pancake breakfast is scheduled to take place at station 1 on Saturday April 27.
	Our automatic aid agreement with South Dundas will reach 5 years on June 18, 2024. The agreement will auto-renew, year to year moving forward unless either party gives notice. The fire chiefs agree that the existing agreement is working, and a new agreement is not needed at this time.

EMERGENCY MANAGEMENT

Solar Eclipse April 8 2024	EMPC and MECG met on March 11 for update on pre-planning. Local fuel and food service providers were sent a notice regarding the eclipse. Staff have prepared a dedicated webpage on eclipse safety. www.twpec.ca/eclipse-safety We have partnered with the Prescott and Augusta on radio ads relating to planning ahead, road and eye safety. The MECG will continue to monitor and coordinate with agencies leading up to April 8.
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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