

## CAO's ADMINISTRATIVE UPDATE TO COUNCIL

### ADMINISTRATION / ECONOMIC DEVELOPMENT

Digital Service Squad	Our Digital Service Squad member has accepted a new position with Kingston Health Sciences Centre. Staff remain open to exploring opportunities to support our businesses through a shared position but intend to take some more time to review the role and how it relates to our strategic plan and future updates to our community improvement plan.
Navigi Service Mapping	Staff have been working with Navigi to review a listing of social service supports in our area. Our next steps include reaching out to these agencies to provide an opportunity to review their data. We anticipate a public launch of the social services directory this Summer.
Tourism	Follow 44 is preparing for a soft launch of the route over the weekend, focusing on the businesses that are part of the route to share marketing material and ensure correct information on the website. A full launch is expected in May.
	The South Grenville Chamber is preparing a Visitor Guide for South Grenville. The last visitor guide was prepared in 2019. TWPEC has supported with community information and the purchase of a full page ad.
Municipal Office Closed	The municipal office will be closed on Thursday May 2 between 9am and 2pm in order for staff to participate in a Telus Health workshop - resiliency at work.
Strategic Plan Update	Staff will be meeting with Townhall Consulting on May 8 to review the survey and feedback received during the comment period.
South Grenville OPP Detachment Board	A report will be coming to the May 13 Administration and Operations meeting to discuss next steps on the formation of a board now that the Community Safety and Policing Act, 2019 was proclaimed on April 1, 2024.
Planning	UCLG released a statement on April 11 <sup>th</sup> to remind residents that the public engagement phase of the LEAR is ongoing and feedback from landowners and communities is still welcome.
	Office Consolidations of our Official Plan and Zoning Bylaw have been completed and are available on our website. The consolidations take into account the 2 OPAs and all Zoning Amendments that have been completed since the bylaw's adoption in June 2022.
	Staff are reviewing the draft Provincial Planning Statement to prepare comments on behalf of CoW-CD. We've reached out to MMAH for clarification on some items.
HAF Application	Staff met with a CMHC representative to discussion our unsuccessful submission. Limited details were provided to us.

Building	We would like to extend our sincere thanks to our neighbouring municipalities for their outreach and providing immediate support to keep services moving as our organization deals with the passing of our Chief Building Official. Prescott's Chief Building Official will be providing support and guidance to the building department in the short term.
Bylaw	A notice was included in the tax insert as a reminder to residents to extend their spring-cleaning efforts outwards to maintain clean yards and to offer assistance if neighbours are struggling. The BLEO is starting the observation process in the early spring to identify clean yard concerns to monitor and provide education to give property owners time to gain compliance before additional actions are taken later in the spring.
Upcoming meeting schedule <b>Time – 6:30pm unless noted otherwise</b>	Monday May 6, COW – Community Development Monday May 13 COW – Administration & Operations Tuesday May 21 Public Meeting ZBA 2460 Rooney Rd at 6pm Tuesday May 21, Port Management Committee Monday May 27, Regular Council <b>Note:</b> Meetings have returned to Council Chambers

## TREASURY

2023 Audit	Adjusting entries have been received by MNP and recorded in the general ledger. Financial statements will tentatively be presented at the COW-AO on Monday May 13 <sup>th</sup> , 2024.
FMW Installation	Data has been loaded and the posting routine from the general ledger and salary plan is being developed.
ADP	Data has been loaded. Final tweaks on employee files are being completed and then we will do parallel testing. Once the data has been tested and processed, training for the users and managers will be set up.

## FACILITIES/RECREATION

Staff Training	All Facilities Operators attended a 2-day Pool Certification course last week in Ottawa
Earth Week	Staff assisted members of SERA on April 20 <sup>th</sup> in Johnstown, they also helped in the April 22 <sup>nd</sup> day with the Johnstown Industries where 65 bags of garbage were collected. Special thanks to Greenfield Global for hosting the BBQ. Also, on April 25 <sup>th</sup> staff worked with staff from Ingredion Inc in a sweep of the Village of Cardinal which also included the off ramps from the 401. Special thanks to Colleen Baldwin for her coordination.
Arena Pickleball	Started last week Tuesday & Thursday at the Spencerville arena from 6 – 8 pm

New Picnic Tables & Bleachers	Have arrived and are installed and will be placed around the township in the next couple of weeks. 10 sets of Bleachers have arrived as well and will be installed this week and placed into various locations.
Docks	Cardinal docks have been installed including the new section added to the existing one in front of the pavilion. The viewing dock at the Mill will be installed this week. Also, the new kayak launching dock will be installed this week in front of the canteen building.
Johnstown Ball Light	Old towers removed, bases for the new lights being installed, completion date next week.
Pickleball Courts	Still planning on a late May for completion, weather dependent
Swimming Registration	Dates & times are posted on our website.
Day Camp	320 spots available, 260 have already registered and paid
No Wake Signs	There are three (3) signs installed at the waterfront area

## OPERATIONS – PUBLIC WORKS

Winter Operations and On-going Activities	Winter Season Ends on April 30 <sup>th</sup> , 2024. Perform routine Road Patrols. 1 Winter Weather Event to date. Ongoing work includes vehicle maintenance, pothole repairs, sidewalk sweeping and lawn restorations. Performed Sign maintenance at various locations.
Work in Other Departments	Assisted Environmental Services with exploratory dig on Reid St. Assisted Parks and Recreation Dept with Earth Day Operations, removal of Light Standards at the Johnstown Baseball Diamond and installation of waterfront docks.
Equipment Updates	Brush head for Volvo excavator requires extensive repairs. Unit must be rebuilt and not under warranty. Estimated cost to repair unit is \$10,000 to \$12,000. Repair cost is not in the 2024 Budget.
	Review and request Quotations for 6' x 12' wood flat deck utility trailer – used during summer months for pavement markings to transport paint and painting machine by Public Works to various locations and also used by Parks and Recreation for hauling lawn mowers that require distance to locations during the summer months. This is not budgeted for in 2024.
	Request and Reviewing options to extend the extended warranty for Case grader – warranty ends in May 2024.
Meetings and Training	Attend OGRA – Roads Conference (Toronto Ont.) PSD Citywide Road Patrol for software training. - ongoing
HR	Equipment Operator 1 position closed April 26 <sup>th</sup> , 2024. Staff are reviewing applications.
Tenders	The 2024 Road Program tender package was issued on April 26 <sup>th</sup> and closes on May 14.

Half Loads	Half load restrictions on our Township roads were lifted on April 17 in coordination with the United Counties of Leeds and Grenville.
2023 Datacall Submission	Staff completed and submitted our 2023 blue box submission to RPRA on April 19, 2024
Spring Brush & Leaf Pick-up	Schedule in Cardinal for May 7 and 21 and in Spencerville, Johnstown and New Wexford on May 9 and 23. Brush and leaves can be taken to the transfer station during the month of May at no cost. The transfer site will be open on Tuesday May 28 between 7:30am and 3:00pm for brush and leaf only to help accommodate residents that are unable to attend on Saturdays during the month of May

## OPERATIONS – ENVIRONMENTAL SERVICES

Cardinal Wastewater Treatment Plant	Trojan UV completed semi-annual maintenance on UV System. Claude Bourck Plumbing replaced backflow preventor. IECBL replaced Variable Frequency Drive for Decanter # 1. Schneider Electric completed semi-annual SCADA maintenance. GFL completed biosolids removal on April 25.
Cardinal Water Plant	Trojan UV completed semi-annual maintenance on UV System. Modified bulk chlorine tank supply pipework and installed new flow totalizer. Schneider Electric completed semi-annual SCADA maintenance.
Cardinal Distribution System	Landmark Structures completed a CCTV robotic inspection of water tower (bi-annual). Report pending. Exploratory excavations to locate underground water utilities completed. Replaced water service for 932 Reid Street and repaired curb stop for canteen/washrooms. Spring hydrant flushing and valve operation on going.
Industrial Park Water System	Routine rounds completed.
Windmill Pumping Station	Capital Controls serviced SCADA system (under warranty). Spring shutdown completed. GAL Power repaired the radiator in the portable generator.
Spencerville Wastewater System	Site meeting with Bishop Water to assess weed removal options for lagoons. Annual discharge of lagoons completed. Report submitted to MECP.

	<p>Nuisance wildlife activities completed around perimeter of lagoons.</p> <p>Replaced north pump base plate, starter relays, and capacitors at Spencerville Pumping Station # 1.</p> <p>Notice of Commencement issued for Environmental Assessment to amend ECA.</p>
Cardinal Sewer and Storm Collection System	<p>Flushed and CCTV inspected sanitary main on Reid Street.</p> <p>Flushed sanitary main on George and Walker St. South.</p> <p>Flushed and CCTV inspected storm main on Reid Street.</p>

## FIRE DEPARTMENT

HR	Cody Oatway has been appointed as the new captain at station 2. Cody recently started with the Brockville Fire Dept and has been assisting with some course instruction with Leeds 1000 Islands RTC.
	A memorial tree dedication ceremony for the late Lucas Champagne will take place on Sunday April 28 @ 1pm at fire station 1.
	A Volunteer Firefighter appreciation dinner will take place on Friday May 10 at the Drummond Building. Council is asked to RSVP with Vicki.
Training	Training officer Roberts completed NFPA 1031 Fire Inspector I and OFC Courtroom Procedures.
	Three members completing NFPA 1041 Fire Instructor I at the Leeds 1000 Islands training centre.
	Chief completed OFC Fire Code part 4 Flammable Liquids course.
	CNKC provided railway response training on Saturday April 6 at station 2. The training included rail car identification, response and a couple hazmat scenarios requiring specialized PPE.
Fleet	Tanker 1 was returned to the manufacturer to have the following issues resolved; seatbelt sensor, air brake pressure monitor and plumbing leak.
	Truck 9 had semi-annual service and maintenance completed.
Fire Prevention	County Fire Prevention meeting was attended in Merrickville.
	Fire Safety Plan for CBSA reviewed.
	Coordinating with a local industrial facility to provide employee fire extinguisher training
	Industrial fire alarm system components have been updated to reduce false activations.
Facilities	Fire station #2 training room has undergone a small renovation including new ceiling tiles and fresh paint. The project was

	completed using a combination of a local contractor and many volunteer hours.
Other	Firefighters Association pancake breakfast will take place at fire station 1 on Saturday April 27, 8-noon.
	Two SCBA and one air cylinder were repaired by M&L Supply. Parts were covered under warranty.

## EMERGENCY MANAGEMENT

Solar Eclipse April 8, 2024	We had an influx of tourists to the Township during that day. The day was managed very well by all our frontline personnel and those visiting left with a positive experience. Special thanks to our Municipal Emergency Control Group, Port of Johnstown and several other agencies who assisted in preparation and actions leading up to and during that day.
Emergency Preparedness Week (EPW)	EPW is May 5 to 11. We are partnering with Prescott and Augusta on radio ads and we will be hosting an emergency preparedness information night on Thursday May 9 from 6pm to 8pm at the Prescott Fire Department (302 Centre Street).
2023 Compliance Report	We received formal notice from EMO on April 15 that the Township was deemed compliant in meeting the requirements established under the Emergency Management and Civil Protection Act for 2023.

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)